

Memorandum



Date: October 23, 2012

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

Supplement to:
Agenda Item No. 8(F)(1)

From: Carlos A. Gimenez
Mayor 

Subject: Supplement to Contract Award Recommendation for Contract 8058-0/17 Mailing Services

This supplement is presented to report that a bid protest was filed on August 22, 2012 by Postal Center International (PCI), a non-responsive bidder, regarding Group B of the contract award. In accordance with the bid protest procedures, a hearing examiner was appointed and a hearing was conducted on September 14, 2012. The Hearing Examiner upheld the Mayor's contract award recommendation.

Background

The solicitation was advertised on March 27, 2012. Two bid proposals were received in response to the solicitation. Award of this contract was made to the lowest responsible, responsive vendor on a group-by-group basis. The groups represent specifications and estimated quantities for Internal Services (Group A), Clerk of Courts (Group B), Water and Sewer (Group C), and the Property Appraiser (Group D). Upon review of the bid proposal submitted by PCI for Group B, it was noted that pricing was not provided for all items as required. The County Attorney's Office deemed the bid submitted by PCI non-responsive for Group B.

The responsive bid proposals were evaluated and the award of Groups A through C was recommended to Arrowmail Presort Co., Inc. Award of Group D was recommended to PCI for purchase of bulk mailing and related services for the Property Appraiser and other County departments.

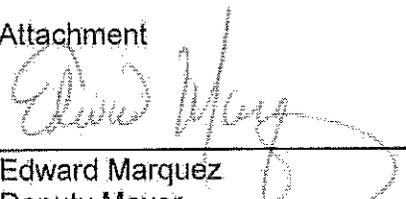
PCI's initially protested the award of Groups A through C to Arrowmail. For Groups A and C, PCI originally asserted that the solicitation was defective because it requested bids on mailing services that the County does not utilize. For Group B, PCI initially argued that the solicitation was defective and that the recommended vendor, Arrowmail, was non-responsive. PCI also generally asserted that their pricing was lower than the original prices submitted by Arrowmail.

At the protest hearing, PCI withdrew all of its bases for the protest except for its argument that Arrowmail was non-responsive. Additionally, at the protest hearing, PCI conceded that its bid as to Group B was non-responsive for its failure to bid on all the items in Group B. Accordingly, at the protest hearing, PCI's sole contention was that the County acted arbitrarily and capriciously by not finding the bid of Arrowmail for Group B non-responsive.

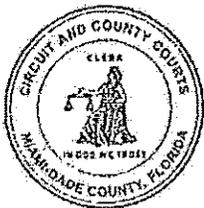
The Hearing Examiner, Judge David Tobin, concluded that the award recommendation was appropriate and should be upheld. There was no evidence that the County acted illegally, arbitrarily, dishonestly, or fraudulently. Furthermore, since PCI conceded that its own bid for Group B was non-responsive, Judge Tobin concluded that PCI lacked standing to challenge Arrowmail's responsiveness. For these reasons, the bid protest filed by PCI was denied. The award to Arrowmail Presort Co., the lowest responsible, responsive vendor for Groups A through C was upheld.

Copies of the PCI protest, the County Attorney's filing, and the Hearing Examiner's Report are attached.

Attachment


Edward Marquez
Deputy Mayor

Harvey Ruvin
CLERK OF THE CIRCUIT AND COUNTY COURTS
Miami-Dade County, Florida



CLERK OF THE BOARD OF COUNTY COMMISSIONERS
STEPHEN P. CLARK CENTER
SUITE 17-202
111 N.W. 1st Street
Miami, FL 33128-1983
Telephone: (305) 375-5126

September 19, 2012

Mr. Stephen M. Gussman
Executive Vice President
Postal Center International (PCI)
3406 S.W. 26th Terrace
Fort Lauderdale, Florida 33312

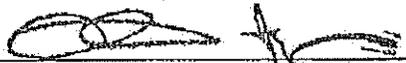
Re: Bid Protest -- Contract No. 8058-0/17
Mailing Services

Dear Mr. Gussman:

Pursuant to Section 2-8.4 of the Code and Implementing Order 3-21, forwarded for your information is a copy of the Findings and Recommendation filed by the Honorable Judge David Tobin in connection with the foregoing bid protest hearing held on September 14, 2012.

Should you have any questions regarding this matter, please do not hesitate to contact this office.

Sincerely,
HARVEY RUVIN, Clerk
Circuit and County Courts

By 
Christopher Agrippa, Division Chief
Clerk of the Board Division

CA/fed
Attachment

Central Depository • Civil Division • Clerk of the Board • Code Enforcement • Comptroller/Auditor • County Recorder Criminal Division • District Courts Division • Family Courts Division • Human Resources / Administrative Services • Juvenile Division • Marriage License • Parking Violations • Records / Archives Management • Technical Services Division • Traffic Division • V.A.B.

Mr. Stephen M. Gussman
Executive Vice President
Postal Center International (PCI)
Page Two
September 19, 2012

cc: Honorable Carlos A. Gimenez, Mayor, Miami-Dade County (via email)
Alina T. Hudak, Deputy Mayor/County Manager (via email)
Edward Marquez, Deputy Mayor (via email)
R.A. Cuevas, Jr., County Attorney (via email)
Jenelle Snyder, County Attorney's Office (via email)
Hugo Benitez, Assistant County Attorney (via email)
Eduardo Gonzalez, Assistant County Attorney (via email)
Karla Harpual-Yapp, County Attorney's Office (via email)
Charles Anderson, Commission Auditor (via email)
Elizabeth Owens, BCC Legislative Analyst, Commissioner Auditor's Office (via email)
Lester Sola, Director, Internal Services Department (via email)
Miriam Singer, Assistant Director, Internal Services Department (via email)
Steve Schmuger, Contract Manager (via email)
Neivy Garcia, Contract Manager, Miami-Dade Aviation (via email)
Charis Lubeck, Contract Manager, Clerk of Courts (via email)
Geraldo Gomez, Contract Manager, Finance (via email)
Anna Rodriguez, Contract Manager, Library (via email)
Bobby Flevaris, Contract Manager, Property Appraiser (via email)
Gregory Hicks, Contract Manager, Water & Sewer Department (via email)
Christopher Agrippa, Division Chief, Clerk of the Board Division (via email)
Amos Roundtree, (via email)
Melissa Adames, ISD (via email)
Sherry Crockett, ISD (via email)
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Postal Center International (PCI) (via US Mail)
info@surfpci.com
harakhw@bellsouth.net

CLERK OF THE
BOARD OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY

CLERK OF THE BOARD
2012 SEP 19 PM 3:36

In re: Bid Protest of Postal Center International
Bid No. 8058-0/17
Mailing Services

MIAMI-DADE COUNTY FLA
#1

FINDINGS AND RECOMMENDATIONS OF HEARING EXAMINER

Pursuant to Section 2-8.4 Miami-Dade County Code and Implementing Order 3-21

Pursuant to Section 2-8.4 of the Code of Miami-Dade County and Implementing Order No. 3-21, this matter was heard before the undersigned Hearing Examiner on September 14, 2012, in Miami, Florida upon the bid protest filed by Postal Center International, Inc. ("PCI"). Present for the Protester was Alex Barak, Esquire, and Mr. Stephen M. Guzzman, Executive Vice President, PCI. Present for the Intervenor ArrowMail Presort Co., Inc. ("Arrowmail") was Joseph M. Goldstein, Esq. Present for the County was Eduardo W. Gonzalez, Esq. together with several County staff members who did not testify.

FINDINGS OF FACT

1. The purpose of the solicitation for Invitation to Bid No. 8058-0/17 Mailing Services was to establish a contract for the purchase of mailing services for various County departments. See Invitation to Bid No. 8058-0/17 Mailing Services (the "ITB") § 2.1, at 1.
2. The selected vendors would be required "to furnish all labor, equipment, supervision, transportation, and incidentals required to pick up, presort, process, and/or deliver County mail in conjunction with the County's needs on an as needed when needed basis." *Id.* The County awards the contract to the lowest priced responsive, responsible vendor on a group-by-group basis exclusive of optional items. See *id.* § 2.6 at 1.
3. "To be considered for award for a given group, *the vendor shall offer prices for all items within the given group.*" *Id.* (emphasis added). This contract award contained four (4)

groups, Groups A - D, corresponding to mailing services for the County's Internal Services, Department (Group A), the Clerk of Courts (Group B), the Miami-Dade County Water & Sewer Department (Group C), and the Miami-Dade County Property Appraiser's Office (Group D). *See id.* § 4 at 27-32.

4. The bid submittal forms for Groups A - D required the vendors to submit unit prices for described mailing services. *See id.* The bid submittal forms also included weekly estimated quantities for the described mailing services. *See id.* To calculate the lowest bid, the County would multiply the unit price bid and the estimated quantities to reach an item's extended price. The County would then add up all the group items' extended price to reach a total price.

5. Arrowmail's total extended pricing for each of Groups A and C were lower than PCI's. PCI no longer challenges that aspect of the procurement and recommendation for award.

6. For Group B, Arrowmail was the only responsive bidder. PCI's bid for Group B was deemed nonresponsive by the County Attorney's Office because PCI failed to offer any price for item "j", International Mail, in its bid form.

7. Accordingly, on August 7, 2012, the County Mayor recommended award of Groups A, B, and C of the contract to Arrowmail. (PCI is the intended awardee for Group D.)

8. On August 22, 2012 PCI filed its intent to protest the recommended award of Groups A, B, and C. More than two weeks later, on September 7, 2012, PCI untimely filed additional protest grounds and documentation.

9. PCI conceded that its bid as to Group B was nonresponsive. At the hearing, PCI withdrew all of its bases for the bid protest except one. Its sole contention is that the County has acted arbitrarily and capriciously by also not finding the bid of Arrowmail for Group B (Clerk of

the Courts) nonresponsive. PCI contends that Arrowmail's bid improperly altered the bid form by entering a price that caused the form to extend the borderlines as to the same line item "j" for international mail in Group B that PCI failed to provide the County a unit price. See IFB, § 4.2, line item j, at 28 and Bid of Arrowmail.

CONCLUSIONS OF LAW

10. The legal standard for this bid protest is well settled: "a public body has wide discretion in soliciting and accepting bids . . . and its decision, when based on an honest exercise of this discretion, will not be overturned by a court even if it may appear erroneous and even if reasonable persons may disagree." *Liberty County v. Baxter's Asphalt & Concrete, Inc.*, 421 So. 2d 505, 507 (Fla. 1982). An award of a public contract cannot be overturned absent a finding of "illegality, fraud, oppression or misconduct." *Id.* As such, "the hearing officer's sole responsibility [in reviewing a protest] is to ascertain whether the agency acted fraudulently, arbitrarily, illegally or dishonestly." *Dep't of Transp. v. Groves-Watkins Constructors*, 530 So. 2d 912, 914 (Fla. 1988) (emphasis added); *Miami-Dade County v. Church & Tower, Inc.*, 715 So. 2d 1084, 1089-90 (Fla. 3d DCA 1998) (finding that while bid protest showed substantial disagreement with the action of the commission and the hearing examiner, it fell short of showing arbitrary or capricious action).

11. The County and Intervenor contend that PCI's bid protest is barred because PCI untimely submitted its supporting materials.¹ Pursuant to Miami-Dade County's bid protest procedures, a protestor is required to file "all pertinent documents and supporting evidence with the Clerk of the Board and mail copies to all participants in the competitive process and to the

¹ PCI's notice of protest was also filed untimely. The County does not dispute that it accepted this untimely protest. The County accepted the untimely protest because it does not contest that PCI did not timely receive actual notice of the award recommendation due to the County's transmission to an incorrect e-mail address. I note that the County Code does not require actual notice of the award recommendation, which may still render the notice of protest untimely. I need not resolve this timeliness issue because I am denying the bid protest for other reasons.

County Attorney within three (3) working days after the filing of a written intent to protest. No bid protest shall be accepted unless it complies with the requirements of this Section. See Miami-Dade County Code § 2-8.4(b) (emphasis added). PCI contends that County staff agreed to extend the deadline, rendering its September 7th filing timely. While no evidence of this agreement was entered by PCI, I need not resolve this timeliness issue because I am denying the bid protest for other reasons.

12. I deny the bid protest because the Protester admitted that its bid was nonresponsive and therefore it lacks standing to challenge the responsiveness. At the outset of the hearing, PCI candidly conceded that the County had a reasonable basis to find its bid nonresponsive as to Group B for failing to enter a unit price for line item letter "j," International Mail.² A bidder who itself is nonresponsive, may not challenge the responsiveness of another vendor. See *Intercontinental Properties, Inc. v. Department of Health and Rehabilitative Services*, 606 So. 2d 380, 384 (Fla. 3rd DCA 1992) ("At the least, a party protesting an award to the low bidder must be prepared to show not only that the low bid was deficient, but must also show that the protestor's own bid does not suffer from the same deficiency."); *Anchor Towing, Inc. v. Department of Transp.*, DOAH Case No. 04-1447BID, ¶¶ 86-88, 2004 WL 2450903, *9 (Fla. Div. Admin. Hrgs. Oct. 29, 2004) (protester lacked standing to challenge deficiency in other bidder where it suffered from the same problem).

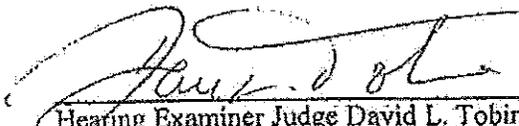
² The concession is reasonable based on the terms of the solicitation and the law. The IFB clearly provides that "[t]o be considered for award for a given group, the vendor shall offer prices for all items within the given group." ITB, § 2.6, at 1. PCI's failure to do so renders its bid nonresponsive. See, e.g., *Matter of New Shawmut Timber Co.*, B-286881, 2001 CPD ¶ 42, 2001 WL 185214, *1 (Comp. Gen. Feb. 26, 2001) ("The failure to include a price for a line item evidences a bidder's intent not to be bound or obligated to perform that element of the requirement, and thus generally renders the bid nonresponsive.").

CONCLUSION

Having considered the written protest, supporting materials, Miami-Dade County's written statement in opposition to the bid protest, and the exhibits; having heard arguments by the parties; and being otherwise fully advised, I find that the County did not act fraudulently, illegally, or dishonestly. I further find that the County's recommended award was not arbitrary and capricious. Accordingly, I recommend denying the bid protest and affirming the County Mayor's recommendation to award the intervenor Arrowmail the contract 8058-0/17 for Mail Services as to Group A, Group B, and Group C.

Florida law dictates that local governments have wide discretion in awarding contracts. PCI has not established any illegal conduct, or arbitrary or capricious decisions on the part of the County. The bid of Arrowmail was responsive. To the extent there was a deviation as to Arrowmail, which I do not find, it was minor and non-material and would have had to have been waived by the County. In the end, PCI failed to follow the clear directions in the IFB, and the County was compelled to find it nonresponsive as to Group B. No such failure occurred on the part of Arrowmail. What PCI is left with is a belief that it was treated inconsistently with Arrowmail, but there is no support for such an allegation in the record. Moreover, it is not my function to second guess the County's decision, even if reasonable people would disagree with the County's decision. Thus, I concur in the County Mayor's recommendation of award Groups A, B, and C to Arrowmail.

Dated: September 18, 2012


Hearing Examiner Judge David L. Tobin (Retired)
7807 S.W. 88th Terrace, Miami, FL 33156
305-274-6403
305-274-3161 (fax)

Copies furnished to: All parties on the attached Service List.

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CLERK OF THE
BOARD OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

In re: Bid Protest of Postal Services International
Bid No. 8058-0/17
Mailing Services

**MIAMI-DADE COUNTY'S OPPOSITION TO
POSTAL SERVICES INTERNATIONAL'S BID PROTEST**

Postal Services International ("Postal Services") protests Miami-Dade County's (the "County") recommended contract award of Groups A, B and C of Bid No. 8058-0/17 Mailing Services to Arrowmail Presort Co., Inc. ("Arrowmail"). Postal Services' bid protest, however, fails. For Groups A and C of the contract award, Postal Services was simply outbid by Arrowmail. For Group B, Postal Services' bid was legally non-responsive.

Background

The purpose of the solicitation for Bid No. 8058-0/17 Mailing Services was to establish a contract for the purchase of mailing services for various County departments. See Invitation to Bid No. 8058-0/17 Mailing Services (the "ITB") § 2.1 at 1. The selected vendors would be required "to furnish all labor, equipment, supervision, transportation, and incidentals required to pick up, presort, process, and/or deliver County mail in conjunction with the County's needs on an as needed when needed basis." *Id.* The County awards the contract to the lowest priced responsive, responsible vendor on a group-by-group basis exclusive of optional items. See *id.* § 2.6 at 1. "To be considered for award for a given group, *the vendor shall offer prices for all items within the given group.*" *Id.* (emphasis added). This contract award contained four (4) groups, Groups A - D, corresponding to mailing services for the County's Internal Services

Department (Group A), the Clerk of Courts (Group B), the Miami-Dade County Water & Sewer Department (Group C) and the Miami-Dade County Property Appraiser's Office (Group D). See id. § 4 at 27-32.

The bid submittal forms for Groups A – D required the vendors to submit unit prices for described mailing services. See id. The bid submittal forms also included weekly estimated quantities for the described mailing services. See id. To calculate the lowest bid, the County would multiply the unit price bid and the estimated quantities to reach an item's extended price. The County would then add up all the group items' extended price to reach a total price. Arrowmail's total extended pricing for each of Groups A and C were lower than Postal Services'. For Group B, Arrowmail was the only responsive bidder. Postal Services' bid for Group B was deemed nonresponsive by the County Attorney's Office because Postal Services failed to offer any price for item "j", International Mail, in its bid form. Accordingly, the County Mayor recommended award of Groups A, B and C of the contract to Arrowmail.

On August 22, 2012 Postal Services filed its initial intent to protest the recommended award of Groups A, B and C. More than two weeks later, on September 7, 2012, Postal Services untimely filed additional protest grounds and documentation.¹ For the reasons set forth below, the Hearing Examiner should deny Postal Services' protest.

¹ Pursuant to Miami-Dade County's ordinal protest procedures, a protestor is required to file "all pertinent documents and supporting evidence with the Clerk of the Board and mail copies to all participants in the competitive process and to the County Attorney *within three (3) working days after the filing of a written intent to protest. No bid protest shall be accepted unless it complies with the requirements of this Section.* See Miami Dade County Code § 2-8.4(b) (emphasis added).

Legal Standard

It is well settled that "a public body has wide discretion in soliciting and accepting bids . . . and its decision, when based on an honest exercise of this discretion, will not be overturned by a court even if it may appear erroneous and even if reasonable persons may disagree." Liberty County v. Baxter's Asphalt & Concrete, Inc., 421 So. 2d 505, 507 (Fla. 1982). An award of a public contract cannot be overturned absent a finding of "illegality, fraud, oppression or misconduct." Id. As such, "the hearing officer's *sole responsibility* [in reviewing a protest] is to ascertain whether the agency acted *fraudulently, arbitrarily, illegally or dishonestly.*" Dep't of Transp. v. Groves-Watkins Constructors, 530 So. 2d 912, 914 (Fla. 1988) (emphasis added); Miami-Dade County v. Church & Tower, Inc., 715 So. 2d 1084, 1089-90 (Fla. 3d DCA 1998) (finding that while bid protest showed substantial disagreement with the action of the commission and the hearing examiner, it fell short of showing arbitrary or capricious action").

Argument

Here, Postal Services cannot meet its heavy burden of proving that the County's recommended contract awards to Arrowmail were arbitrary, illegal, fraudulent or dishonest. Arrowmail was the low bidder in Groups A and C and, for Group B, Arrowmail was the lone responsive bidder due to Postal Services' nonresponsive Group B bid.

I. Arrowmail Was the Low Bidder for Groups A and C.

For Groups A and C of the bid, the County simply recommended the awards to the low bidder, Arrowmail. Postal Services cannot dispute the point that it was simply outbid in each of these individual contract groups.

Rather, after the solicitation was advertised and bids were accepted and opened, Postal Services attacks for the first time, the County's method of award and the weight of the evaluation criteria the County bases its award on. In its September 7 protest submittal relating to the award of Groups A and C, Postal Services takes issue with unspecified mailing services items the County requests bidding on. Specifically, Postal Services declares that it has reviewed the mailing services the County actually used in 2010 and 2011 versus the list of services for which the County has submitted the request for bidding and concludes that "[v]ery few of the categories were actually used, indicating that the bidding request was burdened with categories that are completely irrelevant."

Such an attack, however, is barred by the plain terms of the solicitation and the rules and procedures governing this bid protest. The solicitation itself provides that "[i]n 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."

ITB § 1.2(E)(2) at II. Miami-Dade County Implementing Order 3-21 similarly provides:

Any question, issue, objection or disagreement concerning, generated by, or arising from the published requirements, terms, conditions or processes contained in the solicitation document shall be deemed waived by the protester and shall be rejected as a basis for a bid protest, unless it was brought by that bidder or proposer to the attention, in writing, of the procurement agent, buyer, contracting officer or other contact person of the County department that issued the solicitation document, at least two work days (not less than 48 hours) prior to the hour of bid opening or proposal submission. This allows the issuing department the opportunity to consider, and to resolve or clarify in a timely fashion, through the issuance of an addendum, any such matter that is apparent on the face of the solicitation document, including but not limited to ambiguities or inconsistencies within the document.

Postal Services cannot now, for the first time, challenge the published bid selection criteria.

In any event, both the County Code and Implementing Order on protest procedures completely bar Postal Services' challenge to the weight of the County's selected bid evaluation criteria. See Miami-Dade County Code § 2-8.4 ("A protest hereunder may not challenge the relative weight of the evaluation criteria or the formula specified for assigning points therefor contained in bid, request for proposals ("RFP") or request for qualifications ("RFQ") specifications which have been approved by the Commission."); Miami-Dade County Implementing Order 3-21 ("a bid protest may not challenge the relative weight of the evaluation criteria or the formula specified for assigning points therefore contained in the bid, request for proposals ("RFP") or request for qualifications ("RFQ") specifications").

For the foregoing reasons, Postal Services protest of the recommended contract awards for Groups A and C of the bid fail.

