SUBJECT: PRINTING AND DISTRIBUTION OF THE 2024 – 2025 PREPAREDNESS RESPONSE GUIDE

BID #: XF-0395-24 ITB-15534-24 **OPEN DATE:** 5/22/2024

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE-TIME PURCHASE

AGENCY: PROCUREMENT DIVISION – COPY CENTER

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

NUMBER OF BIDS INVITED: 48 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Interprint Incorporated as the lowest responsive, responsible bidder. Period of service will be a one-time purchase. Total expenditure amount not-to-exceed $229,338.00.

Funding for this award will be split between the City of Jacksonville, JEA, and JTA in the following amounts:

- COJ will pay: $104,338.00
- JEA will pay: $100,000.00
- JTA will pay: $25,000.00

Funding Source: 52101.116201.547210.000000000.00000.0000000 and executed by Purchase Order(s).

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

ANALYST: _____
Corey Sidlo

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: DUSTIN FREEMAN, CHIEF, PROCUREMENT DIVISION

(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 _____

City of Jacksonville, Florida

Donna Deegan, Mayor

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

A NEW DAY.

To: Dustin Freeman, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst CS

Date: May 24, 2024

Subject: PRINTING AND DISTRIBUTION OF THE 2024 – 2025 PREPAREDNESS RESPONSE GUIDE

The Procurement Division requests approval of award to Interprint Incorporated as the lowest responsive, responsible bidder. Period of service will be a one-time purchase. Total expenditure amount not-to-exceed $229,338.00.

Funding for this award will be split between the City of Jacksonville, JEA, and JTA in the following amounts:

- COJ will pay: $104,338.00
- JEA will pay: $100,000.00
- JTA will pay: $25,000.00

Funding Source: 52101.116201.547210.000000000.00000.0000000 and executed by Purchase Order(s).

Thank you for your assistance and consideration in this matter.

Sidlo, Corey - AFPS

From: Sidlo, Corey - AFPS
Sent: Friday, May 24, 2024 12:03 PM
To: Ray, Noah - FREP; jshepler@jtafl.com; Nelson, Shannon - FREP; cgeraci@jtafl.com; Kekec, Nihal - AFIT; Mitchell, April - FROD; Pearson, Daniel - FROD; crawdn@jea.com
Subject: REQUEST FOR FUNDING CONCURENCE: PRINTING & DISTIBUTION OF THE 2024 - 2025 PREPAREDNESS RESPONSE GUIDE
Attachments: XF-0381-23 AWARD.pdf

Good morning All,

As we've done previously, does everyone agree to equally fund this year's subject initiative, split into three equal parts taken from the total amount of $229,338.00, as follows:

COJ: $76,446.00
JEA: $76,446.00
JTA: $76,446.00

Last year's award is attached for reference.

Pending approval of the award I am drafting now, the winning supplier will be the same last year. Immediately below are the two bids we received for this year. The award will be on next week's agenda, 5/30/24.

Response History (ITB 15534-24)

Currency = US Dollar

Title Printing & Distribution of the 2024 - 2025 Pr

Status Closed (Unlocked)

Actions ▼ View ▼ Format ▼ Freeze **Detach** Wrap **Disqualify**

Supplier
Interprint Incorporated
The Preservation Firm L.L.C.

Columns Hidden 2

Sincerely,

Corey Sidlo
Purchasing Analyst
City of Jacksonville - Procurement Division

Award Solicitation: Printing & Distribution of the 2024 - 2025 Preparedness Response Guide

Solicitation **ITB 15534-24** Procurement BU **COJ BU** Close Date **5/22/2024 14:00** Solicitation Currency **USD**	Responses Received **2** Active Responses **2** Shortlisted Responses **2**	Invited Suppliers **48** Will Participate **3** Responded **2**

