SUBJECT: VOTE-BY-MAIL ENVELOPES OF THE SUPERVISOR OF ELECTIONS OFFICE

BID #: SC-0497-18

OPEN DATE: 07/17/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) 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

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded Administratively on 7/17/18 to Printing Edge in the amount of $60,594.00. First renewal option approved on 7/3/19 in the amount of $60,594.00; increase in the amount of $124,406.00 approved on 5/29/20; second renewal option in the amount of $60,594.00 approved on 5/29/20.

Recommend approval to utilize the third renewal option with Printing Edge in the annual expenditure amount of $61,805.00, including a 2% increase of all unit prices. Total revised award amount not-to-exceed $367,993.00. Period of service will be July 17, 2021 through July 16, 2022 with one (1) one (1) year renewal option remaining.

Funding for this award will be encumbered from account 00111-610001-552160-00000-00000000-00000-000000 and executed by 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, Chief Elections Officer, Duval County Supervisor of Elections

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(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)630-1414
FX (904)630-2920

June 8, 2021

Re: Bid # SC – 0497-18 (Ballot Envelope Printing)

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 our renewal option for Bid #SC-0497-18. We agree with Printing Edge and accept the 2% increase in pricing terms and conditions. Please renew for 2021-22 for $61,805 from 00111-610001-552160-000000-00000000-00000-0000000. Printing Edge has done an exemplary job of meeting our Vote by Mail ballot envelope printing needs. It is important that we continue this partnership leading into the next election cycle.

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

Sincerely,

Robert Phillips
Senior Elections Officer
Duval County Supervisor of Elections

printingedge
MORE THAN INK & PAPER
office. 904.399.3343 fax. 904.399.3103
2205 emerson street. jacksonville.florida 32207

May 5, 2021

To: City of Jacksonville

Regarding Bid No: SC-0497-18

Printing Edge would like to renew our contract for Bid No. SC-0497-18 for the next year with a 2% increase due to paper increases, outbound envelopes 300,000 at $12019.00 and 300,000 return envelopes at $49,786.00.

Please let me know if you need anyt further information from me.

Sincerely,

Ruth Murr, Owner

SUBJECT: VOTE-BY-MAIL ENVELOPES OF THE SUPERVISOR OF ELECTIONS OFFICE

BID #: SC-0497-18

OPEN DATE: 07/17/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) 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

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded Administratively on 7/17/18 to Printing Edge in the amount of $60,594.00. First renewal option approved on 7/3/19 in the amount of $60,594.00.

Recommend approval to increase award by $124,406.00 due to projected increase in mail-in votes because of COVID-19.

Recommend approval to utilize the second renewal option with Printing Edge in the annual expenditure amount of $60,594.00. Period of service will be July 17, 2020 through July 16, 2021 with two (2) one (1) year renewal options remaining.

Total revised award amount not-to-exceed $306,188.00.

Funding for this award will be encumbered from account 00111-610001-552160-00000-00000000-0000-000000 and executed by 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, Chief 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: 5/28/20

Teresa R Elkin

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5/29/20

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ADMINISTRATIVE AWARD
BID NO.: SC-0497-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to utilize the first renewal option with Printing Edge for Vote-By-Mail Envelopes for the Supervisor of Elections Office in the annual expenditure amount of $60,594.00. Total revised award amount not-to-exceed $121,188.00. Period of service shall be July 17, 2019 through July 16, 2020 with three (3) one (1) year renewal options remaining.

FUNDING SOURCE: Funding for this award shall be encumbered by SEEL011-05216 and executed by Purchase Order(s).

FOR AGENCY/DEPARTMENT: Supervisor of Elections Office

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 6 **NUMBER FIRMS BIDDING:** 3

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: N/A

RECOMMEND AWARD TO: Printing Edge

CONCURRENCE BY: Robert Phillips, Senior Elections Officer

PRICE: $121,188.00 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

David Klages, Analyst

7/2/19
Date

Manager of Purchasing Services, Assistant

7/2/19
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

7/3/19
Date

ADMINISTRATIVE AWARD
BID No.: SC-0497-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval of award to the lowest responsive, responsible bidder, Printing Edge, for the vote-by-mail envelopes for the Supervisor of Elections Office. Period of service is one (1) year from date of award, with four (4), one (1) year renewal options. Total estimated annual expenditure not-to-exceed $60,594.00.

FUNDING SOURCE: SEEL011-05216

FOR AGENCY/DEPARTMENT: Supervisor of Elections Office

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 6 **NUMBER FIRMS BIDDING:** 3

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:
N/A

RECOMMEND AWARD TO: Printing Edge

CONCURRENCE BY: Robert Phillips, Chief Elections Officer

PRICE: $60,594.00 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

Analyst

7/13/18
Date

Manager of Purchasing Services, Asst.

7/16/18
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

7/17/18
Date