II. Postal Services' Bid for Group B Was Non-Responsive.

The solicitation here clearly provides that "[t]o be considered for award for a given group, the vendor shall offer prices for all items within the given group." ITB § 2.6 at 1 (emphasis added). In Group B, Postal Services failed to submit a unit price for line item letter "J", International Mail. The County's procurement staff requested a responsiveness opinion from the County Attorney's Office inquiring whether Postal Services' failure to offer a bid for the International Mail services item rendered Postal Services' bid for Group B nonresponsive. Because the solicitation provided that the contract would be awarded on a group-by-group basis and, accordingly, to be eligible for a group award, the vendor must submit unit process for all of the items in a group, the County Attorney's Office concluded that Postal Services' bid for Group

B was incomplete and nonresponsive. This conclusion is wholly consistent with government procurement law. See Matter of: New Shawmut Timber Co., B-286881, 2001 CPD P 42, 2001 WL 185214, *1 (Comp. Gen. Feb. 26, 2001) ("The failure to include a price for a line item evidences a bidder's intent not to be bound or obligated to perform that element of the requirement, and thus generally renders the bid nonresponsive."); Matter of: The Jorgensen Forge Corp., B-255426, 94-1 CPD P 157, 1994 WL 64911, *2 (Comp. Gen. Feb. 28, 1994) ("Where, as here, an IFB provides that award will be made to the low aggregate bidder, a bid that fails to include a price for every item required by the IFB generally must be rejected as nonresponsive since the bidder would not be obligated to provide the item for which it has provided no price."). In contrast, Arrowmail submitted a unit price on all the items in Group B including item "j", International Mail. Accordingly, Arrowmail's bid on Group B was responsive.

Conceding that it failed to submit a unit price for line item "j" in Group B, Postal Services asserts that there is a material defect in the bid form for item "j" via a blank in the unit pricing fill-in space. This blank, according to Postal Services, constitutes a clear and obvious ambiguity. Citing absolutely no authority, Postal Services proclaims that the blank space nullifies the recommended Group B award to Arrowmail.

This unsupported argument fails under the terms of the solicitation, the County's Implementing Order 3-21 and general government contracting law. First, the solicitation cautions that "[i]t is the responsibility of the Bidder to become thoroughly familiar with the Bid requirements, terms and conditions of [the] 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 by the Bidder." ITB § 1.2(E)(1) at II. Further, as mentioned before, County Implementing Order 3-21 requires bidders to notify and seek clarification where a bidder feels there is an ambiguity in the solicitation:

Any question, issue, objection or disagreement concerning, generated by, or arising from the published requirements, terms, conditions or processes contained in the solicitation document shall be deemed waived by the protester and shall be rejected as a basis for a bid protest, unless it was brought by that bidder or proposer to the attention, in writing, of the procurement agent, buyer, contracting officer or other contact person of the County department that issued the solicitation document, at least two work days (not less than 48 hours) prior to the hour of bid opening or proposal submission. This allows the issuing department the opportunity to consider, and to resolve or clarify in a timely fashion, through the issuance of an addendum, any such matter that is apparent on the face of the solicitation document, *including but not limited to ambiguities or inconsistencies within the document.*

(emphasis added). Similarly, in government contracting law "[a] contractor may not rely on its own interpretation of patent ambiguities, but instead has a duty to seek a clarification from the government before submitting its bid." *Travelers Cas. and Sur. of America v. U.S.*, 74 Fed. Cl. 75, 88 (Ct. Fed. Cl. 2006). Even assuming that the blank fill-in space is the clear, material and patent ambiguity Postal Services claims it is, Postal Services is not excused from submitting a complete and responsive bid for Group B. Nor does the blank space nullify an award to a bidder, Arrowmail, who correctly submitted unit prices on all the line items as required by the solicitation.

Conclusion

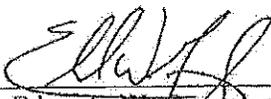
Florida law dictates that local governments have wide discretion in awarding contracts. Accordingly, to overturn a public contract award, Postal Services must demonstrate that the County acted fraudulently, arbitrarily, illegally or dishonestly. Postal Services does not and cannot meet this exceedingly difficult burden. Accordingly, the County respectfully requests

that the Hearing Examiner deny Postal Services' bid protest and fully affirm the County's recommended contract award for Bid No. 8058-0/17 Mailing Services.

Respectfully submitted,

R. A. CUEVAS, JR.
Miami-Dade County Attorney
Stephen P. Clark Center
111 N.W. 1st Street, Suite 2810
Miami, Florida 33128

By: _____


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kih@miamidade.gov

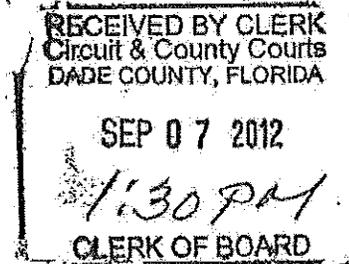
CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing was sent via electronic mail this 13th day of September, 2012 to: Alex T. Barak, alexbarak@gmail.com, baraklaw@bellsouth.net, Law Offices Of Alex T. Barak, P.A., Emerald Hills Executive Plaza, 4601 Sheridan Street, Suite 206, Hollywood, Florida 33021-3432; and Joseph M. Goldstein, JGoldstein@shutts.com, Shutts & Bowen LLP, 200 East Broward Boulevard, Suite 2100, Fort Lauderdale, FL 33301.

Assistant County Attorney

September 7, 2012

Clerk of the Board
111 NW 1st Street
17th Floor, Suite 202
Miami, FL 33128



RE: Section 4 Bid 8058-0/17 Bid Submittal Dispute/Protest concerning Mailing Services

Dear Sir/Madam:

1. According to Miami Dade County Bid # 8058-0/17, Section 4 bid submittal form dated for opening 04/11/2012 at 2:00PM, it contained a Bid Submittal Form for 4.2 Group B – Clerk of Courts Mailing Services.

There is a material defect on this form of 04/11/2012 in that item j, International Mail is blank as to what was being requested. Unlike the other items on the list, this particular category is completely lacking a specific section to fill in. It appears there is a County error in printing this form leaving a material ambiguity, which nullifies the bid awarded to Arrowmail for Group B – Clerk of Courts Mailing Services.

By contrast, the prior Invitation to Bid made on the same subject 6/7/2006, utilized a proper form for Group B – Clerk of Courts, which requested a specific price per piece and even a total price for item j, International Mail. Thus, the 04/21/2012 form is defective.

Attached hereto is the April 2012 Bid Submittal Form as Exhibit A and the Invitation to Bid of June 7, 2006 is attached as Exhibit B. Please note at on Exhibit A the page number in questions is 28. On Exhibit B, the page is 31.

According to Miami Dade County General Terms and Conditions for Bid 8058-0/17 Section G, there exists a conflict within the Bid Solicitation. Because the bid form Exhibit A, Page 28, does not specifically request a price for item j.

2. Postal Center's bid should not have been disqualified because of the County's error in printing Page 28. The unfair disqualification of Postal Center International, Inc (PCI) will cause a great loss of funds to the taxpayers because PCI's bid for Group B Clerk of Courts is more than 50% lower that the bid provided by Arrowmail.

The bid should be re-opened for Group B – Clerk of Courts in light of the foregoing with the use of a clear, mistake free and unambiguous form to replace Page 28 used for the subject 04/11/2012 bidding.

3. The bid by Arrowmail for Group B – Clerk of Courts should have resulted in the rejection of said bidder's offer. Under Section 1 General Terms and Conditions,

Atlanta
775 Atlanta South Parkway, Suite 400
Atlanta, GA 30349

Fort Lauderdale
3406 SW 26th Terrace
Fort Lauderdale, FL 33312

Orlando
10561 Satellite Boulevard
Orlando, FL 32837

Subsection 1.3a states that the bid cannot be altered and all changes must be crossed out and initialed in in (Sub Paragraph A and B, Page II of exhibit A).

Attached is Exhibit C is a copy of the bid submitted y Arrowmail Group B – Clerk of Courts. As you can see from page 28 of Exhibit C, Arrowmail unilaterally, without authorization and without making changes, crossed out and without initialing in ink, submitted a substitute form for Group B – Clerk of Courts.

Item j for International Mail sees an altered format used by Arrowmail without any items being crossed out or initialed in ink. Please compare Page 28 of Exhibit C with Page 28 of Exhibit A.

4. In another analysis. By viewing the bids of PCI within Exhibit A , Page 28, the total cost to the County would be \$1,151.75, **excluding** item j, International Mail. If you look at Exhibit B, the County's analysis of the bids, under the Group B – Clerk of Courts analysis between PCI and Arrowmail, Arrowmail's total prices quote is \$2,456.68. If we take out the controverted item j from it's total. Its total bid \$2,401.78, while PCI's bid \$1,151.75.

This is about \$1,150 cheaper per week. This is a glaring issue for the County to consider in light of the widespread complaints by judges state-wide that the Clerk of Courts have greatly reduced budgets compromising our honored justice system,

In short, the County should disqualify Arrowmail's bid because it altered the form and award the bid for PCI which is willing to provide a prices \$0.005 for the Intl Mail Category which would be \$14.50 for item j, added to the \$1,151.75 figure which would total \$1166.25 compared to Arrowmail to \$2,456.68 which would include item j, resulting in a \$1,290.43 difference per week. Annually that is \$67,102.36, for the 5-year term of the contract, which equates a savings to the County of \$335,511.80. So the County is looking at a savings of a third of a million dollars for the term of the contract if it sustains PCI's position.

5. Over the past 10 years, PCI has provided Mailing Services to Miami-Dade County in Groups A , Internal Services Department, Group B, COC and Group C, Miami-Dade Water and Sewer. PCI has performed its services admirably without any complaints.

PCI has reviewed 2010 an 2011 the Mailing Services that was actually used as opposed to the list of services for which the County has submitted the request for bidding. Very few of the categories were actually used, indicating that the bidding request was burdened with categories that are completely irrelevant.

Arrowmail's extremely low bid on services that are not used by the County is disingenuous. If we look at only the Mailing Services used by the Country Groups A B C, PCI's pricing is dramatically cheaper than Arrowmail. Please see this analysis of the quantities of services actually used on the different Mailing Services on Exhibit D.

Atlanta
775 Atlanta South Parkway, Suite 400
Atlanta, GA 30349

Fort Lauderdale
3406 SW 26th Terrace
Fort Lauderdale, FL 33312

Orlando
10551 Satellite Boulevard
Orlando, FL 32837

FAST | RELIABLE | GLOBAL | WE DELIVER.

6. As a practical point, the County is soliciting bids for four different groups of categories, Group A, International Services Department, Group B, Clerk of Courts, Group C, and Miami-Dade Water and Sewer. If the County would combine all groups together, Group A, International Services Department, Group B, Clerk of Courts, and Group C, and Miami-Dade Water and Sewer, and would look at the total price bid by PCI thereon, it is a total of \$13,436.36 as reflected in Exhibit D. Arrowmail on the other hand, submitted a total bid for the three categories of A,B and C, \$13,958.86. The difference in the two bid submissions is \$522.50 per week, which is \$27,170.00 per year, and over the 5-year contract, it would give \$135,850.00. As you can see, combining the categories would provide a great savings to our County taxpayers.

Relief sought

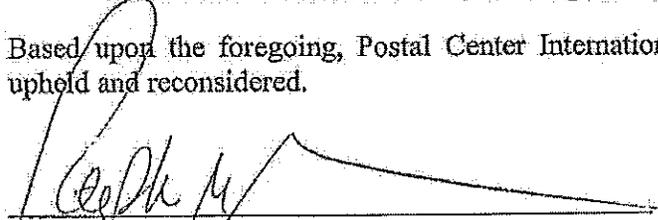
1. PCI seeks the award of Group B, Clerk of Courts to be awarded to PCI because Arrowmail's bid was in clear violation of subsection 1.3 of the County General Terms and Conditions; by altering the form, not crossing out changes and failing to initial I ink.

PCI was improperly disqualified due to a Country error on the form of Page 28 of Exhibit A. It was defectively prepared.

In the alternative, we seek to have the bid for group B to be Re-opened for line j only.

2. PCI respectfully requests the award of groups A,B and C because its overall price for the combined groups would save the County over the life of the 5-year contract of \$135,850 over the bid of Arrowmail, as was indicated above.
3. The County's use of Mailing Service categories which are not used at all skews the entire bidding process, as Arrowmail gave extremely low bids on services which are never used. It is unfair competition and unfair bidding process when the County continues to solicit bids with services actually used along with the outnumbered number of categories of services which are not used. This is patently unfair. See composite Exhibit E, which shows actual services rendered for categories and shows categories unused.

Based upon the foregoing, Postal Center International formerly requests that its position be upheld and reconsidered.


Stephen M. Gussman
Executive Vice-President
Postal Center International, Inc


Approved by Counsel for Postal Center International, Inc
Alex Barak, Esquire

Atlanta
775 Atlanta South Parkway, Suite 400
Atlanta, GA 30349

Fort Lauderdale
3406 SW 26th Terrace
Fort Lauderdale, FL 33312

Orlando
10561 Satellite Boulevard
Orlando, FL 32837

"EXHIBIT A"

MIAMI-DADE COUNTY

BID NO.: 8058-0/17

SECTION 4
BID SUBMITTAL FORM

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
WEDNESDAY
APRIL 11, 2012



PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: Sherry Crockett
ISD/PMS Date Issued: _____
This Bid Submittal Consists of Pages 26 through 36

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:
MAILING SERVICES

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 915-58 & 962-24	
Procurement Contracting Officer Sherry Y. Crockett, CPPB	

FIRM NAME PASTAL CENTER INTERNATIONAL

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER THE BIDDER INELIGIBLE FOR LOCAL PREFERENCE.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

"EXHIBIT A"

SECTION 4
 BID SUBMITTAL FOR:

FIRM NAME: POSTAL CENTER MAILING SERVICES INTERNATIONAL

4.1 GROUP A - INTERNAL SERVICES DEPARTMENT

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	UNIT PRICE
1	5,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort, and Deliver First Class to the USPS, 1-3.5oz. Machine, Addressed Mail Per Technical Specifications	\$.005 /Piece
2	1,000 Pieces	Encoding/Presort First Class (1-3.5oz) machine and hand addressed mail pieces	\$.005 /Piece
3	750 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$.015 /Piece
4		Process Service Fees:	
a.	999 Pieces	Metering - less than 1,000 pieces	\$.010 /Piece
b.	999 Pieces	Addressing (Ink Jet) - less than 1,000 pieces	\$.010 /Piece
c.	999 Pieces	Labeling - less than 1,000 pieces	\$.025 /Piece
d.	999 Pieces	Folding - less than 1,000 pieces	\$.019 /Piece
e.	999 Pieces	Inserting (One Piece) - less than 1,000 pieces	\$.01 /Piece
f.	999 Pieces	Inserting (Additional Pieces) - less than 1,000 pieces	\$.001 /Piece
g.	999 Pieces	Folding and Inserting (One Piece) less than 1,000 pieces	\$.01 /Piece
h.	999 Pieces	Tab Sealing (One Tab) - less than 1,000 Pieces	\$.019 /Piece
i.	999 Pieces	Tab Sealing (Two Tabs) - less than 1,000 Pieces	\$.025 /Piece

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SECTION 4
BID SUBMITTAL FOR:MAILING SERVICES
FIRM NAME: POSTAL CENTER INTERNATIONAL4.2 GROUP B - CLERK OF COURTS

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	UNIT PRICE
1	25,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort, and Deliver First Class, 1 & 2oz. Machine Addressed Mail, Per Technical Specifications	\$.005 /Piece
2	3,750 Pieces	Encoding/Presort First Class (1 & 3oz) machine and hand addressed mail pieces	\$.005 /Piece
3	30,000 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$.005 /Piece
4		Process Service Fees:	
a.	3,750 Pieces	Machine Barcode of First Class 1 to 3 ounces	\$.005 /Piece
b.	3,750 Pieces	Manual Sort of First Class 1 to 3 ounces (RVE)	\$.005 /Piece
c.	3,750 Pieces	Machine Barcode of First Class 3-11 ounces	\$.005 /Piece
d.	3,750 Pieces	Non-Barcode Sort of First Class 3-11 ounces (RVE)	\$.01 /Piece
e.	3,750 Pieces	Presort (1-3oz)	\$.01 /Piece
f.	3,750 Pieces	Presort (3-11oz)	\$.01 /Piece
g.	30,000 Pieces	First Class Flats Up to 9 Ounces	\$.01 /Piece
h.	10,000 Pieces	Certified Mail	\$.01 /Piece
i.	300 Pieces	Express Mail	\$.01 /Piece
j.	2,900 Pieces	International Mail	\$.01 /Piece
k.	49,000 Pieces	Postcards	\$.005 /Piece
l.	3,750 Pieces	Postage Affix (Metering Fee)	\$.01 /Piece
m.	3,750 Pieces	Fast Forward Services	\$.001 /Piece

MIAMI-DADE COUNTY

BID NO.: 8058-0/17

SECTION 4
BID SUBMITTAL FOR:

FIRM NAME: Postal Center International MAILING SERVICES

4.3 GROUP C - MIAMI DADE WATER & SEWER DEPARTMENT

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	UNIT PRICE
1	30,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort, and Deliver First Class, 1 & 3 oz. Machine Addressed Mail, Per Technical Specifications	\$.005/Piece
2	800,000 Pieces	Encoding/Presort First Class (1 & 3oz) machine addressed mail pieces	\$.01 /Piece
3	10,000 Pieces	Encoding/Presort First Class (1 & 3oz) hand addressed mail pieces	\$.01 /Piece
4	300,000 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$.012/Piece
5	50,000 Pieces	"FAST forward" & Address Correction Information	\$.005/Piece

SECTION 4
 BID SUBMITTAL FOR:

FIRM NAME: MAILING SERVICES
POSTAL CENTER INTERNATIONAL

4.4 GROUP D MIAMI-DADE PROPERTY APPRAISAL

ITEM	ESTIMATE D TOTAL #10 ENVELOPE S TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPES TO INSERT	COST PER ENVELOPES (all pieces including #9 envelope)
1.	AUGUST (LINE ITEM 1)				
RP TRIM	110,350	3	331,050		\$.01
Inserts vary and are broken into groups as follows:					
SET A	589,040	3	1,767,120		\$.01
SET B	31,115	4	124,460		\$.01
SET C	7,292	5	36,460		\$.01
SET D	82,322	4	329,288		\$.01
SET E	166	5	830		\$.01
SET F	3,443	4	13,772		\$.01
SET G	17	5	85		\$.01
SET H	748	4	2,992		\$.01
SET I	447	4	1,788		\$.01
SET J	514	4	2,056		\$.01
SET K	17	4	68		\$.01
SET L	155	4	620		\$.01
SET M	252	4	1,008		\$.01
SET N	15	4	60		\$.01

MIAMI-DADE COUNTY

BID NO.: 8058-0/17

SECTION 4
 BID SUBMITTAL FOR:

FIRM NAME: POSTAL CENTER INTERNATIONAL MAILING SERVICES

4.4 GROUP D OFFICE OF PROPERTY APPRAISAL (CONT'D)

ITEM	ESTIMATED TOTAL #10 ENVELOPES TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPES TO INSERT	COST PER ENVELOPES (All pieces including #9 envelope)
2. SEPTEMBER (LINE ITEM 2)					
RP TRIM					
Second Notice	5,000	1		5,000	\$.01
RE TRIM					
Second Notice	15,000	1		15,000	\$.01
3. DECEMBER (LINE ITEM 3)					
HEX Renewal					
Receipt	410,000	1	410,000		\$.01
Senior Renewal					
Application	38,000	2	76,000	1	\$.01
T & P Exempt	6,000	1	6,000	1	\$.01
TPP Return	120,000	3	360,000	1	\$.01
Homestead Application					
Exemption Mail-					
Out	50,000	2	100,000	1	\$.01
4. JANUARY - MAY (LINE ITEM 4)					
Hex App Receipt	25,000	2	50,000	1	\$.01
5. JANUARY (LINE ITEM 5)					
Homestead Application					
Exemption Mail-					
Out	15,000	2	30,000	1	\$.01
Statement of Gross					
Income	2,000	1	2,000	1	\$.01
6. MARCH (LINE ITEM 6)					
Senior Exemption					
Receipt	30,000	1	30,000	1	\$.01
Hex Questionnaire					
Letter	8,000	1	8,000	1	\$.01
Income Letter	8,500	1	8,500	1	\$.01
7. APRIL (LINE ITEM 7)					
Statement of Gross Income-					
Reminder	2,000	1	2,000	1	\$.01

MIAMI-DADE COUNTY

BID NO.: 8058-0/17

SECTION 4
BID SUBMITTAL FOR:

FIRM NAME: POSTAL CENTER INTERNATIONAL MAILING SERVICES

4.4 GROUP D OFFICE OF PROPERTY APPRAISAL CONT'D

ITEM	ESTIMATED TOTAL #10 ENVELOPES TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPES TO INSERT	COST PER ENVELOPES (all pieces including #9 envelope)
8.	<u>JUNE (LINE ITEM 8)</u>				
AG Denial	8,000	1	8,000		\$.01
SR Reminder	8,000	2	16,000	1	\$.01
Hex Denial	4,500	1	4,500		\$.01

4.5 OPTIONAL ITEMS - (See Section 3, Paragraph 3.16)

Additional inserts may be added which will include folding and inserting.

a.	1 Piece	.001 per envelope	\$	\$.001
b.	2 Pieces	.002 per envelope	\$	\$.001
c.	3 Pieces	.003 per envelope	\$	\$.001
d.	4 Pieces	.004 per envelope	\$	\$.001
e.	5 Pieces	.005 per envelope	\$	\$.001

SECTION 4
 BID SUBMITTAL FOR:

FIRM NAME: MAILING SERVICES
POSTAL CENTER INTERNATIONAL

4.6 MAIL PROCESSING EQUIPMENT INVENTORY - SEE ATTACH FOR FULL LIST

Per Section 3.3, Paragraph 6, bidders are required to complete and submit their mail processing equipment inventory based on the following systems listed below.

