Continuous Stock Pin Feed Paper – RQET1200012

Verification of Availability

Find attached the "Scopes of Work" and "Special Requirements" for an upcoming Invitation To Bid (ITB). Please review to determine if you would be able to satisfy the requirements (as applicable), and interested in responding; if so, please check the appropriate areas below and respond to this email confirming the same.

Please pay "CLOSE" attention to the various sections and the "SPECIAL" requirements for each, and confirm your ability and availability to satisfy "ALL" sections/scopes.

See 3.1 through 3.4 – Paying very close attention to all sections. (While you are not bidding at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential SBE Measure). So please be diligent in your review of the information and respond accordingly, based on your ability to meet ALL the applicable requirements.

Are you able to satisfy the requirements of the attached documents (project)?
YES _ NO _

Do you have prior experience consistent with the requirements of this ITB?
YES _ NO _

Would you be able to satisfy the requirements of “Section 3.3 (“Acceptable Mill Brands”)
YES _ NO _

Name of Firm: ___________________________ SBE Exp. Date: ____________

Owner’s Name: __________________________ Signature: ________________

Please respond by 12:00pm, Monday, July 2, 2012.

Any questions, feel free to contact me at the number below.

Regards,

Vivian O. Walters, Jr.
Contract Development Specialist II
Regulatory and Economic Resources Department
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, Fl 33128
walterv@miamidade.gov
Office (305) 375-3138 | Fax (305) 375-3160
“Delivering Excellence Every Day”

"For the New Project Review & Analysis Process"

Click on our new website
http://www.miamidade.gov/sba/about-project-review-and-analysis.asp
3.1 SCOPE

The purpose of this solicitation is to establish a contract to award a primary, secondary, and tertiary bidder for the acquisition of continuous stock pin-feed paper by the County's Information Technology Department (ITD) on an as needed when needed basis. The successful bidder(s) will be required to provide scheduled deliveries of the requested continuous stock pin-feed paper for the operation of ITD's Print Shop.

3.2 TECHNICAL SPECIFICATIONS:

The following specifications are the sizes and part type of the continuous stock pin feed paper to be purchased by Information Technology Department (ITD) as follows:


2. Same as above delivered in boxes of 3700 pages.

3. Continuous stock pinfeed paper, 1-Part, blank, size 8 1/2" x 11", 20 lb. premium white. Standard three hold punched on top only. No marginal perforations.


5. Continuous stock pinfeed, 1-Part 14 7/8" x 11", 1/2" Green Bar 20 lb. No recycle. No marginal perforation


7. Continuous stock pinfeed, 3-Part 14 7/8" x 11", 1/2" Green Bar carbonless. All three parts white (White, white, white).

3.3 ACCEPTABLE MILL BRANDS

Acceptable Mill Brands are, but not limited to:

- Weyerhaeuser / Willamette
- Pro-Tech Laser Paper - James River Corp.
- Sharprint Laser Paper - Badger paper Mills
- Boise Laser Paper - Boise Cascade
- St. Croix Bond - Georgia Pacific.

Private brands may be considered upon receipt of information sheets and samples. (See Section 2.0, paragraph 2.9).

3.4 CURRENT COUNTY PRINTING EQUIPMENT

Current County Printing Equipment is utilizing the Continuous Stock Pin-Feed paper requested on this contract. The items proposed must be compatible with the equipment listed below:
1. OCE VarioStream 7650 Twin,
2. OCE 210DSC (Duplex) High Speed Laser Printers.
3. BM 6262 impact printer for – 3-Part paper (Item# 7 above)

Required Unit of Measures
1. Rolls of continuous stock 11" x 8 ½"
2. Boxes to contain 11" x 8 ½", 3700 pages
3. Boxes to contain 8 ½" x 11", 3700 pages – 20 lb
4. Boxes to contain 9 ½"x 11", 2400 pages – 20 lb.
5. Boxes to contain 14 7/8" x 11", 2700 pages - Green bar
6. Boxes to contain 14 7/8" x 11", 2700 pages - Premium white
7. Boxes to contain 14 7/8" x 11", 1200 pages - Green bar 3-Part
Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

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: ISD/PM Date Issued: This Bid Submittal Consists of Pages 12 through 17

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:
CONTINUOUS STOCK PIN-FEED PAPER

A Bid Deposit in the amount of N/A of the total amount of the bid shall accompany all bids.

