

SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE:**

The purpose of this solicitation is to pre-qualify bidders for future pricing competition to purchase specialty printed products, services/installations and finishing supplies. This initial solicitation provides for the submission of documents and forms intended to verify that the bidder meets or exceeds the minimum criteria set forth elsewhere in this solicitation. 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 County departments in order to obtain price quotations for the purchase of specialty printed products, services/installations and finishing supplies.

2.2 TERM OF CONTRACT:

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 through written notice by the County's Internal Services Department Procurement Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five (5) year contract term.

2.3 METHOD OF AWARD:

Award of this contract will be made to all responsive, responsible bidders that meet the minimum requirements set forth in this solicitation. Awarded vendors will be placed on a pre-qualified vendors list by Group, identified by the type of specialty printed products, services and finishing supplies they provide. Only those bidders qualified for a specific group will be permitted to bid on items within that group. During evaluation, bidders may be required to submit a sample of a proposed product for evaluation by and at no cost to the County.

2.3.1 The minimum requirements to be prequalified under this solicitation are:

- i. Vendors shall maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the contracted items and who are cognizant of the industry and industry standards. Vendors shall provide contact information to include: Name of contact, company's main phone number, company's facsimile, contact phone number if different from company's phone number, e-mail address and cellular number (if applicable) for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. and 5:00 p.m. (local time).

- ii. Vendors shall identify the group categories of specialty printed products, services/installations and finishing supplies that can be supplied to the County. Information offered must be relevant to the scope of work and technical specifications of each group within this solicitation. This information will be used to create and identify groups of vendors and facilitate the spot-market quotation process. See Section 2, Paragraph 2.3.2 for group categories.

2.3.2 Pre-Qualification of Bidders by Group:

This solicitation is divided into eight (8) groups:

- Group 1 Digital Color Reproduction – high quality color reproduction printed directly from the electronic file
- Group 2 Screen printing on paper, cover, digital/plotter printing on various substrates including vinyl mylar, high performance self-adhesive vinyl, vinyl, opaline, styrene, reflective decal material for exterior use, plastics, aluminum, coroplast, foam board, lexan, etc.
- Group 3 DVD/CD Reproduction with Labels and Holders (color)
- Group 4 Mechanical Binding and Finishing Supplies
- Group 5 Oversized Trade Show Displays
- Group 6 Large and Small Decals and Stickers
- Group 7 Corrugated Cartons
- Group 8 Interior/Exterior Large decal Production, Installation and Removal for Metrorail/Mover Station domination, Bus Shelters, Bus Depots, Windscreen Dioramas and Full and Partial Wraps, etc.

Group 1 Requirements	Digital Color Reproduction – Offset Quality
	<ol style="list-style-type: none"> 1) List the address of the production facility capable of providing same day services within Miami-Dade, Broward and Palm Beach County. 2) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years’ experience in producing offset quality digital color reproduction on a variety of substrates.

Group 2 Requirements	Screen Printing on Paper, Cover, Digital/Plotter Printing on Various Substrates, including Vinyl Mylar, High Performance Self-Adhesive Vinyl, Vinyl, Opaline, Styrene, Reflective Decal Material for Exterior use, Plastics, Aluminum, Coroplast, Foam Board, Lexan, Etc.
	<ol style="list-style-type: none"> 1) List the address of the production facility capable of providing same day services within Miami-Dade, Broward and Palm Beach County. 2) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience in producing or providing Group 2 requirements above.
Group 3 Requirements	DVD/CD Reproduction with Labels and Holders
	<ol style="list-style-type: none"> 1) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience in producing DVD, CD, color labels and custom holders.
Group 4 Requirements	Mechanical Binding and Finishing Supplies
	<ol style="list-style-type: none"> 1) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience in distributing a wide variety mechanical binding, finishing supplies, machine rental and machine repair must include: <ol style="list-style-type: none"> a. Powis Parker – Fastback 15xs – repair and supplies b. Rhin-O-tuff – CI-3000 coil inserter – repair and supplies (coil) c. Renz Electric Punch – DTP340M
Group 5 Requirements	Trade Show Displays and Oversized Prints
	<ol style="list-style-type: none"> 1) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience in producing trade show displays and oversized prints, digitally printed materials on a variety of substrates: <ol style="list-style-type: none"> a. Table top displays, portable displays b. Roll up banner stands c. Modular exhibits
Group 6 Requirements	Decals and Stickers
	<ol style="list-style-type: none"> 1) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience manufacturing wide variety of decals and stickers references must include: <ol style="list-style-type: none"> a. Exterior, reflective stickers for lamp poles b. Truck and automotive exterior and windshield decals and static clings c. Individual serial numbers printed as a bar-code or human readable font d. Break-away cuts to prevent removal e. Deliver product in rolls or individual stickers/decals as required by specific order