Multi-Line Optical Character Reader Barcode Systems:			
Model	Manufacturer	Model Year	Additional Information
PTI-45	BELL + HOWELL	2009	LETTER SORTER 30,000/HR
CRITERION	BELL + HOWELL	2009	LETTER SORTER 45,000/HR
FLEXISORT	BELL + HOWELL	2007	FLAT MAIL SORTER 25,000/HR
Video or Manual Encoding Systems:			
Model	Manufacturer	Model Year	Additional Information
PTI-45	BELL + HOWELL	2005	RUE - REMOTE VIDEO ENCODER LETTER SORTER
USPS Authorized Postage Metering Systems:			
Model	Manufacturer	Model Year	Additional Information
OM1000	PITNEY BOWES	2010	2,000/HR
OM1000	PITNEY BOWES	2010	2,000/HR
OM1000	PITNEY BOWES	2010	2,000/HR
Courier Vehicles			
Model	Manufacturer	Model Year	Additional Information
CARLO VAN	FORD	2008	
"	"	2009	
"	"	2010	

ATTACH ADDITIONAL SHEETS IF NECESSARY
 FAILURE TO COMPLETE AND SUBMIT INVENTORY WITH YOUR PROPSAL MAY
 RENDER YOUR BID NON-RESPONSIVE

Mail Barcode & Sorting Equipment

1. PTI - (Letter Sorter 1-3.5oz)
 - Sort Computer
 - 252 Pocket MLDS Stacker Assembly
 - Barcode Reader - SBV
 - Sabre OCR
 - Parascript
 - LAN Host Computer
 - FASTforward Computer
 - Imaje 7S Printer Postnet / IMB
 - Imaje 7S Printer FASTforward

2. Criterion - (Letter Sorter 1-3.5oz)
 - Sort Computer
 - 192 Pocket MLDS Stacker Assembly
 - Barcode Reader - SBV
 - Sabre OCR
 - Network Server Computer
 - Compass Computer
 - Imaje Supra Printer Postnet / IMB
 - Imaje Supra Printer FASTforward
 - Imaje Supra Printer Endorsement
 - Tray Label Printer
 - Conveyor System (under)

3. PII - (Letter Sorter 1-3.5oz)
 - Sort Computer
 - 126 Pocket SLDS Stacker Assembly
 - Barcode Reader - SBV
 - Sabre OCR
 - LAN Host Computer
 - FASTforward Computer
 - Imaje 7S Printer Postnet / IMB
 - Imaje 7S Printer FASTforward
 - Remote Tray Label Printer

4. Flexisort -- (Flat Mail Sorter 1-13oz)
 - Sort Computer
 - 74 Pocket SLDS Stacker Assembly
 - Barcode Reader -- SBV
 - Sabre OCR
 - Network Server Computer
 - Image Supra Printer Postnet / IMB
 - Image Supra Printer Endorsement
 - Remote Tray Label Printer
5. PostalONE!
 - Web-based alternative to existing manual mailing processes with an electronic suite of services designed exclusively for business mailers.
 - Information management system that sets the foundation for a seamless acceptance mailing process. The system provides an electronic linkage between a customer's mailing information and Postal Service business mail acceptance and induction processes.
6. M.E.R.L.I.N. -- Mail Evaluation Readability Lookup INstrument.
 - Automates manual acceptance process so USPS can process mail more effectively
 - Improved USPS delivery rates based on the higher quality of mail
 - Provides diagnostic reports for improving mail quality

Postage Metering / e-Certified / Business Manger Equipment

1. Pitney Bowes -- Connect+ Series Postage Metering Machines (2 ea.)
 - Full color on envelope messaging (logo, return address, ad message, postage imprint (metered or permit)
 - Weigh-on-the-Way (Accurate postage applied per mail piece of different weights
 - Inview Accounting System
 - IntelliLink Software
2. Pitney Bowes -- DM100 Postage Metering Machines (8ea.)
 - Digital Metering System
 - Weigh-on-the-Way (Accurate postage applied per mail piece of different weights
 - Inview Accounting System
 - IntelliLink Software



3. Electronic Certified System (2ea)
 - E-mail Notifications
 - E-Return Receipt Electronically (up to 7rys)
4. Pitney Bowes Ascent (Business Manager) Accounting System
 - Tracking postage cost by customer and by sub-accounts within customer's account number
 - Postage usage tracking by department
5. Pitney Bowes Arrival System (1ea)
 - FedEx Ground
 - USPS International, Mixed Mail Manifesting, Std A Bulk & Non-Profit, Parcel Shipping, etc.

Digital Laser Printing Equipment

1. Bizhub PRESS – C8000
 - Micro Press Plus Server
 - Color / Black & White
 - Page Size: 13"x19" Max
 - 1200 x 1200 DPI
2. Konica Minolta Pro C6501
 - Color / Black & White
 - Page Size: 13"x19" Max
 - 1200 x 1200 DPI
 - Booklet Finishers w/ Post Inserter, Tri-Fold and 2/3 hole punch
3. Konica Minolta Pro C6501
 - Color / Black & White
 - Page Size: 13"x19" Max
 - 1200 x 1200 DPI
 - Booklet finishers w/ Post Inserter, Tri-Fold and 2/3 hole punch

Folding/Inserting Equipment

1. Bell & Howell Intelligent Letter Inserter VIP 2000 (1ea)
 - Intelligent accumulate and fold (utilizing barcodes)
 - JetVISION Gold
 - 6 Station – Selective inserting
 - Meter Base (2ea)

2. Bell & Howell Intelligent Letter Inserter VIP 1000 (1ea)
 - Intelligent accumulate and fold (utilizing barcodes)
 - JetVISION Gold
 - 4 Station
 - Meter Base (2ea)

3. Master Mailer III (1ea) - Flat Mail Inserter
 - 6 Station
 - Meter Base (1ea)

4. Non-Intelligent Inserter (2ea) – Letter Inserter
 - Imperial 10,000
 - 6 Station
 - Meter Base (1ea)

5. Pitney Bowes DI380/DI425 Intelligent inserter
 - Intelligent accumulate and fold (utilizing barcodes)
 - Meter Base (1ea)

6. Buskro Inkjet System
 - Return / Recipient Addressing
 - Color / Black & White
 - Tabbing
 - Live Postage Stamp Application
 - Permit Indicia

7. Challenge - Cutter
 - Paper Cutter
 - Post Cards, magazines, etc.

MIAMI-DADE COUNTY

BID NO.: 8058-0/17

SECTION 4
BID SUBMITTAL FOR:
MAILING SERVICES

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

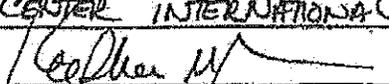
Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: POSTAL CENTER INTERNATIONAL

AUTHORIZED SIGNATURE: 

DATE: 4-9-12

TITLE OF OFFICER: EXECUTIVE VICE PRESIDENT

**Bid Title: Mailing Services**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space:

OMA
In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community 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 to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) shall render the vendor ineligible for Local Preference.

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise 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 bid submission 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.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.



COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes X No _____

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes X No _____

Firm Name: POSTAL CENTER INTERNATIONAL, INC.

Street Address: 3406 SW 26 TER

Mailing Address (if different): FORT LAUDERDALE, FL 33312

Telephone No.: 800-430-7241 Fax No.: 954-797-8697

Email Address: INFO@SURFCEI.COM FEIN No. 59-25793670

Prompt Payment Terms: _____% _____ days net _____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: [Signature] (Signature of authorized agent)
By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.

Print Name: STEPHEN M. GUSSMAN Title: EXECUTIVE VICE PRESIDENT

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX
AFFIDAVITS
FORMAL BIDS



Miami-Dade County Internal Services Department Procurement Management Division Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contact No.: 8058-9/10-OTR-LW Federal Employer Identification Number (FEIN):

Contact Title: MAILING SERVICES

Affidavits and Legislation/ Governing Body

Table with 2 columns listing various Miami-Dade County codes and sections such as Ownership Disclosure, Employment Disclosure, Drug-free Workplace Certification, Disability Non-Discrimination, Department Disclosure, Vendor Obligation to County, Business Ethics, Family Leave, Living Wage, and Domestic Leave and Reporting.

STEPHEN M. GUSSMAN EXECUTIVE VICE PRESIDENT
Printed Name of Affiant Printed Title of Affiant
Signature of Affiant
POSTAL CENTER INTERNATIONAL Name of Firm
Date 4-9-12
3406 SW 26 TER FL 33512
Address of Firm State Zip Code

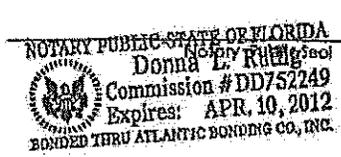
Notary Public Information

Notary Public - State of Florida County of Broward

Subscribed and sworn to (or affirmed) before me this 9th day of April 2012

by Stephen M. Gussman He or she is personally known to me [X] or has produced identification []

Signature of Notary Public: Donna L. Rudig
Comm. # DD752249
Serial Number
Print or Stamp of Notary Public: Donna L. Rudig
Expiration Date: 4/10/12



Subcontractor/Supplier Listing
 (Ordinance 97-104)
 Firm Name of Prime Contractor/Respondent: POSTAL EXPRESS INTERNATIONAL

Bid No.: 8058-0/17 Title: MAILING SERVICES

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 MUST be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. A bidder or respondent who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County.
 This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, MUST be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner) Gender Race
<u>NA</u>			
<u>NA</u>			
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner) Gender Race
<u>NA</u>			
<u>NA</u>			

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate.

Prime Contractor/Respondent's Signature: [Signature] Print Name: STEPHEN M. GROSSMAN
 (Duplicate if additional space is needed) Vice President Print Title: 4-9-12 Date

" EXHIBIT B "

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
WEDNESDAY
JUNE 7, 2006
BID NO.: 8058-3/10-OTR-LW

MIAMI-DADE

INVITATION TO BID
SECTION 4
BID SUBMITTAL FORM

PLEASE QUOTE PRICES F.O.B. DESTINATION, LESS TAXES, DELIVERED IN
MIAMI-DADE COUNTY, FLORIDA

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: Hlr DPM Purchasing Division Date Issued: 05/10/06 This Bid Submittal Consists of Pages 28 through 39+Affidavits

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of DPM, Bids and Contracts Division, Vendor Assistance section at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

MAILING SERVICES

A Bid Deposit in the amount of NA of the total amount of the bid shall accompany all bids

A Performance Bond in the amount of NA of the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	UNRESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 915-58,59, 962-24	
SR. PROCUREMENT AGENT: Herman Ramsey	

FIRM NAME: POSTAL CENTER INT'L

RETURN THREE COPIES OF BID SUBMITTAL PAGES ONLY

FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON PAGE 39 OF SECTION 4, BID SUBMITTAL FORM SHALL RENDER THE VENDOR INELIGIBLE FOR LOCAL PREFERENCE

FAILURE TO SIGN PAGE 39 OF SECTION 4, BID SUBMITTAL FORM, WILL RENDER YOUR BID NON-RESPONSIVE

" EXHIBIT B "

BID SUBMITTAL FOR:
Mailing Services

FIRM NAME: POSTAL CENTER INTERNATIONAL, INC

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
GROUP A. GENERAL SERVICES ADMINISTRATION (GSA)				
1.	10,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort, & Deliver First Class to the USPS, 1-3 oz. Machine, Addressed Mail Per Technical Specifications	\$.009 /piece	\$ 90.00
2.	3,000 Pieces	Encoding/Presort First Class (1 & 3 oz.) machine and hand addressed mail pieces	\$.009 /piece	\$ 27.00
3.	750 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$.019 /piece	\$ 14.25
4.		Process Service Fees:		
a.	999 Pieces	Metering - less than 1,000 pieces	\$.02 /piece	\$ 19.98
b.	999 Pieces	Addressing (Ink Jet) - less than 1,000 pieces	\$.02 /piece	\$ 19.98
c.	999 Pieces	Labeling - less than 1,000 pieces	\$.04 /piece	\$ 39.96
d.	999 Pieces	Folding - less than 1,000 pieces	\$.03 /piece	\$ 29.97
e.	999 Pieces	Inserting (One Piece) - less than 1,000 pieces	\$.018 /piece	\$ 17.982
f.	999 Pieces	Inserting (Additional Pieces) - less than 1,000	\$.001 /piece	\$.999
g.	999 Pieces	Folding and Inserting (One Piece) - less than	\$.018 /piece	\$ 17.982
h.	999 Pieces	Tab Sealing (One Tab)-less than 1,000 pieces	\$.03 /piece	\$ 29.97
i.	999 Pieces	Tab Sealing (Two Tabs)-less than 1,000 pieces	\$.04 /piece	\$ 39.96

MIAMI-DADE COUNTY

BID NO.: 8058-3/10-OTR-LW

BID SUBMITTAL FOR:
Mailing Services

FIRM NAME: POSTAL CENTER INTERNATIONAL, INC

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
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GROUP A GENERAL SERVICES ADMINISTRATION (GSA) CONT'D

J.

Other Charges: (Any charges not indicated above must be entered here and explained in detail on a separate sheet attached to bid submittal.) \$ 0

TOTAL GROUP A 1-4J

\$348.033

BID SUBMITTAL FOR:
Mailing Services

FIRM NAME: _____

AVIATION
LIBRARY
METRO
CERAMIC

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
GROUP B CLERK OF COURTS (COC)				
1.	25,000 Pieces (Daily Average)	Pick-Up, Process, Barcode/Presort, & Deliver First Class, 1 & 2 oz., Machine Addressed Mail, Per Technical Specifications	\$.009 / piece	\$ 225.00
2.	3,750 Pieces	Encoding/Presort First Class (1 & 3 oz.) machine and hand addressed mail pieces	\$.009 / piece	\$ 33.75
3.	30,000 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$.019 / piece	\$ 570.00
4.		Processing Service Fees:		
a.	3,750 Pieces	Machine Barcode of First Class 1 to 3 ounces	\$.009 / piece	\$ 33.75
b.	3,750 Pieces	Manual Sort of First Class 1 to 3 ounces (RVE)	\$.009 / piece	\$ 33.75
c.	3,750 Pieces	Machine Barcode of First Class 3-11 ounces	\$.015 / piece	\$ 56.25
d.	3,750 Pieces	Non-Barcode Sort of First Class 3-11 ounces (RVE)	\$.019 / piece	\$ 71.25
e.	3,750 Pieces	Presort (1-3oz)	\$.019 / piece	\$ 71.25
f.	3,750 Pieces	Presort (3-11oz)	\$.019 / piece	\$ 71.25
g.	30,000 Pieces	First Class Flats Up to 9 Ounces	\$.019 / piece	\$ 570.00
h.	10,500 Pieces	Certified Mail	\$.019 / piece	\$ 199.50
i.	300 Pieces	Express Mail	\$.019 / piece	\$ 5.70
j.	2,900 Pieces	International Mail	\$.019 / piece	\$ 55.10
k.	49,000 Pieces	Postcards	\$.009 / piece	\$ 441.00

BID SUBMITTAL FOR:
Mailing Services

FIRM NAME: POSTAL CENTER INTERNATIONAL, INC

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
GROUP B CLERK OF COURTS (COC) CONT'D				
l.	3,750 Pieces	Postage Affix (Metering) Fee	\$ <u>.02</u> / piece	\$ <u>75.00</u>
m.	3,750 Pieces	Fast Forward Services	\$ <u>.005</u> / piece	\$ <u>18.75</u>
n.		Other Charges: (Any charges not indicated above must be entered here and explained in detail on a separate sheet attached to bid submittal.)		\$ <u>0</u>
		TOTAL GROUP B 1-4N		\$ <u>2531.30</u>

BID SUBMITTAL FOR:
Mailing Services

FIRM NAME: POSTAL CENTER INTERNATIONAL, INC.

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
GROUP C MIAMI-DADE WATER AND SEWER DEPARTMENT (M-DWASD)				
1.	30,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort & Deliver First Class, 1 & 3 oz., Machine Addressed Mail Per Technical Specifications	\$.0065 / piece	\$ 195.00
2.	800,000 Pieces	Encoding/Presort First Class (1 & 3 oz) (Machine Addressed Mail Pieces)	\$.015 / piece	\$ 12,000.00
3.	10,000 Pieces	Encoding/Presort First Class (1 & 3 oz) (Hand Addressed Mail Pieces)	\$.015 / piece	\$ 150.00
4.	300,000 Pieces	Presort Flats & Fats (Hand and Machine Addressed)	\$.024 / piece	\$ 7,200.00
5.	50,000 Pieces	"FAST forward" & Address Correction Information	\$.005 / piece	\$ 250.00
6.		Other Charges: (Any charges not indicated above must be entered here and explained in detail on a separate sheet attached to bid submittal.)		\$ 0
TOTAL GROUP C 1-6				\$ 19,795.00

BID SUBMITTAL FOR:
Mailing Services

FIRM NAME: POSTAL CENTER INTERNATIONAL, INC

ITEM	ESTIMATED TOTAL #10 ENVELOPES TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPE TO INSERT	COST PER ENVELOPES (all pieces including #9 envelope)	TOTAL COST
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GROUP D MIAMI-DADE PROPERTY APPRAISAL

1. AUGUST (LINE ITEM 1)

RP TRIM RE TRIM Inserts vary and are broken Into groups as follows:	110,350	3	331,050	\$.02	\$ 2,207.00
SET A	589,040	3	1,767,120	\$.02	\$ 11,780.80
SET B	31,115	4	124,460	\$.021	\$ 653.415
SET C	7,292	5	36,460	\$.022	\$ 160.424
SET D	82,322	4	329,288	\$.021	\$ 1,728.762
SET E	166	5	830	\$.022	\$ 3.652
SET F	3,443	4	13,772	\$.021	\$ 72.303
SET G	17	5	85	\$.022	\$.374
SET H	748	4	2,992	\$.021	\$ 15.708
SET I	447	4	1,788	\$.021	\$ 9.387
SET J	514	4	2,056	\$.021	\$ 10.794
SET K	17	4	68	\$.021	\$.357
SET L	155	4	620	\$.021	\$ 3.255
SET M	252	4	1,008	\$.021	\$ 5.292
SET N	15	4	60	\$.021	\$.315

BID SUBMITTAL FOR:
Mailing Services

FIRM NAME: POSTAL CENTER INTERNATIONAL, INC

ITEM	ESTIMATED TOTAL #10 ENVELOPES TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPE TO INSERT	COST PER ENVELOPES (all pieces including #9 envelopes)	TOTAL COST
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GROUP D MIAMI-DADE PROPERTY APPRAISAL CONT'D

2. SEPTEMBER (LINE ITEM 2)

RP TRIM-						
Second Notice	5,000	1	5,000		\$.018	\$ 90.00
RE TRIM						
Second Notice	15,000	1	15,000		\$.018	\$ 270.00

3. DECEMBER (LINE ITEM 3)

HEX Renewal						
Receipt	410,000	1	410,000		\$.018	\$ 7380.00
Senior Renewal						
Application	38,000	2	76,000	1	\$.02	\$ 760.00
T & P Exempt	6,000	1	6,000	1	\$.019	\$ 114.00
TPP Return	120,000	3	360,000	1	\$.021	\$ 2520.00
Homestead Application						
Exemption Mail-						
Out	50,000	2	100,000	1	\$.02	\$ 1,000.00

4. JANUARY-MAY (LINE ITEM 4)

Hex App Receipt	25,000	2	50,000	1	\$.02	\$ 500.00
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5. JANUARY (LINE ITEM 5)

Homestead Application						
Exemption Mail-						
Out	15,000	2	30,000	1	\$.02	\$ 300.00
Statement of Gross						
Income	2,000	1	2,000	1	\$.019	\$ 38.00

6. MARCH (LINE ITEM 6)

Senior Exemption						
Receipt	30,000	1	30,000	1	\$.019	\$ 570.00
Hex Questionaire						
Letter	8,000	1	8,000	1	\$.019	\$ 152.00
Income Letter	8,500	1	8,500	1	\$.019	\$ 161.50

BID SUBMITTAL FOR:
Mailing Services

FIRM NAME: POSTAL CENTER INTERNATIONAL

ITEM	ESTIMATED TOTAL #10 ENVELOPES TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPE TO INSERT	COST PER ENVELOPES (all pieces including #9 envelope)	TOTAL COST
------	--	------------------------------	------------------------------	-----------------------	---	------------

GROUP D MIAMI-DADE PROPERTY APPRAISAL CONT'D

7. APRIL (LINE ITEM 7)

Statement of Gross Income-

Reminder 2,000 1 2,000 1 \$.019 \$ 38.00

8. JUNE (LINE ITEM 8)

AG Denial 8,000 1 8,000 \$.018 \$ 144.00
 SR Reminder 8,000 2 16,000 1 \$.02 \$ 160.00
 Hex Denial 4,500 1 4,500 \$.018 \$ 81.00

9. Additional inserts may be added which will include folding and inserting. Need cost of each piece for the following:

- a. 1 Piece .001 per envelope \$.001 \$.001
- b. 2 Pieces .002 per envelope \$.002 \$.002
- c. 3 Pieces .003 per envelope \$.003 \$.003
- d. 4 Pieces .004 per envelope \$.004 \$.004
- e. 5 Pieces .005 per envelope \$.005 \$.005
- f. Other Charges: (Any charges not indicated above must be entered here and explained in detail on a separate sheet attached to bid submittal.) \$ ~~0~~

TOTAL ITEMS 1-9F

\$ 30,930.353

BID SUBMITTAL FOR:
Mailing Services

FIRM NAME: POSTAL CENTER INTERNATIONAL, INC

MAIL PROCESSING EQUIPMENT INVENTORY

Multi-Line Optical Character Reader Barcode Systems:			
Model	Manufacturer	Model Year	Additional Information
CRITERION IV	BOWE BELL + HOWELL	2006	SEE ATTACHED EQUIPMENT LIST
FLEXISORT	BOWE BELL + HOWELL	2006	" " " "
SABRE / SABRE PLUS	BOWE BELL + HOWELL	2001	" " " "
Video or Manual Encoding Systems:			
Model	Manufacturer	Model Year	Additional Information
CRITERION	BB + H	2006	INCLUDED IN ABOVE EQUIPMENT
FLEXISORT	BB + H	2006	" " " "
SABRE / SABRE PLUS	BB + H	2001	" " " "
USPS Authorized Postage Metering Systems:			
Model	Manufacturer	Model Year	Additional Information
DM1000	PIRTNEY BOWES	2005	SEE ATTACHED EQUIPMENT LIST
PARAGON	PIRTNEY BOWES	2000	" " " "
			" " " "
Courier Vehicles:			
Model	Manufacturer	Model Year	Additional Information
NPR (2 each)	ISUZU	2006	175 H.P. DIESEL ENGINE 2,000 LBS ^{LIFT CAP}
FREIGHT LINER (2 each)	ISUZU	2006	CAT 3126 210 HP A/C BRAKES
CARGO VAN (2 each)	CHEVY	2002/2003	CARGO VAN

ATTACH ADDITIONAL SHEETS IF NECESSARY
FAILURE TO COMPLETE AND SUBMIT INVENTORY WITH YOUR PROPOSAL MAY
RENDER YOUR BID NON-RESPONSIVE



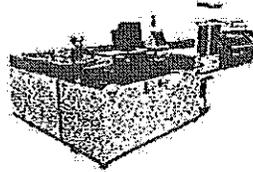
Postal Center International Equipment List

BARCODE / SORT EQUIPMENT

Böwe Bell + Howell - Criterion Letter Sorter (2ea)

(Ft. Laud & Orlando)

- Two hundred and thirty (192) Programmable Sort Pockets
- Variable Speed Feeder Up To 40,000 Piece/Hour
- Encoding
- CASS & MASS - USPS Certified
- FASTforward®



The United States Postal Service (USPS) grants postage discounts to mailers who barcode and presort their mail to specific zip codes. PCI's discounts are more substantial than most mailers because of volume and our ability to commingle.

