Docusign Envelope ID: 6BCE5444-8875-4002-AA43-14BECBB867F5

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Ballot Printing Services

Requested Action/Authority:

Recommend approval to increase the award with Election Systems & Software, LLC. in the amount of $120,000.00 for Ballot Printing Services - SC-0269-24/POA#70944-24. Total revised not-to-exceed amount will be $335,000.00. Period of service remains unchanged.

Justification/Explanation:

We must order November ballots in September to ensure that we have the test ballots to prep the tabulators and the order date the vendor has given to ensure delivery of Election Day ballots is September 16. MBRC has approved the transfer of funds within our current year budget to meet the purchasing needs for ballots.

Legal Contract #:		Contract Date:		Change Order/AMD #:	NA	
PO/Release #:	70944-24	Bid Date:	11/29/2023	Awarded Supplier:	Election Systems & Software	
Licenses Verified:	N/A	Effective Date:	10/1/2023	Basis of Award:	LPTA	
Federally Funded:	No	No. Invited:	10	Responses Received:	1	Attachments:
Solicitation:	N/A - SC-0269 - 24			Procurement Contract #:	POA - 70944-24	
Executed By:	Procurement					

PoP:Base:	1 year	Options:	2, 1-year renewals	Extension(s):	N/A
JSEB Rec.:	Encouragement	%:	0	Bonds Waived Pursuant To:	N/A

Fund:	00111	Center:	610001	Acct:	547210	Proj:	000000	Activity:	00000000	$	120000
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 335,000.00	Contingent Amount:	$	DMP/ODPO Amount:	$ NA

Using Agency/BU:	SERE:REGISTRATION			
Concurrence:	Signed by: 60EA2A714D65436...	Title:	CHIEF ELECTIONS ASSISTANT	8/27/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Renata Barnett 7771B2C9F58442C...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 8/29/2024
Name:	Renata Barnett	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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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

August 27, 2024

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

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

Dear Mr. Freeman,

This letter is to confirm that the Supervisor of Elections wishes to increase the award among of Bid# SC-0269-24 by $120,000. This increase will allow for the purchase of ballots in the month of September as required by the state for the General Elections to be held in November.

The budget office has appropriated funds from our FY25 budget into our current FY funding accounts to covers these expenses.

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

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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

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E-MAIL JHOLLAND@COJ.NET

November 30, 2023

Mr. David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division

Reference Bid Number SC-0269-24

Dear Mr. Klages,

We recommend that Election Systems & Software, LLC, 11208 John Galt Blvd., Omaha, NE 68137 be awarded the BID.

Our funding source will be 00111.610001.552160 not to exceed 215,000.00.

Sincerely,

Yadira Botero

Yadira Botero,
Finance Officer

cc: Jerry Holland, Supervisor of Elections

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BID TABULATION

Title:	Ballot Printing Services	**Election Systems and Software, LLC**
Bid No.:	SC-0269-24	
Close Date:	November 29, 2023	
Analyst:	David Klages	
No. Invited:	(10) **No. Received:** (1) **Other:** (0)	
Announcer:	Renata Barnett	
Recorded By:	Melissa Pierce	

Item #	Description	Unit of Measure	Est. Annual Quantity	Unit Price	Extended Price
1	Primary Elections	Each	600,000	$ 0.29	$ 174,000.00
2	General Elections	Each	600,000	$ 0.29	$ 174,000.00
3	Unitary Elections	Each	600,000	$ 0.29	$ 174,000.00
			Total Bid (Items 1 - 3):	**$522,000.00**	

Terms:	No Discount
Delivery:	45 Business Days
Signed Bid Form:	Yes
Bid Proposal Form:	Yes
Conflict of Interest Certificate:	Yes
Addenda:	N/A

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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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11. 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.

12. 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.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract 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: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. 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 supplier will be required to submit a copy of their Certificate of Commercial Liability Insurance within ten (10) days from the date of receipt of the award notice. Bid number shall be listed on certificate.

15. 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.

16. 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.

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SPECIFICATIONS

BALLOT PRINTING SERVICES

All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to David Klages, Purchasing Analyst, at dklages@coj.net by the date and time specified on the Bid Form.

When submitting a bid, please be sure to write the bid name and number and your company's name, address, and phone number on the **outermost** sealed envelope or package.

Bidders shall not make changes to any document in this solicitation. Changes to this solicitation will be authorized only via posted addendum. Any unauthorized changes may result in rejection of the bid submittal.

Experience/Qualifications:

- Supplier must have experience in printing ballots that are coded by precinct for multiple counties for a full four-year election cycle (could be greater than 900 ballot versions/styles).
- Supplier must have sufficient dedicated capacity to print at peak periods and deliver ballots on or before posted due dates.
- Supplier must have knowledgeable staff familiar with the Florida election processes and cycles. In addition, Supplier must provide support and feedback during peak periods seven (7) days a week between the hours of 6:00 a.m. and 9:00 p.m. EST/EDT.
- Supplier 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.
- Supplier's quality control must include automation of print files with variable data required on the ballot to provide accurate production of ballots by style, precinct, format, title, and race.
- Supplier must have an automated pre-organization of printing, stitching, wrapping, and packaging of ballots in a precinct-based election to minimize human error.
- Supplier must provide a secure on-line environment to submit files and view ballot proofs.
- Supplier must have experience programming variable data printing, to include items such as ballot style and barcode options, as well as a proven workflow to ensure the accuracy of variable data and to protect data integrity.

Ballot Specifications:

- Ballot size may be 8.5" x 11", 8.5" x 14", 8.5" x 17", or 8.5" x 19" (plus a 2 inch stub).
- 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%
  - Opacity: 97.0
  - Brightness: 92 – 94
  - PPI: 338
- Ballots must be stitched in the lower right corner in pads of twenty-five (25) and gathered into shrink-wrapped bunches of one hundred (100) (four (4) bundles of twenty-five (25) by ballot style).
- Ballot stubs shall include the ballot style number and a sequential stub number always starting over at one (1) for every ballot style.