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SUBJECT: BALLOT PRINTING SERVICES

BID #: SC-0269-24 **OPEN DATE:** 11/29/2023

JACKSONVILLE PROCUREMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2024 WITH TWO (2) ONE-YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS OFFICE

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

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first renewal option with Election Systems and Software, LLC in the amount of $340,000.00. Total revised not-to-exceed award amount will be $555,000.00. Period of service will be from October 1, 2024 through September 30, 2026 with one (1) two-year renewal option remaining.

This award will be funded from account 00111.610001.547210.000000.00000000.00000.0000000 and executed by Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2024. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

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

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: JERRY HOLLAND, SUPERVISOR OF ELECTIONS

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

OFFICE OF THE SUPERVISOR OF ELECTIONS

JERRY HOLLAND
SUPERVISOR OF ELECTIONS
OFFICE (904) 255-8683
CELL (904) 318-6877

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX (904) 255-3434
E-MAIL JHOLLAND@COJ.NET

July 8, 2024

Re: Bid #SC-0269-24 (Ballot Printing Services)

Mr. Dustin Freeman
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Dear Mr. Freeman,

We recommend exercising Renewal 1 for Election Systems & Software for SC-0269-24 Ballot Printing Services. The period of service will be from October 1, 2024 – September 30, 2026.

Funding source will be 00111-610001-547210 Miscellaneous Services and Charges in the annual not to exceed expenditure amount of ~~$170,000.00.~~ Total revised not to exceed award amount will be $555,000. $340,000.00 DK

Please do not hesitate to contact me at (904) 255-3441 if I can provide any further information or assistance.

Sincerely,

Yolanda Negron-Carson

Yolanda Negron-Carson
Finance Officer
Duval County Supervisor of Elections

Cc: Jerry Holland, Duval County Supervisor of Elections
Justin Gicalone, Chief Elections Office

Election Systems & Software
MAINTAINING VOTER CONFIDENCE. ENHANCING THE VOTING EXPERIENCE.
EXPERIENCE RELIABILITY SECURITY INNOVATION
11208 John Galt Boulevard · Omaha, NE 68137 USA
Phone: 402.593.0101 · Toll-Free: 1.800.247.8683 · Fax: 402.593.8107
www.essvote.com

April 10, 2024

Yolanda Negron-Carson
Duval County Supervisor of Elections Office
105 East Monroe Street
Jacksonville, Florida 32202

RE: Duval County, Florida ("County") and Election Systems & Software, LLC ("ES&S") Ballot Printing Agreement Bid #SC-0269-24 (the "Agreement")

Dear Mr. Phillips:

This letter shall confirm ES&S' agreement to renew the above-referenced Agreement for an additional two (2) year period under the same terms and conditions set forth therein. The renewal period shall be for County FY 2024-2026 (10/01/2024-09/30/2026).

If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

Tyler A. Masterson

Tyler A. Masterson
Associate General Counsel

TERMS AND CONDITIONS

BALLOT PRINTING SERVICES

1. **SCOPE**
The City of Jacksonville's Procurement Division 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 **Ballot Printing Services** as listed in the bid documents.

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. 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 from the date of award through September 30, 2024 with two (2) two-year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions 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. Supplier must be a certified provider of Election Systems & Software, LLC's ballots and must print full color or black-on-white double-sided ballots.

5. **PRE-BID CONFERENCE**
N/A.

6. **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).

7. **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. **The City reserves the right to add or delete items during the contract period.** The City will order on an as needed basis.

8. **DELIVERY**
A packing list shall accompany all shipments, 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.

9. **ESCALATION/DE-ESCALATION**
All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term, 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.

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

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SUBJECT: BALLOT PRINTING SERVICES

BID #: SC-0269-24 **OPEN DATE:** 11/29/2023

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2024 WITH TWO (2) ONE-YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS OFFICE

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

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Election Systems and Software, LLC as the sole responsive, responsible bidder. Period of service will be from the date of award through September 30, 2024 with two (2) one-year renewal options. Estimated not-to-exceed award amount will be $215,000.00.

Funding for this award will be encumbered from account 00111.610001.552160.000000.00000000.00000.0000000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms & Conditions, Specifications

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: JERRY HOLLAND, 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: 12/7/2023

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 12/8/2023

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02