Böwe Bell + Howell - Sabre Letter Sorter (2ea)

(Ft. Laud & Orlando)

- One hundred (100) Programmable Sort Pockets
- Variable Speed Feeder Up To 40,000 Piece/Hour
- Encoding
- CASS & MASS - USPS Certified
- FASTforward®

Böwe Bell + Howell -

Flexisort Flat Mail Sorter

- Eighty (80) Programmable Sort Pockets
- Variable Speed Feeder Up To 40,000 Piece/Hour
- Encoding
- CASS & MASS - USPS Certified
- FASTforward®

- **Barcoding** - PCI can barcode, sort, package and label your mail down to a zip code level and save you from 3 cents to \$1 per piece, with no minimum volume required.
- **Commingling** - we can merge your mail with mail from other clients, thereby increasing volumes going to individual zip codes and increasing postal savings.
- **Encoding** - this process enables us to identify and barcode even handwritten or poorly addressed mail.
- **FASTforward** - this service matches individual mail pieces against the USPS database of individuals who have applied for address change, then barcodes the piece for forwarding to the correct address.

POSTAGE METERING EQUIPMENT

AccuTrac Postage Accounting System

(Ft. Laud & Orlando)

- Account / Cost Center Breakout
- Pieces and Postage Capture by Customer



AccuTrac Business Manager

A PC-based information management system for your enterprise that links multiple mailing and shipping systems, at multiple sites, in a centrally controlled network. This system consolidates raw mailing and shipping data and summarizes it in formats you can use.

Paragon Postage Machines (6ea)

- Letters and Flat mail processing
- High Speed Capacity
- Weighs variable (mixed) weight mail on the fly (WOW)



DM1000 Postage Machines

(Ft. Laud (7) & Orlando (7))

- Letters and Flat mail processing
- High Speed Capacity
- Weighs variable (mixed) weight mail on the fly (WOW)

DM1000 Postage Metering Machine

Powered by IntelliLink[®] technology, the DM1000[™] meets the demands of even the highest volume mailers by automatically feeding, sealing, posting and stacking up to 260 letters per minute. Equipped with our patented Weigh-On-The-Way technology, this high production system eliminates the need to manually sort mail by size, weight and thickness providing optimal productivity.

Accent Shipping System

(Ft. Laud & Orlando)

- Bound Printed Matter, Library, Parcel Select, Parcel Post, Media mail processing.
- DDU, DSCF, DBMC, 5 Digit, Basic, Machinable, Non-Machinable sort rates.



Accent Shipping System

Ship all types of packages - Priority Mail, Express Mail, Media Mail, First-Class Mail and Parcel Post. The 10lb scale automatically sets the exact postage needed by class—no more overpaying for postage. No more trips to the Post Office.

PCI Digital Center International Equipment List

DIGITAL LASER PRINTERS

Heidelberg 9110

(Ft. Laud & Orlando)

- Maximum page size : 14" X 18"
- Minimum page size : 8" X 10"
- Maximum thickness : 110#
- Operating speed : 6,600 P/HR
- Year manufactured : 2002

Heidelberg 9110MICR

- Maximum page size : 14" X 18"
- Minimum page size : 8" X 10"
- Maximum thickness : 110#
- Operating speed : 6,600 P/HR
- Year manufactured : 2003

Heidelberg 9110MICR

- Maximum page size : 14" X 18"
- Minimum page size : 8" X 10"
- Maximum thickness : 110#
- Operating speed : 9,000 P/HR
- Year manufactured : 2003

INSERTERS

Böwe Bell + Howell VIP2000 Inserter

(Ft. Laud & Orlando)

- Envelope size: # 10 & 6 x 9
- Operating speed: 10,000 P/HR
- Year manufactured: 2003
- SHEET FEEDER/FOLDER SECTION
 - Min paper size: 7" x 7"
 - Max paper size: 11" x 14"
 - Type of fold: 4 (C,Z,V ,DOUBLE V)

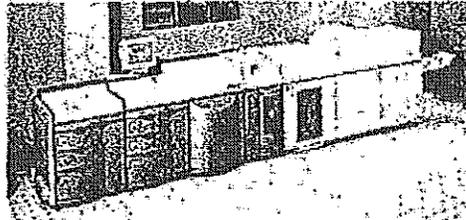
Böwe Bell + Howell Imperial 10,000 Inserter

(2ea)

- Envelope Size: # 10 & 6 x 9
- Minimum length: 6"
- Minimum width: 3 1/2"
- Maximum length: 9 1/2"
- Maximum width : 6 1/4"
- # of Inserters: 6 (Last Feeder on BH2 reserved for Booklets)
- Operating speed: 10,000 P/HR
- Year manufactured : 1980

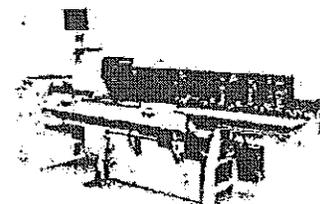
Böwe Bell + Howell Master Mailer

- Envelope size: 9 X 12
- Minimum length: 5 1/2"
- Minimum width: 3 1/8"
- Maximum length: 11"
- Maximum width : 8 1/2"
- Max thickness: 3/8"
- Operating speed: 5,000 P/HR
- Year manufactured: 2003



PCI Digital Printing can handle all your printing needs, from high speed personalized laser communications to full color business publications. Our "Seamless Service Guarantee" means all your production elements will be integrated into one smoother, faster, more efficient process. Less hassle for you-- faster communications to your customers.

Laser Printing - high quality, high speed variable data, text and image printing enables you to personalize messages and enhance response rates.



Automating the insertion of printed material into outside envelopes requires the flexibility to handle different paper sizes with speed and accuracy. Using computers and cameras, this process

can select different pieces of different sizes based on demographic or other criteria. The integration of all of these processes is where PCI Digital Printing can make the difference in your mail project.

Our VIP 2000 system features document integrity, special selective and dynamic folding functions. You retain the flexibility of statement design and delivery that you require, while your employees focus on sales!



Equipment List

BINDERY EQUIPMENT

PROFOLD ELITE 500

(Fl. Laud & Orlando)

- Same as Profold 1117 FM Below
- Year manufactured: 2002

PROFOLD 1117FM

- Minimum sheet size: 6" x 9"
- Maximum sheet size: 14" x 20"
- Minimum fold: 1 1/2"
- Type of folds: 4
- Operating speed: 8,000 p/hr
- Year manufactured: 1995

BAUM VACUUM & FRICTION FEEDER

- Minimum sheet size: 6" x 9"
- Maximum sheet size: 20" x 26"
- Type of folds: 4
- Operating speed: 10,000 p/hr
- Year manufactured: 1980

UARCO 2060 FORMBURSTER

- Minimum length: 5"
- Minimum height: 3"
- Maximum length: 19"
- Maximum height: 14"
- Operating speed: 6,000 p/hr
- Year manufactured: 1995

LINX TABBER

- Maximum product size: 9" x 12"
- Minimum product size: 3" x 5"
- Maximum product thickness: 3/8 inch
- Operating speed: 12,000 p/hr
- Tab sizes: min. 3/4" max. 1 1/2". Year manufactured: 2002

KIRK RUDY TABBER

- Maximum product size: 9" x 12"
- Minimum product size: 3" x 5"
- Maximum product thickness: 3/8 inch
- Operating speed: 8,000 p/hr
- Tab sizes: min. 3/4" max. 1 1/2".
- Year manufactured: 2000

BINDERY EQUIPMENT

RENA's L-326 LABEL AFFIXER (5000 p/hr)

- Material size: 2 3/4" to 31 1/2" long 3 1/8" to 15 1/2" wide Up to 5/16" thick
- Label size: 3/4" to 1 3/8" long
- Operating speed: 8,000 p/hr
- Year manufactured: 2000

POLAR CUTTER

- Cutting width: 67cm /26 3/8"
- Cutting height: 8 cm /3 1/8"
- Feed depth: 67cm /26 3/8"
- Width 125cm /49 3/16": 125 cm /49 1/16"
- Length: 182.5 cm / 71 7/8"
- Front table length: 67 cm / 26 3/8"
- Table height: 90 cm /35 1/2"
- Year manufactured: 2002

INKJET EQUIPMENT

PRISM JETMAIL II INKJET SYSTEM

- HP print head technology
- 150 - 600 dpi resolution
- 2" print window
- True type fonts
- Spot color (red, blue and yellow)
- Bitmap graphics
- Minimum: 5" X 3" (LXW)
- Maximum: 17" X 17"
- Maximum thickness: 75"
- Operating speed: 11,000 P/hr (#10 env)
- KIRK RUDY DRYER BASE 219V
- Year manufactured : 2002

BUSKRO BK660

- HP print head technology
- Elite print head technology
- 150 - 600 dpi resolution
- 2" print window
- True type fonts
- Spot color (red, blue and yellow)
- Bitmap graphics
- Minimum: 5" X 3" (LXW)
- Maximum: 17" X 17"
- Maximum thickness: 75"
- Operating speed: 11,000 P/hr (#10 env)
- KIRK RUDY DRYER BASE 319-D
- Year manufactured: 1999

SECTION 4
BID SUBMITTAL FOR:

Mailing Services

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated May 31, 2006

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: POSTAL CENTER INTERNATIONAL

AUTHORIZED SIGNATURE: [Signature] DATE: 6/6/06

TITLE OF OFFICER: GENERAL MANAGER

MIAMI-DADE
BID SUBMITTAL FORM

Bid Title: Mailing Services

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(e) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Section 2-8.6, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

Place a check mark here to affirm compliance with this disclosure requirement.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program
For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Vendor participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?
(Yes) No
- and
- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?
(Yes) No

LOCAL PREFERENCE CERTIFICATION: The responding vendor hereby attests, by checking one of the following blocks, that it is or is not , a local business. For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community 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 to the County's tax base. Failure to complete this certification at this time (by checking the appropriate box above) shall render the vendor ineligible for Local Preference.

Firm Name: POSTAL CENTER INTERNATIONAL, INC.

Street Address: 3406 SW 26 TERR, FORT LAUDERDALE FL 33312

Mailing Address (if different): _____

Telephone No. 800-430-7241 Fax No. 954 997-8697

Email Address: STEPHEN G @ SERFEE.COM FEIN No. 519-24519316710

Prompt Payment Terms: 0 % 1 days net 30 days *By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract*
(Please see paragraph 1.2 H of General Terms and Conditions)

Signature: [Signature]
(Signature of authorized agent)

Print Name: STEPHEN M. GUSSMAN Title: GENERAL MANAGER

Failure to sign this page shall render your Bid non-responsive.



APPENDIX

**AFFIDAVITS
FORMAL BIDS**

MIAMI-DADE COUNTY BID AFFIDAVITS

▪ **DISABILITY NONDISCRIMINATION AFFIDAVIT**
(Resolution R-385-95)

I, being duly first sworn, state that this firm, corporation, or organization is in compliance with and agrees to continue to comply with, and assure that any subcontractor, or third party contractor under this contract complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. Sections 225 and 611 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Rehabilitation Act of 1973, 29 U.S.C. Section 794

The Federal Transit Act, as amended 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

▪ **MIAMI-DADE COUNTY DEBARMENT DISCLOSURE AFFIDAVIT**
(Ordinance 93-129) See Section 1 (1.3H)

I, being duly first sworn, upon oath deposes and says that the bidder of this contract or his agents, officers, principals, stockholders, subcontractors or their affiliates are not debarred by Miami-Dade County.

▪ **MIAMI-DADE COUNTY COLLECTION OF TAXES,
FEES AND PARKING TICKETS AFFIDAVIT**
(Ordinance 95-178) Section 1 (1.3 E)

I, being first duly sworn state that in compliance with the procedures contained in Section 2-8.1(c) of the Code of Miami-Dade County, and as amended by Ordinance 95-178, this firm hereby certifies that the foregoing statements are true and correct.

That all delinquent and currently due fees or taxes (including, but not limited to, real and personal property taxes, convention and tourist development taxes, utility taxes, and occupational license taxes) collected in the normal course by the Miami-Dade County Tax Collector and County issued parking tickets for vehicles registered in the name of the above firm, have been paid.

▪ **AFFIDAVIT RELATING TO INDIVIDUALS AND ENTITIES
ATTESTING BEING CURRENT IN THEIR OBLIGATIONS TO
MIAMI-DADE COUNTY** (Ordinance 99-162) See Section 1 (1.3 N)

I, being first duly sworn state that in compliance with County Ordinance 99-162, the bidder is not in arrears in any payment under a contract, promissory note or other loan document with the County, or any of its agencies or instrumentalities, including the Public Health Trust (hereinafter referred to as "County"), either directly or indirectly through a firm, corporation, partnership or joint venture in which the individual or entity has a controlling financial interest as that term is defined in Section 2-11.1(b)(8) of the County Code.

MIAMI-DADE COUNTY DOMESTIC VIOLENCE LEAVE
AFFIDAVIT (Ordinance 99-5 & Resolution R-185-00)

That in compliance with Ordinance No 99-5, Resolution No. R-185-00 and the Code of Miami-Dade County, Florida, the following information is provided and is in compliance with all items in the aforementioned legislation. As an employer having, in the regular course of business, fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks in the current or preceding calendar year, do hereby certify to be in compliance with the Domestic Leave Ordinance, codified at 11A-60 et. Seq., of the Miami-Dade-County Code, and that the obligation to provide domestic violence leave to employees shall be a contractual obligation.

BY SIGNING AND NOTARIZING THIS PAGE YOU ARE ATTESTING
TO AFFIDAVITS ON PAGES 1 AND 2

MIAMI-DADE COUNTY AFFIDAVITS SIGNATURE PAGE

By: [Signature]
Signature of Affiant

June 6 20 06
Date

STEPHEN M. GUSSMAN, GM
Printed Name of Affiant and Title

519-21519131617101
Federal Employer Identification Number

POSTAL CENTER INTERNATIONAL, INC.
Printed Name of Firm

3406 SW 26 TERR, FORT LAUDERDALE, FL 33312
Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this 10 day of JUNE, 2006

He/She is personally known to me or has presented personally known as identification.
Type of identification

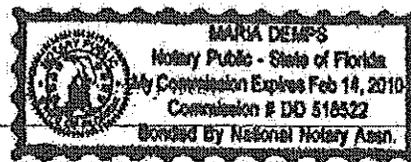
[Signature]
Signature of Notary

DD 518522
Serial Number

Maria Dempis
Print or Stamp Name of Notary

2/14/2010
Expiration Date

Notary Public - State of Florida



LIVING WAGE AFFIDAVIT
(County Ordinance 99-44)

I, being first duly sworn hereby state and certify that in compliance with County Ordinance 99-44 and Section 2-8.9 of the Miami-Dade County Code, by accepting award of this contract, the bidder or proposer agrees to pay the living wage required by County Ordinance 99-44 to all employees assigned to this contract. The bidder or proposer further understands that the current living wage applied to this contract is \$9.44 per hour plus health benefits as described in the ordinance, or \$10.81 per hour without health benefits. The Living Wage required by Ordinance 99-44 is subject to indexing as set-forth in Section "C" (Indexing).

By: [Signature] Date June 6, 2006
Signature of Affiant Date

STEPHEN M. GROSSMAN, GM 519-21519131617101
Printed Name of Affiant and Title Federal Employer Identification Number

POSTAL CENTER INTERNATIONAL, INC
Printed Name of Firm

3406 SW 26 TER, FORT LAUDERDALE, FL 33312
Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this 6 day of JUNE, 2006

He/She is personally known to me or has presented Personally Known as identification.
Type of identification

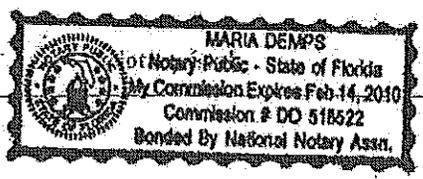
[Signature]
Signature of Notary

DD 518522
Serial Number

Maria Demps
Print or Stamp Name of Notary

2/14/2010
Expiration Date

Notary Public - State of Florida



AFFIRMATIVE ACTION PLAN/PROCUREMENT POLICY AFFIDAVIT
(Code of Miami-Dade County Section 2-8.1.5) (Ordinance No. 98-30)

I, being duly first sworn, hereby state that the bidder of this contract:

- has a current Affirmative Action Plan and Procurement Policy, as required by Section 2-8.1.5 of the Code of Miami-Dade County, processed and approved for filing with the Miami-Dade County Department of Business Development (DBD) under the file No. _____ and the expiration date of _____.
- had annual gross revenues in excess of \$5,000,000.00 for the previous year and does not have a current Affirmative Action Plan and Procurement Policy as required by Section 2-8.1.5 of the Code of Miami-Dade County, processed and approved for filing with the Miami-Dade County DBD. I will contact DBD at 305-375-3111 regarding this requirement.
- had annual gross revenues less than \$5,000,000.00 for the previous year, therefore Section 2-8.1.5 of the Code of Miami-Dade County is not applicable. However, I will contact DBD at 305-375-3111 in order to submit the required affidavit and exemption request.

Witness: Theresa Bradshaw
Signature

[Signature]
Signature
By: STEPHEN M. GUSSMAN; GM
Legal Name and Title

Witness: Maria Demp
Signature

The foregoing instrument was acknowledged before me this 6 day of JUNE, 2006

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT:

By: _____

FOR A CORPORATION, PARTNERSHIP OR JOINT VENTURE:

By: STEPHEN M. GUSSMAN having the title of GENERAL MANAGER

with POSTAL CENTER INTERNATIONAL, INC.

a FLORIDA corporation partnership joint venture

PLEASE NOTE:

Section 2-10.4(9)(a) of the Code of Miami-Dade County (Ordinance No. 82-37) requires that all properly licensed architectural, engineering, landscape architectural, and land surveyors have an affirmative action plan on file with the County.

Section 2-8.1.5 of the Code of Miami-Dade County requires that firms that have annual gross revenues in excess of five (5) million dollars have an affirmative action plan and procurement policy on file with the County. Firms that have a Board of Directors that are representative of the population make-up of the nation may be exempt.

For questions regarding these requirements, please contact the Miami-Dade County Department of Business Development at 305-375-3111.

CODE OF BUSINESS ETHICS
Code of Miami-Dade County Section 2-8.1(i)

I, being duly sworn, hereby state and certify that this firm has adopted a Code of Business Ethics that is fully compliant with the requirements of Section 2-8.1(i) of the Code of Miami-Dade County as amended. I further acknowledge that failure to comply with the adopted Code of Business Ethics shall render any contract with Miami-Dade County voidable, and subject this firm to debarment from County work pursuant to Section 10-38(h)(2) of the Code of Miami-Dade County as amended. I further acknowledge that failure to submit this affidavit shall render this firm ineligible for contract award.

By: [Signature] June 6 20 06
Signature of Affiant Date

STEPHEN M. GUSSMAN 519-21519131617101
Printed Name of Affiant and Title Federal Employer Identification Number

POSTAL CENTER INTERNATIONAL, INC
Printed Name of Firm

3406 SW 26 TERR; FORT LAUDERDALE, FL 33312
Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this 10 day of June, 20 06

He/She is personally known to me or has presented Personally Known as identification.
Type of identification

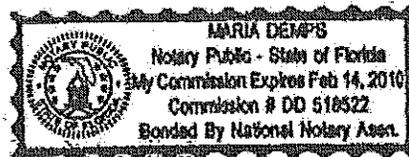
[Signature]
Signature of Notary

DD 518522
Serial Number

Maria Demps
Print or Stamp Name of Notary

2/14/2010
Expiration Date

Notary Public -- State of Florida



SUBCONTRACTOR/SUPPLIER LISTING

Firm Name of Prime Contractor/Respondent: POSTAL CENTER INTERMUNICIPAL, INC.

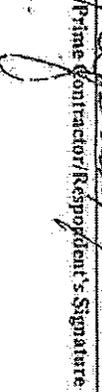
Bid No.: 3058-3/10-OTR-LW Title: MALING SERVICES

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 MUST be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. A bidder or respondent who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, MUST be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner) Gender Race
NONE			
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner) Gender Race
NONE			

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate

Prime Contractor/Respondent's Signature



Print Name
STEPHEN M. GUSSMAN

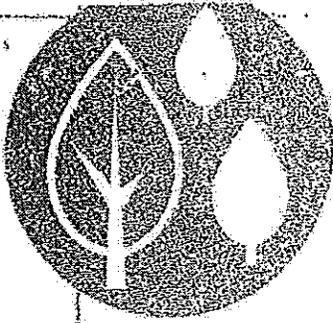
(Duplicate if additional space is needed)

Print Title
GENERAL MANAGER

FORM 100

Date

6/16/04



CERTIFICATE OF
ENVIRONMENTAL
ACCOMPLISHMENT

This is to certify that:

POSTAL CENTER INTERNATIONAL

**Acc#: 10989, 3406 SW 26TH TERR.
FT. LAUDERDALE, FL, 33312-5017**

participated in Shred-it's shredding
and recycling program and saved **59** trees
from destruction in **2005**

Shred-it congratulates staff members on the positive impact
this initiative has made towards saving our environment.

THANK YOU FOR
YOUR BUSINESS.

