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DEPARTMENTAL INPUT  
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

Accessing contract  
 OTR  
 CO  
 SS  
 BW  
 Emergency  
 Re-Bid  
 Other

LIVING WAGE APPLIES: \_\_\_ YES \_\_\_ X \_\_\_ NO  
 Requisition/Project No: ROPM1100127  
 TERM OF CONTRACT: \_\_\_ 3YEARS

Requisition/Project Title: Flat Sheet, Quality Offset (Lithographic) Printing Services

Description: The purpose of this solicitation is to pre-qualify bidders for quality offset flat sheet and roll fed; printing, bindery and auxiliary services for the County's internal print facilities on an as needed when needed basis. All bidders which meet or exceed the criteria established in this solicitation shall be placed on a pre-qualification list that may be accessed by the County to obtain price quotations for flat sheet and roll fed quality offset (lithographic) printing services

User Department(s): GSA  
 Issuing Department: \_\_\_\_\_  
 Estimated Cost: \$300,000.00  
 #900/0000 P  
 Contact Person: R. Campbell Phone: 305-375-3233  
 ANALYSIS

Commodity/Service No.: 966-35, 37, 40, 50, 52, 700-56 SIC: \_\_\_\_\_

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases For Previous Three (3) Years  
 Check Here  if this is a New Contract/Purchase with no Previous History

Contractor:	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR
Economic Printing & Advertising Dutton Press, Inc.	Economic Printing & Advertising Dutton Press, Inc.	Economic Printing & Advertising Dutton Press, Inc.
National Litho LLC	National Litho LLC	National Litho LLC
Contract Value: \$550,000.00	\$880,000.00	\$880,000.00

Continued on another page (s): \_\_\_ Yes \_\_\_ X \_\_\_ No

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:



**BID NO.: RQPM1100127**

**OPENING: 2:00 P.M.  
WEDNESDAY,  
JULY 20, 2011**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:**

**PRINTING FLAT SHEET AND ROLL FED,  
QUALITY OFFSET (LITHOGRAPHIC) PRINTING SERVICES  
PRE-QUALIFICATION POOL**

**THE FOLLOWING ARE REQUIREMENTS OF THIS BID, AS NOTED BELOW:**

CERTIFICATE OF COMPETENCY:	N/A
EQUIPMENT LIST:.....	See Section 3; Paragraphs 3.1, 3.4, 3.5 and 3.6
EXPEDITED PURCHASING PROGRAM (EPP)	N/A
INDEMNIFICATION/INSURANCE:	N/A
LIVING WAGE: .....	See Section 2; Paragraph 2.23
PRE-BID CONFERENCE/WALK-THRU:	N/A
SMALL BUSINESS ENTERPRISE MEASURE: .....	See Section 2; Paragraph 2.2
SITE VISIT/AFFIDAVIT:	N.A
USER ACCESS PROGRAM: .....	See Section 2; Paragraph 2.21
WRITTEN WARRANTY:	N/A

**FOR INFORMATION CONTACT:**

**Roma Campbell, Procurement Contracting Officer 1, at 305-375-3233 or via e-mail at  
[rcamp@miamidade.gov](mailto:rcamp@miamidade.gov)**

**IMPORTANT NOTICE TO BIDDERS:**

**MIAMI-DADE COUNTY  
DEPARTMENT OF PROCUREMENT MANAGEMENT**

**FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON  
PAGE 32 OF SECTION 4, BID SUBMITTAL FORM SHALL RENDER THE BIDDER  
INELIGIBLE FOR LOCAL PREFERENCE**

**FAILURE TO SIGN PAGE 32 OF SECTION 4, BID SUBMITTAL FORM WILL RENDER YOUR  
BID NON-RESPONSIVE**

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**1.1. DEFINITIONS**

**Bid** – shall refer to any offer(s) submitted in response to this solicitation.

**Bidder** – shall refer to anyone submitting a Bid in response to this solicitation.

**Bid Solicitation** – shall mean this solicitation documentation, including any and all addenda.

**Bid Submittal Form** – defines the requirement of items to be purchased, and must be completed and submitted with Bid. The Bidder should indicate its name in the appropriate space on each page.

**County** – shall refer to Miami-Dade County, Florida

**DPM** – shall refer to Miami-Dade County's Department of Procurement Management.

**Enrolled Vendor** – shall refer to a firm that has completed the necessary documentation in order to receive Bid notifications from the County.

**Registered Vendor** – shall refer to a firm that has completed the Miami-Dade County Business Entity Registration Application and has satisfied all requirements to enter into business agreements with the County.