Group 7 Requirements	Corrugated Cartons
1) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience manufacturing wide variety of corrugated cartons.	
Group 8 Requirements Miami-Dade Transit (MDT)	Interior/Exterior Large decal Production, Installation and Removal for Metrorail/Mover Station domination, Bus Shelters, Bus Depots, Windscreen Dioramas and Full and Partial Wraps, etc.
1) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience providing services and installation for large scale ads, production, installation/removal on bus, mover, rail vehicles and large floor decals.	

Additional categories and items may be added by the County at any time during the term of the contract. Additional information and requirements will be provided in the subsequent spot market quotation requests, issued by the County department(s). The County will prequalify vendors in the group categories listed above.

2.3.3 Spot Market Procedures

Pre-qualified vendors are eligible to participate in subsequent spot-market quotations as required by the County, on an as-needed or periodic basis. Spot-market pricing procedures may be initiated either by the using County department or by the Internal Services Department, Procurement Management Division. In general, written spot market quotes will be gathered from all vendors prequalified for a specific group of specialty printed products, services/installations and finishing supplies. Spot market quotations will include the technical specifications, any additional terms and conditions, specific warranty requirements and other requirements specific to the items or services being purchased. The County reserves the right to verify the information submitted by the bidder and to obtain and evaluate additional information, as it deems necessary, to ascertain the bidder's conformance to the minimum requirements.

It shall be the sole prerogative of the County as to the total number of pre-qualified vendors on this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary. If the County elects to add vendors, they must meet the same minimum requirements established in this solicitation.

2.4 PRICES:

The prices offered shall remain fixed and firm until the delivery or pick-up and acceptance of the order is completed and invoiced at the original price quoted to the County through the Request for Quote process. The prices quoted shall be inclusive of all costs, fees, materials, labor and transportation necessary to pick-up, deliver and

produce a finished product involved in providing these services and supplies. No changes or additions shall be allowed without prior written consent from the user department.

2.5 METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES:

The vendor(s) shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor'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

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

2.6 CONTACT PERSON:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, please contact R. Campbell via e-mail at rcamp@miamidade.gov with a copy to the Clerk of the Board at clerk BCC@miamidade.gov. Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect. The County reserves the right to change the contact person throughout the term of the agreement. Any changes will be communicated in writing to Vendors as needed.

2.7 DELIVERY REQUIREMENTS WILL BE SPECIFIED AT SPOT MARKET QUOTATION:

The bidder shall make deliveries within the number of days specified in the spot market quotation request, or on the purchase order at the time of specific purchase. All deliveries shall be made in accordance with good commercial practice and shall be adhered to by the bidder, except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder shall notify the County of the delays in advance of the delivery date so that a revised delivery schedule can be negotiated.

Should a bidder to whom the spot market quotation is awarded fail to deliver within the time period specified in the spot market request or purchase order, or after any negotiated delivery date has lapsed, the County reserves the right to cancel the order. If the order is cancelled, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge that bidder with any re-procurement costs; the County may terminate the bidder from the contract for default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Vendors shall require presentation of this written authorization. The bidder shall maintain a copy of the authorization. If the bidder is in doubt about any aspect of material pick-up, the bidder shall contact the appropriate user department to confirm the authorization.

