SUBJECT: SAMPLE BALLOTS PRINTING SERVICES

BID #: SC-0428-18 **OPEN DATE: 2018-04-11**

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 FOR EITHER GROUP A OR B AS DETERMINED IN THE BEST INTEREST OF THE CITY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 4 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to exercise the first (1) of four (4) contract renewal options with TC Delivers with an increase of 3% or $5,034.24. Period of service shall be from May 19, 2019 through May 18, 2020. The vendor's pricing shall be increased from $167,808.00 to $172,842.24 with the annual expenditure not-to-exceed amount unchanged at $187,000.00.

Funding for this award shall be encumbered by account SEEL001 04938 and SEEL1FCERP 04938, to be executed by Purchase Order(s).

Attachments: Recommendation Memo, Vendor's Proposal, Previous Award, Bid Tabulation

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: _____

_____ _____

_____ _____

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

April 10, 2019

Re: Bid SC-0428-18

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-0428-18, awarded to TC Delivers. 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. Entering the Presidential election cycle of 2020, the sample ballot is an integral part of our voter education effort and we do not wish to change vendors at this important time. Due to an increase in the cost of paper the vendor has asked for a 3% increase. We have no issues with this request. The initial award of $187,000 will be funded by SEEL001 04938 and SEEL1FCERP 04938, Miscellaneous Services and Charges.

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

March 13, 2019

Robert Phillips
Duval County Supervisor of Elections
105 E. Monroe Street
Jacksonville, FL 32202

Dear Mr. Phillips,

Thank you for consideration to extend the Bid#SC-0428-18 for another year. We appreciate your partnership and look forward to working with you this year. TC Delivers is honored to continue servicing your account and respectfully request a 3% adjustment for increases in consumables and other inflationary components of our service platform.

Again, thank you for your time and consideration regarding this matter. We look forward to continuing to provide Sample Ballots Printing Services for the Supervisor of Elections Office.

Sincerely,

Jamie Freeman
Vice President

Domtar
100 Kingsley Park Drive
Fort Mill, SC 29715
803-802-7500

July 31, 2018

SUBJECT: DOMTAR – PRICING INFORMATION

Dear Valued Customer:

Effective with shipments September 1, 2018, pricing for all Domtar Printing, Publishing, Converting and Business Papers products will increase US $2.50/cwt.

Pricing for Cougar® products will not change.

In addition, effective with shipments September 1, 2018, pricing for Domtar Bagstock, Tablet, Canary Tablet and Stick Paper will increase US $4.00/cwt.

Discounts and deviations to pricing will be reviewed.

Office papers products shipping to the Western US will incur an additional $1.00/cwt. upcharge. The states included are Washington, Oregon, California, Idaho, Nevada, Utah, Arizona, New Mexico, Colorado, Montana and Wyoming.

Price increases apply to all pack types; rolls, folio, digital and cut size.

All current standard differentials and upcharges remain in effect.

Please contact your Domtar Account Manager with any questions. Thank you for your continued support.

Sincerely,

William R. Koehn

William R. Koehn
Vice President Communication Paper Sales

Domtar

Domtar
100 Kingsley Park Drive
Fort Mill, SC 29715
803-802-7500

January 28, 2019

SUBJECT: DOMTAR – PRICING INFORMATION

Dear Valued Customer:

Effective with shipments March 1, 2019, pricing will increase 5-7% in the US and Canada for the following products:

- Domtar Business Papers products including Xerox® Vitality™, Xerox® Bold Professional™, Domtar mill brands and private label brands
- Converting, Printing and Publishing products:
  - Husky® Opaque Offset Rolls
  - HuskyJet®
  - ExpressJet®
  - EarthChoice® Opaque Offset 30% Rolls
  - Domtar Reply Card Rolls
  - EarthChoice® Tradebook
  - EarthChoice® Envelope
  - Engineering Laser Bond
  - Enterprise Postal Advantage™
  - Laser Forms Bond including processed rolls and box forms
  - White Wove Envelope
  - Domtar Stick Paper
  - Domtar Ream Wrap
  - Brown Kraft Envelope

Discounts and deviations to pricing will be reviewed.

In addition, the recycled upcharge will be $2.00/cwt. per each 10% PCW content on all products excluding Cougar® and Multipurpose Pastels.

Your Domtar Account Manager will contact you regarding any changes to standard differentials and upcharges.

Please contact your Domtar Account Manager with any questions. Thank you for your continued support.

Sincerely,

William R. Koehn

William R. Koehn
Vice President Communication Paper Sales

Domtar

Domtar
100 Kingsley Park Drive
Fort Mill, SC 29715
803-802-7500

March 20, 2019

SUBJECT: DOMTAR – US PRICING INFORMATION

Dear Valued Customer:

Effective with shipments May 1, 2019, pricing will increase for the following products:

5-7%

- EarthChoice® Multipurpose Pastels
- Xerox® Vitality™ Multipurpose Pastels
- Private Label Pastels

3-5%

- EarthChoice® Colors Opaque Text & Cover
- EarthChoice® Index, Tag and Vellum Bristol
- EarthChoice Hots® Text & Cover
- EarthChoice® Envelope Colors

The Office Papers support sizes upcharge on white and pastels will increase to $6.00/cwt. Support sizes include 3-hole punch, 14" and 17".