**The Vendor Registration Package** – shall refer to the Business Entity Registration Application.

For additional information about on-line vendor enrollment or vendor registration contact the Vendor Assistance Unit at 111 N.W. 1<sup>st</sup> Street, 13<sup>th</sup> Floor, Miami, FL 33128, Phone 305-375-5773. Vendors can enroll online and obtain forms to register by visiting our web site at [www.miamidade.gov/dpm](http://www.miamidade.gov/dpm)

**1.2. INSTRUCTIONS TO BIDDERS****A. Bidder Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the Bid Solicitation are encouraged to submit Bids. Vendors may enroll with the County to be included on a notification list for selected categories of goods and services. To be eligible for award of a contract (including small purchase orders), Bidders must become a Registered Vendor. Only Registered Vendors can be awarded County contracts. Vendors are required to register with the County by contacting the Vendor Assistance Unit. The County endeavors to obtain the participation of all qualified small business enterprises. For information and to apply for certification, contact the Department of Small Business Development at 111 N.W. 1 Street, 19<sup>th</sup> Floor, Miami, FL 33128-1900, or telephone at 305-375-3111. County employees and board members wishing to do business with the County are referred to Section 2-11.1 of the Miami-Dade County Code relating to Conflict of Interest and Code of Ethics.

**B. Vendor Registration**

To be recommended for award the County requires that vendors complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, a new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed by vendors and returned to the Department of Procurement Management (DPM), Vendor Assistance Unit, within fourteen (14) days of notification of the intent to recommend for award. In the event the Vendor Registration Package is not properly completed and returned within the specified time, the County may in its sole discretion, award to the next lowest responsive, responsible Bidder. The Bidder is responsible for obtaining the Vendor Registration Package, including all affidavits by downloading from the DPM website at [www.miamidade.gov](http://www.miamidade.gov) or from the Vendor Assistance Unit at 111 N.W. 1<sup>st</sup> Street, 13<sup>th</sup> Floor, Miami, FL 33128.

Bidders are required to affirm that all information submitted with the Vendor Registration Package is current, complete and accurate, at the time they submit a response to a Bid Solicitation, by completing the provided Affirmation of Vendor Affidavit form.

In becoming a Registered Vendor with Miami-Dade County, the vendor confirms its knowledge of and commitment to comply with the following:

1. **Miami-Dade County Ownership Disclosure Affidavit** (Sec. 2-8.1 of the County Code)

2. **Miami-Dade County Employment Disclosure Affidavit** (County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code)
3. **Miami-Dade County Employment Drug-free Workplace Certification** (Section 2-8.1.2(b) of the County Code)
4. **Miami-Dade Disability and Nondiscrimination Affidavit** (Article 1, Section 2-8.1.5 Resolution R182-00 Amending R-385-95)
5. **Miami-Dade County Debarment Disclosure Affidavit** (Section 10.38 of the County Code)
6. **Miami-Dade County Vendor Obligation to County Affidavit** (Section 2-8.1 of the County Code)
7. **Miami-Dade County Code of Business Ethics Affidavit** (Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code)
8. **Miami-Dade County Family Leave Affidavit** (Article V of Chapter 11 of the County Code)
9. **Miami-Dade County Living Wage Affidavit** (Section 2-8.9 of the County Code)
10. **Miami-Dade County Domestic Leave and Reporting Affidavit** (Article 8, Section 11A-60 11A-67 of the County Code)
11. **Subcontracting Practices** (Ordinance 97-35)
12. **Subcontractor /Supplier Listing** (Ordinance 97-104)
13. **Environmentally Acceptable Packaging** Resolution (R-738-92)
14. **W-9 and 8109 Forms**  
The vendor must furnish these forms as required by the Internal Revenue Service.
15. **Social Security Number**  
In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (FEIN). If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes your "County Vendor Number". To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that DPM requests the Social Security Number for the following purposes:
  - Identification of individual account records
  - To make payments to individual/vendor for goods and services provided to Miami-Dade County
  - Tax reporting purposes
  - To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records
16. **Office of the Inspector General**  
Pursuant to Section 2-1076 of the County Code.
17. **Small Business Enterprises**  
The County endeavors to obtain the participation of all small business enterprises pursuant to Sections 2-8.2, 2-8.2.3 and 2-8.2.4 of the County Code and Title 49 of the Code of Federal Regulations.
18. **Antitrust Laws**  
By acceptance of any contract, the vendor agrees to comply with all antitrust laws of the United States and the State of Florida.
- C. **PUBLIC ENTITY CRIMES**  
To be eligible for award of a contract, firms wishing to do business with the County must comply with the following:

