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**SUBJECT:** PRINTING AND DISTRIBUTION OF THE 2022 – 2023 CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE – RE-BID

**BID #:** XF-0415-22

**OPEN DATE:** 7/13/2022

**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:** 6 **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 $221,103.96.

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

- COJ will pay…..$98,051.98
- JEA will pay….. $98,051.98
- 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:** _____
DAVID KLAGES

**RESPECTFULLY SUBMITTED:** _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** GREGORY PEASE, CHIEF, PROCUREMENT DIVISION

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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: _____

_____ _____

_____ _____

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**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: Gregory W. Pease, Division Chief, Procurement Division

From: Nihal Kekec, Manager of Purchasing Services – Internal Services

Date: July 15, 2022

Subject: XF-0415-22 Printing and Distribution of the 2022 – 2023 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 $221,103.96.

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

- COJ will pay $98,051.98
- JEA will pay $98,051.98
- 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

## Klages, David

**From:** McCollum, Jenny G. - Dir Procurement Services <gleejs@jea.com>
**Sent:** Thursday, July 14, 2022 11:22 AM
**To:** Ray, Noah; Nunziato, Christine T. - Procurement Category Manager
**Cc:** Pleasants, Lisa L. - Procurement Category Manager; Harper, Sherea B.; Selders, Elaine L.; Goldberg, David M. - Director Customer & Community Engagement; Smith, Todd; Wilson, Kurt
**Subject:** RE: Emergency Preparedness Guides 2022-2023

**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.

Approved.

**From:** Ray, Noah <NRay@coj.net>
**Sent:** Thursday, July 14, 2022 10:03 AM
**To:** Nunziato, Christine T. - Procurement Category Manager <nunzct@jea.com>
**Cc:** McCollum, Jenny G. - Dir Procurement Services <gleejs@jea.com>; Pleasants, Lisa L. - Procurement Category Manager <pleall@jea.com>; Harper, Sherea B. <HarpSB@jea.com>; Selders, Elaine L. <seldel@jea.com>; Goldberg, David M. - Director Customer & Community Engagement <golddm@jea.com>; Smith, Todd <ToddS@coj.net>; Wilson, Kurtis R. - VP Government Relations <wilskr@jea.com>
**Subject:** RE: Emergency Preparedness Guides 2022-2023

[External Email - Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email.]

Good morning,

Quick follow up to this email; may I please request a response by email verifying JEA's commitment of $98,051.98 for this year's project?

This is needed for the award memo.

Thank you again!

Noah Ray, MPA, FAEM
**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

## Klages, David

**From:** Chris Geraci
**Sent:** Thursday, July 14, 2022 3:44 PM
**To:** Ray, Noah
**Cc:** Smith, Todd
**Subject:** RE: Bid and Bid Tabulation for XF-0415-22 Printing and Distribution of the 2022 – 2023 COJ Preparedness & 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.

Hi Noah,

Confirmed. I have passed everything on to our Procurement Department.

Thanks,
Chris

**From:** Ray, Noah <NRay@coj.net>
**Sent:** Thursday, July 14, 2022 10:02 AM
**To:** Chris Geraci <cgeraci@jtafla.com>
**Cc:** Smith, Todd <ToddS@coj.net>
**Subject:** RE: Bid and Bid Tabulation for XF-0415-22 Printing and Distribution of the 2022 – 2023 COJ Preparedness & Response Guide

Good morning,

Quick follow up to this email; may I please request a response by email verifying JTA's commitment of $25,000?

This is needed for the award memo.

Thank you again!

Noah Ray, MPA, FAEM
**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

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# BID TABULATION

| | | | | | |
|---|---|---|---|---|---|
| **Title:** | Printing and Distribution of the 2022 – 2023 COJ Preparedness & Response Guide - Re-Bid | | | **Interprint Web Printing** | |
| **Bid No.:** | XF-0415-22 | | | | |
| **Close Date:** | July 13, 2022 | | | | |
| **Analyst:** | David Klages | | | | |
| **No. Invited:** | ( 6 ) **No. Received:** ( 1 ) **Other:** ( 1 ) | | | | |
| **Announcer:** | Ben Kemp | | | | |
| **Recorded By:** | Melissa Pierce | | | | |
| **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 | $0.29129 | $127,585.02 |
| 2 | EDDM Flat Rate of approximately 432,958 COJ Preparedness & Response Guides, including delivery to a USPS distribution center. | Each | 432,958 | $0.21600 | $93,518.93 |
| | | | **TOTAL BID:** | **$221,103.95** | |
| | | | **Terms:** | Not Stated | |
| | | | **Delivery:** | 21 Business Days | |
| | | | **Signed Bid Form:** | Yes | |
| | | | **Bid Proposal Form:** | Yes | |
| | | | **Conflict of Interest Certificate:** | Yes | |
| | | | **Addendum 1:** | Yes | |

# TERMS AND CONDITIONS

## PRINTING AND DISTRIBUTION OF THE 2022 – 2023 CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE – RE-BID

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 2022 – 2023 City of Jacksonville Preparedness & Response Guide – Re-Bid** 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**
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 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.

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.

# SPECIFICATIONS

## PRINTING AND DISTRIBUTION OF THE 2022 – 2023 CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE – RE-BID

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.

The awarded bidder (supplier) shall print, bind, and deliver (per the details below) approximately 438,000 copies of the 2022 – 2023 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.