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SUBJECT: PRINTING AND DISTRIBUTION OF THE 2023 – 2024 CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE

BID #: XF-0381-23 **OPEN DATE:** 7/7/2023

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: 18 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Interprint Web Printing as the lowest responsive, responsible (and only) bidder. Period of service will be a one-time purchase. Total expenditure amount not-to-exceed $220,660.55.

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

- COJ will pay.....$97,830.28
- JEA will pay..... $97,830.27
- JTA will pay.....$25,000.00

Funding for COJ will be encumbered from account 52101.116201.547210.000000.00000000.00000.0000000 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

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

To: Dustin Freeman, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst CS

Date: June 9, 2023

Subject: XF-0381-23 Printing and Distribution of the 2023 – 2024 City of Jacksonville Preparedness & Response Guide – Re-Bid

The Procurement Division / Copy Center recommends approval of award to Interprint Web Printing as the lowest responsive, responsible (and only) bidder. Period of service will be a one-time purchase. Total expenditure amount not-to-exceed $220,660.55.

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

- COJ will pay $97,830.28
- JEA will pay $97,830.27
- JTA will pay $25,000.00

Funding for COJ will be encumbered from account 52101.116201.547210.000000.00000000 00000.0000000 and executed by Purchase Order(s).

Thank you for your assistance and consideration in this matter.

CC: Annette Leslie-Burney
Manager of Purchasing Services, Assistant
Procurement Division

Sidlo, Corey

From: Ray, Noah
Sent: Thursday, June 8, 2023 3:07 PM
To: Chris Geraci
Cc: Nelson, Shannon; Jessica Shepler; Sidlo, Corey; Kekec, Nihal
Subject: RE: XF-0415-23 PRINTING AND DISTRIBUTION OF THE 2023 - 2024 CITY OF JACKSONVILLE PREPAREDNESS AND RESPONSE GUIDE

Acknowledged, thank you for the quick response!

Corey/Nihal, please see below and include with the agency memo as needed.

From: Chris Geraci <cgeraci@jtafla.com>
Sent: Thursday, June 8, 2023 3:05 PM
To: Ray, Noah <NRay@coj.net>
Cc: Nelson, Shannon <ShannonN@coj.net>; Jessica Shepler <jshepler@jtafla.com>
Subject: RE: XF-0415-23 PRINTING AND DISTRIBUTION OF THE 2023 - 2024 CITY OF JACKSONVILLE PREPAREDNESS AND RESPONSE GUIDE

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good afternoon Noah,

This email serves as confirmation of the JTA's commitment to provide $25,000 towards the COJ Emergency Preparedness Guide, with the inclusion of updated JTA content.

Please let me know if I can help further.
Regards,
Chris

From: Ray, Noah <NRay@coj.net>
Sent: Thursday, June 8, 2023 2:53 PM
To: Chris Geraci <cgeraci@jtafla.com>
Cc: Nelson, Shannon <ShannonN@coj.net>
Subject: FW: XF-0415-23 PRINTING AND DISTRIBUTION OF THE 2023 - 2024 CITY OF JACKSONVILLE PREPAREDNESS AND RESPONSE GUIDE
Importance: High

EXTERNAL EMAIL: This email originated from a non-JTA email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good afternoon Chris,

FYSA - We received one bid for the Preparedness Guide project and are preparing to recommend the award. It should reach committee next week.

I have provided your previous confirmation email, but would you mind please re-confirming the JTA Commitment by email? The award memo reads the same as last year with JTA providing $25,000.

Thank you!!!

Noah Ray, MPA, FPEM
Emergency Preparedness Supervisor
Emergency Preparedness Division
Jacksonville Fire and Rescue Department
515 North Julia Street, Jacksonville, FL 32202
O: 904.255.3117 | C: 904.553.4056 | F: 904.630.0600

ONE CITY. ONE JACKSONVILLE.

