SUBJECT: PRINTING THE 2021- 2022 COJ PREPAREDNESS & RESPONSE GUIDE

BID #: XF-0107-21

OPEN DATE: 6/9/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE-TIMW PURCHASE

AGENCY: PURCHASING DIVISION – COPY CENTER

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

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 2 **OTHER:** 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Interprint Web Printing as the lowest responsive, responsible bidder. Period of service will be a one-time purchase. Total expenditure amount not-to-exceed $150,897.00.

Funding for this award will be split evenly between the City of Jacksonville and JEA, each paying $75,448.50. Funding for COJ will be encumbered from account 52101.116201.547210.000000.00000000.00000.0000000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memos; Bid Tabulation; Terms & Conditions; Specifications

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

(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 _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

To: Gregory W. Pease, Division Chief, Procurement Division

From: Nihal Kekec, Manager of Purchasing Services – Internal Services

Date: June 17, 2021

Subject: XF-0107-21 Printing the 2021- 2022 COJ Preparedness & Response Guide

The Procurement Division recommends approval of award to Interprint Web Printing as the lowest responsive, responsible bidder. Period of service will be a one-time purchase. Total expenditure amount not-to-exceed $150,897.00.

Funding for this award will be split evenly between the City of Jacksonville and JEA, each paying $75,448.50, and executed by Purchase Orders.

Thank you for your assistance and consideration in this matter.

CC: Marilyn Laidler
Manager of Purchasing Services, Assistant
Procurement Division

Klages, David

From: McCollum, Jenny G. - Dir Procurement Services <gleejs@jea.com>
Sent: Thursday, June 17, 2021 11:08 AM
To: Klages, David
Cc: Selders, Elaine L.
Subject: Re: JEA to Pay Half the Cost for the 2021 - 2022 Emergency Preparedness Guides
Attachments: image001.jpg; XF-0107-21 Bid Tab.xlsx; Interprint Web Printing.pdf

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Approved.

On Jun 17, 2021, at 11:03 AM, Klages, David <DKlages@coj.net> wrote:

[External Email - Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email.]

Good morning, Jenny. Would you please confirm in this email that JEA agrees to pay Interprint Web Printing $75,448.50, which is exactly one half of their total bid price of $150,897.00 for **XF-0107-21 Printing the 2021- 2022 COJ Preparedness & Response Guide**, with the other half to be paid by the City of Jacksonville?

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

BID TABULATION

Title:	Printing the 2021 - 2022 COJ Preparedness & Response Guide			**Interprint Web Printing**		**The Hartley Press, Inc.**	
Bid No:	XF-0107-21						
Open Date:	June 9, 2021						
Analyst:	David Klages						
No. Invited:	(4) **No. Received:** (2) **Other:** (2)						
Recorded By:	John Hernandez						
Item #	**Description**	**Quantity**	**Unit**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Printing and binding of 438,000 COJ Preparedness & Response Guides per the Specifications, including delivery of approximately 5,042 guides (remainder) to the EOC warehouse.	1	Job	$.15176	$66,471.00	Not Stated	$119,978.00
2	EDDM Flat Rate of approximately 432,958 COJ Preparedness & Response Guides, including delivery to a USPS distribution center.	1	Job	$.195	$84,426.00	$.027 ea $125 per drop + postage ($.20 - $.24 ea)	$115,599.92
			TOTAL (Line Items 1 & 2):	**$150,897.00**		**$235,577.92 + $125.00 per drop**	
			Terms:	Not Stated		Not Stated	
			Delivery:	14 Business Days		14 Business Days	
			Signed Bid Form:	Yes		Yes	
			Bid Proposal Form:	Yes		Yes	
			Conflict of Interest Certificate:	Yes		Yes	
			Insurance Agent Acknowledgement Form:	Yes		Insurance Cert.	
			Addenda 1 & 2:	Yes		Missing Add. 2	

TERMS AND CONDITIONS

PRINTING THE 2021 – 2022
CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE

1. **SCOPE**
The City of Jacksonville's Procurement Division is currently accepting bids to obtain a source 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 item(s)/service(s) and to obtain pricing commitments for **printing and distribution of the 2021 – 2022 City of Jacksonville Preparedness & Response Guide** as listed in the bid documents.

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. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. **TERM OF AGREEMENT**
This is a one-time purchase.

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. Supplier shall provide proof of applicable local business license if located within Duval County.

5. **PRE-BID CONFERENCE**
N/A.

6. **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).

7. **QUANTITIES**
Quantities indicated are fixed.

8. **DELIVERY**
A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

9. **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.

10. **PRICES**
All unit prices shall include **freight, delivery, and handling charges** to the delivery location as outlined in the bid documents.

11. **PICK UP AND RETURNS**
The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded supplier will be required to submit a copy of their Certificate of Commercial Liability Insurance within ten (10) days from the date of receipt of the award notice. Bid number shall be listed on certificate.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

SPECIFICATIONS

PRINTING THE 2021 – 2022
CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE

All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to David Klages, Purchasing Analyst, at dklages@coj.net by the date and time specified on the Bid Form.

The awarded bidder (supplier) shall print, bind, and deliver (per the details below) the 2021 – 2022 City of Jacksonville Preparedness & Response Guide, meeting the requirements herein. The print-ready file will be provided to the awarded bidder by the City of Jacksonville.

Technical Specifications:

- Size: 8-3/8" x 10-7/8"
- Number of Pages: 32 pages (4-page cover + 28 text pages)
- Paper:
  - Cover Page: 100# Gloss Cover (this will encompass the front cover page, page 1 (not numbered), page 31 (numbered as page 30), and the back cover page)
  - Text Pages: 40# Gloss Text
- Ink: 4/4 Full Color
- File: Press Ready Files, Adobe InDesign
- Proofs:
  - Xerox and Web Proof
  - Hardcopy delivered to 515 N. Julia Street, Jacksonville, FL 32202 (4th Floor)
  - Proofs shall be Contract Proofs (finished product for all pages)
- Bindery: Saddle Stitch & box

Delivery:
The supplier will utilize the USPS Every Door Direct Mail (EDDM) program (https://www.usps.com/business/every-door-direct-mail.htm) to distribute approximately 432,958 guides. The guides being distributed via the EDDM program will be delivered to a USPS distribution center by the supplier. The remainder of the guides (approximately 5,042) will be delivered by the supplier to the JFRD EOC Warehouse located at 909 Haines Street, Jacksonville, FL 32206 (loading dock and forklift available).

The supplier should contact the USPS distribution center to ask for their preferred delivery method for the guides to be mailed via the EDDM program. The remainder of the guides to be delivered to the JFRD EOC warehouse shall be boxed.

Delivery to both locations shall be made within two weeks (14 calendar days) from receipt of the press-ready file. A Purchase Order and the press-ready file will be sent to the supplier as soon as possible after an award is made.

Postage & Shipping:
The supplier will include all costs associated with the EDDM program and the delivery of the remaining guides as stated on the Bid Proposal Form. The supplier will not charge the City of Jacksonville for any costs not called for on the Bid Proposal Form.