**SUBJECT:** PRINTING SERVICES FOR DUVAL COUNTY TAX COLLECTOR

**BID #:** SC-0451-17

**OPEN DATE:** 2017-04-05

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SUPPLY/SERVICE CONTRACT – THREE YEARS FROM JUNE 7, 2017, WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

**AGENCY:** DUVAL COUNTY TAX COLLECTOR

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

**NUMBER OF BIDS INVITED:** (9) **NUMBER RECEIVED:** (3) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Subject bid was awarded on 4/27/17 to Cathedral Corporation in the amount of $375,000.00.

Recommend approval to utilize the first renewal option with Cathedral Corporation in the annual expenditure amount of $110,000.00. Total revised award amount not-to-exceed $485,000.00. Period of service shall be June 7, 2020 through June 6, 2021 with one (1) one (1) year renewal option remaining.

This award shall be funded by account 00193.730001.534100.000000.00000000.00000.0000000 and executed by Purchase Order(s).

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

**Analyst:** _____
DAVID KLAGES

**RESPECTFULLY SUBMITTED:** _____
For GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** Kevin Rock, Director of Administrative Services, Duval County Tax Collector

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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: _____

_____ _____

_____ _____

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**ACTION OF AWARDING AUTHORITY** DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

# DUVAL COUNTY TAX COLLECTOR

www.coj.net/tc
taxcollector@coj.net

JIM OVERTON
TAX COLLECTOR

231 E. FORSYTH ST., SUITE 200
JACKSONVILLE, FLORIDA 32202-3356

TO: Greg Pease, Chief, Procurement Division, Finance & Administration

FROM: Debra Doran, Chief Financial Officer, Duval County Tax Collector Debra Doran

RE: SC-0451-17

DATE: May 18, 2020

The Duval County Tax Collector's office is contracting with Cathedral Corporation on City Contract 10407 for the printing and mailing of tax bills, tag renewals and replacements, etc. We would like to exercise the first of two one-year renewal options and to increase the maximum indebtedness by an additional annual estimated expenditure of $110,000.00 bringing the total not-to-exceed amount for the award to $485,000.00. The new expiration date for the contract will be June 6, 2021. This leaves a single optional one-year renewal period.

We are including an email concurrence sent by Cathedral Corporation.

Your favorable consideration of this request is appreciated.

CC: Kevin Rock, Chief, Business Support Services, Duval County Tax Collector

Cathedral
CORPORATION

**Marianne W. Gaige**
*Chairman and Chief Executive Officer*

May 14, 2020

Duval County Tax Collector
Attn: Debra Doran, CPA, CFCA,
CGFO Chief Financial Officer
231 E. Forsyth St. Ste. 208
Jacksonville, FL 32202

RE: SC-0451-17 Renewal

Dear Debra,

We concur with the request to exercise the first of two one-year renewal options for contract 10407 between the City of Jacksonville and Cathedral Corporation for Printing Services for Duval County Tax Collector. This contract was awarded for SC-0451-17 on March 9, 2017 and currently runs through June 6, 2020. The extension will run through June 6, 2021.

Please feel free to contact me should you have any questions.

Sincerely,

Marianne W. Gaige

# TERMS AND CONDITIONS
# PRINTING SERVICES FOR DUVAL COUNTY TAX COLLECTORS OFFICE

## SCOPE

The Duval County Tax Collectors 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 creation and mailing of renewals and notices as listed in the bid documents.**

## AWARD

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

## TERM OF AGREEMENT

The term of this agreement is three (3) years from June 7, 2017, with two (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

## REQUIREMENTS

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

- Vendors must submit proof of at least one (1) year experience (within the last three (3) years) producing mailings, including auto tag renewals, business tax notices, and local business tax for another Florida county. The county must have at least 20,000 auto tag renewals per month and a minimum of 200,000 combined Real Estate and Tangible Personal Property Tax accounts. Proof must be submitted in the form of sample notices that demonstrate the ability to produce the various types of notices. The mailings must have been produced from files sent from the Florida DHSMV and tax notices from a county within the State of Florida. Mailing of notices not printed using a print file does not qualify as sufficient proof of experience. Printing of postcard style renewal notices does not qualify as proof of competency in printing DMV renewal notices.

## 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).

## 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.

## 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

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**BID #: SC-0451-17** **OPEN DATE: 2017-04-05**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SUPPLY/SERVICE CONTRACT – THREE YEARS FROM JUNE 7, 2017, WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

**AGENCY:** DUVAL COUNTY TAX COLLECTOR

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

**NUMBER OF BIDS INVITED:** 9 **NUMBER RECEIVED:** 3 **OTHER:** 0

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to reject Southwest Direct, for failing to provide proof that they have created the local business tax notices, in the form of samples, as requested in the Requirements of the Terms and Conditions.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, Cathedral Corporation, to provide , printing services for the Duval County Tax Collector Office. Period of service is three years from June 7, 2017 with two (2) one (1) year renewal options. The estimated annual expenditure not-to-exceed $125,000.00, for a total requested award amount of $375,000.00.

Funding for this award to be encumbered by accounts TCSG017-03410, to be executed by purchase order(s).

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

**ANALYST:** _____ CHELSEY RENFROE

**RESPECTFULLY SUBMITTED:** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Kevin Rock, Director of Administrative Services, Duval County Tax Collector

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 4/27/17

Teresa R. Eicher _____ OTHER: _____

_____ _____

_____ _____

**ACTION OF AWARDING AUTHORITY** DATE 4/27/17

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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