2.8 BACK ORDERS SHALL REQUIRE WRITTEN AUTHORIZATION:

The County shall not accept any back orders of deliveries from the bidder, unless written authorization is issued by the user department. Accordingly, the bidder is required to deliver all items to the County within the time specified in the RFQ, no grace period shall be honored. In the event that the bidder fails to deliver the goods within the time

specified, the County reserves the right to cancel the order, seek the items from another bidder, and charge the bidder for any re-procurement costs.

2.9 MIAMI-DADE COUNTY LIVING WAGE:

Bidders providing a covered service are advised that the provisions of Section 2-8.9 of the Code of Miami-Dade County, (Code) as amended by Ordinance [Governing Legislation], will apply to any contract(s) awarded pursuant to this solicitation. By submitting a bid or executing a contract pursuant to these specifications, the Bidder is hereby agreeing to comply with the provisions of Section 2-8.9, and to acknowledge awareness of the penalties for non-compliance. A copy of this Code Section may be obtained online at:

http://library.municode.com/HTML/10620/level3/PTIIICOOR_CH2AD_ARTIINGE.html#PTIIICOOR_CH2AD_ARTIINGE_S2-8.9LIWAORCOSECOEM

2.10 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS:

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency(ies).

2.11 ACCEPTANCE OF PRODUCT BY THE COUNTY:

The product(s) to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a vendor-provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned, at vendor expense, to the vendor. At the County's own option, the vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK:

The purpose of this solicitation and resulting contract is to establish a pool of pre-qualified vendors by group for future pricing competition to provide specialty printed products, services/installations and finishing supplies for Miami-Dade County departments. This solicitation will establish eight (8) defined groups of specialty printed products, services/installations and finishing supplies to be used on an as needed when needed basis to meet ongoing County requirements. The initial award process provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth in Section 2, Paragraph 2.3.1.

Vendors that meet or exceeds these requirements may be awarded under the following groups:

3.2 GOODS/SERVICES TO BE PROVIDED AND OR PURCHASE BY GROUP:

Group 1 Digital Color Reproduction – high quality color reproduction printed directly from the electronic file

- a. Variety of printed products:
 - i. Postcards
 - ii. Posters
 - iii. Invitations
 - iv. Booklets
 - v. Tickets
 - vi. Programs
- b. Range of sheet sizes: 8.5" x 11" to 13" x 19"
- c. Range of sheet thickness: 0.006" to 0.012", duplex printing
- d. Substrates: Coated, uncoated and textured paper and cover
- e. Variable data printing

Group 2 Screen printing on paper, cover, digital/plotter printing on various substrates including vinyl mylar, high performance self-adhesive vinyl, vinyl, opaline, styrene, reflective decal material for exterior use, plastics, aluminum, coroplast, foam board, lexan, etc.

- a. Variety of printed products:
 - i. Door hangers
 - ii. Posters
 - iii. UV Resistant Exterior Signage

- iv. Notices
- v. Protective Coatings
- vi. Scratch off coatings
- b. Projects will be printed in one, two or more ink colors
- c. Digital/plotter printing on various substrates including vinyl Mylar, high performance self-adhesive vinyl, opaline, styrene, reflective decal material for exterior use, plastics, aluminum, coroplast, foam board, and lexan

Group 3 DVD/CD Reproduction with Labels and Holders (color)

- a. Replicate and apply color labels to each disk
- b. Supply a large variety of CD holders

Group 4 Mechanical Binding and Finishing Supplies

- a. Variety of Materials:
 - i. Bind Strips
 - ii. Plastic coil
 - iii. Special cover materials
 - iv. Materials for digital foil imprint
 - v. Lamination

Group 5 Oversized Trade Show Displays

- a. Graphic files will be provided to produce high quality digital output for tabletop displays, portable displays, rollup banner stands, and modular exhibits
- b. Products will require extensive customization for exact size, contour and mounting requirements
- c. Products must be durable, able to withstand transport, mount precisely on display frame, and pack easily for storage or shipment