SH13NA5



SECURING YOUR OFFICE
AND THE ENVIRONMENT



F R M B C

FLORIDA REGIONAL MINORITY BUSINESS COUNCIL

Miss Camille Star

Postal Center International, Inc.

needs the certification criteria established by the

NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL

Florida Regional Minority Business Council (FRMBC) Board of Directors

MINORITY BUSINESS ENTERPRISE (MBE)

Project Description: Value Add

Value Added: \$1,200,000

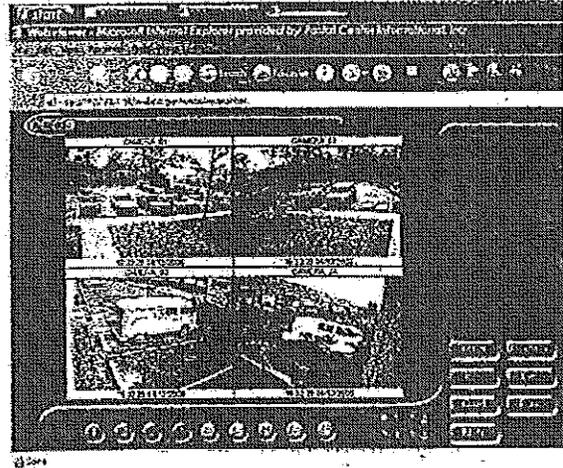
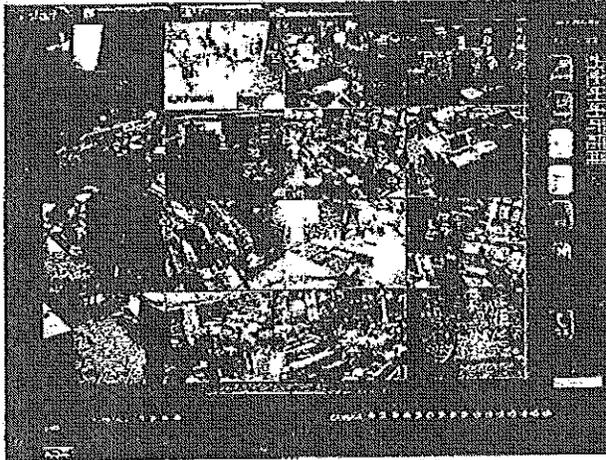
Direct Costs: \$100,000

Disbursement: \$1,100,000

PN



Digital Video Recorder (DVR)



Postal Center International is equipped with 20 Digital Video Recorded (DVR) cameras located throughout the facility with additional 4 DVR cameras externally.

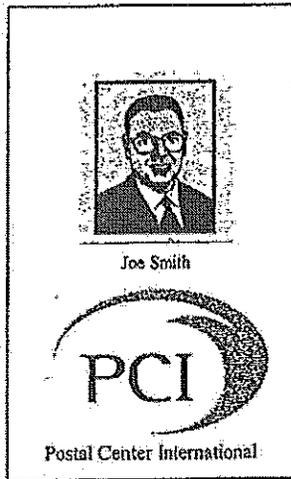
- Two DVR's (digital video recorders):
 - (1) 16-input DVR, 320GB (30 days recording capacity)
 - (1) 8-input DVR, 160GB (30 days recording capacity)
 - After 30 days, the recordings are transferred to the main server for storage for additional 90 days.

DVR's have built-in motion detection and alarms, as well as allowing LAN (local area network) access to the cameras for authorized individuals. In addition, the video, both live and recorded back (on server), allow authorized individuals access to view remotely from off-site locations.



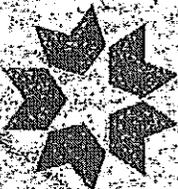
Security

ProxPoint® Plus HID Proximity Card Reader



PCI could have hired a security guard at each entrance to our warehouse, but decided on the next best thing, a card swipe system. These days no one can afford to have an open door policy. But with a card swipe system, PCI rest much easier knowing who comes and goes.

- The card swipe access control system helps....
 - Control building entry and exit
 - Accommodates as many different schedules
 - Allows for temporary access by vendors, consultants, and temp help
 - Designated employee (cleaning staff, for example) can be allowed access limited to only the hours they are scheduled to work.
 - Reports can be issued to let you know if someone attempts an unauthorized entry during an improper time or day.
 - Track use of facilities entrance by staff, date, time for excessiveness.
 - Up to 256 access levels, 128 time schedules, and 32 different holidays.
 - Self-contained and monitored back-up power source helps ensure continuous operation in the event of facility power failure



North Broward Hospital District

Certifies

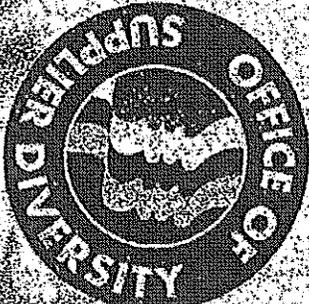
POSTAL CENTER INTERNATIONAL IN

*Minority Business Enterprise in accordance with the policies
and procedures as prescribed by the Board of Commissioners,
North Broward Hospital District for certification.*

Certification #

3/14/2007

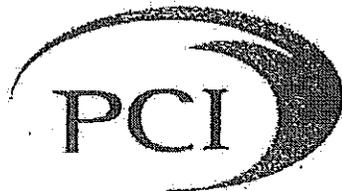
Romella Brown
Compliance Specialist



L.D. Gainey II
Director

The North Broward Hospital District is an equal opportunity employer and does not discriminate in its practices of goods and services.

Postal Center International



Disaster Recovery Plan

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Part I. Introduction and Overview

INTRODUCTION

Crisis management is PCI's first response to a business operations-altering event. Proper Management will help significantly ensure the employees, customers, partners and the general public continue to have confidence in the financial viability of the company.

This Disaster Recovery Plan focuses on the first component describing recoverability of the Postal Center International main computing facility at 3406 SW 26th Terrace, Ft Lauderdale, Florida 33312 or secondarily, the facility at 10561 Satellite Blvd, Orlando, Florida 32837.

Overview

Section 1.01 Statement of Purpose

This document describes the facility disaster recovery plan for Postal Center International. It details how each organizational unit will carry out their responsibilities in the event of a disaster. It also describes the provisions and safeguards undertaken in such an emergency.

Management supports this cost effective and documented plan for reacting to a disaster that may disrupt the everyday computer operations at either of the two PCI entities. This document will serve as a resource to Management during and following a catastrophic event that negatively impacts the computer hardware, software, networks, and telecommunications system.

Definition: A disaster is "an occurrence inflicting widespread destruction and/or distress." For the purposes of this document; the facilities, computing resources, or major components thereof, would be deemed unavailable for operations.

The following are the major purposes of this document:

- (a) To plan for ongoing operations in the event of a disaster.
- (b) To detail and describe the level of contingency preparations for management review.
- (c) To prioritize and outline the recovery of pre-defined critical components, systems, and applications.
- (d) To develop an organizational preparedness so that disruption and chaos are minimized.
- (e) To anticipate vulnerabilities regarding the security and protection of the facilities.

Section 1.02 Scope of the Plan

The scope of this plan is limited to the services and responsibilities of PCI's - Information Technology group (IT@surfpci.com) and covers these major resources:

- (a) computing facilities
- (b) computer hardware and systems software
- (c) enterprise network electronics, transport, and ISP access
- (d) telecommunications services
- (e) databases, electronic media and files
- (f) computer programs

- (g) computer execution and operation's procedures
- (h) documentation

The disaster recovery plan provides only for the continuation of certain essential technology services and information processing activities during the period of time required for recovering from a disaster.

Section 1.03 Procedure for Assessing Degree of Crisis

The PCI Management team will confer with the Crisis Assessment Team about the imminent crisis in an effort to classify the magnitude of the crisis as defined within this plan. The Crisis Assessment Team will be comprised of the following members (In descending chain of command order):

- (a) The General Manager
- (b) The Information Technology Manager
- (c) The Network Administrator
- (d) The Operations Manager

This group shall survey the scope of damage and advise the General Manager (or the available designee) about rendering a disaster classification. The pending decision may initiate the disaster recovery response action plan detailed in this document.

Crisis Designations

The following are crisis classifications that the Crisis Assessment Team may designate:

Category 3 - A major disruption in service affecting a subset of users or systems deemed to be non-critical for alternate site recovery.

The determination is that the disaster recovery plan provisions should not be implemented because the presenting problem(s) were determined to fall within existing operational resolution capabilities. Within this classification routine management and user communication channels would be utilized.

Category 2 - A major disruption to one or more entities. Recovery of services at prime location is more than 24 hours. Restoration at alternate site will consume more time than repairing at primary location.

Such damage as occasioned by water, smoke, fire, vandalism, terrorism, lightning, or any other causes that bring about an estimated period of technology services disruption deemed to be more than 24 hours in duration.

Under this classification the disaster response action plan, described elsewhere in this document, should be initiated only when there exist coincident critical processing turnaround needs. Such needs will be defined by the Information Technology Manager and will be based on knowledge of processing schedules and the status of work in progress.

The recovery actions shall be directed primarily to reactivating processing within the facility.

Category 1 - A total system(s) outage affecting multiple entities, systems, and customers. Anticipated recovery at prime location(s) is impossible or expected to exceed 24 hours. Recovery at alternate site is more rapid than at primary location(s).

Such damage as occasioned by water, smoke, fire, vandalism, terrorism, lightning, or an estimate of a protracted period of equipment downtime that renders a major portion of the facility unusable for more than 24 hours.

Under this condition the disaster response action plan, stated in this document, shall be initiated.

Section 1.04 Chain of Command/Decision Making

The General Manager, or designee, is in charge of evaluating and declaring the disaster classification. In the General Manager's absence, the IT Manager shall be responsible for these actions. Working together with the Executive Management of PCI, the final approval for execution of this recovery plan will be established and communicated to the necessary employees and the customer community. The Executive Management contacts are as follows:

General Manager, Postal Center International
Senior Vice President, Postal Center International
President, Postal Center International
Owners, Postal Center International

Once notified, the Crisis Response Team will conduct further internal communications and will apprise the Executive Management of the plan's execution and its ongoing status.

Section 1.05 Telephone Tree/Crisis Management Immediate Contact Roster

In an effort to conduct rapid and simultaneous notifications, a calling tree approach will be used. Details regarding personnel and contact information will be maintained in the DR Documentation with key contacts included.

If any PCI employee becomes aware of an existing emergency situation, or a potential crisis/disaster, they will immediately notify their direct Supervisor. If not available, the Site Manager should be directed to contact the General Manager.

(a) Crisis Management Team Notification

Immediately upon the declaration of a disaster defined within this Plan, the General Manager, or designee, shall notify the Executive Management of the crisis. If absent, the notification can be directed to any other member of the Management Team.

(b) Notifications within PCI

In the event of a disaster declaration, the Information Technology Manager, acting as the General Manager's Disaster Operations Designee, shall immediately notify the remaining GM Direct Reports. Thereafter, each department manager shall notify their immediate personnel. These, in turn, will contact and notify the personnel within their departments, if the chain of command extends further.

More importantly, the Crisis Recovery Team, as outlined in the DRPS procedures, will be contacted to commence execution of the recovery Process. These notifications will be made, top down, by supervisory personnel. Supervisory personnel are expected to know how to reach any employee at work, home, or vacation (if such contact is feasible) by telephone, cellular phone, or email. During such notifications the staff shall be advised of their subsequent reporting locations and, if known, any specific immediate work assignments. The PCI Hotline will apprise all employees of next steps.

Section 1.06 Procedures for Communicating with External Authorities

The General Manager is designated with the responsibility for communicating with external public safety and security agencies such as police, fire, and other public safety officials.

All external notifications and communications with sponsoring agencies, financial institutions, insurance institutions, governmental entities, and media outlets shall be conducted by the General Manager or a spokesperson designated by the General Manager. The General Manager shall have the sole franchise to speak about the disaster or its implications with all non-media external authorities.

Section 1.07 Procedures for Communicating Internally

(a) **Telephone-based communications:** Using telephone trees and distributed calling responsibilities, PCI staff will be notified once a disaster is declared.

(b) **Hotline Communications for disseminating ongoing status information:** If the PCI Hotline is operative this shall be used as the official method for communicating ongoing status information. This is a prerecorded message outlining time of recording, event status, and time of next update.

(c) **Voice Mail:** Emergency announcements can be disseminated internally using overall existing voice mail announcement capabilities. This would entail delivering a recorded and stored message to all voice mail users who will receive the message upon their next use of the voice mail systems. The voice mail distribution capability falls under the auspices of Telecommunications Services and represents an efficient and economical means to deliver an official message rapidly to a broad internal audience.

(d) **Mail-based communications:** Depending on the judgment of the senior administration it may be desirable to broadcast official information concerning the disaster to the PCI community. If electronic mail facilities continue to be functional, emergency announcements can be sent through this medium.

If PCI electronic mail capabilities are not adequately available for this requirement, third party Internet Service Provider (ISP) email facilities will be used to attempt contact with Internet subscribers. It is recognized that not all individuals possess ISP accounts, but for those who do, this is a viable communication method. Instant Messenger is also available via the Internet for communications.

Alternatively, paper-based office mailings can be launched either individually addressed using address labels or by bulk mail delivery to departments. FAX is also an acceptable means to distribute this correspondence.

Section 1.08 Criteria for Determining the Success of the Plan

This review and rehearsal process will ensure the following success factors:

(a) Keeping the Disaster Recovery Plan up to date can be demonstrated by the stipulated process of annual reviews, plan revisions, and by the summary document the General Manager receives about this annual process and assessment.

(b) The success of applications testing is also demonstrable through the documentation and outputs that are created through this activity.

(c) The ongoing discussions about crisis management and disaster recovery planning are contributing to the success of the current plan. The key parameters of the plan are known, understood, and accepted. The crisis management discussions have been taking place at increasingly higher management levels, and as such are being properly focused on the overall planning requirements together with the cost benefit implications of various protection levels.

Section 1.09 Built-in Plan Review Procedures and Schedule

Reviewing the Plan: To assure the Plan's continued accuracy and viability, the General Manager shall review the Disaster Recovery Plan periodically. Maintenance of the plan and overall coordination of plan activities (such as rehearsals and department activities) will be performed by the Crisis Response Team.

Additional reviews will be performed as follows:

- (a) The Information Technology Manager shall make an appraisal of the plan annually, and formally comment to the General Manager about the plan's effectiveness status in writing.
- (b) A copy of the annual Plan appraisal shall be forwarded to the Executive Management.
- (c) Annually, the status of the Disaster Recovery Plan will be discussed with the PCI Management Team.
- (d) Commentaries and findings about the Plan's periodic review of its provisions for the testing of specified applications at both facilities, and about the review of the off-site data storage program, shall be incorporated into the annual status reporting.

Section 1.10 Identification of the Person in Charge of the Plan

The General Manager has designated the responsibility for maintaining this Disaster Recovery Plan document to the Information Technology Manager. Maintenance of the plan includes adherence to the periodic review provisions defined within the plan, monitoring the periodic preparedness testing, and maintaining the ready state of the plan for potential deployment.

Part II. Plan Strategies

Section 2.01 Contingency Site

Postal Center International has contracted with MailMax Services for disaster recovery services including contracted hot site equipment. This contract guarantees availability of the contracted equipment and a data center in which to recover the PCI computing environment. The primary recovery facility is located in Waco, Texas. This agreement does not provide for recovery of all PCI computing platforms or business entities. It specifically outlines highly specialized computing resources to be recovered, generally housed in the Data Center at Fort Lauderdale facility, 3406 SW 26th Terrace, Ft Lauderdale, Florida 33312.

The overall approach to recovery leverages the geographic dispersal of the two PCI facilities as well as an extensive network that interconnects these facilities. Computing resources more readily available through distributor channels or readily available within the Hopkins enterprise, in the form of test equipment, will be used to recover production systems. This will be done within the computing facility if accessible. In the event the computing facility is damaged or otherwise inaccessible, the break rooms at Eastern High School will be used as a cold shell to recover equipment local to the Hopkins network. This reduces the amount of bandwidth required to sustain high traffic to the Sungard facility and is not obtrusive to other computing operations. Alternatively, Mobile Data Center Services from Sungard will be used to supplement these recovery facilities.

In order to begin to use the contingency site at MailMax for actual recovery, an official disaster declaration process must be followed. This declaration process mobilizes resources at MailMax to

prepare for the arrival of magnetic media, configuration of contracted resources to be recovered to, and provisions additional resources needed to commence recovery in anticipation of the arrival of PCI Crisis Recovery Team.

Section 2.02 Backup Environments Network Equipment

There is no feasible way to provide a backup environment for the PCI premises based network equipment. However, much of the data communications equipment in use is manufactured by Cisco Systems and SonicWall and is covered under a maintenance agreement. PCI has dual Internet connections for backup, provided by 2 different carriers (BellSouth and Verizon) also under maintenance agreements. Under the terms of this agreement, all of this equipment is eligible for next-day advanced replacement. Networking Services keeps on-site most of the common Cisco equipment. For wide-area connectivity, PCI uses routers manufactured by Cisco. This equipment is also covered by a maintenance agreement with Cisco. All of this equipment is eligible for next day advanced replacement should a failure occur. Our wide-area network (WAN) allows us to operate our daily network operations from either Fort Lauderdale or Orlando, as well as backup all of our data between the 2 campuses. Our Web site and FTP services have a backup facility outside the state. This facility has backup internet connections as well as power generator and is managed 24/7.

Section 2.03 Application Testing Plan

Designated applications are periodically tested at the contingency site's computer facility in order to verify functional condition of the contingency procedures. The purpose of these tests is to ensure the processing viability of vital applications off-site, assuming that the present computing facilities are unavailable.

Periodic component and system level tests will be performed at both PCI facilities in Ft Lauderdale, FL and Orlando, FL. These tests will validate specific recovery procedures for key applications and infrastructure components. It will also ensure the precise documentation of all recovery activities required in the event of a disaster declaration. These tests are conducted throughout the year exercising various facets of the recovery plan and applications. Key applications undergo a complete system test at least every 6-12 months.

Recovery exercises include the testing of on-line as well as batch workflows to determine the veracity of backup procedural controls; bulk printing of hard copy output is usually suppressed during these off-site tests.

Section 2.04 Applications Analysis

A detailed analysis of critical applications and key processing components has been performed to identify and prioritize recovery efforts. These applications are considered business critical and must be included in any recovery plan to sustain the operational/financial viability of the company.

A detailed list of the applications follows for each of the PCI entities. This list is reviewed and updated periodically to ensure completeness. Executive Management may subsequently alter these priorities depending on timing requirements or special circumstances prevailing at the time of a disaster.

Ft Lauderdale

- Payroll system
- Accounts Payable Check Processing
- Purchase Order Preparation
- General Accounting
- Financial Accounting
- Accounts Receivable
- Human Resources Applications
- All Daily Laser Print Client Applications.
- All Production database utilities that house customer data

Orlando

- All Production database utilities that house customer data

Section 2.05 Local and Off-site Media and Backup Storage

System backups are maintained on magnetic tape media for all systems for the purpose of operational and disaster recovery. Multiple versions of backups are maintained on a weekly basis (unless otherwise specified by application backup requirements). The most recent version of the backups is rotated to our Orlando facility, a local offsite vaulting service, and an out of state data storage facility. This ensures that recovery of any system is at most a week old. If warranted, more current backup provisions are outlined in the specific application DR plan.

Each application system is responsible for providing its own routine operational backup and recovery means as part of its design and regular operation. Reliance on the application's on-going ability to furnish backup is the principal strategy for immediate data set recovery.

Section 2.06 Telecommunication Services

Local Telephone Service: BellSouth provides incoming and outgoing local telephone lines to the facility telephone system. In the event that the BellSouth serving wire center experiences a catastrophe, PCI will switch to Cingular cellular phone service and Verizon satellite internet service.

The main facility telephone number will be redirected to our alternate site or a cell phone until the alternate site is able to receive calls through the telephone system.

Long Distance Service: BellSouth outgoing long distance service will be available as soon as BellSouth establishes outgoing dial tone. All BellSouth 800 services will be redirected to an alternate location or telephone number.

Section 2.07 Organizational Responsibilities Identification

General - In light of existing emergency conditions, the following contingency actions may be required:

(a) **Systems Development:** Depending on the judgment of the Information Technology Manager, some or all systems development work may be deferred. This is to be able to provide maximum assistance to impaired operations and to restoration initiatives.

(b) **Processing Order:** Depending on the judgment of the Information Technology Manager, in concert with the Production Managers, various shortcuts in processing procedures may be undertaken; including within the applications that may be identified as priority applications.

(c) **Vacations:** Depending on the judgment of the General Manager and other members of PCI Management, any scheduled vacations may be deferred, and any vacations already in progress can be cancelled. In the event individuals incur financial loss occasioned by required changes in vacation plans, if demonstrable - such loss shall be reimbursed.

(d) **Ongoing Operations:** It will be the continued responsibility of the Information Technology Manager, in concert with the Production Managers to provide ongoing data center operations support for all production processing.

Part III. Disaster Response Actions

The below actions can only be undertaken when a disaster classification of Category 1 exists: as defined in part I of this document. All communications shall explain and include reference to the defined nomenclature of the disaster classification.

Once the classification of a disaster is made, and it is determined that disaster conditions exist, the disaster plan is to be implemented immediately. This step is undertaken formally once the management notifications under the Plan begin.

The "end disaster" conditions must also be communicated formally through such management notifications.

Section 3.01 Pre-Disaster Procedures

If PCI is under the potential threat of a disaster, as mentioned in Category 1 of this document, all computers, printers, copy machines, and warehouse equipment will be secured and protected with tarpaulins/plastic. All computers and servers will be powered down and unplugged. Equipment will be moved to the safest locations within the building - away from doors and windows, the sturdiest room, etc.. If the threat is a hurricane, hurricane shutters will be mounted.

Fuel will be procured for use in two small portable generators, two mid-size portable generators and two John Deere Triton facilities generators, if the General Manager deems the damage to be minimal enough that the facility could still be productive with this energy source.

Employees are provided with emergency contact information (home telephone, cell phone, PCI Hotline number, and email address, if applicable). Employees also provide their immediate supervisor with their personal contact information. Employees are instructed to contact their immediate supervisor for updates throughout the ordeal. As stated earlier in this document, a telephone tree system will be in use during a disaster to continually inform the employees of their work status.

Section 3.02 Post-Disaster Procedures

Category 3 Equipment Failure

1. PCI's large volume of mail processed daily warrants at least one back-up of every essential machine. Please see PCI equipment list under separate cover.
2. In addition to support provided by Manufacturer's technicians (on call 24 hours a day), PCI employs on-site certified technicians at both locations. PCI production employees are trained and certified by Bowe Bell + Howell, Heidelberg, and Pitney Bowes, to repair and maintain the following on-site machinery:
 - a. Bowe Bell + Howell
 - i. Multi-Line Optical Character Readers (MOCR)
 - ii. Intelligent Inserters (Accumulate, Fold, Insert)
 - b. Heidelberg
 - i. 9110 Digital Laser Printers
 - c. Pitney Bowes
 - i. DM1000 / Paragon Metering Systems
 - ii. AccuTrac Postage Accounting System

PCI maintains replacement parts on site for immediate and routine repairs. All parts are available from our manufacturers overnight. PCI has a maintenance contract with all manufacturers directly. PCI does not use manufacturer representatives or resellers.

Local Emergencies

In case of local electrical outages, PCI houses two small and two mid-size portable generators and two John Deere Triton facilities generators to provide emergency power to all essential equipment.

