

**Printing and Mailing Services for Auto Tag Renewal Reminders and Parking Permits**

**RQFN1300004 - 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/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See Sections **2.3, 2.8, 2.10** and **2.11** and **3.1** to **3.3** – Paying very close attention to all Sections listed and the requirements of each. (While you are **not** bidding at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential **CSBE 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 (ITB)?**  
YES  NO

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

**Are you able to meet the requirements of Section 2.3 as follows? YES  NO**

- **2.3.1 Maintaining an office or warehouse - YES  NO**
- **2.3.2 Submit copy of either a certificate for CASSNO1.TXT or CASSNO4.TXT  
YES  NO**
- **2.3.3 Be able to convert data file (from DMV into correct customer information) YES  NO**

**Are you able to meet the requirements of Section 2.10? YES  NO**

**Are you able to meet the requirements of Section 2.11? YES  NO**

.....

**Are you able to meet the “Scope of Work” of Section 3.1? YES  NO**

**Are you able to meet the “Requirements” Section 3.2? YES  NO**

**Are you able to meet the “Technical Operational Considerations” requirements of Section 3.3? YES  NO**

.....

I am “**NOT**” interested in this solicitation.

Name of Firm: \_\_\_\_\_ SBE Exp. Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please respond by **12:00pm, Tuesday June 18, 2013.**

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

(Respond to the "**Verification**" whether you are interested or not (choosing "**Yes**" or "**No**"), as this helps SBD in the determination of measures).

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

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**SECTION 2**  
**SPECIAL CONDITIONS**

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

**2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY**

The purpose of this solicitation is to establish a contract for the purchase of printing and mailing services for auto tag renewal reminders and parking permits in conjunction with the County's needs.

**2.2 TERM OF CONTRACT: FIXED FOR (36) MONTH PERIOD**

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 Blanket Purchase Order issued by the County's Department of Internal Services Procurement Management, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for thirty-six (36) months and upon completion of the expressed and/or implied warranty periods and shall expire on the last day of the thirty-six (36) month period. It shall be the sole prerogative of Miami-Dade County to review the initial thirty-six (36) months on an annual basis.

**2.3 METHOD OF AWARD: To a Single Lowest Priced Bidder In The Aggregate**

Award of this contract will be made to the responsive, responsible bidder who submits an offer on all items listed in this solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a bidder fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single bidder who meets or exceeds the requirements below:

**2.3.1** The bidder shall maintain an office or a warehouse. This facility shall be staffed by competent company representatives who can be contacted Monday through Friday 8:00 a.m. to 5:00 p.m. Provide contact person name, office/warehouse location address, telephone number, fax number, and E-Mail address.

**2.3.2** Submit a copy of either a certificate for CASSNO1.TXT or CASSNO4.TXT.

**2.3.3** The awarded Bidder shall be able to convert the data file provided by the Florida Department of Motor Vehicles (DMV) into the correct customer information contained in the scan line. Bidder must have the ability to accept pre-formatted print files over secure Visual Private Network (VPN) lines or can provide document composition services.

**2.4 PRICES**

The initial contract prices resultant from this solicitation shall prevail for a twelve (12) month period from the contract's initial effective date. Prior to completion of each twelve (12) month period, the County may consider an adjustment to prices based on changes in the following price index; Consumer Price Index: US Department of Labor; Bureau of Labor Statistics; Producer Price Index (PPI) (Series Id: WPU0947, Item: Commercial Printing, Base Date: 198206. The adjustments may be upward or downward.

<http://data.bls.gov/pdq/SurveyOutputServlet.jsessionid=68F2B01A0BCD4151782C7B93B>

It is the awarded Bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of next twelve (12) month period, the request for adjustment should be submitted thirty (30) days prior to expiration of the then current twelve (12) month period. This adjustment request should not be in excess of the relevant pricing index

**SECTION 2**  
**SPECIAL CONDITIONS**

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

change. If no adjustment request is received, the County will assume that the awarded Bidder has agreed to the current prices.