Discounts and deviations to pricing will be reviewed.

Shipping charges will increase as follows:

- Less than truckload shipments direct to a customer will incur a $500 drop charge
    - Less than truckload shipments to a merchant floor will remain a $300 drop charge

Please contact your Domtar Account Manager with any questions. Thank you for your continued support.

Sincerely,

William R. Koehn

William R. Koehn
Vice President Communication Paper Sales

SUBJECT: SAMPLE BALLOTS PRINTING SERVICES

BID #: SC-0428-18 **OPEN DATE: 2018-04-11**

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 FOR EITHER GROUP A OR B AS DETERMINED IN THE BEST INTEREST OF THE CITY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 4 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Southwest Direct, for the failure to submit the revised bid proposal form as required in Addendum 2.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, TC Delivers to provide Group B color and black and white sample ballots printing services for the Supervisor of Elections. Period of service is one year from date of award with four (4) one (1) year renewal options. Total requested expenditure not-to-exceed $187,000.00.

Funding for this award to be encumbered by account SEEL1FCERP-04938, to be executed by purchase order(s).

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 Supervior of Elections

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 5-17-18

Teresa R Eihner

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/19/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

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

April 30, 2018

Re: Bid SC-0428-18

Gregory Pease, Chief,
Procurement Division
117 West Duval St, Suite 335

Dear Gregory:

We have reviewed the responses for Bid SC-0428-18. We recommend award to TC Delivers. 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. The initial award of $187,000 will be funded by SEEL1FCERP 04938, Miscellaneous Services and Charges.

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: SAMPLE BALLOTS PRINTING SERVICES
Bid # SC-0428-18
Bid Date: 4/11/18
Analyst: Chelsey Fleming
No. Invited: 6 **No. Received:** 4 **No Bids:** 1
Recorded By: Renata Barnett 4/11/2018 Date

ITEM	DESCRIPTION	Est. QTY	UoM	SOUTHWEST DIRECT UNIT PRICE	SOUTHWEST DIRECT EXTENDED TOTAL	INTEGRATED VOTING SYSTEMS, INC. DBA INTEGRATED VOTING SOLUTIONS UNIT PRICE	INTEGRATED VOTING SYSTEMS, INC. DBA INTEGRATED VOTING SOLUTIONS EXTENDED TOTAL	CATHEDRAL CORPORATION UNIT PRICE	CATHEDRAL CORPORATION EXTENDED TOTAL	TC DELIVERS UNIT PRICE	TC DELIVERS EXTENDED TOTAL
GROUP A											
1A	Primary Elections - ALL BLACK AND WHITE	600000	EA			$0.17	$102,000.00	$0.103	$61,800.00	$0.09188	$55,128.00
2A	General Elections - ALL BLACK AND WHITE	500000	EA			$0.17	$85,000.00	$0.103	$51,500.00	$0.09188	$45,940.00
3A	Unitary Elections - ALL BLACK AND WHITE	500000	EA			$0.17	$85,000.00	$0.103	$51,500.00	$0.09188	$45,940.00
			GROUP A TOTAL			$272,000.00		$164,800.00		$147,008.00	
ITEM	**DESCRIPTION**	**Est. QTY**	**UoM**	**UNIT PRICE**	**EXTENDED TOTAL**	**UNIT PRICE**	**EXTENDED TOTAL**	**UNIT PRICE**	**EXTENDED TOTAL**	**UNIT PRICE**	**EXTENDED TOTAL**
GROUP B											
1B	Primary Elections – COLOR: STATIC PIECES ONLY BLACK AND WHITE: BALLOT	600000	EA			$0.17	$102,000.00	$0.122	$73,200.00	$0.10488	$62,928.00
2B	General Elections – COLOR: STATIC PIECES ONLY BLACK AND WHITE: BALLOT	500000	EA			$0.17	$85,000.00	$0.122	$61,000.00	$0.10488	$52,440.00
3B	Unitary Elections – COLOR: STATIC PIECES ONLY BLACK AND WHITE: BALLOT	500000	EA			$0.17	$85,000.00	$0.122	$61,000.00	$0.10488	$52,440.00
			GROUP B TOTAL			$272,000.00		$195,200.00		$167,808.00	
			TERMS:	NOT STATED		NOT STATED		NET 30		NET 30	
			DELIVERY:	NOT STATED		17 BUSINESS DAYS		TBD		5-7 BUSINESS DAYS	
			CONFLICT OF INTEREST:	YES		YES		YES		YES	
			REQUIREMENT - LOCATED IN FLORIDA:	YES		YES		YES		YES	
			ADDENDUMS 2	YES		YES		YES		YES	
			NOTES:	VENDOR IS REJECTED FOR NOT SUBMITTING REVISED BID PROPOSAL FORM AS REQUIRED IN ADDENDUM 2							