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SUBJECT: VOTE-BY-MAIL ENVELOPES OF THE SUPERVISOR OF ELECTIONS OFFICE

BID #: SC-0497-18

OPEN DATE: 07/17/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) 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

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to increase the line item unit prices for Printing Edge by 35% for outbound envelopes and by 29% for inbound envelopes based on documented industry-wide increases. Total not-to-exceed award amount will remain unchanged at $367,993.00. Period of service will be from date of award through July 16, 2022 with one (1) one (1) year renewal option remaining.

Funding for this award will be encumbered from account 00111-640001-547210-00000-00000000-00000-000000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Supplier's Letter, Unit Prices, 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

May 9, 2022

Re: Bid # SC – 0497-18 (Vote by Mail Envelopes)

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

Dear Gregory:

We have reviewed the costs and reasons for increases in unit prices to Bid #SC-0497-18 requested by the supplier and find them to be acceptable. We understand this is an increase of 35% for outbound envelopes and 29% for return envelopes, however, the reasoning laid out by the supplier reinforces the need for us to act quickly to ensure we have adequate supplies for the upcoming elections. We are asking that you approve the increase in unit pricing of these items.

Funding source will be 00111-640001-547210, Printing and Binding Commercial.

Please do not hesitate to contact me if I can provide any further information or assistance.

Sincerely,

Robert Phillips
Senior Elections Officer
Duval County Supervisor of Elections

printingedge
MORE THAN INK & PAPER
office. 904.399.3343 fax. 904.399.3103
2205 emerson street. jacksonville.florida 32207

May 6, 2022

Re: Bid # SC – 0497-18 (Vote by Mail Envelopes)

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

Dear Gregory:

This letter is to update the City of Jacksonville of the paper shortage happening around the country. Paper has increased over 6 times the last 12 months and continues to rise due to the shortage. The new pricing for the Civilian or Military return envelopes based on 300,000 quantity is $64,200.00 the paper increase is 29% and 300,000 Civilian or Military Outer Envelopes is a total cost of $15,900.00 with a paper increase of 35%.

Please do not hesitate to contact me if I can provide any further information or assistance.

Sincerely,

Ruth Murr
Owner
Printing Edge

Domtar
PAPER

100 Kingsley Park Drive
Fort Mill, SC 29715
803-802-7500

February 17, 2021

SUBJECT: DOMTAR – PRICING INFORMATION

Dear Valued Customer:

Effective with shipments March 17, 2021, pricing on the following products will increase by 6-8% in the US and Canada:

Printing Papers
- Offset rolls, Opaque rolls, Digital and Inkjet rolls
- Index, Tag, Vellum Bristol, Opaque Colors, and Fluorescent rolls and sheets

Office Papers
- Xerox® Brands, Mill Brands, Private Label, Multipurpose Colors and Fluorescent products

Converting Papers
- Envelope, Forms, Engineering, Digital and Inkjet rolls, Carbonless Base Stock, Bagstock, Ream Wrap

Publishing Papers
- Tradebook, Lightweight Opaque

Discounts and deviations to pricing will be reviewed. All current standard differentials and upcharges remain in effect.

Please contact your Domtar Account Manager with any questions. Thank you for your continued support.

Sincerely,

William R. Koehn

William R. Koehn
Vice President Communication Paper Sales

100 Kingsley Park Drive
Fort Mill, SC 29715
803-802-7500

May 21, 2021

SUBJECT: DOMTAR – PRICING INFORMATION

Dear Valued Customer:

Effective with shipments July 1, 2021, all Domtar office, printing, publishing, converting and specialty paper products in all pack sizes will increase 6 – 9% in the US and in Canada.

The upcharge for recycled products will increase to $2.50/cwt per 10% post-consumer waste content.

All other standard differentials and upcharges remain in effect.

Discounts and deviations to pricing will be reviewed.

In addition, Husky® 7pt. Card and HuskyJET® 7pt. Card will be discontinued.

We appreciate your business. If you have any questions, please contact your Domtar Account Manager.

Sincerely,

Rob Melton

Rob Melton
Senior Vice President, Commercial Pulp and Paper

Domtar
PAPER

100 Kingsley Park Drive
Fort Mill, SC 29715
803-802-7500

September 27, 2021

SUBJECT: DOMTAR – PRICING INFORMATION

To our Customers:

Effective with shipments November 1, 2021, all Domtar office, printing, publishing, converting and specialty paper products in all pack sizes will increase 6 – 9% in the US and in Canada.

All other standard differentials and upcharges remain in effect.

Discounts and deviations to pricing will be reviewed.

If you have any questions, please contact your Domtar Account Manager.

Sincerely,

Rob Melton

Rob Melton
Senior Vice President, Commercial Pulp and Paper

100 Kingsley Park Drive
Fort Mill, SC 29715
803-802-7500

March 23, 2022

SUBJECT: DOMTAR – PRICING INFORMATION

To Our US Merchant Customers:

We continue to see strong demand and significant cost inflation to produce and deliver our products. Effective with shipments May 1, 2022, Domtar will increase the price of our uncoated freesheet products by 6 – 9%. This increase applies to all pack types.

In addition, business rules and upcharges have been updated to better reflect the costs associated with those services. Click here for an updated document.

Discounts and deviations to pricing will be reviewed.

Please contact your Domtar Account Manager with any questions.

