SUBJECT: Printing of Recycling Magnet Mailout

BID #: XF-0257-23 **OPEN DATE: 11/16/2022**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE-TME PURCHASE

AGENCY: Public Affairs Division

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

NUMBER OF BIDS INVITED: (20) **NUMBER RECEIVED:** (2) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to waive as a minor irregularity, missing addendum #1, from the proposal submitted by Corporate Concepts.

Recommend approval of award to the lowest responsive, responsible bidder, Corporate Concepts, for printing and distribution of recycling magnet mailout. Total expenditure not-to-exceed $228,345.00.

Funding Source: 00111.101101.548010.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Bid Tabulation, Terms & Conditions

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Corey Sidlo DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Nikki Kimbleton, Director of Public Affairs

(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

City Hall at St. James
117 W. Duval St., Suite 400
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: November 17, 2022

TO: Dustin Freeman, Chief, Procurement Division
Finance & Administration Department

FROM: Nikki Kimbleton, Director of Public Affairs
Mayor's Office

SUBJECT: **Recommendation for XF-0257-23 Recycling Magnet Mailout**

In accordance with Section 126.204(a)(1), ordinance Code, the Public Affairs Office was approved to utilize the Competitive Sealed Proposal process to formally solicit bids to provide printing of magnetic recycling information post cards along with shipping and postage fees for residential mailout. In response to the solicitation for bids, the Procurement Division received two (2) qualifying proposals. These proposals were forwarded to the Public Affairs Office for review.

Firm	Bid
Corporate Concepts	$228, 345
Printing & Promotion Partners	$267,600

The Public Affairs Office recommends awarding to the lowest, responsible bid, Corporate Concepts for the contract. The maximum indebtedness for the contract is $270,000 and have been encumbered in Requisition # MAPA-500002-23 will be funded from Fund 00111, Center 101101, Account 548010, Project 000000, Activity 0000000, Interfund 00000, Future 0000000. We are requesting for the contract to be executed by the Mayor and Corporate Security. Please let me know if you need additional information.

Requisition MAPA-500002-23

Requisitioning BU	MAPA: Mayor's Public Affairs	**Requisition Amount**	270,000 USD
Entered By	Sharyn Conway	**Justification**	
Status	Approved	**Funds Status**	Reserved
Description	Disbursement of funding for BID #TBD, for printing of recycling magnet mailout by Public Affairs Office		
Emergency Requisition	No		

Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
1		Disbursement of funding for BID #TBD, for printing of recycling magnet mailout by Public Affairs Office	605.41 Magnets			USD	270,000	Approved	Reserved

Requester	Sharyn Conway	**Supplier**	
Urgent	No	**Supplier Site**	
Requested Delivery Date	10/12/22	**Supplier Contact**	
Deliver-to Location	City Hall Suite 400 Charge	**Contact Phone**	
Deliver-to Address	117 West Duval Street, Suite 400, Jacksonville, FL 32202, Duval, United States	**Charge Account**	00111.101101.548010.000000.00000000.00000.0000000
Note to Buyer			

I CERTIFY THAT FUNDS FOR THIS PURCHASE WERE AUTHORIZED AND PROVIDED FOR IN THE CURRENT BUDGET.

BID TABULATION

Title:	RECYCLING MAGNET MAILOUT - REBID			**Corporate Concepts**		**Printing & Promotional Partners**	
Bid No.:	XF-0257-23						
Opening Date:	November 16, 2022						
Analyst:	Corey Sidlo						
No. Invited:	(20) **No. Received:** (2) **Other:** (1 No Bid - Alpha Graphics)						
Recorded By:							
Item #	**Description**	**Unit of Measure**	**Est. Annual Quantity**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Printing of magnetic recycling information postcards per the specification	Each	300,000	$0.43	$128,880.00	$0.55	$165,000.00
2	Shipping postage fee for residential mailout	Each	285,000	$0.35	$99,465.00	$0.36	$102,600.00
			Total Bid (Items 1 - 2):	**$228,345.00**		**$267,600.00**	
			Terms:	0%		100% (what it says)	
			Delivery:	30 days		30 days	
			Signed Bid Form:	X		X	
			Bid Proposal Form:	X		X	
			Conflict of Interest Certificate:	X		X	
			Addendum (1):				

214 N. HOGAN STREET
JACKSONVILLE, FL 32202

ADDENDUM NUMBER: **ONE (1)**

BID NUMBER: **XF-0257-23**

PROJECT NAME: **Recycling Magnet Mailout**

OPENING TIME AND DATE: **2:00 P.M., Wednesday, November 16, 2022**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT

The purpose of this addendum is to answer the following question:

Question: "Does the City have any special permits for discounted postage for this project?"

Answer: No. The city does not have special permits for discounted posted for this project.

DATE: November 9, 2022 **Analyst: Corey Sidlo** CS

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

Bidder's Signature

Owner

Title

Corporate Concepts

Company

11/16/22

Date

TERMS AND CONDITIONS
Printing of Recycling Magnet Mailout - Rebid

1. **SCOPE**

The City of Jacksonville's **Public Affairs Department** 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 a recycling magnet mailout as listed in the bid documents.

2. **AWARD**

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder(s). 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. Vendor shall provide proof of applicable local business license.

b. Vendor shall have no less than 10 years of experience printing and mailing similar materials.

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 are fixed.

7. **DELIVERY**

Items will be mailed by the vendor, with the client, the City of Jacksonville, providing all addresses. All addresses are located within Duval County. Leftover magnets are to be mailed directly to the City of Jacksonville. A packing list shall accompany this shipment, 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.

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.

9. **PRICES**

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

10. 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.

11. 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.

12. 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: Nkimbleton@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

13. 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. Bid number should be listed on certificate. A copy of the insurance certificate must be submitted within ten (10) days of award notice. Bid number should be listed on the insurance certificate.

14. 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.

15. 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.

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SPECIFICATIONS

PRINTING OF RECYCLING MAGNET MAILOUT - REBID

1. PRODUCT/MAGNETIC POSTCARDS

a) The Public Affairs Office with the City of Jacksonville is seeking a vendor to print 300,000 magnets in size 3.5" x 6" with full color process on one side. The magnet should be attached to a card (.12P thickness) that will include a full color imprint on both sides. The size for the card should not be smaller than 4" x 8".

b) This request for proposal will also include stuffing the card with attached magnet, into # 10 regular envelope printed in black with return address and bulk rate indica and mailing not to exceed 285,000 residences within the City of Jacksonville, Fl.

c) The completed items will be mailed bulk rate to these households by the vendor with all mailing costs included in the total bid. The award is not to exceed $270,000 for all services.

d) Artwork for the magnet and card will be provided by the Public Affairs Office with the City of Jacksonville as per specifications provided by the vendor as well as an excel spread sheet with mailing lists for residents receiving the mailer.

e) A greeting from the City and Mayor Lenny Curry will be featured on the postcard or card stock with the copy provided by the City of Jacksonville.

2. QUESTIONS

All questions must be addressed to the Purchasing Analyst, Corey Sidlo, via email at csidlo@coj.net.

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