Lines

Number of Awarded Lines **0**
Number of Awarded Suppliers **0**

Total Current Value
Total Award Amount

Total Savings Amount
Total Savings

1 Printing and Distribution of the 2024 - 2025 City of Jacksonville Preparedness & Response Guide

Requisitioning BU **FREP: Emergency Preparedness**
Line Type **Dollars**
Category Name **966.18 Copying Services (Reproduction)**
Location **JFRD Headquarters 4th Floor**

Start Price
Current Price **0.01**

Award Amount
Savings
Savings

	Target Value	Interprint Incorporated Response: 417776	The Preservation Firm L.L.C. Response: 420661
Business Relationship		Spend Authorized	Spend Authorized
Supplier Site		Order/Remit	
Response Status		Active	Active
Shortlist Status		Included	Included
Rank		1	2
Line Pricing			
Response Price		229,338.00	19,796,591.60
Unit Price Savings		-229,337.99	-19,796,591.59
Unit Price Savings Percent		-2293379900.00%	-197965915900.00%
Minimum Release Amount			
Award Decision			
Award		No	No
Award Amount			
Promised Delivery Date	6/30/2024	6/30/2024	6/30/2024
Note to Buyer		The price for 40lb Gloss option is: $229,338.00	
Attachments		Yes	No

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Award Solicitation: Printing & Distribution of the 2024 - 2025 Preparedness Response Gul

Solicitation ITB 15534-24 Procurement BU COJ BU Close Date 5/23/2024 14:00 Solicitation Currency USD	Responses Received 2 Active Responses 2 Shortlisted Responses 2	Invited Suppliers 48 Will Participate 3 Responded 2

Line Summary

Requisitioning BU	Line	Item	Item Revision	Supplier	Business Relationship	UOM	Quantity	Response Quantity	Award	Award Quantity	Rank	Response Price	Promised Delivery Date	Supplier Site	Response	Requested Delivery Date	Category Name	Location	Line Type
FREP. Emergency Preparedness	1 Printing and Distribution of the 2024 - 2025 C			Interprint Incorporated	Spend Authorized			1	No		1	229,338.00	6/30/2024	Order/Remit	417778	6/30/2024	998 18 Copying Services (Rep	JFRD Headquarters 4th Floor	Dollars
FREP. Emergency Preparedness	1 Printing and Distribution of the 2024 - 2025 C			The Preservation Firm L L C	Spend Authorized			1	No		2	19,798,501.80	6/30/2024		420661	6/30/2024	998 18 Copying Services (Rep	JFRD Headquarters 4th Floor	Dollars

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Award Solicitation: Printing & Distribution of the 2024 - 2025 Preparedness Response Guide

Solicitation ITB 15534-24 Procurement BU COJ BU Close Date 5/22/2024 14:00 Solicitation Currency USD	Responses Received 2 Active Responses 2 Shortlisted Responses 2	Invited Suppliers 48 Will Participate 3 Responded 2

Overview

	Interprint Incorporated Response: 417776	The Preservation Firm L.L.C. Response: 420881
Business Relationship	Spend Authorized	Spend Authorized
Supplier Site	Order/Remit	
Supplier Contact	Murphy, Stacy	Redden, Shereline
Response Status	Active	Active
Shortlist Status	Included	Included
Response Amount	229,338 00	19,796,591 60
Total Award Amount		
Time of Response	5/22/2024 11 55	5/22/2024 13 39
Response Valid Until		
Reference Number		
Note to Buyer		
Attachments	No	Yes