Group 6 Large and Small Decals and Stickers

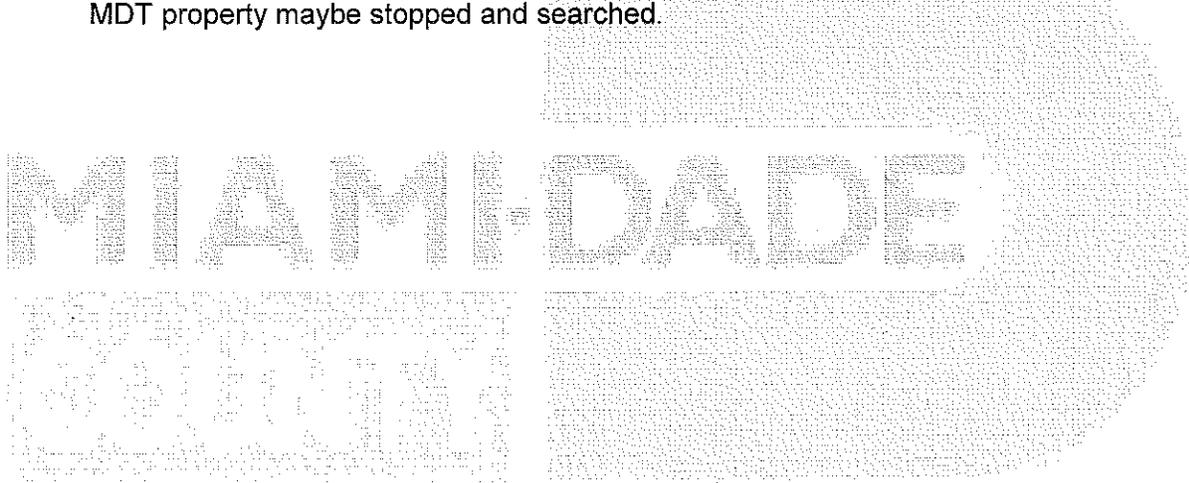
- a. Printing of pressure sensitive labels, stickers, window decals, bar codes, thermal transfer labels, foil hot stamp and embossed labels, asset labels, static cling labels, and shipping labels
- b. Wide variety of sizes and substrates including water proof and reflective materials
- c. One, two, three, four or more ink colors
- d. Out-door durability and non-fade inks
- e. Variable data printing
- f. Labels on rolls

Group 7 Corrugated Cartons

- a. A variety of sizes of folded packing cartons that are double wall and certified to meet burst strength requirements as specified by American Society for Testing and Materials (ASTM)
- b. White faced corrugated and brown Kraft cartons
- c. A variety of chip board cartons

Group 8 Interior/Exterior Large decal Production, Installation and Removal for Metrorail/Mover Station domination, Bus Shelters, Bus Depots, Windscreen Dioramas and Full and Partial Wraps, etc.**3.3 SECURITY for (Miami-Dade Transit only):**

Bidders are responsible to comply with all Miami-Dade Transit security procedures, rules and regulations. Miami-Dade Transit (MDT) wishes the bidder to obtain and wear at all times, identification cards issued by MDT while working on County property, this will be at no initial cost to the bidder or its employees. All vehicles entering and exiting MDT property may be stopped and searched.



MIAMI-DADE

BID SUBMITTAL FORM

Enter Company's Legal Name _____
 Enter Company's Federal tax Identification Number _____

RESPONSE FORM

Please check: Group 1 Group 2 Group 3 Group 4 Group 5 Group 6
 Group 7 Group 8 All Groups

CHECKLIST OF REQUIREMENTS: References 

Section 2, Paragraph 2.3.1.(i)	Primary Contact Information (required):	Initial as completed
	Primary Contact Name:	
	Company's Main Phone Number:	
	Company's Facsimile:	
	Contact Phone Number if different from above:	
	E-Mail Address:	
	Cellular Phone Number (if applicable)	
Section 2, Paragraph 2.3.1.(i)	Secondary Contact Information (optional):	
	Secondary Contact Name:	
	Company's Main Phone Number:	
	Company's Facsimile:	
	Contact Phone Number if different from above:	
	E-Mail Address:	
Cellular Phone Number (if applicable)		