Sincerely,

John Milazo
Vice President of Sales, Merchants

MAC PAPERS + PACKAGING

May 4th, 2022

To whom it may concern,

Over the past 18 months, the printing paper industry has faced unprecedented inflation due to increased demand, decreased supply, constraints on transportation and staffing among other contributing factors. Attached are four price increase letters from Domtar, the manufacturer of uncoated paper used for ballot stock. The stated increases total 35% with another 5% increase coming from Mac Papers + Packaging to mitigate rising input costs. If you have any further questions on the matter, I will make myself available for further discussion.

Best,

Matt Adams

Mac Papers + Packaging | General Manager

3350 Philips Highway, Jacksonville, FL 32207

O: 904-396-5312 / C: 904-762-4877

matt.adams@macpapers.com

Attached: Domtar Price Adjustment 3/17/21, Domtar Price Adjustment 7/1/21, Domtar Price Adjustment 11/1/21, Domtar Price Adjustment 5/1/22

SC-0497-18 Vote-By-Mail Envelopes
Printing Edge

Description	Unit	Original Unit Price	Unit Price Increase - May 2022	Revised Unit Price - May 2022
Outbound Envelopes (Civilian)	Each	$0.04006560	35%	$0.05408856
Retun Envelope (Civilian)	Each	$0.16595400	29%	$0.21408066
Outbound Envelopes (Military)	Each	$0.05089800	35%	$0.06871230
Retun Envelope (Military)	Each	$0.21420000	29%	$0.27631800

SUBJECT: VOTE-BY-MAIL ENVELOPES OF THE SUPERVISOR OF ELECTIONS OFFICE

BID #: SC-0497-18

OPEN DATE: 07/17/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) 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

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded Administratively on 7/17/18 to Printing Edge in the amount of $60,594.00. First renewal option approved on 7/3/19 in the amount of $60,594.00; increase in the amount of $124,406.00 approved on 5/29/20; second renewal option in the amount of $60,594.00 approved on 5/29/20.

Recommend approval to utilize the third renewal option with Printing Edge in the annual expenditure amount of $61,805.00, including a 2% increase of all unit prices. Total revised award amount not-to-exceed $367,993.00. Period of service will be July 17, 2021 through July 16, 2022 with one (1) one (1) year renewal option remaining.

Funding for this award will be encumbered from account 00111-610001-552160-00000-00000000-00000-000000 and executed by Purchase Order(s).

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

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: 6/17/2021

Teresa R. Eichner

Lillian Reed

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 6/18/21

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: VOTE-BY-MAIL ENVELOPES OF THE SUPERVISOR OF ELECTIONS OFFICE

BID #: SC-0497-18

OPEN DATE: 07/17/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) 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

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded Administratively on 7/17/18 to Printing Edge in the amount of $60,594.00. First renewal option approved on 7/3/19 in the amount of $60,594.00.

Recommend approval to increase award by $124,406.00 due to projected increase in mail-in votes because of COVID-19.

Recommend approval to utilize the second renewal option with Printing Edge in the annual expenditure amount of $60,594.00. Period of service will be July 17, 2020 through July 16, 2021 with two (2) one (1) year renewal options remaining.

Total revised award amount not-to-exceed $306,188.00.

Funding for this award will be encumbered from account 00111-610001-552160-00000-00000000-0000-000000 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: 5/28/20

Teresa R Elkins _____ OTHER: _____

Lil Odd Reed _____

J R McCain _____

ACTION OF AWARDING AUTHORITY DATE 5/29/20

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ADMINISTRATIVE AWARD
BID NO.: SC-0497-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to utilize the first renewal option with Printing Edge for Vote-By-Mail Envelopes for the Supervisor of Elections Office in the annual expenditure amount of $60,594.00. Total revised award amount not-to-exceed $121,188.00. Period of service shall be July 17, 2019 through July 16, 2020 with three (3) one (1) year renewal options remaining.

FUNDING SOURCE: Funding for this award shall be encumbered by SEEL011-05216 and executed by Purchase Order(s).

FOR AGENCY/DEPARTMENT: Supervisor of Elections Office

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 6 **NUMBER FIRMS BIDDING:** 3

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: N/A

RECOMMEND AWARD TO: Printing Edge

CONCURRENCE BY: Robert Phillips, Senior Elections Officer

PRICE: $121,188.00 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

David Klages, Analyst
7/2/19
Date

Marilyn Laudt
Manager of Purchasing Services, Assistant
7/2/19
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division
7/3/19
Date

ADMINISTRATIVE AWARD
BID No.: SC-0497-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval of award to the lowest responsive, responsible bidder, Printing Edge, for the vote-by-mail envelopes for the Supervisor of Elections Office. Period of service is one (1) year from date of award, with four (4), one (1) year renewal options. Total estimated annual expenditure not-to-exceed $60,594.00.

FUNDING SOURCE: SEEL011-05216

FOR AGENCY/DEPARTMENT: Supervisor of Elections Office

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 6 **NUMBER FIRMS BIDDING:** 3

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:
N/A

RECOMMEND AWARD TO: Printing Edge

CONCURRENCE BY: Robert Phillips, Chief Elections Officer

PRICE: $60,594.00 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

Analyst

7/13/18
Date

Manager of Purchasing Services, Asst.

7/16/18
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

7/17/18
Date