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**D. Request for Additional Information**

1. Pursuant to Section 2-11.1(t) of the County Code, all Bid Solicitations, once advertised and until an award recommendation has been forwarded to the appropriate authority are under the "Cone of Silence". Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the Procurement Agent identified on the front page of the solicitation. Such inquiries or request for information shall be submitted to the procurement agent in writing and shall contain the requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1<sup>st</sup> Street, 17<sup>th</sup> Floor, suite 202, Miami, Florida 33128-1983 or email [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).
2. The Department of Procurement Management may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this Bid Solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the last addendum issued shall prevail.
3. It is the Bidder's responsibility to ensure receipt of all addenda, and any accompanying documentation. The Bidder is required to submit with its Bid a signed "Acknowledgment of Addenda" form, when any addenda have been issued.

**E. Contents of Bid Solicitation and Bidders' Responsibilities**

1. It is the responsibility of the Bidder to become thoroughly familiar with the Bid requirements, terms and conditions of this solicitation. Pleas of ignorance by the Bidder of conditions that exist or that may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the Bidder.
2. In the event a Bidder wishes to protest any part of the General Conditions, Special Conditions and/or Technical Specifications contained in the Bid Solicitation it must file a notice of protest in writing with the issuing department no later than 48 hours prior to the Bid opening date and hour specified in the solicitation. Failure to file a timely notice of protest will constitute a waiver of proceedings.
3. This solicitation is subject to all legal requirements contained in the applicable County Ordinances, Administrative Orders, and Resolutions, as well as all applicable State and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State and local.
4. It is the responsibility of the Bidder/Proposer, prior to conducting any lobbying regarding this solicitation to file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder/Proposer. The Bidder/Proposer shall also file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent said Bidder/ Proposer. Failure of a Bidder/Proposer to file the appropriate form required, in relation to each solicitation, may be considered as evidence that the Bidder/Proposer is not a responsible contractor.

**F. Change or Withdrawal of Bids**

1. Changes to Bid - Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid, (as indicated on the cover page) with a letter in writing on the firms letterhead, signed by an

authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original Bid. No changes to a Bid will be accepted after the Bid has been opened.

2. Withdrawal of Bid - A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. Only a written letter received by DPM prior to the Bid opening date may withdraw a bid. A bid may also be withdrawn ninety (90) days after the Bid has been opened and prior to award, by submitting a letter to the contact person identified on the front cover of this Bid Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

**G. Conflicts Within The Bid Solicitation**

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

**H. Prompt Payment Terms**

1. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust, and not made within the time specified by this section, shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Manager, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.
2. The Bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the Bid submittal signature page of the solicitation.

**1.3. PREPARATION OF BIDS**

- A. The Bid submittal form defines requirements of items to be purchased, and must be completed and submitted with the Bid. Use of any other form will result in the rejection of the Bidder's offer.
- B. The Bid submittal form must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the Bid to be rejected.
- C. An authorized agent of the Bidder's firm must sign the Bid submittal form. **FAILURE TO SIGN THE BID SUBMITTAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**
- D. The Bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- E. The Bidder may submit alternate Bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted on a separate Bid submittal marked "Alternate Bid".
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- G. An optional electronic submittal shall not be considered a part of the bid if it differs in any respect from the required manual submittal in the original hard copy.

**1.4. CANCELLATION OF BID SOLICITATION**

Miami-Dade County reserves the right to cancel, in whole or in part, any invitation to Bid when it is in the best interest of the County.

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**1.5. AWARD OF BID SOLICITATION**

- A.** This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B.** When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low Bid or in whichever manner deemed in the best interest of the County.
- C.** The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D.** The County reserves the right to negotiate prices with the low bidder, provided that the scope of work of this solicitation remains the same.
- E.** Award of this Bid Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County issued Local Business Tax Receipt.
- F.** Pursuant to County Code Section 2-8.1(g), the Bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- G.** To obtain a copy of the Bid tabulation, Bidder(s) shall enclose an appropriately sized self-addressed stamped envelope or make a request by e-mail. Bid results will not be given by telephone or facsimile.
- H.** The Bid Solicitation, any addenda and/or properly executed modifications, the purchase order, and any change order(s) shall constitute the contract.
- I.** In accordance with Resolution R-1574-88, the Director of DPM will decide all tie Bids.
- J.** Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Bid Solicitation.
- K.** The County reserves the right to request and evaluate additional information from any bidder after the submission deadline as the County deems necessary.

