SUBJECT: BALLOTS PRINTING SERVICES

BID #: SC-0442-18 **OPEN DATE:** 2018-04-25

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to ratify the period of service from May 19, 2022 through date of award.

Recommend approval to utilize the fourth and final renewal option with Elections Systems & Software, LLC in the annual expenditure amount of $200,000.00. Total revised award amount not-to-exceed $1,193,035.50. Period of service will be from date of award through May 18, 2023.

Funding for this award will be encumbered from account 00111.610001.552160.000000.00000000.00000.0000000 and processed via Purchase Order(s).

Attachments: Recommendation Memo, Supplier's Letter, Basis of Award, Previous Awards

Analyst: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: ROBERT PHILLIPS, SENIOR ELECTIONS OFFICER, DUVAL COUNTY SUPERVISOR OF ELECTIONS

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Mike Hogan
Supervisor of Elections
105 E. Monroe St.
Jacksonville, FL 32202
PH (904)255-8683
FX (904)255-3434

June 10, 2022

Re: Bid SC-0442-18

Gregory Pease, Chief,
Procurement Division
117 West Duval St, Suite 335

Dear Gregory:

This letter is to confirm that the Supervisor of Elections wishes to exercise the final renewal option for Bid SC-0442-18, awarded to Elections Systems & Software. We have done a great deal of business with this vendor in the past and have a high degree of confidence in their capabilities to meet the requirements of the bid. We are entering the busiest of election years with four countywide elections in rapid succession and continuity in our ballot printing is key. Please renew for 2022-2023 for $200,000 from account 00111-610001-552160-000000-00000000-00000.

Please do not hesitate to contact me if I can provide any further information or assistance.

Sincerely,

Robert Phillips
Chief Elections Officer
Duval County Supervisor of Elections

Election Systems & Software
MAINTAINING VOTER CONFIDENCE. ENHANCING THE VOTING EXPERIENCE.
EXPERIENCE RELIABILITY SECURITY INNOVATION
11208 John Galt Boulevard · Omaha, NE 68137 USA
Phone: 402.593.0101 · Toll-Free: 1.800.247.8683 · Fax: 402.593.8107
www.essvote.com

April 6, 2022

Robert Phillips
Duval County Supervisor of Elections
105 East Monroe Street
Jacksonville, FL 32202

RE: Duval County, Florida ("County") and Election Systems & Software, LLC ("ES&S") Ballot Printing Agreement Bid #SC-0442-18 (the "Agreement")

Dear Mr. Phillips:

This letter shall confirm ES&S' agreement to renew the above-referenced Agreement for an additional one (1) year period under the same terms and conditions set forth therein. The renewal period shall be for County FY 2022-2023.

Please let me know if you have any questions or need any additional information.

Sincerely,

Katie D. Figgins
Associate General Counsel

cc: Nick Cowles, ES&S
Mark Kelley, ES&S

TERMS AND CONDITIONS
BALLOTS PRINTING SERVICES

1. **SCOPE**

The Supervisor of Elections Office of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for the purchase of **BALLOTS PRINTING SERVICES.**

2. **AWARD**

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. **TERM OF AGREEMENT**

The term of this agreement will be one (1) year from date of award with four (4) one (1) year renewal options.

4. **MINIMUM REQUIREMENTS**

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Vendor must be a certified provider of Election Systems & Software (ES&S) ballots and print full color or black-on-white double-sided ballots.

b. Vendor must have experience in printing of Election Systems & Software ballots for a minimum of 6 years.

5. **STATE CONTRACTS**

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

6. **QUANTITIES**

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

7. **DELIVERY**

Delivery will be to Election Center, 1 Imeson Park Blvd. Bldg. 100, Jacksonville FL 32218.

8. **ESCALATION/DE-ESCALATION**

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

SUBJECT: BALLOTS PRINTING SERVICES

BID #: SC-0442-18

OPEN DATE: 2018-04-25

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on 5/19/18 to Elections Systems & Software, LLC in the amount of $363,000.00. First renewal option approved on 6/13/19 in the amount of $200,000.00; second renewal option approved on 6/23/20 in the amount of $200,000.00; increase in the amount of $30,035.50 approved on 4/8/21.

Recommend approval to utilize the third renewal option with Elections Systems & Software, LLC in the annual expenditure amount of $200,000.00. Total revised award amount not-to-exceed $993,035.50. Period of service will be May 19, 2021 through May 18, 2022 with one (1) one (1) year renewal option remaining.