Category 2

If PCI's facility has to be temporarily evacuated (due to fire, explosion, etc.) or is inaccessible for an undetermined amount of time, the following must occur *within 3 hours* of crisis assessment:

1. Transfer main number (954.321.5644/407.852.1700) to cell phone (954.658.6958) if telephone system is non-operational.
2. If the T1 line is down - Switch to secondary satellite internet connection.
3. The Information Technology Manager will contact each Daily Laser Print client.
 - a. Clients will be instructed to utilize the backup ftp site. IP address, User ID, and password have been previously provided. Backup ftp is located in Minnesota.
 - b. Clients will be instructed to utilize alternate email addresses. Alternate email addresses are previously provided.
4. The Ft Lauderdale/Orlando facilities will take over normal print and fulfillment operations as they become operable.

Category 1

If it is determined that the roadways are safely passable, and the office is safely inhabitable, employees are instructed to return to work for assignments. If roadways or the office are unsafe, a limited number of key employees will meet at a place determined to be safe, to discuss which course of disaster action plan will be taken.

No Power

- a) If there is no power, switch to the facility's generator power.
- b) If phone lines are down – transfer main number (954.321.5644/407.852.1700) to cell phone (954.658.6958).
- c) If T1 line is down - Switch to secondary satellite internet connection.

No Facility Generator Power

Within 12 - 24 hours of crisis assessment:

- a) Switch to portable generator power for skeleton equipment (servers, critical computers) if facility is accessible but main facility generator is not functioning
- b) Transfer main number (954.321.5644/407.852.1700) to cell phone (954.658.6958).
- c) If T1 line is down - Switch to secondary satellite internet connection
- d) Information Technology Manager will contact each Daily Laser Print client
 - a. Clients will be instructed to utilize an alternate ftp site. IP address, User ID, and password are previously provided. Backup ftp is located in Minnesota.
 - b. Clients will be instructed to utilize alternate email addresses. Alternate email addresses have been previously provided.
- e) Daily Customer Service Representative will stay in touch with Daily Mail pickup clients.
- f) Digital Customer Representative Manager will touch base with Project mail clients.
- g) There are over 30 couriers servicing Dade, Broward, Palm Beach and Orlando. If no communication has occurred with specific clients, the couriers will physically drive to client locations to determine client needs and status.
- h) If Miami is an acceptable DR site – contact Diginet Printing for temporary printing while an alternate DR location is secured.
- i) If an out of state solution is necessary, contact MailMax in Waco, Texas.
- j) Replication of data (Tape backups/CDs/dongles) is to be sent to alternate site, if other than Orlando.
- k) Schedule the transport of additional required Paper/Envelopes/Materials to backup site.
- l) Information Technology Manager, Production Supervisor, and other designees will travel to DR site and set up operations within 48 hours.
- m) Ft Lauderdale/Orlando facility will take over normal print and fulfillment operations as they become operable.
- n) Mail will be transported to the closest open and operating USPS location.

Note: Our Orlando facility currently houses our standard materials (paper and envelopes) backup. Orlando's server replicates all daily laser print customer systems.

Part IV. Orientation and Plan Awareness

To ensure effective operation of the disaster recovery plan, strategies, procedures, and actions described within this document, all parties involved with its implementation must be aware of the potential threats ensuing by a disaster and of their responsibilities under the plan. Both systems personnel, who will be actively engaged in recovery operations and functions, and the user community, which must adjust to emergency procedures, must be properly prepared, informed, and trained.

Section 4.01 PCI Personnel Orientation

PCI Confidential

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One of the purposes of the disaster recovery plan is to increase awareness of all parties to the potential threats posed by a disaster, and to acquaint them with the company's strategies, expectations, procedures and actions required under such emergency conditions.

The goal of orienting the staff at PCI is more specifically geared to achieve a detailed understanding of the expectations by which they must operate when a disaster is declared. Toward this end the following actions are planned:

Completing a periodic review of the disaster plan document. This is carried out by:

- (a) Holding periodic staff meeting presentations and reviews.
- (b) Circulating a copy of the plan to individuals based on levels of responsibility as follows:

- 1) Executive Management within PCI
- 2) Managers and Department Heads within PCI

(c) During the design stage of new systems, Systems Analysts recommend how the application systems under development can be appropriately protected against a disaster. Recommendations should be geared to raising the users' awareness toward the potential risks and changed liabilities for the application area.

Section 4.02 Disaster Plan Testing

Tests of the disaster plan, or of one or more of its facets, will be conducted periodically and/or may be requested by management to insure that elements of the plan are feasible, compatible, and effective. An objective of this testing will be to minimize interference and interruption of the normal production operations. While most exercises are performed on a scheduled basis, an unannounced recovery may be conducted to validate preparedness for unanticipated outages.

The following tests are designed to be undertaken periodically and documented:

- (a) Applications designated as critical by management shall be periodically tested in a backup environment.
- (b) A review of the Plan's disaster announcement, communication and notification provisions should be periodically conducted to test this component of the Plan. The review should deal with updating the names and contact details contained in the Plan.
- (c) Periodic tests shall be made of the timeliness and content of the off-site storage arrangements.
- (d) Periodic tests shall be made of the contents of the off-site storage vault. The tests should validate that the required materials (recovery kits, manuals, tapes) are physically present.

Part V. Facilities Restoration

The objective of Facilities Restoration is to establish a viable/ongoing processing facility upon completion of the use of computing operations from the contingency site. This may require an extended period of time depending on the crisis event experienced and the extent to which the original data center facility is unacceptable for ongoing operations.

Section 5.01 Restoration Designee

a) Primary restoration designee: The Information Technology Manager shall coordinate all facilities and equipment restoration efforts.

b) Alternate restoration designee: The Network Administrator shall be the alternate restoration designee.

Section 5.02 Responsibilities

Conduct an assessment of damage to the facilities together with:

- a) hardware vendors' representatives for salvage, repair, or replacement
- b) software vendors' representatives for salvage, repair, or replacement
- c) client representatives for data transmissions or general communications issues
- d) telephone company representatives for any communications and connectivity issues
- e) Physical Plant staff for the cleanup and restoration of the facility

Develop a restoration plan, which includes realistic cost and time estimates, to be forwarded to the Operations Designee and to Executive Management.

This effort will be primarily based on IBM's special hardware disaster recovery support plans. The replacement of systems software will need to receive special attention since it will be unlikely that an identical hardware replacement configuration can be implemented under emergency conditions. For this reason, it will be necessary to make immediate arrangements with IBM for their free of charge defined systems support. In addition, it may be necessary to purchase extra systems support from IBM or other sources. The Information Technology Manager shall make these decisions and arrangements with concurrence of the General Manager.

"EXHIBIT C"

MIAMI-DADE COUNTY

BID NO.: 8058-0/17

**SECTION 4
BID SUBMITTAL FORM**

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
WEDNESDAY
APRIL 11, 2012



ARROW
PRICING

PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: Sherry Crockett
ISD/PMS
Date Issued:
This Bid Submittal Consists of Pages 26 through 36

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:
MAILING SERVICES

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIVE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 915-58 & 962-24	
Procurement Contracting Officer	Sherry Y. Crockett, CPPB

FIRM NAME ArrowMail Presort Co., Inc.

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER THE BIDDER INELIGIBLE FOR LOCAL PREFERENCE.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

"EXHIBIT C"

SECTION 4
BID SUBMITTAL FOR:MAILING SERVICES
FIRM NAME: ArrowMail Presort Co., Inc.4.1 GROUP A - INTERNAL SERVICES DEPARTMENT

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	UNIT PRICE
1	5,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort, and Deliver First Class to the USPS, 1-3.5oz. Machine, Addressed Mail Per Technical Specifications	\$0.0085/Piece
2	1,000 Pieces	Encoding/Presort First Class (1-3.5oz) machine and hand addressed mail pieces	\$0.0085/Piece
3	750 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$0.019/Piece
4		Process Service Fees:	
a.	999 Pieces	Metering - less than 1,000 pieces	\$0.01/Piece
b.	999 Pieces	Addressing (Ink Jet) - less than 1,000 pieces	\$0.015/Piece
c.	999 Pieces	Labeling - less than 1,000 pieces	\$0.015/Piece
d.	999 Pieces	Folding - less than 1,000 pieces	\$0.009/Piece
e.	999 Pieces	Inserting (One Piece) - less than 1,000 pieces	\$0.005/Piece
f.	999 Pieces	Inserting (Additional Pieces) - less than 1,000 pieces	\$0.005/Piece
g.	999 Pieces	Folding and Inserting (One Piece) less than 1,000 pieces	\$0.005/Piece
h.	999 Pieces	Tab Sealing (One Tab) - less than 1,000 Pieces	\$0.008/Piece
i.	999 Pieces	Tab Sealing (Two Tabs) - less than 1,000 Pieces	\$0.008/Piece

SECTION 4
BID SUBMITTAL FOR:MAILING SERVICES
FIRM NAME: ArrowMail Presort Co., Inc.

4.2 GROUP B - CLERK OF COURTS

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	UNIT PRICE
1	25,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort, and Deliver First Class, 1 & 2oz. Machine Addressed Mail, Per Technical Specifications	\$0.0085/Piece
2	3,750 Pieces	Encoding/Presort First Class (1 & 3oz) machine and hand addressed mail pieces	\$0.0085/Piece
3	30,000 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$0.019/Piece
4		Process Service Fees:	
a.	3,750 Pieces	Machine Barcode of First Class 1 to 3 ounces	\$0.0085/Piece
b.	3,750 Pieces	Manual Sort of First Class 1 to 3 ounces (RVE)	\$0.0085/Piece
c.	3,750 Pieces	Machine Barcode of First Class 3-11 ounces	\$0.015/Piece
d.	3,750 Pieces	Non-Barcode Sort of First Class 3-11 ounces (RVE)	\$0.019/Piece
e.	3,750 Pieces	Presort (1-3oz)	\$0.019/Piece
f.	3,750 Pieces	Presort (3-11oz)	\$0.019/Piece
g.	30,000 Pieces	First Class Flats Up to 9 Ounces	\$0.019/Piece
h.	10,000 Pieces	Certified Mail	\$0.019/Piece
i.	300 Pieces	Express Mail	\$0.019/Piece
j.	2,900 Pieces	International Mail	\$0.019/Piece
k.	49,000 Pieces	Postcards	\$0.0085/Piece
l.	3,750 Pieces	Postage Affix (Metering Fee)	\$0.015/Piece
m.	3,750 Pieces	Fast Forward Services	\$0.004/Piece

**SECTION 4
BID SUBMITTAL FOR:**

MAILING SERVICES
FIRM NAME: ArrowMail Presort Co., Inc.

4.3 GROUP C - MIAMI DADE WATER & SEWER DEPARTMENT

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	UNIT PRICE
1	30,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort, and Deliver First Class, 1 & 3 oz. Machine Addressed Mail, Per Technical Specifications	\$0.0059/Piece
2	800,000 Pieces	Encoding/Presort First Class (1 & 3oz) machine addressed mail pieces	\$0.008/Piece
3	10,000 Pieces	Encoding/Presort First Class (1 & 3oz) hand addressed mail pieces	\$0.008/Piece
4	300,000 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$0.015/Piece
5	50,000 Pieces	"FAST forward" & Address Correction Information	\$0.004/Piece

SECTION 4
BID SUBMITTAL FOR:MAILING SERVICES
FIRM NAME: ArrowMail Presort Co., Inc.

4.4 GROUP D MIAMI-DADE PROPERTY APPRAISAL

ITEM	ESTIMATE D TOTAL #10 ENVELOPE S TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPES TO INSERT	COST PER ENVELOPES (all pieces including #9 envelope)
1.	AUGUST (LINE ITEM 1)				
RP TRIM	110,350	3	331,050		\$0.017/Piece
Inserts vary and are broken into groups as follows:					
SET A	589,040	3	1,767,120		\$0.017/Piece
SET B	31,115	4	124,460		\$0.018/Piece
SET C	7,292	5	36,460		\$0.019/Piece
SET D	82,322	4	329,288		\$0.018/Piece
SET E	166	5	830		\$0.019/Piece
SET F	3,443	4	13,772		\$0.018/Piece
SET G	17	5	85		\$0.019/Piece
SET H	748	4	2,992		\$0.018/Piece
SET I	447	4	1,788		\$0.018/Piece
SET J	514	4	2,056		\$0.018/Piece
SET K	17	4	68		\$0.018/Piece
SET L	155	4	620		\$0.018/Piece
SET M	252	4	1,008		\$0.018/Piece
SET N	15	4	60		\$0.018/Piece

SECTION 4
BID SUBMITTAL FOR:MAILING SERVICES
FIRM NAME: ArrowMail Presort Co., Inc.

4.4 GROUP D OFFICE OF PROPERTY APPRAISAL (CONT'D)

ITEM	ESTIMATED TOTAL #10 ENVELOPES TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPES TO INSERT	COST PER ENVELOPES (All pieces including #9 envelope)
2.	SEPTEMBER (LINE ITEM 2)				
RP TRIM					
Second Notice	5,000		1	5,000	\$0.017/Piece
RE TRIM					
Second Notice	15,000		1	15,000	\$0.017/Piece
3.	DECEMBER (LINE ITEM 3)				
HEX Renewal					
Receipt	410,000		1	410,000	\$0.017/Piece
Senior Renewal					
Application	38,000	2		76,000	\$0.017/Piece
T & P Exempt	6,000	1		6,000	\$0.017/Piece
TPP Return	120,000	3		360,000	\$0.017/Piece
Homestead Application					
Exemption Mail-					
Out	50,000	2		100,000	\$0.017/Piece
4.	JANUARY - MAY (LINE ITEM 4)				
Hex App Receipt	25,000	2		50,000	\$0.017/Piece
5.	JANUARY (LINE ITEM 5)				
Homestead Application					
Exemption Mail-					
Out	15,000	2		30,000	\$0.017/Piece
Statement of Gross					
Income	2,000	1		2,000	\$0.017/Piece
6.	MARCH (LINE ITEM 6)				
Senior Exemption					
Receipt	30,000	1		30,000	\$0.017/Piece
Hex Questionnaire					
Letter	8,000	1		8,000	\$0.017/Piece
Income Letter	8,500	1		8,500	\$0.017/Piece
7.	APRIL (LINE ITEM 7)				
Statement of Gross Income-					
Reminder	2,000	1		2,000	\$0.017/Piece

SECTION 4
 BID SUBMITTAL FOR:

MAILING SERVICES
 FIRM NAME: ArrowMail Presort Co., Inc.

4.4 GROUP D OFFICE OF PROPERTY APPRAISAL CONT'D

ITEM	ESTIMATED TOTAL #10 ENVELOPES TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPES TO INSERT	COST PER ENVELOPES (all pieces including #9 envelope)
8. JUNE (LINE ITEM 8)					
AG Denial	8,000	1	8,000		\$0.017/Piece
SR Reminder	8,000	2	16,000	1	\$0.017/Piece
Hex Denial	4,500	1	4,500		\$0.017/Piece

4.5 OPTIONAL ITEMS - (See Section 3, Paragraph 3.16)

Additional inserts may be added which will include folding and inserting.

a.	1 Piece	.001 per envelope	\$0.001	\$0.001
b.	2 Pieces	.002 per envelope	\$0.002	\$0.002
c.	3 Pieces	.003 per envelope	\$0.003	\$0.003
d.	4 Pieces	.004 per envelope	\$0.004	\$0.004
e.	5 Pieces	.005 per envelope	\$0.005	\$0.005

SECTION 4
BID SUBMITTAL FOR:MAILING SERVICES
FIRM NAME: ArrowMail Presort Co., Inc.**4.6 MAIL PROCESSING EQUIPMENT INVENTORY**

Per Section 3.3, Paragraph 6, bidders are required to complete and submit their mail processing equipment inventory based on the following systems listed below.

Multi-Line Optical Character Reader Barcode Systems:			
Model	Manufacturer	Model Year	Additional Information
Criterion	Bell and Howell	2005	Equipped With Fast Forward
ID Mail	ID Mail	2007	Flats Sorter
PTI/BBH	Locked Martin	2002	Equipped with Fast Forward
Video or Manual Encoding Systems:			
Model	Manufacturer	Model Year	Additional Information
Criterion	Bell and Howell	2005	Equipped with Remote Encoding
USPS Authorized Postage Metering Systems:			
Model	Manufacturer	Model Year	Additional Information
DM 1000	Pitney Bowes	2007	
Data-Pak	Data-Pak	2012	
Courier Vehicles			
Model	Manufacturer	Model Year	Additional Information
E350	Ford	2008	3 Vehicles
2006	Freightliner Sprinter	2006	7 Vehicles
2007	Freightliner M2	2007	2 Trucks

**ATTACH ADDITIONAL SHEETS IF NECESSARY
FAILURE TO COMPLETE AND SUBMIT INVENTORY WITH YOUR PROPSAL MAY
RENDER YOUR BID NON-RESPONSIVE**

ARROWMAIL PRESORT CO INC EQUIPMENT ASSETS

QTY	Department	Purpose		QTY	Department	Purpose
	Barcode Room				Meter Room	
3	BBH Criterion IV	MLOCR/Letters (444 pkts)		10	PB Infinity	Meter mail
1	PTI/BBH	MLOCR/Letters (109 pkts)		4-10	Hand work stations	Hand work
1	PTI/BBH	BCR/Levels (109 pkts)		1	PB E-certified	Electronic Certified
1	ID Mail	MLOCR/Flats (60 pkts)		1	NeoPost ST77 scale	International Mail
2	Postal One	National Mail Scheduling		2	Data-Pak	Meter mail
QTY	Department	Purpose		QTY	Department	Purpose
	Print Room				Fulfillment	
1	HP Indigo	Variable Data and Color Printing		1	VideoJet PrintPro	Variable data/Addressing
2	Kodak 150	B/W variable data printing		2	VideoJet BX	Variable data/Addressing
1	Xerox IGen4	B/W & Color variable data printing		1	PB FlowMaster	6-Station Inserter w/meter
1	Baumcut 31.5	Sheet cutter		2	BBH Inserter	6-Station Inserter w/meter
1	FMA RSC20UVC	UV Coater		1	BBH Inserter	4-Station Inserter w/meter
1	Duplo 5000	Colator		2	ProFold	Tabbers
1	Duplo 5000	Booklet Maker		1	MBO B120	Hi-Speed Folder
1	Duplo 5000	Trimmer		1	Count Machinery	Perfer
				1	MCS inline w/inserter	Variable data/Addressing

SECTION 4
BID SUBMITTAL FOR:
MAILING SERVICES

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: Arrowmail Presort Co., Inc.

AUTHORIZED SIGNATURE: _____



DATE: 4/10/12

TITLE OF OFFICER: President

**Bid Title: Mailing Services**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space:

_____ In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community 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 to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) shall render the vendor ineligible for Local Preference.

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise 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 bid submission 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.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.



COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes _____ No X

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes _____ No X

Firm Name: Arrowmail Presort Co., Inc.

Street Address: 9825 NW 17th St Miami, FL 33172-2760

Mailing Address (if different): _____

Telephone No.: 305-591-0024 ext. 330 Fax No.: 305-591-0025 or 786-336-7351

Email Address: patrickr@arrowmailservice.com FEIN No. 6/5-0/2/607/16/0

Prompt Payment Terms: _____ % _____ days net _____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: Cristina M Fernandez (Signature of authorized agent)
By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.

Print Name: Cristina M Fernandez Title: President

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



Miami-Dade County Internal Services Department Procurement Management Division Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No.: 8058-0/17 Federal Employer Identification Number (FEIN): 65-0260760
Contract Title: Mailing Services

Affidavits and Legislation/ Governing Body

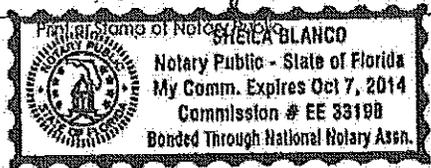
Table with 10 rows listing various Miami-Dade County regulations and codes, such as Ownership Disclosure, Employment Disclosure, Drug-free Workplace Certification, Disability Non-Discrimination, Family Leave, Living Wage, and Domestic Leave and Reporting.