**1.6. CONTRACT EXTENSION**

- A.** The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the contractor in writing of the extension.
- B.** This contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the County and the successful Bidder(s) upon approval by the Board of County Commissioners.

**1.7. WARRANTY**

All warranties express and implied, shall be made available to the County for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the successful Bidder against factory defects and workmanship. At no expense to the County, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid Solicitation may supersede the manufacturer's standard warranty.

**1.8. ESTIMATED QUANTITIES**

Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and; (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase portion of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation and the resulting contract, if that section is present in this solicitation document. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The

County is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.

**1.9. NON-EXCLUSIVITY**

It is the intent of the County to enter into an agreement with the successful Bidder that will satisfy its needs as describe herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any contractor, or perform the work with its own employees.

**1.10. LOCAL PREFERENCE**

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business shall be defined as:

1. a business that has a valid Local Business Tax Receipt, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; and
3. a business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation:
  - (a) vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
  - (b) vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
  - (c) some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When there is a responsive bid from a Miami-Dade local business within 10% of the lowest price submitted by a responsive non-local business, the local business and the non-local low bidder shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business.

At this time, there is an Interlocal agreement in effect between Miami-Dade and Broward Counties until September 2011. Therefore, a vendor which meets the requirements of (1), (2) and (3) above for Broward County shall be considered a local business pursuant to this Section.

**1.11. CONTINUATION OF WORK**

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the successful Bidder, continue until completion at the same prices, terms and conditions.

**1.12. BID PROTEST**

A recommendation for contract award or rejection of award may be protested by a Bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Administrative Order No.3-21.

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**1.13. LAWS AND REGULATIONS**

The successful Bidder shall comply with all laws and regulations applicable to provide the goods and/or services specified in this Bid Solicitation. The Bidder shall comply with all federal, state and local laws that may affect the goods and/or services offered.

**1.14. LICENSES, PERMITS AND FEES**

The awarded bidder(s) shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the County or an awarded bidder for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by said awarded bidder. The departmental contract manager shall verify the certification(s), license(s), permit(s), etc. for the awarded bidder(s) prior to authorizing work and as needed.

**1.15. SUBCONTRACTING**

Unless otherwise specified in this Bid Solicitation, the successful Bidder shall not subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the County may result in termination of the contract for default. When Subcontracting is allowed the Bidder shall comply with County Resolution No. 1634-93, Section 10-34 of the County Code and County Ordinance No. 97-35.

**1.16. ASSIGNMENT**

The successful Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

**1.17. DELIVERY**

Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

**1.18. RESPONSIBILITY AS EMPLOYER**

The employee(s) of the successful Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The successful Bidder shall provide competent and physically employee(s) capable of performing the work as required. The County may require the successful Bidder to remove any employee it deems unacceptable. All employees of the successful Bidder shall wear proper identification.

**1.19. INDEMNIFICATION**

The successful Bidder shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the successful Bidder or its employees, agents, servants, partners, principals or subcontractors. The successful Bidder shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The successful Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the successful Bidder shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

**1.20. COLLUSION**

A contractor recommended for award as the result of a competitive solicitation for any County purchases of supplies, materials and services (including professional services, other than professional architectural, engineering and other services subject to Sec. 2-10.4 and Sec. 287.055 Fla Stats.), purchase, lease, permit, concession or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of

perjury, on a form provided by the County: stating either that the contractor is not related to any of the other parties bidding in the competitive solicitation or identifying all related parties, as defined in this Section, which bid in the solicitation; and attesting that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted in accordance with the provisions of Sec. 2-8.1.1. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

- A. The Collusion Affidavit will be included in all solicitations and will be requested from bidders/proposers once bids/proposals are received and evaluated.
- B. Failure to provide a Collusion Affidavit within 5 business days after the recommendation to award has been filed with the Clerk of the Board shall be cause for the contractor to forfeit their bid bond.

**1.21. MODIFICATION OF CONTRACT**

The contract may be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, change order or award sheet, as appropriate.

**1.22. TERMINATION FOR CONVENIENCE**

The County, at its sole discretion, reserves the right to terminate this contract without cause upon thirty (30) days written notice. Upon receipt of such notice, the successful Bidder shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the successful Bidder prior to notice of termination. The County shall be the sole judge of "reasonable costs."

**1.23. TERMINATION FOR DEFAULT**

The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the successful Bidder fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the successful Bidder in accordance with the appropriate County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the successful Bidder.