Requirements Section 2 Paragraph 2.3.2	Summarized Requirements	Initial as completed
Group 1	Digital Color Reproduction – Offset Quality	
	<p>3) List the address of the production facility capable of providing same day services within Miami-Dade, Broward and Palm Beach County.</p> <p>4) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience in producing offset quality digital color reproduction on a variety of substrates.</p>	
Group 2	Screen Printing on Paper, Cover, Digital/Plotter Printing on Various Substrates, including Vinyl Mylar, High Performance Self-Adhesive Vinyl, Vinyl, Opaline, Styrene, Reflective Decal Material for Exterior use, Plastics, Aluminum, Coroplast, Foam Board, Lexan, Etc.	
	<p>1) List the address of the production facility capable of providing same day services within Miami-Dade, Broward and Palm Beach County.</p> <p>2) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience in producing offset quality digital color reproduction on a variety of substrates.</p>	
Group 3	DVD/CD Reproduction with Labels and Holders	
	<p>2) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience in producing DVD, CD, color labels and custom holders.</p>	
Group 4	Mechanical Binding and Finishing Supplies	
	<p>2) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience in distributing a wide variety mechanical binding, finishing supplies, machine rental and machine repair must include:</p> <p>d. Powis Parker – Fastback 15xs – repair and supplies</p> <p>e. Rhin-O-tuff – CI-3000 coil inserter – repair and supplies (coil)</p> <p>f. Renz Electric Punch – DTP340M</p>	
Group 5	Trade Show Displays and Oversized Prints	
	<p>2) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience in producing trade show displays and oversized prints, digitally printed materials on a variety of substrates:</p> <p>a. Table top displays, portable displays</p> <p>b. Roll up banner stands</p> <p>c. Modular exhibits</p>	

Group 6	Decals and Stickers	
<p>2) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience manufacturing wide variety of decals and stickers references must include:</p> <ul style="list-style-type: none"> a. Exterior, reflective stickers for lamp poles b. Truck and automotive exterior and windshield decals and static clings c. Individual serial numbers printed as a bar-code or human readable font d. Break-away cuts to prevent removal e. Deliver product in rolls or individual stickers/decals as required by order 		
Group 7	Corrugated Cartons	
<p>1) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience manufacturing wide variety of corrugated cartons.</p>		
Group 8 Miami-Dade Transit (MDT)	Interior/Exterior Large decal Production, Installation and Removal for Metrorail/Mover Station domination, Bus Shelters, Bus Depots, Windscreen Dioramas and Full and Partial Wraps, etc.	
<p>1) Attached three reference letters from large Commercial and or Government Agencies where your firm has a minimum of three (3) years' experience manufacturing wide variety of corrugated cartons.</p>		
<p>Note: All bidders are requested to submit with their bid submission, documents as evidence of compliance with the minimum qualification requirements; however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirements information/documents during the bid evaluation period.</p>		

BPO ID : ABCW1400543

S	VENDOR ID	SFX	VENDOR NAME	DEL	RG	UPDATE	DTE	UPDT	BY
	020389599	01	DISCOUNT TERMS LABEL TECH INC	Y		08/25/2014		RCAMP	
	135369500	04	NET30 UNISOURCE WORLDWIDE INC	N		03/17/2014		RCAMP	
	202290556	01	NET30 EXHIBITS ETC INCORPORATED	N		03/17/2014		RCAMP	
	270309840	01	NET30 QUADCO PRINTING & SIGNS INC	N		03/17/2014		RCAMP	
	341380098	02	NET30 VISUAL MARKING SYSTEMS INC	N		03/17/2014		RCAMP	
	591059698	01	NET30 MAC PAPERS INC	N		03/17/2014		RCAMP	
	591420342	03	NET30 WALTER HAAS GRAPHICS INC	N		03/17/2014		RCAMP	

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F7-PRIOR PG F8-NEXT PG F9-LINK F10-SAVE F11-PQ COMM
G112 - INQUIRY SUCCESSFUL

PCHL2354 V5.1
LINK TO:

MIAMI-DADE COUNTY ADPICS 5.1
VENDOR SELECTION FOR MULTI VENDOR BPO

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BPO ID : ABCW1400543

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			NET30						

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G012 - NEXT PAGE DISPLAYED