SUBJECT: VOTE-BY-MAIL (VBM) SERVICES – RE-BID

BID #: SC-0448-18 **OPEN DATE: 2018-05-02**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE 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(S)

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject the sole bidder Integrated Voting Systems, Inc. DBA Integrated Voting Solutions for exceeding the allocated funding for these services. The Supervisor of Elections will not be rebidding the requested services this year.

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

ANALYST: _____
CHELSEY FLEMING

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 15, 2018

Re: Bid SC-0448-18Vote-By-Mail (VBM) Services
Gregory Pease, Chief,
Procurement Division
117 West Duval St, Suite 335

Dear Gregory:

We have reviewed the responses for SC-0448-18Vote-By-Mail (VBM) Services. We have determined that the cost is outside of our current budget capacity. We will not be contracting with any vendor this year for Vote By Mail services. We recommend rejecting all bids.

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

Title: VOTE-BY-MAIL SERVICES - RE-BID
Bid # SC-0448-18
Bid Date: 5/2/18
Buyer: Chelsey Fleming
No. Invited: 6 **No. Received:** 1 **No Bids:** 1
Recorded By: Renata Barnett 5/2/2018 Date

INTEGRATED VOTING SYSTEMS, INC. DBA INTEGRATED VOTING SOLUTIONS

ITEM	DESCRIPTION	Est. QTY	UoM	UNIT PRICE	EXTENDED TOTAL
1	Inbound, Outbound, Secrecy Sleeve, Ballot Pages(s)	100000	EA		
2	Election Systems & Software (ES & S) Ballots/Print Full Color or Black-on-White Double-Sided Ballots on CountRight Paper on Sizes from 8.5" x 11" up to 8.5" x 19"	100000	EA		
			TOTAL		

TERMS:	NET30
DELIVERY:	17 BUSINESS DAYS
CONFLICT OF INTEREST:	YES
INSURANCE ACKNOWLEDGEMENT FORM:	YES
CERTIFIED PROVIDER OF ELECTION SYSTEMS & SOFTWARE BALLOTS:	YES
LOCATED IN FLORIDA:	YES
APPLICABLE LOCAL BUSINESS LICENSE:	YES
ADDENDUMS 1	YES

TERMS AND CONDITIONS
VOTE-BY-MAIL (VBM) SERVICES – RE-BID

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) SERVICES.**

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. 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 must be a certified provider of Election Systems & Software (ES&S) ballots

b. Vendor must be located in Florida.

c. 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 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.

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.

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 services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include: purchase order 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: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida, 32202.

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. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on 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.

SPECIFICATIONS
VOTE-BY-MAIL (VBM) SERVICES – RE-BID

1. SPECIFICATIONS

A. Vendor must provide approved inbound envelope (including flap that covers entire signature area), outbound envelope, secrecy sleeve, ballot page(s) and any necessary additional inserts (candidate withdrawal notification for example). There are a maximum of: 2 styles of inbound outbound envelopes (Postage Paid and Par Avion); 2 styles of outbound envelopes (Postage Paid and Par Avion); and 4 styles of secrecy sleeves (Domestic Civilian, Domestic Military, Overseas Civilian and Overseas Military). Ballot page count is usually 1 sheet, however the sheet count can be higher, depending on the election.

B. Vendor must be a certified provider of Election Systems & Software (ES&S) ballots and print full color double-sided or black-on-white double-sided ballots. Ballot size may be 8.5" x 11", 8.5" x 14", 8.5" x 17" or 8.5" x 19".

C. Ballot stock must be either CountRightTM or substantially conform to the following specifications:
- Grain Direction on Finished Ballot: Long
- Basis Weight: 80# text weight (36.2874 kg)
- Thickness: 0.0061 in. (0.015494 cm)
- Smoothness: 130 Sheffields
- Moisture: 5.5 percent
- Opacity: 97.0
- Brightness; 92 to 94
- PPI: 338

D. Vendor must utilize ballot PDF "As-Is" without modification. Ballot PDF provided by county will have 2D Data Matrix barcode. 2D Data Matrix location can be anywhere within the top 2 inches of the ballot in an area agreed upon by the county and vendor. 2D Data Matrix barcode shall consist of any job or county identifier as requested by vendor, ballot style number, and ballot sheet number.

E. County shall provide lookup file in CSV format which indicating the barcode(s) for each ballot style.

F. Vendor must be able to daily (Monday – Friday) complete and mail outbound VBM packets.

G. Vendor will provide knowledgeable staff familiar with the Florida Election processes and cycles. In addition, vendor will provide support and feedback during peak periods seven days a week between the hours of 6:00am to 9:00pm EST.

H. Vendor must have a quality control process to minimize human error when printing multiple ballot styles within a single election in a precinct based election with assorted precinct identifiers in the header and ballot.

I. Vendor must have an automated pre-organization of printing and processing to minimize human error.

J. Vendor must provide a secure on-line environment to submit files.

K. Vendor must provide CASS processing on all VBM files.

L. Vendor shall process pieces such that the mailing is mailed at the lowest qualified postage rates.

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

June 15, 2018

4299 St. Augustine Way
Jacksonville, FL 32207

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: Integrated Voting Systems, Inc. DBA Integrated Voting Solutions

CONTACT NAME: Rebecca Kozlowski

BID NUMBER: SC-0448-18

NAME OF BID: Vote-By-Mail (VBM) Services – Re-Bid

DATE OPENED: May 2, 2018

REASON FOR REJECTION:

Vendor is being rejected due to the pricing exceeding the agency's allocated funding for these services. The Supervisor of Elections will not be rebidding these services this year.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, AT CFLEMING@COJ.NET.

ANALYST'S SIGNATURE: _____

CHELSEY FLEMING

Fleming, Chelsey

From: Fleming, Chelsey
Sent: Friday, June 15, 2018 10:33 AM
To: 'rebecck@thepresort.com'
Subject: SC-0448-18 VOTE-BY-MAIL SERVICES - RE-BID
Attachments: Integrated Voting Solutions Notifications.pdf

Good morning,

Please see the attached notification for subject bid.

Thank you,
Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net
Direct 904.255.8826

CITY OF JACKSONVILLE