**1.24. FRAUD AND MISREPRESENTATION**

Pursuant to Section 2-8.4.1 of the Miami-Dade County Code, any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

**1.25. ACCESS TO RECORDS**

The County reserves the right to require the Contractor to submit to an audit by Audit and Management Services, the Commission Auditor, or other auditor of the County's choosing at the Contractor's expense. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Contractor shall retain all records pertaining to this Agreement and upon request make them available to the County for three years following expiration of the Agreement. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**1.26 OFFICE OF THE INSPECTOR GENERAL**

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts. The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076 of the County Code.

**1.27 PRE-AWARD INSPECTION**

The County may conduct a pre-award inspection of the bidder's site or hold a pre-award qualification hearing to determine if the bidder is capable of performing the requirements of this bid solicitation.

**1.28 PROPRIETARY/CONFIDENTIAL INFORMATION**

Proposers are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes; popularly known as the "Public Record Law." The proposer shall not submit any information in response to this solicitation, which the proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the proposer. In the event that the proposer submits information to the County in violation of this restriction, either inadvertently or intentionally and clearly identifies that information in the bid as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposer's withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

**1.29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IIHI/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Bidder/ Proposer must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

**1.30. CHARTER COUNTY TRANSIT SYSTEM SALE SURTAX**

When proceeds from the Charter County Transit System Sales Surtax levied pursuant to Section 29.121 of the Code of Miami-Dade County are used to pay for all or some part of the cost of this contract, no award for those portions of a Blanket Purchase Order (BPO) utilizing Charter County Transit System Sales Surtax funds as part of a multi-department contract, nor a contract utilizing Charter County Transit System Surtax funds shall be effective and thereby give rise to a contractual relationship with the County for purchases unless and until both the following have occurred: 1) the County Commission awards the contract, and such award becomes final (either by expiration of 10 days after such award without veto by the Mayor, or by Commission override of a veto); and, 2) either, i) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of the Surtax funding on the contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms award of the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final. Notwithstanding the other provisions of Section 1.30, award of an allocation for services in support of the CITT's oversight which does not exceed \$1000 will not require Commission or CITT approval and may be awarded by the Executive Director of the OCITT.

**1.31 LOBBYIST CONTINGENCY FEES**

A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Manager or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

**1.32 COMMISSION AUDITOR – ACCESS TO RECORDS**

Pursuant to Ordinance No. 03-2, all vendors receiving an award of the contract resulting from this solicitation will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds.

**SECTION 2  
SPECIAL CONDITIONS  
PRINTING SERVICES – FLAT SHEET AND ROLL FED  
QUALITY OFFSET (LITHOGRAPHIC)**

**2.1 PURPOSE:**

The purpose of this solicitation is to pre-qualify bidders for quality offset flat sheet and roll fed; printing, bindery and auxiliary services for the County's internal print facilities on an as needed when needed basis. All bidders which meet or exceed the criteria established in this solicitation shall be placed on a pre-qualification list that may be accessed by the County to obtain price quotations for flat sheet and roll fed quality offset (lithographic) printing services.

**2.2 SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS GREATER THAN \$50,000 (Bid Preference):**

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% percent bid preference shall apply to contracts valued up to \$1 million and a 5% percent bid preference shall apply to contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Small Business Development (SBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Small Business Development at 305-375-CERT (2378) or access Miami-Dade County - Small Business Development - Certification Process

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

**2.2.1 LOCAL CERTIFIED SERVICE-DISABLED VETERAN'S BUSINESS PREFERENCE:**

In accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service-Disabled Veteran Business Enterprise (VBE) that submits a bid for a contract shall receive a bid preference of five percent of the price bid. A VBE is a firm that is a) a local business pursuant to Section 2.8.5 of the Code of Miami-Dade County and b) prior to proposal submittal is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. This preference will only be used for evaluating and awarding the bids and shall not affect the contract price. In procurements where Small Business Enterprises (SBE) measures are being applied, a VBE who is also an SBE shall not receive the veteran's preference provided in this section and shall be limited to any applicable SBE preferences. At the time of bid or proposal submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida

**SECTION 2  
SPECIAL CONDITIONS  
PRINTING SERVICES – FLAT SHEET AND ROLL FED  
QUALITY OFFSET (LITHOGRAPHIC)**

Statutes and submit this affirmation and a copy of the actual certification along with the bid or proposal submission.

**2.3 PRE-BID CONFERENCE: INTENTIONALLY OMITTED**

**2.4 TERM OF CONTRACT: THREE (3) YEARS:**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Procurement Management, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for three (3) years and upon completion of the expressed and/or implied warranty periods, and shall expire on the last day of the three (3) year period.