Funding for this award shall be encumbered from account 00111-610001-552160-000000-00000000-00000 and processed via Purchase Order(s).

Attachments: Recommendation Memo, Supplier's Letter, Basis of Award, Previous Awards

Analyst: DAVID KLAGES

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: ROBERT PHILLIPS, SENIOR ELECTIONS OFFICER, DUVAL COUNTY SUPERVISOR OF ELECTIONS

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/13/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/13/21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: BALLOTS PRINTING SERVICES

BID #: SC-0442-18

OPEN DATE: 2018-04-25

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on 5/19/18 to Elections Systems & Software, LLC in the amount of $363,000.00. First renewal option approved on 6/13/19 in the amount of $200,000.00; second renewal option approved on 6/23/20 in the amount of $200.000.00.

Recommend approval to increase the award with Elections Systems & Software, LLC in the amount of $30,035.50 due to added costs for ballots printed in Spanish during the 2020 General Elections. Revised award amount for Renewal 2 not-to-exceed $230,035.50. Total revised award amount not-to-exceed $793,035.50. Period of service will be from date of award through May 18, 2021 with two (2) one (1) year renewal options remaining.

Funding for this award will be encumbered from account 00111-610001-547210-000000-00000000-00000 and processed via Purchase Order(s).

Attachments: Recommendation Memo, Previous Awards

Analyst: DAVID KLAGES

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: ROBERT PHILLIPS, SENIOR ELECTIONS OFFICER, DUVAL COUNTY SPVR. OF ELECTIONS

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 4/8/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/8/21

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No 2019-02

SUBJECT: BALLOTS PRINTING SERVICES

BID #: SC-0442-18

OPEN DATE: 2018-04-25

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on 5/19/18 to Elections Systems & Software, LLC in the amount of $363,000.00. First renewal option approved on 6/13/19 in the amount of $200,000.00.

Recommend approval to ratify the period of service from May 19, 2020 to date of award.

Recommend approval to utilize the second renewal option with Elections Systems & Software, LLC in the annual expenditure amount of $200,000.00. Total revised award amount not-to-exceed $763,000.00. Period of service shall be from date of award through May 18, 2021 with two (2) one (1) year renewal options remaining.

Funding for this award shall be encumbered from account 00111-610001-552160-000000-00000000-00000 and processed via Purchase Order(s).

Attachments: Recommendation Memo, Supplier's Letter, Basis of Award, Previous Awards

Analyst: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: ROBERT PHILLIPS, SENIOR ELECTIONS OFFICER, DUVAL COUNTY SUPERVISOR OF ELECTIONS

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 6/18/20

Teresa R. Eichen _____ OTHER: _____

_____

_____

ACTION OF AWARDING AUTHORITY DATE 6/23/20

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____
Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: BALLOTS PRINTING SERVICES

BID #: SC-0442-18

OPEN DATE: 2018-04-25

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on May 19, 2018 to Elections Systems & Software, LLC in the amount of $363,000.00.

Recommend approval to ratify the period of service from May 18, 2019 to date of award.

Recommend approval to utilize the first renewal option with Elections Systems & Software, LLC in the annual expenditure amount of $200,000.00. Total award amount not-to-exceed $563,000.00. Period of service shall be from date of award through May 18, 2020 with three (3) renewal options remaining.

Funding for this award shall be encumbered from account SEEL011-05216 and processed via Purchase Order.

Attachments: Recommendation Memo, Vendor's Letter, Basis of Award, Previous Award

Analyst: DAVID KLAGES

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: ROBERT PHILLIPS, SENIOR ELECTIONS OFFICER, DUVAL COUNTY SUPERVISOR OF ELECTIONS

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 6/13/19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/13/19

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: BALLOTS PRINTING SERVICES

BID #: SC-0442-18 **OPEN DATE: 2018-04-25**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 3 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Absolute Print Solutions, for not submitting evidence of meeting the minimum requirements as requested in the Terms and Conditions.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, Elections Systems & Software, LLC., to provide ballots printing services for the Supervisor of Elections. Period of service is one year from date of award with four (4) one (1) year renewal options. Total requested expenditure not-to-exceed $363,000.00.

Funding for this award to be encumbered by account SEEL011-05216, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications, Rejection Letter

ANALYST: CHELSEY FLEMING **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robert Phillips, Chief Elections Officer, Duval County Supervior of Elections

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 5-17-18

Teresa R Eichner OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/19/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05