**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

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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 _____

**Mike Hogan**
Supervisor of Elections
105 E. Monroe St.
Jacksonville, FL 32202
PH (904)630-1414
FX (904)630-2920

May 19, 2020

Re: Bid SC-0497-18

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 renewal option for Bid SC-0497-18, awarded to Printing Edge. 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. As we enter into the Presidential election cycle of 2020, vote by mail is expected to hit unprecedented volume. With Covid virus concerns many more voters will exercise their right to vote by mail. While ordering such volume of envelopes, we do not wish to change vendors at this important time. The award will not exceed $185,000 and will be funded in FY 20 and FY 21 by fund 00111, center 610001, account 552160.

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

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

May 15, 2020

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, holding the current pricing for outbound envelopes, 300,000 at $11784.00 and 300,000 return envelopes at $48,810.00

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

Sincerely,

Ruth Murr, Owner

# TERMS AND CONDITIONS
## VOTE-BY-MAIL (VBM) ENVELOPES

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 VOTE-BY-MAIL (VBM) ENVELOPES.

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**

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

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.

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 add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

7. **DELIVERY**

Delivery will be to a local Business Mail Entry Unit (BMEU), closest to awarded vendor. The Supervisor of Elections Office will require quantity documentation.

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.

**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