**2.5 OPTION TO RENEW THREE (3) YEARS:**

After the completion of the initial three (3) year term of the contract, Miami-Dade County shall have the option to renew for an addition one three (3) year period, maintaining the same structure and purchasing format. Continuation of the contract beyond the initial period is a County prerogative not the right of the bidder. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

In the event that the bidder declines the County's right to exercise the option period, the County will consider the bidder in default which may affect the bidder's eligibility for award on future County contracts.

**2.6 METHOD OF AWARD USING PRE-QUALIFICATION AND SUBSEQUENT SPOT MARKET PROCEDURES:**

2.6.1 Award of this contract will be made to all responsive, responsible bidders who meet the minimum qualifications set forth in this solicitation.

2.6.2 The minimum qualifications for bidders are as follows:

**Groups 1 and 2**

- a. Bidders must maintain an office equipped with a working telephone, a separate facsimile (fax) line and/or electronic mail address to expedite quotes. The office shall be staffed by competent company representatives who can be contacted Monday through Friday from 8:00 AM to 5:00 PM.

**SECTION 2**  
**SPECIAL CONDITIONS**  
**PRINTING SERVICES – FLAT SHEET AND ROLL FED**  
**QUALITY OFFSET (LITHOGRAPHIC)**

- b. Bidders must be able to provide printing services for one or both groups in as defined in Section 3 - Technical Specifications.
  - c. Brokers are prohibited from participation in this solicitation. Bids will only be considered from bidders who are regularly engaged in the business of printing and whose main business is to provide printing services. The bidder must be able to demonstrate a good record of performance and have sufficient financial resources, facilities, equipment, employees and organization to ensure that they can satisfactorily provide to the County the services required herein.

The County may consider any evidence available regarding the financial, technical, or other qualifications and abilities of the bidder, including past performance and the bidder's record of satisfactorily completing prior awards with the County, or any other governmental or private entity in determining competency for award consideration.
  - d. Bidders must provide complete inventory equipment located at the bidders' facility as per Section 3, Paragraph 3.5.
  - e. Bidders must provide copies of ownership documents or long term lease agreement for printing equipment.
  - f. Bidders must provide a photocopy of the firm's certificates of Forestry Products Chain of Custody as per Section 2, Paragraph 2.29.
  - g. Bidders must have on premises prior to bid opening an Industrial Waste 5 Operating Permit from Miami-Dade DERM Department as per Section 3, Paragraph 3.7.
  - h. Bidders must have prior to bid opening a functioning File Transfer Protocol (FTP) site for transfer of digital work file. The site must provide security through password log on and permit the transfer of files up to one gigabyte in size.
- 2.6.3 Bidders will be placed on a Prequalified List that may be accessed by Department of Procurement Management (DPM), General Services Administration (GSA), Administration and Business Services Division on an as needed when needed basis for printing services.
- 2.6.4 Bidders pre-qualified for Group 1 and/or 2 must complete a component price list that will be used by the County to calculate prices for specific jobs, determine the award and prepare written work orders. Prices for web printing will be requested from the pool of Group 2 pre-qualified vendors on a job by job basis.

**SECTION 2  
SPECIAL CONDITIONS  
PRINTING SERVICES – FLAT SHEET AND ROLL FED  
QUALITY OFFSET (LITHOGRAPHIC)**

2.6.5 It shall be the sole prerogative of the County as to the number of vendors who will be included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, the vendors must meet the same minimum qualifications established for the original competition.

**2.6.6 Group 1 – Color Printing Plus Coating – Sheet Fed**

In order for bidders to prequalify for this group, they must be able to provide offset lithographic sheet-fed printing for at least (4) four ink colors plus coating on a sheet up to 28" X 40" in a single pass.

**2.6.7 Group 2 – Color Printing - Roll-Fed**

In order for bidders to prequalify for this group, they must be able to provide heat set offset lithographic roll-fed web printing on both sides of the media with at least (4) four ink colors on a roll that is a minimum of 35" wide in a single pass.

**2.6.8 Facilities Shall Be In Miami-Dade County:**

Bids will only be accepted from bidder(s) who have service facilities located in Miami-Dade County. Bidders shall provide a copy of their local business tax receipt.

**2.7 PRICES SHALL BE FIXED AND FIRM:**

The prices offered by the prequalified vendors on any subsequent spot market quotations shall remain fixed and firm for a period not to exceed 12 months.

The vendors prices quoted shall be inclusive of all costs, charges, and fees involved in providing the specified services. Additional charges of any kind added to the invoice submitted by the vendor will be disallowed.

