

**ADDENDUM 1 - APPENDIX B - RESPONSE FORM
ITN 96127 PRINT AND DIRECT MAILING SERVICES**

RESPONDENT INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

NAME & EMAIL OF CONTACT: _____

WEBSITE: _____

RESPONDENT MUST COMPLETE THE FOLLOWING INFORMATION AND RETURN THIS FORM VIA EMAIL TO SHEREA HARPER AT HARPSB@JEA.COM.

QUOTATION OF RATES (45 Points)

Respondent shall provide a firm-fixed price for all the Work in this ITN by completing the enclosed Response Form and Response Workbook. The first three (3) years of the contract must remain fixed. The prices shall include all profit, taxes, benefits, travel, and all other overhead items.

Rush Jobs on Appendix B – Bid Workbook must be entered. The mark-up percentage entered on Appendix B – Bid Workbook must remain fixed for the term of the contract.

ADMINISTRATIVE COST AND PROFIT

- The administrative cost, profit and other indirect Company costs will not be permitted as separate billable costs. These costs should be included in the Response Price.
- Unit prices shall include delivery of all products to the specified location.
- There shall be no separate delivery fee, truck fee, or fuel adjustment.

Please note, the prices quoted by Respondent on the Response Form must be firm-fixed prices, not estimates.

Annual Response Price for Contract \$_____ X three (3) years \$_____

Annual Response Price

Total 3-year Response Price for Contract

PROFESSIONAL STAFF EXPERIENCE OF THE ACCOUNT MANAGER (10 Points)

Company shall provide the resume of the Account Manager available to work on the scope of work described in this Solicitation. A maximum of one (1) resume shall be included and shall include the Account Manager with the highest expected involvement on JEA's scope of work. At a minimum, the resume shall present the following:

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- Employee's name, title, work location, years of service with the company;
- Applicable professional certifications, education, and work experience;
- Identify any specialty or technical process expertise. Resumes should be one (1) page in length. Longer resumes will be accepted, however, only the information contained on the first page will be evaluated by JEA.

Respond using your own format.

PAST PERFORMANCE/COMPANY EXPERIENCE (10 Points)

For each of the two (2) client references provided in Section 1.2.1 Minimum Qualifications the Respondent shall explain how the Respondent managed the engagement to realize project budgetary goals, timetables, and quality control objectives.

At Minimum, include the following information:

- Reference Company Name
- Reference Contact Person Name
- Reference Contact Person Name Phone and Email Address
- Address of Work
- Date Range of Work
- Amount of Work \$
- Describe how the reference work is similar to JEA's Technical Specifications

Respond on Appendix B – Minimum Qualification Form

ABILITY TO DESIGN AN APPROACH TO MEET THE TRAINING REQUIREMENTS (30 Points)

Describe your firm's approach (free form) in providing the services described in this ITN. **Describe in detail how you will meet each section of the requirements listed in Appendix A – Technical Specifications.**

Respondents that clearly address each section of the Technical Specifications stated herein, and demonstrate best in class business processes and innovations.

In addition, the Respondent shall describe the capabilities in the following areas:

- Company Plan for Achieving Required Cycle Times (Service Level Agreements);
- Company Plan to Ensure Product is Free of Errors;
- Backup Plan (if equipment fails or personnel gap, etc.) Alternative Company Plan for service if unforeseen event occurs;
- Explain the Company process to receive incoming jobs;
- Explain how the Company will allow JEA Contract Administrators to monitor submittals.

Respond using your own format.

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OFFICE PROXIMITY TO JEA (5 points)

Provide the address of Company's office that will support the JEA project and its distance from JEA Headquarters located at 21 West Church Street, Jacksonville, FL 32202. JEA will use Google Maps to verify distance.

In order to receive points for this criterion, Company's office must be occupied and staffed with at least two (2) employees for a duration of six (6) months prior to the Response Due Date in this ITN. Additionally, the office shall not be used as a residential premise. If necessary, JEA will use zoning records and tax rolls to validate this criteria.

____ I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public "as-is".

Respondent's Certification

By submitting this Response, the Respondent certifies (1) that it has read and reviewed all of the documents pertaining to this ITN and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Respondent, and (3) that the Respondent is legally authorized to do business and maintains an active status in the State of Florida. The Respondent certifies that its recent, current, and projected workload will not interfere with the Respondent's ability to work in a professional, diligent and timely manner.

The Respondent certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Respondent also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Respondent shall immediately notify JEA of status change.

We have received addenda _____ through _____

Signature of Authorized Officer of Respondent or Agent

Date

Printed Name & Title

Phone Number