Requirements

Requirement	Target Value	Interprint Incorporated Response: 417776	The Preservation Firm L.L.C. Response: 420881
1. Affirmations			
1 Type name and title of person submitting bid in the comments box		a Acknowledge	a Acknowledge
Comments		Stacy Murphy Account Executive	Shereline Redden
2 Type name of company in the comments box		a Acknowledge	a Acknowledge
Comments		Interprint Web Printing	The Preservation Firm
3 No Alterations Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in reject of the bid		a Acknowledge	a Acknowledge
4 Solicitation Silence The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative Violations of the solicitation silence policy may result in the rejection/disqualification of the submission		a Acknowledge	a Acknowledge
5 Legal authorization and solicitation specific minimum requirements All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid Failure to submit evidence for meeting any of these requirements may be grounds for rejection Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc		a Acknowledge	a Acknowledge
6 Certification of No Conflict of Interest. Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts		a Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company	a Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company
Attachments		Yes	Yes
7 Equal Business Opportunity Program Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of procurement		a Acknowledge	a Acknowledge
Attachments		Yes	Yes
8 Electronic Signature I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature		a Acknowledge	a Acknowledge
2. General Requirements			
1 Scope of Services The Procurement of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) or service(s) as outlined in the bid documents provided See the attachment(s) for additional information		a Acknowledge	a Acknowledge
2 Specifications Provide all items or services as identified on each line or identified below in accordance with all other Terms and Conditions specified herein See the attachment(s) for additional information SPECIFICATIONS PRINTING AND DISTRIBUTION OF THE 2024 – 2025 PREPAREDNESS & RESPONSE GUIDE All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to Corey Sidlo, Purchasing Analyst, at csidlo@coj net by the date and time specified on the Bid Form The awarded bidder (supplier) shall print, bind, and deliver the		a Acknowledge	a Acknowledge

details
below) approximately 438,000
copies of the 2024 – 2025 City of Jacksonville Preparedness & Response Guide, meeting the requirements herein. The print-ready file will be provided to the
awarded bidder by the City of Jacksonville.

Technical Specifications:

– Size: 8-3/8" x 10-7/8"

– Number of Pages: 36 pages
(4-page cover + 32 text pages)

– Paper:

o
Cover Page: 100#
Gloss Cover (this will encompass the front cover page, page 1 (not numbered),
page 34 (numbered as page 35), and the back cover page)

o
Text Pages: 40lb
Gloss #4 / 35lb Alternative Offset

-- Ink: 4/4 Full Color Process inks throughout, with bleeds

File,
Proof, Bindery:

– File: Press Ready Files,
Adobe InDesign

– Proofs:

o
Xerox and Web
Proof

o
Hardcopy
delivered to 515 N. Julia Street, Jacksonville, FL 32202 (4th Floor)

o
Proofs shall be
Contract Proofs (finished product for all pages)

– Bindery: Saddle-stitch and trim

Delivery:

The
supplier will utilize the USPS Every Door Direct Mail (EDDM) program (https://www.usps.com/business/every-door-direct-mail.htm) to distribute approximately **438,000 guides. The guides being**
distributed via the EDDM program will be delivered to a USPS distribution
center by the supplier. The remainder of
the guides (approximately 5,000 will be delivered by the supplier to the JFRD
EOC Warehouse located at 909 Haines Street, Jacksonville, FL 32206 (loading
dock and forklift available)

The
supplier should contact the USPS distribution center to ask for their preferred
delivery method for the guides to be mailed via the EDDM program. The guides to be delivered to the JFRD EOC warehouse shall be boxed.

Delivery
to both locations shall be made within two weeks (14 calendar days) from
receipt of the press-ready file. A
Purchase Order and the press-ready file will be sent to the supplier as soon as
possible after an award is made.

	Postage & Shipping: The supplier will include all costs associated with the EDOM program and the delivery of the remaining guides as stated on the Bid Proposal Form The supplier will not charge the City of Jacksonville for any costs not called for on the Bid Proposal Form			
3	Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection a. Supplier shall provide proof of applicable local business license if located within Duval County		a. Acknowledge	a. Acknowledge
4	Price Sheet Please download the attached spreadsheet to enter prices and upload back. Please do not make any changes to the item descriptions or quantities indicated. See the attachment(s) for additional information		a. Acknowledge	a. Acknowledge
Attachments			Yes	Yes

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