**2.8 EXAMINATION OF COUNTY FACILITIES AND INSPECTION OF COUNTY EQUIPMENT: INTENTIONALLY OMITTED**

**2.9 EQUAL PRODUCT: INTENTIONALLY OMITTED**

**2.10 LIQUIDATED DAMAGES: INTENTIONALLY OMITTED**

**2.11 INDEMNIFICATION AND INSURANCE: INTENTIONALLY OMITTED**

**SECTION 2  
SPECIAL CONDITIONS  
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- 2.12 BID GUARANTY: INTENTIONALLY OMITTED**
- 2.13 PERFORMANCE BOND: INTENTIONALLY OMITTED**
- 2.14 CERTIFICATIONS: INTENTIONALLY OMITTED**
- 2.15 METHOD OF PAYMENT: INVOICE MATCHED TO WORK ORDER**

The bidder(s) shall submit an invoice which provides the basic information set forth below, and the corresponding Work Order number, to the County user department that issued a Purchase Order to the bidder(s). The date of the invoice shall not exceed thirty (30) calendar days from the completion and acceptance of the work requested through the Purchase Order. Under no circumstances shall the invoice be submitted to the County in advance of the completion and acceptance of the work.

All invoices shall contain the following basic information:

- I. Bidder Information:
  - The name of the business organization as specified on the contract between Miami-Dade County and bidder
  - Date of invoice
  - Invoice number
  - Bidder's Federal Identification Number on file with Miami-Dade County
- II. County Information:
  - Miami-Dade County Release Purchase Order or Small Purchase Order Number
- III. Pricing Information:
  - Unit price of the goods, services or property provided
  - Extended total price of the goods, services or property
  - Applicable discounts
- IV. Goods or Services Provided per Contract:
  - Description
  - Quantity

**SECTION 3  
TECHNICAL SPECIFICATIONS**

**PRINTING FLAT SHEET AND ROLL FED,  
QUALITY OFFSET (LITHOGRAPHIC) PRINTING SERVICES**

**3.1 OFFSET LITHOGRAPHIC PRESS REQUIRED**

This contract will be used to supplement the County's in-house printing capabilities on an as needed, when needed basis. As such, the processes and equipment employed by vendors pre-qualified under the pool must be compatible with an expansion of the County's own internal capabilities. The printing process to be used for this contract is offset printing. Two groups will be awarded as described in Section 2.6, Group 1 – Color Printing Plus Coating - Sheet Fed and Group 2 – Color Printing – Roll Fed.

**3.2 PICK UP AND DELIVERY SCHEDULE**

All work orders and originals shall be picked up from the General Services Administration (GSA), Administration and Business Services Division located at 2225 NW 72<sup>nd</sup> Avenue, Miami, FL. Pickup and delivery shall occur within 24 hours of notification during the five (5) day work week, Monday through Friday, between the hours of 7:30 AM and 3:30 PM.

**3.3 REQUIRED INVENTORY OF QUALIFYING EQUIPMENT**

Bidders must include a listing of all printing equipment owned or leased by the bidder with this bid submittal. Manufacturers serial number and year of manufacture of the following required equipment (see paragraph 3.5) shall be included as part of the list; all Computer to Plate equipment with RIP used, all graphics workstations used for image editing, preflight or imposition; all 28" X 40" presses (required for Group 1), all 35" web presses (required for Group 2), all automatic saddle stitching machinery, all cutters and all 28" X 40" buckle folders.

**3.4 Group 1: MINIMUM EQUIPMENT REQUIRED (Sheet-fed Press)**

Bid Submittals shall not be considered for award from bidders who at the time of the Pre-Award Inspection do not have on premises well-maintained equipment.

Offset Lithographic Sheet-fed Press – capable of printing at least (4) four ink colors on a sheet up to 28" X 40" in a single pass. Press dampening systems, powder spray systems, aqueous or UV coating and delivery heaters are required.

Folder - Continuous or pile feed, buckle folder to accommodate a 28" X 40" sheet size. Three working sections are required capable of 4/4/2 folds. The folder must have counters and double sheet detectors.

**SECTION 3  
TECHNICAL SPECIFICATIONS**

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Cutter - Hydraulic guillotine cutter of sufficient size to accommodate a 45" wide sheet. The back-gauge must be digital controlled. The cutter must be programmable up to 30 cuts and have an electronic display screen giving reading in one hundredths of an inch or finer. Clamp pressure control must be separate from other functions.