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

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.
The quantities below represent estimated annual demand for products under this contract. No guarantee is made as to the actual quantities that will be requested under this award.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ESTIMATED QUANTITY</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In Sheets 50,000,000</td>
<td>Continuous stock Pinfeed paper, 1-part, blank, Size 11&quot; x 8 ½&quot;, 18 lb 70/30. All forms should be standard 3-hole punched on top only. No marginal perforation. Delivered in Rolls</td>
<td>$__________ per roll</td>
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<tr>
<td></td>
<td></td>
<td>Brand: ____________</td>
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<td></td>
<td></td>
<td>Manufacturer: ___________</td>
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<tr>
<td>2.</td>
<td>In Boxes 1560</td>
<td>Continuous stock Pinfeed paper, 1-part, blank, Size 11&quot; x 8 ½&quot;, 18 lb 70/30 Bond. All forms should be standard 3-hole punched on top only. No marginal perforation. Delivered in boxes of 3700 pages</td>
<td>$__________ per box</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brand: ____________</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manufacturer: ___________</td>
<td></td>
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<tr>
<td>3.</td>
<td>In Boxes 200</td>
<td>Continuous stock Pinfeed paper, 1-part, blank, Size 11&quot; x 8 ½&quot;, 20 lb Premium white. All forms should be standard 3-hole punched on top only. No marginal perforation. Delivered in boxes of 3700 pages</td>
<td>$__________ per box</td>
</tr>
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<td></td>
<td></td>
<td>Brand: ____________</td>
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<td></td>
<td></td>
<td>Manufacturer: ___________</td>
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</tr>
<tr>
<td>4.</td>
<td>In Boxes 660</td>
<td>Continuous stock Pinfeed paper, 1-part, blank, Size 9 ½&quot; x 11&quot;, 20 lb Premium white, marginal perforation. No micro-perforation. Delivered in boxes of 2400 pages</td>
<td>$__________ per box</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brand: ____________</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Manufacturer: ___________</td>
<td></td>
</tr>
<tr>
<td>ITEM NO.</td>
<td>ESTIMATED QUANTITY</td>
<td>ITEM DESCRIPTION</td>
<td>UNIT PRICE</td>
</tr>
<tr>
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<tr>
<td>5.</td>
<td>In Boxes 1550</td>
<td>Continuous stock Pinfeed paper, 1-part, 14 7/8&quot; x 11&quot;, ½&quot; Green Bar 20 lb. No recycle. No marginal perforation. Delivered in boxes of 2700 pages</td>
<td>$__________ per box</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brand:__________</td>
<td>Manufacturer:__________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brand:__________</td>
<td>Manufacturer:__________</td>
</tr>
<tr>
<td>7.</td>
<td>In Boxes 230</td>
<td>Continuous stock Pinfeed paper, 3-part 14 7/7&quot; x 11&quot;, ½&quot; Green bar carbonless. White, white, white. Delivered in boxes of 1200 pages</td>
<td>$__________ per box</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brand:__________</td>
<td>Manufacturer:__________</td>
</tr>
</tbody>
</table>

**NOTE:** The quantities on this price table are one (1) year estimated usage. These quantities should be cut in half during six month spot market solicitations.
DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

X New  OTR  ⭑ Sole Source  ⭑ Bid Waiver  ⭑ Emergency  Previous Contract/Project No.  Contract N/A
□ Re-Bid  Other

LIVING WAGE APPLIES: NO

Requisition No./Project No.: ROET12000012  TERM OF CONTRACT 2 YEARS  WITH THREE (3) OTR'S FOR TWO (2) YEAR(S) EACH

Requisition/Project Title: CONTINUOUS STOCK PIN FEED PAPER

Description: Same as above

Issuing Department: ITD  Contact Person: Joann Reese  Phone: 305-596-8097

Estimate Cost: $300,000.00  Funding Source: Internal Services Fund

ANALYSIS

<table>
<thead>
<tr>
<th>Commodity Codes:</th>
<th>645-21, 645-30 &amp; 645-33</th>
</tr>
</thead>
</table>

Contract/Project History of previous purchases three (3) years
Check here if this is a new contract/purchase with no previous history.

<table>
<thead>
<tr>
<th>EXISTING</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor:</td>
<td>OCE North America Inc. &amp; Forms World Inc.</td>
<td>Same</td>
</tr>
<tr>
<td>Small Business Enterprise:</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Contract Value:</td>
<td>$420,000.00</td>
<td>$384,000.00</td>
</tr>
</tbody>
</table>

Comments:

Continued on another page(s):  □ YES  □ NO

RECOMMENDATIONS

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-aside</th>
<th>Sub-contractor goal</th>
<th>Bid preference</th>
<th>Selection factor</th>
</tr>
</thead>
</table>

Basis of recommendation:

Signed: Sherry Y. Crockett, CPPB

Date sent to DBD: 06/27/12

Date returned to DPM:

Revised April 2005