The adjustment will be applied by calculating the percentage change (increase or decrease) between the index value effective on the first day of the twelve (12) month period and the most recent index available on the day of adjustment. Day of adjustment will be the last business day of the twelve (12) month period. The County reserves the right to reject any price adjustments submitted by the awarded bidder if they are not in accordance with the above.

The County reserves the right to reject any price adjustments submitted by the bidder. Continuation of the contract beyond the initial period is a County prerogative, and not a right of the bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

**2.5 METHOD OF PAYMENT: PERIODIC PAYMENTS FOR SERVICE RENDERED**

Method of Payment pertaining to this solicitation may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link and refer to details in Paragraph 1.34, Invoices.

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-2.pdf>

**2.6 SHALL TAKE PLACE OVER PHASED INTERVAL PERIODS**

The awarded bidder shall mail the services required in conjunction with this contract based on phased intervals. The initial mail shall be for approximately 150,000 units and shall take place within thirty (30) calendar days after the date of the purchase order or other notice -to-proceed. All subsequent deliveries shall be for approximately 150,000 to 200,000 units per interval and shall occur at an interval of every thirty (30) calendar days; until such time as the total number of units is received. Back orders shall not be allowed.

All deliveries shall be made in accordance with best commercial practice, and all required delivery timeframes shall be adhered to by the bidder(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the awarded bidder. In these cases, the bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be approximately considered by the County.

Should the awarded bidder to whom the contract is awarded fail to deliver in the number of days as stated in its offer, the County reserves the right to cancel the contract on a default basis. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent bidder with any re-procurement costs. If the awarded bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

**2.7 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Lourdes Farley, at (305) 375-3045 email [farley@miamidade.gov](mailto:farley@miamidade.gov)

**SECTION 2**  
**SPECIAL CONDITIONS**

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

**2.8 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES**

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar item(s) that may be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary vendor to obtain a price quote for the similar item(s). The County reserves the right to award these similar item(s) to the primary contract bidder, or to acquire the item(s) through a separate solicitation.

**2.9 LIVING WAGE**

Please refer to Appendix A

**2.10 DEFICIENCIES IN WORK TO BE CORRECTED BY THE BIDDER**

The awarded bidder shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within three (3) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the bidder by the County's project administrator, who may confirm all such verbal reports in writing. The awarded bidder shall bear all costs of correcting such rejected work. If the awarded bidder fails to correct the work within the period specified above, the County may, at its discretion, notify the awarded bidder, in writing, that the bidder is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within two (2) calendar days of receipt of the notice. If the awarded bidder fails to correct the work within the period specified in the notice, the County shall place the awarded bidder in default, obtain the services of another bidder to correct the deficiencies, and charge the incumbent bidder for these costs; either through a deduction from the final payment owed to the awarded bidder or through invoicing. If the awarded bidder fails to honor this invoice or credit memo, the County may terminate the contract for default.

**2.11 SAMPLES OF RENEWAL NOTICES MAY BE REQUIRED DURING EVALUATION**

After the County opens the Bid Proposals, the bidder(s) may be required to submit samples of renewal notices for evaluation by, and at no cost to the County. If samples are required, the County will notify the apparent low bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the bidder's name, bid number and bid title. If the bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the bidder's proposal for that item(s); provided however, that in the event of a aggregate award, the bidder's proposal will not be eligible for the aggregate as applicable. All samples shall become the property of Miami-Dade County. (Please refer to Appendix B)

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

**3.1 SCOPE OF WORK**

Printing and mailing of approximately 1.8 million annual auto tag vehicle/vessel/mobile home/registration renewal reminders and handicapped/parking permits to Miami-Dade vehicle, vessel, and mobile home owners. This volume is expected to grow at the rate of approximately 2.5% per year. This service is performed monthly with a varying volume of between 140,000 and 200,000 registration renewal reminder notices.

Vehicle, vessel and mobile home owners in Miami-Dade County must continue to receive their courtesy reminder notices, that an awarded bidder must provide commencing monthly in August 21, 2013. This not only reminds owners that it is time to pay for their annual renewal but provides the paperwork and return envelope to return their renewal payment to the Tax Collector's Office with check and stub(s) enclosed, or to pay online using the information supplied in the renewal notice in order to do so.

