

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to obtain a three (3) year lease for a high volume production printer for the Miami Dade Water and Sewer Department (WASD) Print Shop. At the end of the lease term, the equipment shall be returned to the lessor. Perspective bidders are required to be authorized re-sellers of the equipment. The required equipment is further detailed in Section 3 of this solicitation document.

2.2 TERM OF CONTRACT THREE (3) YEARS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

2.3 METHOD OF AWARD TO A SINGLE VENDOR: (Single Item)

Award of this contract will be made to the responsive and responsible vendor who submits the lowest price for the item listed in this solicitation.

2.4 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract.

2.5 METHOD OF PAYMENT: MONTHLY INVOICES

The vendor(s) shall submit monthly invoices by the tenth (10th) calendar day of each month. These invoices shall be submitted to the County user department(s) that requested the service through a purchase order. The invoices shall reflect the type of service provided to the County in the prior month. All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

II. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

III. Pricing Information:

- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

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

VI. Failure to Comply:

Failure to submit invoices in the prescribed manner will delay payment.

2.6 CERTIFICATIONS

Bidders are required to be authorized resellers or authorized distributors of the equipment being offered. Bidders are to provide on letter head authorization from the Original Equipment Manufacturer (OEM) stating their ability to sell and provide repairs and maintenance services for the equipment. The Bidder's status is subject to verification by the County with the OEM directly.

2.7 EMERGENCY SERVICE

The awarded bidder shall provide 24 hours, 7 days a week emergency service to the County under the contract. During regular working hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within four (4) hours after notification by the County. During other than regular working hours, the emergency response time, as defined above, shall be within five (5) hours after notification by the County.

2.8 TRAINING COURSES TO BE PROVIDED

The successful bidder shall provide an intensive training program to a minimum of five (5) County employees regarding the use of the commodities, equipment or services supplied by the bidder in conjunction with this bid solicitation. The bidder shall bear all costs associated with this training including, but not limited to: registration fees; manuals, texts, or other instructional materials; and transportation and lodging expenses (if such training must be provided outside of the South Florida area).

2.9 TRAINING MANUALS TO BE PROVIDED

The successful bidder shall supply the county with a minimum of five (5) comprehensive training manuals which describe the appropriate use of the equipment purchased by the County in conjunction with this bid solicitation. The manuals shall be supplied prior to, or upon, delivery of the equipment. Final payment shall be withheld until such time as these manuals are received by the County.

The logo for Miami-Dade County is centered on the page. It features a circular seal with a sunburst design and the words "MIAMI-DADE COUNTY" around the perimeter. Below the seal, the words "MIAMI-DADE" are written in a large, bold, sans-serif font. The entire logo is rendered in a light gray, dotted or pixelated style.

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF WORK**

The Miami-Dade Water and Sewer Department (WASD) is seeking a three year lease of a new high-volume production printer. The production printer shall be used in the WASD Print Shop for various print jobs including but not limited to: printed books (all types), printed forms (all types), binding, cutting paper, printing NCR/carbonless paper, note pads (50/100 sheets per pad), printing and production of contractual books, binders, etc.

3.2 MINIMUM SPECIFICATIONS AND PERFORMANCE CAPABILITIES

The high-volume production printer minimum required equipment requirements and features are as follows:

Minimum Equipment Requirements:

1. Minimum 120 pages per minute (PPM) black and white production printer, with a print resolution of no less than 3600 x 600 DPI with a line screen up to 156 lpi. Run carbon-less and NCR paper ranging from 3 to 5 parts in a straight feed only.
2. Scan 65 ppm 600 x 600 dots per inch.
3. Utilize adjustable paper size ranges from 8" x 11" to 11" x 17" paper.
4. Ordered stock recovery software capable of managing jam occurrences, purge excess stock after clearing, and resume print jobs in the correct order.
5. Run special stock, such as 3-hole, cover, transparencies, and labels through a single or insert tray.
6. 3 to 5 standard paper trays with a total capacity of at least 5,500 sheets that accept paper weights from 16 lbs. to 110 lbs
7. Automatic 100 sheet capacity document feeder
8. 2,000 sheet output tray
9. One tray for post-fuser feeding
10. Internal stapler and a stitcher featuring at least 2 proportional heads with the capacity for 2 to 70 sheets with selectable head positions, landscape or portrait in multiple positions.
11. Front-end controller and document manager with the following specifications and/or performance requirements:
 - A. Minimum 130 GB hard drive, CD/DVD writer or better.
 - B. Store post-ripped and other documents for demand reprint.
 - C. Store, index and retrieve saved documents and files.
 - D. Import, edit, save and transfer jobs as PDF files.

- E. Run standard editing software.
- F. Run and blend single-sided and double-sided documents as required, to the same job without inserting blank sheets.
- G. Support automatic clean-up of documents with de-speckle and de-skew capability of scanned originals.
- H. Make Ready functions are independent of the RIP. Files remain in source format (TIFF, PDF, or Postscript) and can be sent to any output device and retain initial data.
- I. Provide job and queue management.
- J. Utilize account codes to trace copies, prints, and jobs.

Equipment Features:

- 1. Run carbon-less and NCR paper ranging from 3 to 5 parts
- 2. Run cover stock and index paper
- 3. Print tab information, shift tab images, and insert tabs into the document sets
- 4. Finishing features to include: inline tape binding, booklet making, and offline tape binding
- 5. Scan from glass for books or manuals
- 6. Utilize a stand-alone, accessory color printer, as required

3.3 MONTHLY VOLUME

The estimated monthly copy volume is 1 million prints. This cost shall be included within the monthly lease payment.

3.4 CONSUMABLES AND MAINTENANCE

All supplies, toner, developer, fuser oil, maintenance, parts, service, technical assistance, configuration and integration of the equipment offered shall be included in the monthly lease payment. Paper and staples are not included.