From: Kekec, Nihal <NKekec@coj.net>
Sent: Thursday, June 8, 2023 12:42 PM
To: Sidlo, Corey <CSidlo@coj.net>; Ray, Noah <NRay@coj.net>
Cc: Waremburg, Robert <RWaremburg@coj.net>
Subject: RE: XF-0415-23 PRINTING AND DISTRIBUTION OF THE 2023 - 2024 CITY OF JACKSONVILLE PREPAREDNESS AND RESPONSE GUIDE
Importance: High

Good afternoon Noah,

Can you please confirm that JEA will pay equally like COJ cost and JTA will cover $25,000 like last year.

Corey,

After Noah's approval if the cost information correct on the PO then please use attached PDF signed memo and proceed.

Corey requisition is created for $75,000.00 but after GGAC-CSPEC approval if you need to release PO please create $97,830.275. I have enough money on this account.

I will be gone for 3 weeks and Robert is your contact person just in case if anything needs to be handle differently.

Let me know if have any questions.

Thank you,

BID TABULATION

Title:	Printing and Distribution of the 2023 – 2024 COJ Preparedness & Response Guide			**INTERPRINT WEB PRINTING**	
Bid No.:	XF-0381-23				
Open Date:	June 7, 2023				
Analyst:	Corey Sidlo				
No. Invited:	(18) **No. Received:** (1) **Other:** (1) No Bid				
Announcer:					
Recorded By:					
Item #	**Description**	**Unit of Measure**	**Est. Quantity**	**Unit Price**	**Extended Price**
1	Printing and binding of approximately 438,000 COJ Preparedness & Response Guides per the Specifications, including delivery of approximately 5,042 guides to the EOC warehouse.	Each	438,000	$0.28138	$123,245.00
2	EDDM Flat Rate of approximately 432,958 COJ Preparedness & Response Guides, including delivery to a USPS distribution center.	Each	432,958	$0.22500	$97,415.55
			TOTAL BID:	**$220,660.55**	
			Terms:	NET 30	
			Delivery:	24 DAYS	
			Signed Bid Form:	YES	
			Bid Proposal Form:	YES	
			Conflict of Interest Certificate:	YES	
			Addendum:	N/A	

TERMS AND CONDITIONS

PRINTING AND DISTRIBUTION OF THE 2023 – 2024 CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE

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 **Printing and Distribution of the 2023 – 2024 City of Jacksonville Preparedness & Response Guide**

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**
This is a one-time purchase.

4. **MINIMUM REQUIREMENTS**
N/A.

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.

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.

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.

9. ESCALATION/DE-ESCALATION

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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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SPECIFICATIONS
PRINTING AND DISTRIBUTION OF THE 2023 – 2024
CITY OF JACKSONVILLE 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.

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.

The awarded bidder (supplier) shall print, bind, and deliver (per the details below) approximately 438,000 copies of the 2023 – 2024 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:
  - 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)
  - Text Pages: 40# Gloss Text
- Ink: 4/4 Full Color

File, Proof, Bindery:

- File: Press Ready Files, Adobe InDesign
- Proofs:
  - Xerox and Web Proof
  - Hardcopy delivered to 515 N. Julia Street, Jacksonville, FL 32202 (4th Floor)
  - Proofs shall be Contract Proofs (finished product for all pages)
- Bindery: Saddle Stitch & box

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 432,958 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 5,042) 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 EDDM 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.

ATTACHMENT "A" – SAMPLE GUIDE

PRINTING AND DISTRIBUTION OF THE 2023 – 2024 CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE

The following thirty-four (34) pages contain the 2022 – 2023 City of Jacksonville Preparedness & Response Guide. These pages are for reference only. The print-ready file will be sent to the awarded bidder.

Note: Two pages will be added to the print-ready file so the final version will contain thirty-six (36) pages.

ATTACHMENT "A" – SAMPLE GUIDE

PRINTING AND DISTRIBUTION OF THE 2023 – 2024 CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE

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