**3.2 REQUIREMENTS**

The service requires the acquisition of the customers' data file each month from the Division of Motor Vehicles in Tallahassee. Commencing August 21, 2013, the awarded bidder shall print and ensure the mailing of each customer courtesy registration reminder form comprising details of instructions and methods of renewal available, written in English, Spanish and Creole (just the instructions on the renewal notice need to be tri-lingual). A payment voucher is attached and is removable by tearing along the perforation. The payment voucher contains various fields, which are populated with the customers' vehicle/vessel/mobile home/parking permit data. A sample of a prior notice and envelopes (see Appendix B) is attached; however, the awarded bidder shall design the final notice and envelope.

The awarded bidder shall insert single and multiple vehicle/vessel renewals in a single envelope to reduce postage costs. The scan line and bar code on the payment voucher will contain the variable data for each vehicle owned by each customer as per the sample. This scan line must be accurate and be readable and processable by the County's Opex 3600i and NCR Itran payment imaging and processing equipment. On the reverse side of the payment voucher there shall be three sections as per the sample provided; one for customer change of address information, insurance information and voluntary trust fund contributions.

The awarded bidder shall be responsible each month for changes imposed by the Division of Motor Vehicles in the vehicle registration renewal process or changes requested by Miami-Dade County. The changes shall include but are not limited to content including existing or new instructions, changes in renewal data, changes to field and scan line content, and changes to voluntary trust fund contribution organizations. The payment voucher/information sheet shall be folded and inserted into an envelope for mail out, along with a return envelope which shall also be inserted into the mail out envelope. The mail out will be processed by the United States Postal Service (USPS).

The County holds a United States Postal Service Permit and will pay for postage. Each month, the awarded bidder shall provide a report detailing the mail date, total records, singles, multiples, total envelopes, single envelopes and multiple envelopes

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
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Note: \*The largest percentages are single tag mailings to a single address; however, there are instances of up to six (6) tags mailed to a single mailing address in the same envelope.

**3.3 TECHNICAL OPERATIONAL CONSIDERATIONS FOR FAST FORWARD SERVICES**

The awarded bidder shall:

1. Shall design, develop and produce elements of the renewal notice, remittance envelope, flyers as required and carrier envelopes.
2. Furnish all printed materials and envelopes. The awarded bidder shall include additional public information content provided by Miami-Dade County. Miami-Dade County will provide its data via the Florida Department of Highway Safety and Motor Vehicles (DHSMV) registration system, subject to security requirements safeguarding driver personal information, as required under Federal and State laws. Shall have the ability to accept pre-formatted print files over secure Visual Private Network (VPN) lines or can provide document composition services.
3. Work with the Florida Department of Highway Safety and Motor Vehicles (DHSMV) to receive the data files monthly and execute the mailing in the time frame required by Miami-Dade County Finance Department.
4. Insert, assemble, and package the renewal notices, and remittance envelope into the carrier envelope for mailing including any public information flyers that the Tax Collectors requires for specified periods of time.
5. According to the schedules and requirements specified in the contract between the awarded bidder and Miami-Dade County, the awarded bidder shall insert, assemble and package the renewal notice, informational material, and return envelope into the carrier envelope for delivery by the U.S. Postal Service, in accordance with the U.S. Postal Service regulations at the volume discounts for at least a 3-digit zip code sort.
6. Have the capability to utilize the National Change of Address (NCOA) address hygiene, (or any future address hygiene required by the Post Office to guarantee lowest rates) and the ability to modify the mailing address on the renewal notice to reflect the current USPS address.
7. Have the capability to correctly insert six (6) variable numbers of applications in the same envelope to result in the lowest possible postage costs. This may include mailing as many as four renewals to a common address in the same envelope.
8. Because the mailing of renewal notices involves a high volume, data-intensive, mandatory transaction that generates significant revenue for Miami-Dade, the awarded bidder shall perform at the specified level of timeliness, reliability, security, and accuracy without any disruption or delay of the remittance processes.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