Cristina M. Fernandez President
Arrowmail Presort Co, Inc.
9825 NW 17th St Miami, FL 33172

Notary Public Information

Notary Public - State of FL County of Miami-Dade
Subscribed and sworn to before me this 10th day of April 2012
by Cristina Fernandez she is personally known to me or has produced identification

Type of Identification produced: Sheila Blanco
Signature of Notary Public: [Signature]
Serial Number: _____



Expiration Date: 10/7/12
Notary Public Seal: _____

SUBCONTRACTOR/SUPPLIER LISTING

(Ordinance 97-104)
 Aeronautical Present Co. Inc

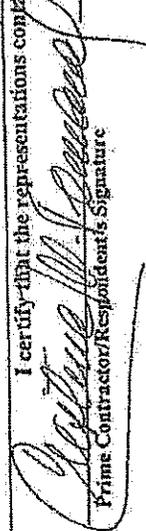
Firm Name of Prime Contractor/Respondent:

Bid No.: 2088-0/17 Title: Mailing Services

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 MUST be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. A bidder or respondent who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, MUST be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner) Gender Race
None			
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner) Gender Race
None			

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate


 Christine M. Farnander President Date 4/10/12

Print Name: Christine M. Farnander
 Print Title: President
 FORM 100

(Duplicate if additional space is needed)

EXHIBIT D

TALLY SHEET REVISED COPY
 Contract Number 8058-0/17
 Title Mailing Services
 Bid Opening Date 11-Apr-17
 Prepared by Steve J. Brockner CPWB
 Reviewed by Roma Casperbell


ITEM	ESTIMATED QUANTITIES	DESCRIPTION	Postal Center International		Extended Price	Unit Price	Extended Price	Extended Price
			Yes	No				
4.1			<input checked="" type="checkbox"/>	<input type="checkbox"/>				
1	5,000 Pieces (Daily Average)	GROUP A - INTERNAL SERVICES DEPARTMENT Pick-up, Process, Barcode/Presort, and Deliver First Class to the USPS, 1-3.5oz. Machine, Addressed Mail Per Technical Specifications			\$25.00	\$0.0085/Piece		\$42.50
2	1,000 Pieces	Encoding/Presort First Class (1-3.5oz) machine and hand addressed mail pieces			\$5.00	\$0.0085/Piece		\$8.50
3	750 Pieces	Presort Flats and Fats (hand and Machine Addressed)			\$11.25	\$0.015/Piece		\$14.25
4		Process Service Fees:						
a.	999 Pieces	Metering - less than 1,000 pieces			\$9.99	\$0.01/Piece		\$9.99
b.	999 Pieces	Addressing (ink Jet) - less than 1,000 pieces			\$9.99	\$0.015/Piece		\$14.99
c.	999 Pieces	Labeling - less than 1,000 pieces			\$24.98	\$0.015/Piece		\$14.99
d.	999 Pieces	Folding - less than 1,000 pieces			\$18.98	\$0.009/Piece		\$8.99
e.	999 Pieces	Inserting (One Piece) - less than 1,000 pieces			\$9.99	\$0.005/Piece		\$5.00
f.	999 Pieces	Inserting (Additional Pieces) - less than 1,000 pieces			\$0.99	\$0.005/Piece		\$5.00
g.	999 Pieces	Folding and Inserting (One Piece) less than 1,000 pieces			\$9.99	\$0.005/Piece		\$5.00
h.	999 Pieces	Tab Sealing (One Tab) - less than 1,000 Pieces			\$18.98	\$0.008/Piece		\$7.99
i.	999 Pieces	Tab Sealing (Two Tabs) - less than 1,000 Pieces			\$24.98	\$0.008/Piece		\$7.99
		TOTAL			\$170.11			\$145.18

Identify Non-Responsive vendors and reason; Postal Center International were found to be non-responsive for item 4.2 because they did not submit prices for all items in that group (See attached CAO opinion)

THIS TALLY SHEET IS AN INDICATION OF PRICES ONLY AND NOT A DETERMINATION OF THE LOWEST RESPONSIBLE BIDDER(S)

EXHIBIT D

TALLY SHEET - NEGOTIATED PRICES

Contract Number 8058-0/17
 Title Mailing Services
 Bid Opening Date 11-Apr-13
 Prepared by *Stephanie Stewart*
 Reviewed by *Ronnie Campbell*

VENDORS:
 Is the Bid Responsive? (If no, state reason below) _____ Yes _____ No
 SBD Certifications _____
 Registered Vendor _____
 Incumbent Vendor _____
 Conviction Disclosure _____
 Local Preference/Location _____

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	Unit Price	Extended Price	Yes	No
4.1		GROUP A - INTERNAL SERVICES DEPARTMENT				
1	5,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort, and Deliver First Class to the USPS, 1-3.5oz. Machine, Addressed Mail Per Technical Specifications	\$0.008/Piece	\$30.00		
2	1,000 Pieces	Encoding/Presort First Class (1-3.5oz) machine and hand addressed mail pieces	\$0.006/Piece	\$6.00		
3	750 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$0.012/Piece	\$9.00		
4		Process Service Fees:				
a.	999 Pieces	Metering - less than 1,000 pieces	\$0.005/Piece	\$5.00		
b.	999 Pieces	Addressing (Ink Jet) - less than 1,000 pieces	\$0.012/Piece	\$11.99		
c.	999 Pieces	Labeling - less than 1,000 pieces	\$0.005/Piece	\$5.00		
d.	999 Pieces	Folding - less than 1,000 pieces	\$0.004/Piece	\$4.00		
e.	999 Pieces	Inserting (One Piece) - less than 1,000 pieces	\$0.004/Piece	\$4.00		
f.	999 Pieces	Inserting (Additional Pieces) - less than 1,000 pieces	\$0.004/Piece	\$4.00		
g.	999 Pieces	Folding and Inserting (One Piece) less than 1,000 pieces	\$0.004/Piece	\$4.00		
h.	999 Pieces	Tab Sealing (One Tab) - less than 1,000 Pieces	\$0.008/Piece	\$8.99		
i.	999 Pieces	Tab Sealing (Two Tabs) - less than 1,000 Pieces	\$0.006/Piece	\$6.99		
		TOTAL		\$102.94		

Identify Non-Responsive vendors and reason: Postal Center International were found to be non-responsive for item 4.2 because they did not submit prices for all items in that group (See attached CAO option)
THIS TALLY SHEET IS AN INDICATION OF PRICES ONLY AND NOT A DETERMINATION OF THE LOWEST RESPONSIBLE BIDDERS

TALLY SHEET - Revised Copy

Contract Number : 9058-0/17
 Title : Mailing Services
 Bid Opening Date : 11-Apr-17
 Prepared by : Sherry McQuibben
 Reviewed by : Ronia Campbell

VENDORS:

Is the Bid Responsive? (if no, state reason below)
 SBD Certifications _____
 Registered Vendor _____
 Incumbent Vendor _____
 Conviction Disclosure _____
 Local Preference/Location _____

Postal Center: International
 Yes _____ No X
 Yes _____ No _____
 Yes _____ No _____
 Yes _____ No _____

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	Unit Price	Extended Price	Unit Price	Extended Price
4.2		GROUP B - CLERK OF COURTS				
1	25,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort, and Deliver First Class, 1 & 2oz. Machine Addressed Mail, Per Technical Specifications	\$.005/Piece	\$125.00	\$0.0085/Piece	\$212.50
2	3,750 Pieces	Encoding/Presort First Class (1 & 3oz) machine and hand addressed mail pieces	\$.005/Piece	\$18.75	\$0.0085/Piece	\$31.88
3	30,000 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$.005/Piece	\$150.00	\$0.019/Piece	\$570.00
4		Process Service Fees:				
a.	3,750 Pieces	Machine Barcode of First Class 1 to 3 ounces	\$.005/Piece	\$18.75	\$0.0085/Piece	\$31.88
b.	3,750 Pieces	Manual Sort of First Class 1 to 3 ounces (RVE)	\$.005/Piece	\$18.75	\$0.0085/Piece	\$31.88
c.	3,750 Pieces	Machine Barcode of First Class 3-11 ounces	\$.005/Piece	\$18.75	\$0.015/Piece	\$56.25
d.	3,750 Pieces	Non-Barcode Sort of First Class 3-11 ounces (RVE)	\$.01/Piece	\$37.50	\$0.019/Piece	\$71.25
e.	3,750 Pieces	Presort (1-3oz)	\$.01/Piece	\$37.50	\$0.019/Piece	\$71.25
f.	3,750 Pieces	Presort (3-11oz)	\$.01/Piece	\$37.50	\$0.019/Piece	\$71.25
g.	30,000 Pieces	First Class Flats Up to 9 Ounces	\$.01/Piece	\$300.00	\$0.019/Piece	\$570.00
h.	10,000 Pieces	Certified Mail	\$.01/Piece	\$100.00	\$0.019/Piece	\$190.00
i.	300 Pieces	Express Mail	\$.01/Piece	\$3.00	\$0.019/Piece	\$5.70
j.	2,900 Pieces	International Mail	\$ _____/Piece		\$0.019/Piece	\$55.10
k.	49,000 Pieces	Postcards	\$.005/Piece	\$245.00	\$0.0085/Piece	\$416.50
l.	3,750 Pieces	Postage Affix (Metering Fee)	\$.017/Piece	\$63.75	\$0.015/Piece	\$56.25
m.	3,750 Pieces	Fast Forward Services	\$.001/Piece	\$3.75	\$0.004/Piece	\$15.00
		TOTAL		\$1,151.75		\$2,456.68

Identify Non-Responsive vendors and reason: Postal Center International were found to be non-responsive for item 4.2 because they did not submit prices for all items in that group (See attached CAO opinion)

THIS TALLY SHEET IS AN INDICATION OF PRICES ONLY AND NOT A DETERMINATION OF THE LOWEST RESPONSIVE/RESPONSIBLE BIDDERS!

TALLY SHEET - NEGOTIATED PRICES

Contract Number 8058-0117
 Title Mailing Services
 Bid Opening Date 11/17/10
 Prepared by Sherry A. Pakett, CPFB
 Reviewed by Roma Campbell

VENDORS:
 Is the Bid Responsive? (If no, state reason below)
 SBD Certifications
 Registered Vendor
 Incumbent Vendor
 Conviction Disclosure
 Local Preference/Location

ITEM	QUANTITIES	DESCRIPTION	Unit Price	Extended Price	Unit Price	Extended Price
4.2		GROUP B - CLERK OF COURTS				
1	25,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort, and Deliver First Class, 1 & 2oz. Machine Addressed Mail, Per Technical Specifications	\$0.008/Piece	\$150.00		
2	3,750 Pieces	Encoding/Presort First-Class (1 & 3oz) machine and hand addressed mail pieces	\$0.008/Piece	\$22.50		
3	30,000 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$0.012/Piece	\$360.00		
4		Process Service Fees:				
a.	3,750 Pieces	Machine Barcode of First Class 1 to 3 ounces	\$0.008/Piece	\$22.50		
b.	3,750 Pieces	Manual Sort of First Class 1 to 3 ounces (RVE)	\$0.008/Piece	\$22.50		
c.	3,750 Pieces	Machine Barcode of First Class 3-11 ounces	\$0.012/Piece	\$45.00		
d.	3,750 Pieces	Non-Barcode Sort of First Class 3-11 ounces (RVE)	\$0.012/Piece	\$45.00		
e.	3,750 Pieces	Presort (1-3oz)	\$0.012/Piece	\$45.00		
f.	3,750 Pieces	Presort (3-11oz)	\$0.012/Piece	\$45.00		
g.	30,000 Pieces	First Class Flats Up to 9 Ounces	\$0.012/Piece	\$360.00		
h.	10,000 Pieces	Certified Mail	\$0.012/Piece	\$120.00		
i.	300 Pieces	Express Mail	\$0.012/Piece	\$3.60		
j.	2,900 Pieces	International Mail	\$0.012/Piece	\$34.80		
k.	49,000 Pieces	Postcards	\$0.008/Piece	\$294.00		
l.	3,750 Pieces	Postage Affix (Metering Fee)	\$0.008/Piece	\$18.75		
m.	3,750 Pieces	Fast Forward Services	\$0.003/Piece	\$11.25		
		TOTAL		\$1,599.90		

Identify Non-Responsive vendors and reason: Postal Center International were found to be non-responsive for item 4.2 because they did not submit prices for all items in that group (see attached CAO opinion)

THIS TALLY SHEET IS AN INDICATION OF PRICES ONLY AND NOT A DETERMINATION OF THE LOWEST RESPONSIBLE BIDDER(S).

TALLY SHEET

Contract Number: 8058-0117
 Title: Mailing Services
 Bld Opening Date: 11-Apr-12
 Prepared by: Sheryl Y. Prosser, CPPB
 Reviewed by: Roma Campbell

VENDORS:		Postal Center International		Alyssa M. Prosser, CPPB		
ITEM	WEEKLY ESTIMATED QUANTITY	DESCRIPTION	Unit Price	Extended Price	Unit Price	Extended Price
4.3		GROUP G - MIAMI DADE WATER & SEWER DEPARTMENT				
1	130,000 Pieces (Daily Average)	Pick-up, Process, Barcodes/Presort, and Deliver First Class, 1 & 3 oz. Machine Addressed Mail, Per Technical Specifications	\$.005/Piece	\$150.00	\$0.0059/Piece	\$177.00
2	800,000 Pieces	Encoding/Presort First Class (1 & 3oz) machine addressed mail pieces	\$.01/Piece	\$8,000.00	\$0.008/Piece	\$6,400.00
3	10,000 Pieces	Encoding/Presort First Class (1 & 3oz) hand addressed mail pieces	\$.01/Piece	\$100.00	\$0.008/Piece	\$80.00
4	300,000 Pieces	Presort Flats and Falls (hand and Machine Addressed)	\$.012/Piece	\$3,600.00	\$0.015/Piece	\$4,500.00
5	50,000 Pieces	"FAST forward" & Address Correction Information	\$.005/Piece	\$250.00	\$0.004/Piece	\$200.00
		TOTAL		\$12,100.00		\$11,357.00

Is the Bid Responsive? (if no, state reason below)
 Yes ___ No ___
 SBD Certifications Yes
 Registered Vendor Yes
 Incumbent Vendor No
 Conviction Disclosure Yes
 Local Preference/Location Yes

Identify Non-Responsive vendors and reason: Postal Center International were found to be non-responsive for item 4.2 because they did not submit prices for all items in that group. (See attached CAO opinion)

THIS TALLY SHEET IS AN INDICATION OF PRICES ONLY AND NOT A DETERMINATION OF THE LOWEST RESPONSIVE/RESPONSIBLE BIDDER(S).

TALLY SHEET - NEGOTIATED PRICES

Contract Number 805B-017
 Title Mailing Services
 Bid Opening Date 11-AUG-12
 Prepared by Sherry Prosser, C/PB
 Reviewed by Roma Campbell

VENDORS:		Are you Mail Reason Conflic		Yes	No
WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	Unit Price	Estimated Price	Unit Price	Estimated Price
	Is the Bid Responsive? (if no, state reason below)				
	SBD Certifications				
	Registered Vendor				
	Incumbent Vendor				
	Conviction Disclosure				
	Local Preference/Location				
4.3	GROUP C - MIAMI DADE WATER & SEWER DEPARTMENT Pick-up, Process, Encode/Presort, and Deliver First Class, 1 & 3 oz. Machine Addressed Mail, Per Technical Specifications				
1	30,000 Pieces (Daily Average)	\$0.005/Piece	\$150.00		
2	800,000 Pieces Encoding/Presort First Class (1 & 3oz) machine addressed mail pieces	\$0.003/Piece	\$2,400.00		
3	10,000 Pieces Encoding/Presort First Class (1 & 3oz) hand addressed mail pieces	\$0.003/Piece	\$30.00		
4	300,000 Pieces Presort Flats and Fats (Hand and Machine Addressed)	\$0.012/Piece	\$3,600.00		
5	50,000 Pieces "FAST forward" & Address Correction Information	\$0.003/Piece	\$150.00		
	TOTAL		\$6,330.00		

Identify Non-Responsive vendors and reason: Postal Center International were found to be non-responsive for item 4.2 because they did not submit prices for all items in that group (See attached CAO opinion)

THIS TALLY SHEET IS AN INDICATION OF PRICES ONLY AND NOT A DETERMINATION OF THE LOWEST RESPONSIBLE BIDDER(S)

TALLY SHEET

4.4 GROUP D MIAMI-DADE PROPERTY APPRAISAL

POSTAL CENTER INTERNATIONAL						
LINE ITEM	ESTIMATED TOTAL IN ENVELOPE (BUSINESS ENVELOPE)	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO BE INSERTED	PER ENVELOPE COST	PER PAGE ENVELOPE COST	PER PAGE ENVELOPE COST
1 AUGUST (LINE ITEM 1)						
RP TRIM	110,350	3	331,050	\$.01		\$3,310.50
Inserts vary and are broken into groups as follows:						
				Cost per envelope		Extended Price
SET A	589,040	3	1,767,120	\$.01		\$17,671.20
SET B	31,115	4	124,460	\$.01		\$1,244.60
SET C	7,292	5	36,460	\$.01		\$364.60
SET D	82,322	4	329,288	\$.01		\$3,292.88
SET E	186	5	930	\$.01		\$9.30
SET F	3,443	4	13,772	\$.01		\$137.72
SET G	17	5	85	\$.01		\$0.85
SET H	748	4	2,992	\$.01		\$29.92
SET I	447	4	1,788	\$.01		\$17.88
SET J	514	4	2,056	\$.01		\$20.56
SET K	17	4	68	\$.01		\$0.68
SET L	155	4	620	\$.01		\$6.20
SET M	252	4	1,008	\$.01		\$10.08
SET N	15	4	60	\$.01		\$0.60
2 SEPTEMBER (LINE ITEM 2)						
RP TRIM						
Second	5,000	1	5,000	\$.01		\$50.00
RE TRIM						
Second	15,000	1	15,000	\$.01		\$150.00
3 DECEMBER (LINE ITEM 3)						
Receipt	HEX Renewal					
	410,000	1	410,000	\$.01		\$4,100.00
	Senior Renewal					
Application	38,000	2	76,000	\$.01		\$760.00
T & P Exempt	6,000	1	6,000	\$.01		\$60.00
TPP Return	120,000	3	360,000	\$.01		\$3,600.00
	Homestead Application Exemption Mail-Out					
	50,000	2	100,000	\$.01		\$1,000.00
4 JANUARY - MAY (LINE ITEM 4)						
Hex App Receipt	25,000	2	50,000	\$.01		\$500.00
6 JANUARY (LINE ITEM 5)						
	Homestead Application Exemption Mail-Out					
	15,000	2	30,000	\$.01		\$300.00
	Statement of Gross Income					
	2,000	1	2,000	\$.01		\$20.00
6 MARCH (LINE ITEM 6)						
Receipt	Senior Exemption					
	30,000	1	30,000	\$.01		\$300.00
	Hex Questionnaire					
Letter	8,000	1	8,000	\$.01		\$80.00
Income Letter	8,500	1	8,500	\$.01		\$85.00
7 APRIL (LINE ITEM 7)						
Reminder	Statement of Gross Income					
	2,000	1	2,000	\$.01		\$20.00
8 JUNE (LINE ITEM 8)						
AG Denial	1	8,000		\$.01		\$80.00
SR Reminder	2	16,000		\$.01		\$160.00
Hex Denial	1	4,500		\$.01		\$45.00
						\$37,426.57

Identify Non-Responsive vendors and reason: Postal Center International were found to be non-responsive for Item 4.2 because they did not submit prices for all items in (See attached CAO opinion)

THIS TALLY SHEET IS AN INDICATION OF PRICES ONLY AND NOT A DETERMINATION OF THE LOWEST RESPONSIVE/RESPONSIBLE BIDDER(S)

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TALLY SHEET

4.4 GROUP D MIAMI-DADE PROPERTY APPRAISAL

ARROWHAIL PRESORT CO. INC.					
LINE ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
RP TRIM	110,000	3	\$31,050	\$0.017	\$5,827.65
Inserts vary and are broken into groups as follows:					
				Cost per envelope	Extended Price
SET A	589,040	3	1,767,120	\$0.017	\$30,041.04
SET B	31,116	4	124,464	\$0.018	\$2,240.28
SET C	7,292	5	36,460	\$0.018	\$692.74
SET D	82,322	4	329,288	\$0.018	\$5,927.16
SET E	168	3	530	\$0.018	\$16.72
SET F	3,413	4	13,772	\$0.018	\$247.90
SET G	17	5	85	\$0.019	\$1.62
SET H	748	4	2,992	\$0.018	\$53.86
SET I	947	4	3,788	\$0.018	\$32.18
SET J	514	4	2,056	\$0.018	\$37.01
SET K	17	4	68	\$0.018	\$1.22
SET L	155	4	620	\$0.018	\$11.16
SET M	262	4	1,008	\$0.018	\$18.14
SET N	15	4	60	\$0.018	\$1.08
2 SEPTEMBER (LINE ITEM 2)					
RP TRIM	5,000	1	5,000	\$0.017	\$86.00
Second Notice					
RP TRIM	15,000	1	15,000	\$0.017	\$255.00
Second Notice					
3 DECEMBER (LINE ITEM 3)					
Receipt	410,000	1	410,000	\$0.017	\$5,870.00
Senior Renewal					
Application	30,000	2	76,000	\$0.017	\$1,292.00
T & P Exempt	6,000	1	6,000	\$0.017	\$102.00
TPP Return	120,000	3	360,000	\$0.017	\$6,120.00
Homestead Application Exemption Mail-Out					
	50,000	2	100,000	\$0.017	\$1,700.00
4 JANUARY - MAY (LINE ITEM 4)					
Hex App Receipt	25,000	2	50,000	\$0.017	\$850.00
5 JANUARY (LINE ITEM 5)					
Homestead Application Exemption Mail-Out					
	15,000	2	30,000	\$0.017	\$510.00
Statement of Gross Income					
	2,000	1	2,000	\$0.017	\$34.00
6 MARCH (LINE ITEM 6)					
Receipt	30,000	1	30,000	\$0.017	\$510.00
Senior Exemption					
Hex Questionnaire					
Letter	8,500	1	8,500	\$0.017	\$144.50
Income	8,500	1	8,500	\$0.017	\$144.50
7 APRIL (LINE ITEM 7)					
Reminder	2,000	1	2,000	\$0.017	\$34.00
Statement of Gross Income					
8 JUNE (LINE ITEM 8)					
AG Dental	1	8,000		\$0.017	\$138.00
SR	2	16,000	# #	\$0.017	\$272.00
Reminder	8,000				
Hex Dental	1	4,500		\$0.017	\$76.50
					\$84,176.03

Identify Non-Responsive vendors and reason: Postal Center International were found to be non-responsive for item 4.2 because they did not submit prices for all items in that group (See attached CAO opinion)

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TALLY SHEET

Contract Number 3088-017
 Title Mailing Services
 Bid Opening Date 11-Apr-12
 Prepared by *Sheri Y. Scott*
 Reviewed by *Rona*

ITEM	DESCRIPTION	Postal Center International		Arrowtail Presort Co. Inc.	
		Is the Bid Responsive? (If no, state reason below)	Registered Vendor	Incumbent Vendor	Conviction Disclosure
4.5					
a	0.001 1 Piece				
b	0.002 2 Pieces				
c	0.003 3 Pieces				
d	0.004 4 Pieces				
e	0.005 5 Pieces				

Identify Non-Responsive vendors and reason: Postal Center International were found to be non-responsive for item 4.2 because they did not submit prices for all items in that group. (See attached CAO opinion)

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"EXHIBIT E"

2010 ACTUAL VOLUME PURCHASED						
GROUP B - CLERK OF COURTS						
ITEM	SERVICE TYPE	QTY	PCI BID PRICING	PCI TOTAL	ARROW BID PRICING	ARROW TOTAL
1	Barcode	3,205,923	0.005 \$	16,029.62	0.0085 \$	27,250.35
2	Encoding	1,005,315	0.005 \$	5,027.57	0.0085 \$	8,546.87
3	Presort Flats	17,746	0.005 \$	88.73	0.019 \$	337.16
4	Process Service Fee:					
a	Machine Barcode 1-3oz	-	0.005 \$	-	0.0085 \$	-
b	Manual Sort 1-3oz (RVE)	-	0.005 \$	-	0.0085 \$	-
c	Machine Barcode 3-11oz	-	0.005 \$	-	0.015 \$	-
d	Non-Barcode 3-11oz (RVE)	-	0.01 \$	-	0.019 \$	-
e	Presort 1-3oz	-	0.01 \$	-	0.019 \$	-
f	Presort 3-11oz	-	0.01 \$	-	0.019 \$	-
g	Flats up to 9oz	-	0.01 \$	-	0.019 \$	-
h	Certified Mail	4,258	0.01 \$	42.58	0.019 \$	80.90
i	Express Mail	-	0.01 \$	-	0.019 \$	-
j	International Mail	12,557	0.005 \$	62.78	0.019 \$	238.57
k	Postcards	-	0.005 \$	-	0.0085 \$	-
l	Postage Affix (Metering)	460,932	0.01 \$	4,609.32	0.015 \$	6,913.97
m	FASTforward	3,205,923	0.001 \$	3,205.92	0.004 \$	12,823.69
TOTAL:				\$ 29,066.52		\$ 56,191.52

