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:

Subject bid was awarded on 5/19/18 to TC Delivers in the amount of $187,000.00. First renewal option approved on 4/18/19 in the amount of $187,000.00; second renewal option approved on 5/21/20 in the amount of $187,000.00.

Recommend approval to increase award to TC Delivers in the amount of $42,865.64 for added expenses caused by the need for Spanish translation during the 2020 General Election. Total annual expenditure amount not-to-exceed $229,865.64. Total revised award amount not-to-exceed $603,865.64. Period of service will be date of award through May 18, 2021 with two (2) one (1) year renewal options remaining.

Funding for this award will be encumbered from account 00111-610001-531090-000000-00000000-00000-0000000 and executed by Purchase Order(s).

Attachments: Recommendation Memo, Supplier's Quote, Previous Awards

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

January 5, 2021

Re: Bid SC-0428-18

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

Dear Gregory:

This letter is to request a change order for SC-0428-18. We need to add another item for larger paper and processing that was required for the November General election. Due to the new requirement of Spanish language and the presence of referendums on the General Election ballot we were unable to create the sample ballot in the usual format. TC was able to accommodate our needs but required larger paper and another insertion process for the Spanish version of the ballot. This increased the per piece cost to .2708. Please add an additional group number for this piece price, and increase the award amount $42,865.64. The original not to exceed amount was $187,000 and the increase is required to pay the current invoice of $129,730.80.

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

Klages, David

From: Laura Ferreira <laura.ferreira@tcdelivers.com>
Sent: Friday, October 9, 2020 1:32 PM
To: Phillips, Robert
Subject: Sample Ballot Change Order information

Importance: High

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 Robert,

We're on target to drop your sample ballots on schedule, today. I've received back final information on the processing, printing, folding and tabbing for your 17x25" English/Spanish sample ballots.

The pricing for the larger size will be $0.2708 per sample ballot. The total for 479,065 sample ballots is $129,790.80. $129,730^{80}$ DK

This includes the cost for 540,000 14x17 sheets of paper. We were unable to return/restock the paper to the vendor since it's a specialty size, however we can hold it in our warehouse for 6 months for use on another project. Once the election is over and settled, I'll get with you to figure what will work best for you for the paper.

If there is any additional information you need from us to process the change order for the purchase order, please let me know. This solution ended up being a much less expensive option than what we were discussing with 2-14x17 sheets, an envelope and inserting charges, plus we were able to meet your mail date with the 17x25" option.

Good luck during the next few weeks, I now it's the most hectic time. If there's anything else we can do to assist you, please don't hesitate to give me a call any time!!

Kind Regards,

Laura

Laura Ferreira
National Account Manager

TC Delivers
Mail Solutions & Savings
8879 Boggy Creek Road
Orlando, FL 32824-7911
407-855-8262 Ext. 813
407-855-4457 Fax
407-925-9645 Cell

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:
Subject bid was awarded on 5/19/18 to TC Delivers in the amount of $187,000.00. First renewal option approved on 4/18/19 in the amount of $187,000.00.

Recommend approval to ratify the period of service from May 19, 2020 through date of award.

Recommend approval to utilize the second renewal option with TC Delivers in the annual expenditure amount of $187,000.00. Total revised award amount not-to-exceed $561,000.00. Period of service shall be date of award through May 18, 2021 with two (2) one (1) year renewal options remaining.

Funding for this award shall be encumbered from account 00111-610001-549040-00000-00000000-0000-000000 and executed by Purchase Order(s).

Attachments: Recommendation Memo, Supplier's Letter, Basis of Award, Previous Awards

ANALYST: DAVID KLAGES

RESPECTFULLY SUBMITTED: for - GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robert Phillips, Chief Elections Officer, Duval County Supervisor of Elections

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/21/20

Teresa R. Eilen

Mildred Reed

James R. McCain, Jr.

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/21/20

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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 SEEL011 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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 4-18-19

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 4/18/19

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

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 Eibner

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/19/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Sam E. Mousa

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