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AND PARKING PERMITS**

9. Process flow is from the Florida Department of Highway Safety and Motor Vehicles (DHSMV) to the awarded bidder. The awarded bidder will receive the production file monthly as well as updated message tables for the renewals.
10. As per the scope of work Section 3, Paragraph 3.1, all information required is contained within the data file provided by the Division of Motor Vehicles (DMV). The awarded bidder shall be authorized by the Division of Motor vehicles (DMV) to handle/manipulate the data and shall be well versed and experienced doing this because of the importance of this mail out to 1.8 million Miami-Dade County vehicle, vessel and mobile home owners.
11. The renewal notice and envelopes required as per the enclosed samples in Appendix B. Combined inserting & sorting fee as and when require by the Tax Collector for limited mailing periods upon request as per the enclosed sample in Appendix B.

The size of the renewal notice and envelopes are as follows:

- a) Renewal Notice with address and logo print in colors: blue, green and black in size: 8.5 x 11
- b) Outgoing Window Envelope No. 10 with address and logo print in colors: blue, green and black in size: 9 7/8"L x 4 1/8"H
- c) Return Envelope No. 9 with address and logo print in colors: blue, green and black in size: 8 13/16"L x 3 14/16"H

Note: Samples may be required during evaluation (Please refer to details in Section 2, Paragraph 2.11.

12. The Division of Motor Vehicles (DMV) provides all mail out information.
13. The County will deposit monies in a United States Postal Service (USPS) permit account in order to fund future monthly mail-outs as required. The monthly postage fund balance on the report shall note the total postage used and the total number of items mailed.

The County will transfer sufficient funds payable to the awarded bidder's designated United States Postal Service "Post Master", for the postage costs to mail the Miami-Dade County motor vehicle registration renewal packages.

Miami-Dade County will use their USPS permit number. The County will send a check to the US Post Office to pay for the postage costs that the awarded bidder will mail out. The rate per item is agreed between the awarded bidder and USPS, not Miami-Dade County. There is not an exception permitted to this stated process.

14. The awarded bidder shall contact the Division of Motor Vehicles (DMV) for clarification on the pre-formatted print files and document composition services.

SECTION 4  
 BID SUBMITTAL FOR:

PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
 AND PARKING PERMITS

FIRM NAME: \_\_\_\_\_

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE
1.	1,800,000 each	Renewal Notice with address and logo print in colors: blue, green and black in size: 8.5 x 11 (As per Section 3, Paragraph 3.3, Item No.: 11. a)	\$ _____ /ea.
2.	1,800,000 each	Combined inserting & sorting fee (As per Section 3 Paragraph 3.3, Item No. 11)	\$ _____ /ea.
3.	1,800,000 each	Outgoing Window Envelope No. 10 with address and logo print in colors: blue, green and black in size: 9 7/8"L x 4 1/8"H (As per Section 3, Paragraph 3.3 Item No. 11. b)	\$ _____ /ea.
4	1,800,000 each	Return Envelope No. 9 with address and logo print in colors: blue, green and black in size: 8 13/16"L x 3 14/16"H (As per Section 3, Paragraph 3.3 Item No. 11. c)	\$ _____ /ea.
5.	150,000 each	<b>Fast Forward Services:</b> Forward automatically to the new correct address with a National Change of Address Form from the Post Office (As per Section 3, Paragraph 3.3 Item 6)	\$ _____ /ea.

MIAMI-DADE COUNTY

BID NO.:

SECTION 4  
BID SUBMITTAL FOR:

PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
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FIRM NAME: \_\_\_\_\_

6. Provide the following information (refer to details in Section 2, Paragraph 2.3.1)

Contact Person: \_\_\_\_\_

Office/Warehouse Location (Address) \_\_\_\_\_

\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

7. Submit a copy of either a certificate for CASSNO1.TXT or CASSNO4.TXT (refer to details in Section 2, Paragraph 2.3.2).

\_\_\_\_\_