2011 ACTUAL VOLUME PURCHASED						
GROUP B - CLERK OF COURTS						
ITEM	SERVICE TYPE	QTY	PCI BID PRICING	PCI TOTAL	ARROW BID PRICING	ARROW TOTAL
1	Barcode	2,837,100	0.005 \$	14,185.50	0.0085 \$	24,115.35
2	Encoding	889,836	0.005 \$	4,449.18	0.0085 \$	7,563.61
3	Presort Flats	15,704	0.005 \$	78.52	0.019 \$	298.38
4	Process Service Fee:					
a	Machine Barcode 1-3oz	-	0.005 \$	-	0.0085 \$	-
b	Manual Sort 1-3oz (RVE)	-	0.005 \$	-	0.0085 \$	-
c	Machine Barcode 3-11oz	-	0.005 \$	-	0.015 \$	-
d	Non-Barcode 3-11oz (RVE)	-	0.01 \$	-	0.019 \$	-
e	Presort 1-3oz	-	0.01 \$	-	0.019 \$	-
f	Presort 3-11oz	-	0.01 \$	-	0.019 \$	-
g	Flats up to 9oz	-	0.01 \$	-	0.019 \$	-
h	Certified Mail	3,768	0.01 \$	37.68	0.019 \$	71.59
i	Express Mail	-	0.01 \$	-	0.019 \$	-
j	International Mail	11,112	0.005 \$	55.56	0.019 \$	211.13
k	Postcards	-	0.005 \$	-	0.0085 \$	-
l	Postage Affix (Metering)	407,904	0.01 \$	4,079.04	0.015 \$	6,118.56
m	FASTforward	2,837,100	0.001 \$	2,837.10	0.004 \$	11,348.40
TOTAL:				\$ 25,722.58		\$ 49,727.01

"EXHIBIT E"



"EXHIBIT E"

2010 ACTUAL VOLUME PURCHASED

GROUP C - MIAMI DADE WATER & SEWER

ITEM	SERVICE TYPE	QTY	PCI BID PRICING	PCI TOTAL	ARROW BID PRICING	ARROW TOTAL
1	Barcode	2,240,836	0.005	\$ 11,204.18	0.0059	\$ 13,220.93
2	Encoding/Presort (1-3oz) Machine Addressed Mail Pieces	-	0.01	\$ -	0.008	\$ -
3	Encoding/Presort (1-3oz) Hand Addressed Mail Pieces	-	0.01	\$ -	0.008	\$ -
4	Presort Flats and Fats (Hand and Machine Addressed)	2,548	0.012	\$ 30.58	0.015	\$ 38.22
5	FASTforward	2,240,836	0.005	\$ 11,204.18	0.004	\$ 8,963.34
TOTAL:				\$ 22,438.94		\$ 22,222.50

2011 ACTUAL VOLUME PURCHASED

GROUP C - MIAMI DADE WATER & SEWER

ITEM	SERVICE TYPE	QTY	PCI BID PRICING	PCI TOTAL	ARROW BID PRICING	ARROW TOTAL
1	Barcode	2,097,992	0.005	\$ 10,489.96	0.0059	\$ 12,378.15
2	Encoding/Presort (1-3oz) Machine Addressed Mail Pieces	-	0.01	\$ -	0.008	\$ -
3	Encoding/Presort (1-3oz) Hand Addressed Mail Pieces	-	0.01	\$ -	0.008	\$ -
4	Presort Flats and Fats (Hand and Machine Addressed)	3,900	0.012	\$ 46.80	0.015	\$ 58.50
5	FASTforward	2,097,992	0.005	\$ 10,489.96	0.004	\$ 8,391.97
TOTAL:				\$ 21,026.72		\$ 20,828.62

"EXHIBIT E"

EXHIBIT B



2010 ACTUAL VOLUME PURCHASED
GROUP A - INTERNAL SERVICES DEPARTMENT

ITEM	SERVICE TYPE	QTY	PCI BID PRICING	PCI TOTAL	ARROW BID PRICING	ARROW TOTAL
1	Barcode	858,988	0.005	\$ 4,294.94	0.0085	\$ 7,301.40
2	Encoding	404,136	0.005	\$ 2,020.98	0.0085	\$ 3,435.67
3	Presort Flats	3,126	0.015	\$ 46.89	0.019	\$ 59.39
4	Process Service Fee:					
a	Metering - Less than 1,000pcs	-	0.01	\$ -	0.01	\$ -
b	Addressing (Ink Jet) - Less than 1,000pcs	-	0.01	\$ -	0.015	\$ -
c	Labeling - Less than 1,000pcs	-	0.025	\$ -	0.015	\$ -
d	Folding - Less than 1,000pcs	-	0.019	\$ -	0.009	\$ -
e	Inserting (one piece) - Less than 1,000pcs	-	0.01	\$ -	0.005	\$ -
f	Inserting (additional piece) - Less than 1,000pcs	-	0.001	\$ -	0.005	\$ -
g	Folding and Inserting (one piece) - Less than 1,000pcs	-	0.01	\$ -	0.005	\$ -
h	Tab Sealing (One Tab) - Less than 1,000pcs	-	0.019	\$ -	0.008	\$ -
i	Tab Sealing (Two Tabs) - Less than 1,000pcs	-	0.025	\$ -	0.008	\$ -
				TOTAL	\$ 6,362.81	\$ 10,796.46

2011 ACTUAL VOLUME PURCHASED
GROUP A - INTERNAL SERVICES DEPARTMENT

ITEM	SERVICE TYPE	QTY	PCI BID PRICING	PCI TOTAL	ARROW BID PRICING	ARROW TOTAL
1	Barcode	986,908	0.005	\$ 4,934.54	0.0085	\$ 8,388.72
2	Encoding	464,412	0.005	\$ 2,322.06	0.0085	\$ 3,947.50
3	Presort Flats	2,704	0.015	\$ 40.56	0.019	\$ 51.38
4	Process Service Fee:					
a	Metering - Less than 1,000pcs	-	0.01	\$ -	0.01	\$ -
b	Addressing (Ink Jet) - Less than 1,000pcs	-	0.01	\$ -	0.015	\$ -
c	Labeling - Less than 1,000pcs	-	0.025	\$ -	0.015	\$ -
d	Folding - Less than 1,000pcs	-	0.019	\$ -	0.009	\$ -
e	Inserting (one piece) - Less than 1,000pcs	-	0.01	\$ -	0.005	\$ -
f	Inserting (additional piece) - Less than 1,000pcs	-	0.001	\$ -	0.005	\$ -
g	Folding and Inserting (one piece) - Less than 1,000pcs	-	0.01	\$ -	0.005	\$ -
h	Tab Sealing (One Tab) - Less than 1,000pcs	-	0.019	\$ -	0.008	\$ -
i	Tab Sealing (Two Tabs) - Less than 1,000pcs	-	0.025	\$ -	0.008	\$ -
				TOTAL	\$ 7,297.16	\$ 12,387.60

EXHIBIT E

"EXHIBIT E"

2010 ACTUAL VOLUME PURCHASED						
GROUP B - CLERK OF COURTS						
ITEM	SERVICE TYPE	QTY	PCI BID PRICING	PCI TOTAL	ARROW BID PRICING	ARROW TOTAL
1	Barcode	3,205,923	0.005	\$ 16,029.62	0.0085	\$ 27,250.35
2	Encoding	1,005,515	0.005	\$ 5,027.57	0.0085	\$ 8,546.87
3	Presort Flats	17,746	0.005	\$ 88.73	0.019	\$ 337.16
4	Process Service Fee:	-	-	-	-	-
a	Machine Barcode 1-3oz	-	0.005	\$ -	0.0085	\$ -
b	Manual Sort 1-3oz (RVE)	-	0.005	\$ -	0.0085	\$ -
c	Machine Barcode 3-11oz	-	0.005	\$ -	0.015	\$ -
d	Non-Barcode 3-11oz (RVE)	-	0.01	\$ -	0.019	\$ -
e	Presort 1-3oz	-	0.01	\$ -	0.019	\$ -
f	Presort 3-11oz	-	0.01	\$ -	0.019	\$ -
g	Flats up to 9oz	-	0.01	\$ -	0.019	\$ -
h	Certified Mail	4,258	0.01	\$ 42.58	0.019	\$ 80.90
i	Express Mail	-	0.01	\$ -	0.019	\$ -
j	International Mail	12,557	0.005	\$ 62.78	0.019	\$ 238.57
k	Postcards	-	0.005	\$ -	0.0085	\$ -
l	Postage Affix (Metering)	460,932	0.01	\$ 4,609.32	0.015	\$ 6,913.97
m	FASTforward	3,205,923	0.001	\$ 3,205.92	0.004	\$ 12,823.69
TOTAL:				\$ 29,066.52		\$ 56,191.52

2011 ACTUAL VOLUME PURCHASED						
GROUP B - CLERK OF COURTS						
ITEM	SERVICE TYPE	QTY	PCI BID PRICING	PCI TOTAL	ARROW BID PRICING	ARROW TOTAL
1	Barcode	2,837,100	0.005	\$ 14,185.50	0.0085	\$ 24,115.35
2	Encoding	889,836	0.005	\$ 4,449.18	0.0085	\$ 7,563.61
3	Presort Flats	15,704	0.005	\$ 78.52	0.019	\$ 298.38
4	Process Service Fee:	-	-	-	-	-
a	Machine Barcode 1-3oz	-	0.005	\$ -	0.0085	\$ -
b	Manual Sort 1-3oz (RVE)	-	0.005	\$ -	0.0085	\$ -
c	Machine Barcode 3-11oz	-	0.005	\$ -	0.015	\$ -
d	Non-Barcode 3-11oz (RVE)	-	0.01	\$ -	0.019	\$ -
e	Presort 1-3oz	-	0.01	\$ -	0.019	\$ -
f	Presort 3-11oz	-	0.01	\$ -	0.019	\$ -
g	Flats up to 9oz	-	0.01	\$ -	0.019	\$ -
h	Certified Mail	3,768	0.01	\$ 37.68	0.019	\$ 71.59
i	Express Mail	-	0.01	\$ -	0.019	\$ -
j	International Mail	11,112	0.005	\$ 55.56	0.019	\$ 211.13
k	Postcards	-	0.005	\$ -	0.0085	\$ -
l	Postage Affix (Metering)	407,904	0.01	\$ 4,079.04	0.015	\$ 6,118.56
m	FASTforward	2,837,100	0.001	\$ 2,837.10	0.004	\$ 11,348.40
TOTAL:				\$ 25,722.58		\$ 49,727.01

"EXHIBIT E"

"EXHIBIT E"



2010 ACTUAL VOLUME PURCHASED

GROUP C - MIAMI DADE WATER & SEWER

ITEM	SERVICE TYPE	QTY	PCI BID PRICING	PCI TOTAL	ARROW BID PRICING	ARROW TOTAL
1	Barcode	2,240,836	0.005	\$ 11,204.18	0.0059	\$ 13,220.93
2	Encoding/Presort (1-3oz) Machine Addressed Mail Pieces	-	0.01	\$ -	0.008	\$ -
3	Encoding/Presort (1-3oz) Hand Addressed Mail Pieces	-	0.01	\$ -	0.008	\$ -
4	Presort Flats and Fats (Hand and Machine Addressed)	2,548	0.012	\$ 30.58	0.015	\$ 38.22
5	FASTforward	2,240,836	0.005	\$ 11,204.18	0.004	\$ 8,963.34
TOTAL:				\$ 22,438.94		\$ 22,222.50

2011 ACTUAL VOLUME PURCHASED

GROUP C - MIAMI DADE WATER & SEWER

ITEM	SERVICE TYPE	QTY	PCI BID PRICING	PCI TOTAL	ARROW BID PRICING	ARROW TOTAL
1	Barcode	2,097,992	0.005	\$ 10,489.96	0.0059	\$ 12,378.15
2	Encoding/Presort (1-3oz) Machine Addressed Mail Pieces	-	0.01	\$ -	0.008	\$ -
3	Encoding/Presort (1-3oz) Hand Addressed Mail Pieces	-	0.01	\$ -	0.008	\$ -
4	Presort Flats and Fats (Hand and Machine Addressed)	3,900	0.012	\$ 46.80	0.015	\$ 58.50
5	FASTforward	2,097,992	0.005	\$ 10,489.96	0.004	\$ 8,391.97
TOTAL:				\$ 21,026.72		\$ 20,828.62

"EXHIBIT E"

RECEIVED BY CLERK
Circuit & County Courts
DADE COUNTY, FLORIDA

AUG 23 2012

8:42 AM

CLERK OF BOARD

August 22, 2012

Clerk of the Board Office
111 NW 1st Street, Suite 17-202
Miami, FL 33128

RE: FORMAL BID PROTEST - BID NO.: 8058-0/17 MAILING SERVICES

Dear Sir/Madam,

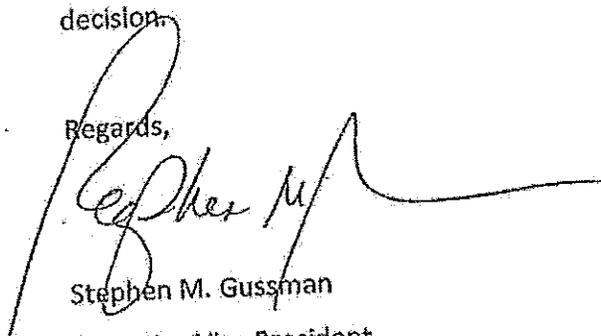
PCI would like to thank you for accepting our Formal Bid Protest regarding the above mentioned bid. Though the official deadline was on August 10, 2012, there are special circumstances which caused this Formal Bid Protest to be delayed, as outlined below.

PCI submitted BID NO.: 8058-0/17 for Mailing Services on April 10, 2012 at 8:53am, as the official opening would be on April 11, 2012 at 2:00pm. For weeks/months after the bid opening, PCI continued to visit www.miamidade.gov procurement management website for information on the recommendation/award of the mailing services bid. To date, no information on this bid shows on the website. On August 20, 2012, I sent Sherry Crockett an inquiry regarding the bid at 11:52am and received her response that afternoon at 12:21pm stating "Good Afternoon Stephen, I sent you the recommendation to award letter on 8/7/12 to info@surfpqi.com. See attached letter. The award recommendation has to be approved by our Board of County Commissioners (BCC)." After receiving Sherry Crockett's response, we investigated why the e-mail referenced had not been received by PCI. Based on Exhibit "A" (attached), the email address that was used by Sherry Crockett was incorrect. The e-mail was sent to infor@surfpqi.com and not info@surfpqi.com. Based on this information, PCI could not adhere to Miami Dade County's Protest Procedures in a timely fashion based on the original

date of 8/7/12. Since PCI was correctly notified on 8/20/12, we feel we are within the timeline required by Miami Dade's Bid Protest Procedure.

PCI is protesting this recommendation based on our concern regarding Groups A, B and C. PCI has a relationship with these entities for many years and have designed, implemented and supplied custom reporting as per the entities individual needs. Currently the other bidder has no such ability to capture the data to create the required reports for Miami Dade County. PCI is concerned that this will cause undue hardship to Miami Dade County employees. In addition, PCI has held meetings, classes, etc. to the Miami Dade County departments & employees on how to further reduce their mailing and USPS postage cost. PCI also implemented an additional cost savings for the county's certified mail by utilizing PCI's e-Certified Mail system, which yielded a postage cost savings of \$1.20 per mail piece. In addition, we are confident that PCI's prices submitted were substantially lower than the other bidder. We know our competition well enough to assure you that they do not have the systems in place to provide the services you require (i.e. reports, training, systems, etc.). Based on past practices, we were given the opportunity to review and re-submit final prices, if necessary. This time we were not given this opportunity. Was ArrowMail given an opportunity to revise their pricing for some reason? We feel that PCI is the right choice as a vendor to supply the county with the highest quality of mailing services which the county expects and deserves. We urge you to reconsider your decision.

Regards,


Stephen M. Gussman
Executive Vice President

cc: Ismael Díaz; PCI President
Alex T. Barak; PCI Attorney



Microsoft Exchange Troubleshooting Assistant
Microsoft Exchange Troubleshooting Assistant

Message Tracking Results

Selected row will populate parameters for next message tracking search.

Time Stamp	Event	Source	Source Object	Message Id	Message Subject	Sender	Recipient	Internet Address	Device	Device Address	Event Id
2012/08/07 11:01:00	RECEIVE	SMTP	00F421E1F9429532	03E3FA2FE	AWARD RECOMMENDATION MEMO - 0059/17 HAILING SERVICE	CPUCLETS	abg@outlook.com	2304758	218.91.121.7	msc01	152.158
2012/08/07 11:01:00	FAIL	ABERT	00F421E1F9429532	03E3FA2FE	AWARD RECOMMENDATION MEMO - 0059/17 HAILING SERVICE	CPUCLETS	abg@outlook.com	2304758	218.91.121.7	msc01	152.158

[REDACTED]

Go Back
Next

See also:

- The Exchange Troubleshooting Assistant Help
- About the Exchange Troubleshooting Assistant
- Send feedback and suggestions about this tool to Microsoft
- Updates and Customer Feedback

Start:

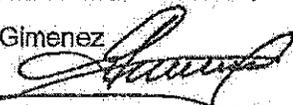
- Getting Run Information
- Silent Task
- Mailbox Inspection/Message/Task
- Mailbox Message Tracking
- Mailbox Message Tracking
- Mailbox Message Tracking

Microsoft Exchange Troubleshooting Assistant
Microsoft Exchange Troubleshooting Assistant

Memorandum



CLERK OF THE BOARD

Date:
To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners
From: Carlos A. Gimenez
Mayor 
Subject: Recommendation to Award: Mailing Services

2012 AUG - 7 PM 12: 53
CLERK, CIRCUIT & COUNTY CL.
MIAMI-DADE COUNTY, FLA
#1

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the award contract 8058-0/17, *Mailing Services* to Arrowmail Presort Co., Inc. and Postal Center International for purchase of bulk mailing and related services for various County departments.

Due to the volume of outgoing mail generated by the County, as well as the net savings on first class postage rates, the County uses outside vendors for the pick-up and delivery of mail to the United States Postal Service (USPS) from various locations throughout the County. The County as a whole generates approximately three million pieces of first class mail per year due to the daily operations of various departments, including the Clerk of Courts, Water and Sewer Department, Internal Services Department, and others. In addition, these services are used by various departments for non-first class mailings such as the annual TRIM Notice, tax bills, building permits, and citation notices, to name a few. These non-first class mailings generate an additional seven to eight million pieces of mail per year. Lastly, the County also uses these vendors for additional services such as folding, inserting, metering, tabbing, barcoding, and presorting of mail.

The vendors furnish all labor, equipment, supervision, transportation, and incidentals required to pick up, presort, process, and/or deliver County mail. The vendors merge and/or comingle the County's mail with first class mail from their other clients, allowing the vendors to accumulate large volumes of mail daily and benefit from substantial discounts on first class mailing rates. On average, and inclusive of the vendor's \$0.009 per letter service charge, the County saves \$0.076 per letter on first class mail. On other types of mail, such as the TRIM notice and building permit mailings, a variety of discounted postage rates are used to achieve the lowest possible postage cost.

While not a revenue-generating service to the County, this savings, coupled with the highly specialized equipment required for this service, afford the most efficient method of ensuring the County's bulk mailing services needs are met.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year contract term is \$6,450,000. The proposed allocations are based on past usage and are budgeted as follows:

Department	Allocation	Funding Source	Contract Manager
Aviation	\$ 75,000	Proprietary Funds	Neivy Garcia
Clerk of Courts	3,850,000	Clerk's Funds	Charis Lubeck
Finance	150,000	General Fund	Geraldo Gomez
Internal Services	1,600,000	Internal Service Funds Fund	Steve Schmuger
Library	20,000	Library District Funds	Anna Rodriguez
Property Appraiser	500,000	General Fund	Bobby Flevaris
Water and Sewer	230,000	Proprietary Funds	Gregory Hicks
Total	\$ 6,450,000		

The previous contract value was \$7,138,000 for five and a half years.

Track Record/Monitor

The contract managers for each department are listed in the table above. Sherry Crockett of the Internal Services Department is the Procurement Contracting Officer.

Delegated Authority

If this item is approved, the County Mayor or the County Mayor's designee will have the authority to exercise, at their discretion, contract modifications, and extensions, and to issue work orders, in accordance with the terms and conditions of the contract.

Due Diligence

Due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine Contractor responsibility, including verifying corporate status and that there are no performance or compliance issues. The lists that were referenced include: convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to Contractor responsibility. This information is being provided pursuant to Resolution R-187-12.

Vendor(s) Recommended for Award

An invitation to bid was issued under full and open competition on March 27, 2012. Award of this contract was made to the lowest responsible, responsive vendor on a group-by-group basis. The groups represent specifications and estimated quantities for Internal Services, Clerk of Courts, Water and Sewer, and Property Appraiser. As needs arise for Aviation, Finance, and Library, these departments will identify which awarded group corresponds to their specification and quantities. A work order will be issued using the pricing and vendor for that group.

Awardee(s)	Address	Principal	Award Group
Arrowmail Presort Co., Inc.	9825 N.W. 17 th Street Miami, FL	Cristina Fernandez	Group A (Internal Services), Group B (Clerk of Courts) and C (Water and Sewer)
Postal Center International	3406 S.W. 26 th Terrace Fort Lauderdale, FL	Stephen Gussman	Group D (Property Appraiser)

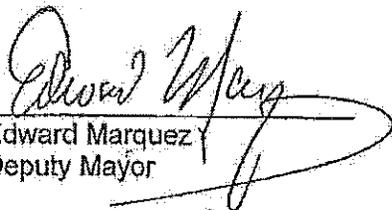
None of the firms above are certified as Small Business Enterprises.

Vendor(s) Not Recommended for Award

None, as there were only two bidders.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision applies and will be collected on all purchases.
- The Small Business Enterprise Bid Preference and Local Preference were applied in accordance with the applicable ordinances.
- The services being provided are covered under the Living Wage ordinance.


Edward Marquez
Deputy Mayor