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

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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 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							

TERMS AND CONDITIONS
SAMPLE BALLOTS PRINTING SERVICES

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 **SAMPLE BALLOTS PRINTING 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.

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 located in Florida.

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). 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
SAMPLE BALLOTS PRINTING SERVICES

1. EXPERIENCE / QUALIFICATIONS

A. Vendor must be able to print sample ballots from 8.5" x 11" up to 14" x 17".

B. Vendor must be located in Florida.

C. Vendor must have experience in printing of sample ballots coded by precinct for a minimum of 6 years.

D. Vendor must have sufficient dedicated capacity to print at peak periods and deliver sample ballots on or before posted due dates.

E. Vendor must 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.

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

G. Vendor's quality control must include automation of print files with variable data required on sample ballot for accurate production of sample ballots by style, precinct and format.

H. Vendor must have an automated printing, folding and/or inserting and mailing of sample ballots in a precinct based election to minimize human error.

I. Vendor must provide a secure on-line environment to submit files and view sample ballot proofs.

J. Vendor 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 accuracy of variable data and to protect data integrity with a minimum of 6 years with at least 3 Florida Supervisor of Elections of similar style and size.

K. Vendor must be able to CASS certify the mailing before delivery to the USPS.

L. Vendor must be able to produce sample ballots in full color or black on white both sides.

M. 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

May 14, 2018

2129 Andrea Lane
Fort Myers, FL 33912

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: Southwest Direct

CONTACT NAME: Marty Bieleck

BID NUMBER: SC-0428-18

NAME OF BID: Sample Ballots Printing Services

DATE OPENED: April 4, 2018

REASON FOR REJECTION:

Vendor is being rejected for being non-responsive for not submitting the revised bid proposal form as issued in Addendum 2.

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: Monday, May 14, 2018 8:11 AM
To: 'Ricki Black'
Subject: SC-0428-18 Sample Ballots Printing Services
Attachments: Southwest Direct Notification.pdf

Please see the attached notification for subject bid.

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

CITY OF JACKSONVILLE

QWS3270X 5/14/2018 7:59 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 05/14/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 7:58 AM

FISCAL MO/YEAR : 08 2018 CURRENCY CODE :
INDEX CODE : SEEL1FCERP ELECTION REFORM PAYMENT-HAVA
SUBOBJECT : 04938 MISCELLANEOUS SERVICES & CHARGES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	MAY 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	-.02	1,815,746.72
EXPENDITURES	.00	.00	1,421,138.74
ENCUMBRANCES	.00	.00	.00
PRE-ENCUMBRANCES	.00	76,794.22	76,794.22
REMAINING BALANCE	.00	-76,794.24	317,813.76

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND