

FIRST AMENDMENT OF AGREEMENT FOR ANNUAL PRINTING

THIS FIRST AMENDMENT OF AGREEMENT FOR ANNUAL PRINTING, made and entered into by and between the Lee County Board of County Commissioners, a political subdivision of the State of Florida ("County") and Swift Print Service, Inc., ("Vendor"), collectively, the "Parties."

WHEREAS, the County entered into an Agreement for the purchase of printing services, through Solicitation Number B240082CFC with Vendor on the 18th day of April, 2024, ("Agreement"); and,

WHEREAS, Addendum No. 2 was issued to Solicitation B240082CFC, included as Exhibit A. Scope of Work and Specifications of the Agreement, which revised the Scope of Work so that using departments were required to seek out quotes from all of the awarded vendors under this agreement to purchase items listed in Section 4 of the revised bid schedule.; and,

WHEREAS, after the execution of the Agreement it was determined that the County only requires quotes from all vendors when the cost reaches the \$50,000.00 threshold or more, as stated in the Lee County Procurement Ordinances 22-06 & 23-21; and,

WHEREAS, pursuant to Article XV. MISCELLANEOUS of the Agreement, the Parties desire to modify the Exhibit A. Scope of Work and Specifications of the Agreement to only require quotes from all vendors, for items in Section 4: Customized Items and any items not listed within the fee schedule, when the cost reaches the \$50,000.00 threshold or more, as listed within the Lee County Procurement Ordinances 22-06 & 23-21.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND THE MUTUAL COVENANTS CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

[The remainder of this page intentionally left blank.]

1. Section 4. SCOPE OF WORK AND SPECIFICATIONS REVISIONS of Addendum No. 2, issued to Solicitation B240082CFC, shall be struck from the Agreement in its entirety and all orders made under the Agreement shall follow the purchasing approval thresholds listed within the Lee County Procurement Ordinances 22-06 & 23-21:
 - a. Specifically, quotes shall only be required from all vendors awarded through Solicitation B240082CFC when the cost equals \$50,000.00 or more.
 - b. Any orders below \$50,000.00 shall only require a quote from one vendor awarded through Solicitation B240082CFC.
 - c. Lee County reserves the right to purchase items, not listed in this agreement, at a negotiated price with any awarded Vendor or from other resources.

[The remainder of this page intentionally left blank.]

IN WITNESS WHEREOF, this First Amendment of the Agreement has been signed and sealed, in duplicate, by the respective parties hereto.

DATED this 7/11/2024 | 7:59 AM EDT by the Lee County Board of County Commissioners.

COUNTY: LEE COUNTY, FLORIDA

DocuSigned by:

Mary Tucker

BY: 770F0BDB59DA44D
Mary G. Tucker

Director of Procurement Management, on behalf of the Board of County Commissioners

APPROVED as to Form for the Reliance of Lee County Only

DocuSigned by:

Robert Holborn

BY: 0709AF6D28494C8
County Attorney's Office

DATED this 25 day of June, 2024 by Swift Print Service, Inc.

ATTEST:

[Signature]
(Witness)

BY: *[Signature]*
Authorized Signature

Jerry A. Kuhn
Authorized Signature Printed Name

President
Authorized Signature Title

CORPORATE SEAL:



AGENDA ITEM REPORT

DATE: April 16, 2024
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Annual Printing Services Countywide

I. MOTION REQUESTED

A) Award Invitation to Bid No. B240082CFC, Annual Printing Contract to the following vendors: Direct Impressions, Inc., Strategy Marketing Group, Inc. dba Panther Printing, and Swift Print Service, Inc. to provide countywide printing services, on an as-needed basis, for an initial term of one year, as approved in the departments' annual adopted budgets. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.
 B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
 C) Grant the County Manager or designee the authority to renew the contract(s), for up to three additional one-year terms, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal(s).

II. ITEM SUMMARY

Awards competitively solicited contracts to a selection of responsive and responsible bidders as follows: Direct Impressions, Inc., Strategy Marketing Group, Inc. dba Panther Printing, and Swift Print Service, Inc. The vendors were awarded as primary, secondary, or tertiary based on the category of printing services they will provide.

The contracts will provide countywide printing services, on an as-needed basis, for an initial term of one year and may be renewed up to three additional one-year periods as approved in the departments' annual adopted budgets and upon agreement of all parties. Total expenditures for these services for Fiscal Year 2022-2023 were \$123,627.60 countywide.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
Procurement Management obtained bids for the project known as Invitation to Bid No. B240082CFC, Annual Printing Contract. On the bid deadline of February 20, 2024, Procurement Management received four submittals. After conducting an analysis of the bid submissions, it was determined to award the following pool of vendors are primary, secondary, or tertiary based on category of printing as attached.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Various funds Program: Project: Account Strings:	
G)	Fund Type?	Other: Various Department Funds
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Direct Impressions Vendor Executed Contract OCR	3/18/2024	Contract
Strategy Mktg dba Panther Printing Vendor Executed Contract OCR	3/18/2024	Contract
Swift Print Vendor Executed Contract OCR	3/22/2024	Contract
Price Comparison	3/18/2024	Backup Material
Pool of Vendors Per Category	3/22/2024	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	4/4/2024 - 1:13 PM
Budget Services	Henkel, Anne	Approved	4/4/2024 - 1:36 PM
Budget Services	Winton, Peter	Approved	4/4/2024 - 2:36 PM
County Attorney	Holborn , Robert	Approved	4/9/2024 - 9:14 AM
County Manager	Winton, Peter	Approved	4/9/2024 - 9:25 AM

Certificate Of Completion

Envelope Id: FAC28FD6A50A427A91D972B76EC93167

Status: Completed

Subject: Amendment Routing - B240082CFC - Annual Printing - Swift Print - Am 1 - Quote Amt Revision

Source Envelope:

Document Pages: 3

Signatures: 2

Envelope Originator:

Supplemental Document Pages: 5

Initials: 0

Daniel Goggin

Certificate Pages: 5

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2115 Second St, First Floor

Enveloped Stamping: Enabled

Fort Meyers, FL 33901

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

dgoggin@leegov.com

IP Address: 208.89.76.205

Record Tracking

Status: Original

Holder: Daniel Goggin

Location: DocuSign

7/10/2024 8:59:43 AM

dgoggin@leegov.com

Signer Events

Robert Holborn

rholborn@leegov.com

Assistant County Attorney

Security Level: Email, Account Authentication
(None)**Signature**

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Timestamp

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Signed: 7/10/2024 10:02:02 AM

Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

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Mary Tucker

mtucker@leegov.com

Security Level: Email, Account Authentication
(None)

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770F0BDB59DA44D...

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Viewed: 7/11/2024 7:59:24 AM

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Electronic Record and Signature Disclosure:

Accepted: 7/11/2024 7:59:24 AM

ID: e2cf5341-bea1-4ed0-ad2e-7a904aa149f1

Supplemental Documents:

01 - AIR.pdf

Viewed: 7/11/2024 7:59:35 AM

Read: Not Required

Accepted: Not Required

Chris Jagodzinski

CJagodzinski@leeclerk.org

Deputy Clerk

Lee County Clerk of Courts

Signing Group: Minutes

Security Level: Email, Account Authentication
(None)**Completed**

Using IP Address: 198.184.170.4

Sent: 7/11/2024 7:59:53 AM

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Signed: 7/11/2024 10:40:41 AM

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp**

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Erica Temerario etemerario@leegov.com Lauren Schaefer lschaefer@leegov.com Tina Boone tboone@leegov.com Legal Administrative Specialist, Sr Lee County BoCC Signing Group: County Attorney's Office Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 7/10/2024 9:26:17 AM Viewed: 7/10/2024 9:36:16 AM
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Connie Prevatte cprevatte@leegov.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 7/11/2024 10:40:43 AM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	7/10/2024 9:06:59 AM
Certified Delivered	Security Checked	7/11/2024 10:40:37 AM
Signing Complete	Security Checked	7/11/2024 10:40:41 AM
Completed	Security Checked	7/11/2024 10:40:43 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Lee County BOCC-Procurement Management (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Lee County BOCC-Procurement Management:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: mpatterson@leegov.com

To advise Lee County BOCC-Procurement Management of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at mpatterson@leegov.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Lee County BOCC-Procurement Management

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to mpatterson@leegov.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Lee County BOCC-Procurement Management

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to mpatterson@leegov.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Lee County BOCC-Procurement Management as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Lee County BOCC-Procurement Management during the course of your relationship with Lee County BOCC-Procurement Management.