Stitcher - Saddle wire stitcher capable of: automatically feeding and gathering a minimum of four (4) folded untrimmed signatures up to 10" X 12-3/4"; placing up to 3 wire stitches on the spine; and completing a three (3) sided final trim of up to 9" X 12"; all in a continuous process. The stitcher must have counters, caliper detectors and rejected book system.

Computer to Plate (CTP) Platesetter - The CTP Platesetter must be capable of producing an aluminum printing plates for use in "critical color" reproduction, 150 – 200 line screen. Polyester plates are not acceptable. The CTP Platesetter must place halftone dots in exact position over four successive colors within .0005 inches. The CTP Platesetter must be linked to RIP (raster image processor) capable of distinguishing and imaging type fonts with sharply defined edges as well as graphic images. The CTP Platesetter must be calibrated and managed using ICC profiles according to accepted industry standards such as G7, SNAP, GRACoL or SWOP. Plates must be imaged according to the established printing characteristics of each of the bidder's presses. Only thermal or violet lasers CTP Platesetters are acceptable.

Digital Color Proof - A color managed ink jet printer or a color managed contract quality color contone-proofing device shall be required to produce color proofs that accurately reflect the color characteristics of the final product. The accuracy of these calibrated proofs must be maintained through the use of a spectrophotometer. These proofs will be used to judge hue, brightness and contrast. Once approved it will be the bidder's responsibility to achieve these results on press.

Digital Position Proof - A wide format printer (30" minimum width) is required to produce two-sided digital position proofs. The proof will be produced from the same raster file that will be used to image the plates. These proofs will be used to check page sequence, page position, bleeds and front to back registration. All printed elements for the final product will be included on these proofs. The printer will be fully responsible for their accuracy.

Digital Image Workstation - High-end digital image processing equipment capable of:

- a. Image retouching and modification - tone modification, color change, seamless image combination, dot modification, cloning, removal of scratches or flaws, montages, etc.

**SECTION 3  
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- b. Layout - image assembly, vignetting, effective trapping superimposition, etc.
- c. Graphics - enlarge or reduce composite images with the same or different screen resolution, creation of geometric shapes such as circles, ellipses, rectangles, etc.
- d. Editing and troubleshooting - pre-flight correction of electronic files to achieve desired raster image processing ("RIPing").
- e. Imposition system capable of positioning each page present in a digital file in precise position required by the press and bindery to produce the specified product. The system must account for registration, product type, spine grind, crossovers, push-out (creep), trims and bleeds.

An open architecture computer graphics workstations such as, but not limited to, Apple Intel Processor, Windows XP Professional or Unix based system will be required to accomplish the complex requirements stated above. The image editing computer must be fully able to accept PDF, EPS (Encapsulated PostScript) and TIFF (Tag Image File Format) files produced by PC's (in native software) or Apple computers and must be equipped with common graphic software such as, but not limited to In Design, Adobe Illustrator, Adobe and PhotoShop.

**3.5 GROUP 2: MINIMUM EQUIPMENT REQUIRED (Roll-fed Web Press)**

Bid Submittals shall not be considered for award from bidders who at the time of the Pre-Award Inspection do not have on premises well-maintained equipment.

Roll-Fed or Web Press – Offset lithographic web press capable of printing both sides of the media with at least (4) four ink colors on a roll that is 35" wide in a single pass. Inline drying ovens for coated papers, chillers, a sheeter and a folding unit are required.

Folder - Continuous or pile feed, buckle folder to accommodate a 26" X 40" sheet size. Three working sections are required capable of 4/4/2 folds. The folder must have counters and double sheet detectors.

Cutter - Hydraulic guillotine cutter of sufficient size to accommodate a 45" wide sheet. The back-gauge must be digital controlled. The cutter must be programmable up to 30 cuts and have an electronic display screen giving reading in one hundredths of an inch or finer. Clamp pressure control must be separate from other functions.

Stitcher - Saddle wire stitcher capable of: automatically feeding and gathering a minimum of four (4) folded untrimmed signatures up to 10" X 12-3/4"; placing up to 3 wire stitches on the spine; and completing a three (3) sided final trim of up to 9" X

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Digital Image Workstation - High-end digital image processing equipment capable of:

- a. Image retouching and modification - tone modification, color change, seamless image combination, dot modification, cloning, removal of scratches or flaws, montages, etc.
- d. Layout - image assembly, vignetting, effective trapping superimposition, etc.
- e. Graphics - enlarge or reduce composite images with the same or different screen resolution, creation of geometric shapes such as circles, ellipses, rectangles, etc.
- f. Editing and troubleshooting - pre-flight correction of electronic files to achieve desired raster image processing ("RIPing").