

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. \_\_\_\_\_

Contract  
 Re-Bid     Other    LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.: RQID1300116    TERM OF CONTRACT 3 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Lease of Digital Monochromatic Production Printing Machines, Hardware, Software, Maint

Description: Establish a contract for the Fair Market Value Lease of 2 digital monochromatic production printing machines, associated hardware, software, and maintenance support services. Trade-in of 3 existing production printing machines is also included in this solicitation.

Issuing Department: ISD    Contact Person: Kimberly Craig    Phone: 305-375-1443

Estimate Cost: \$950,000    Funding Source:  GENERAL     FEDERAL     OTHER  
Internal

**ANALYSIS**

<b>Commodity Codes:</b>	<u>98526</u>	<u>98559</u>	<u>93927</u>		
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>		
<b>Contractor:</b>					
<b>Small Business Enterprise:</b>					
<b>Contract Value:</b>	\$	\$	\$		

Comments: \_\_\_\_\_

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

	<u>Set-aside</u>	<u>Sub-contractor goal</u>	<u>Bid preference</u>	<u>Selection factor</u>
<b>SBE</b>			X	

Basis of recommendation: \_\_\_\_\_

Signed: Kimberly Craig    Date sent to SBD: 05/17/13  
 Date returned to DPM: \_\_\_\_\_



BID NO.: RQID1300116

OPENING: 2:00 P.M.  
WEDNESDAY  
JUNE 5, 2013

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:  
LEASE OF DIGITAL MONOCHROMATIC PRODUCTION  
PRINTING MACHINES, ASSOCIATED HARDWARE,  
SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

**FOR INFORMATION CONTACT:  
KIMBERLY CRAIG, 305-375-1443, KCRAIG@miamidade.gov**

**IMPORTANT NOTICE TO BIDDERS:**

- READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: RQID1300116

**Bid Title: LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

Procurement Officer: KIMBERLY CRAIG

Bids will be accepted until 2:00 p.m. on Wednesday June 5, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

**NOTICE TO ALL BIDDERS:**

- FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.
- THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.

MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION

SECTION 1  
GENERAL TERMS AND CONDITIONS

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

**<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>**

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

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the Miami-Dade County Internal Services Department (ISD), Administrative and Business Services Division, for the Fair Market Value (FMV) lease of two (2) digital monochromatic production printing machines, associated hardware, software, and maintenance support services.

The successful Bidder will be responsible for providing the County with the required production printing machines, hardware, software, implementation, configuration, training, and full coverage maintenance and support services including but not limited to telephone support, regularly scheduled preventative maintenance, four (4) hour same-day response service calls, replacement of all defective or worn parts, toner and developer, and an on-site inventory of commonly replaced parts.

The successful Bidder will also be required to remove three (3) existing production printing machines and associated equipment from Miami-Dade County property. These machines are included as part of this solicitation as a trade-in as further specified within Section 3 of this solicitation.

**2.2 PRE-BID CONFERENCE / SITE VISIT (RECOMMENDED)**

A pre-bid conference and site visit to inspect the existing machines and discuss requirements for the new hardware and software will be held on [REDACTED], 2013 at 10:00 a.m. at the Stephen P. Clark Center, located at 111 NW 1<sup>st</sup> Street, 18<sup>th</sup> Floor, Copy Center / Digital Print Center. It is recommended that representative(s) of the Bidder's firm attend this conference as the "Cone of Silence" will be lifted and informal communication can take place. Bidders are requested to bring this solicitation document to the conference, as additional copies may not be available. Multiple members of individual community councils may be present.

**2.3 TERM OF CONTRACT – THIRTY SIX (36) MONTHS**

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 Internal Services Department, Procurement Management Services 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.

**2.4 METHOD OF AWARD**

Award of this contract will be made to the responsive, responsible Bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. Trade-in of existing equipment should be factored in to bids received. 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.

**2.5 PRICES**

If the Bidder is awarded a contract under this solicitation, the FMV monthly lease prices

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

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

proposed by the Bidder shall remain fixed and firm during the term of contract.

**2.6 METHOD OF PAYMENT**

Invoices shall be submitted in accordance with Section 1.34. Any and all invoices for FMV lease of the required hardware and software shall be inclusive of maintenance and support services, and shall be billed on a monthly basis.

**2.7 ANNUAL APPROPRIATION**

The County's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Board of County Commissioners. Cancellation due to non-appropriation will not cause any penalty or expense to the County, except as to the portions of payments agreed upon and for which funds have been appropriated and budgeted.

**2.8 CONTACT PERSON**

For any additional information or questions regarding the terms and conditions of this solicitation and resultant contract, please contact: Kimberly Craig, Procurement Contracting Officer, via email at [kcraig@miamidade.gov](mailto:kcraig@miamidade.gov) with a copy to the Clerk of the Board at [clerkBCC@miamidade.gov](mailto:clerkBCC@miamidade.gov). Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect.

**2.9 OFFICE OF THE INSPECTOR GENERAL**

Pursuant to Section 2-1076 of the County Code, this contract is not subject to fees related to audits by the Inspector General.

**2.10 INFORMATION SHEETS AND BUYERS LAB REPORTS SHOULD BE SUBMITTED FOR EACH ITEM OFFERED**

The offer should be accompanied with two (2) complete sets of factory information sheets (specifications, brochures, etc.) AND two (2) copies of the most current Buyers Lab Reports for each of the two digital monochromatic production printing machines offered by the Bidder. Failure to meet this requirement may result in rejection of the offer. The County shall be the sole judge of the acceptability of the equipment in conformance with the specifications and its decision shall be final.

**2.11 SAMPLES MAY BE REQUIRED DURING EVALUATION**

After the County opens the Bid Proposals, the Bidders may be required to submit a production printing sample(s) to be supplied for evaluation by, and at no cost to, the County. If samples are required, the County will notify the 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, bid title, manufacturer's name and brand name, and style number if applicable. 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). All samples shall become the property of Miami-Dade County.

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

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

The County shall be sole judge of the acceptability of the sample in conformance with the bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the goods and/or services to be provided by the Bidder during the contract period shall conform to the sample submitted. The Bidder shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

**2.12 FURNISH AND INSTALL REQUIREMENTS**

The specifications and/or statement of work contained within this solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the Bidder from furnishing, installing or performing such work where required to the satisfactory completion of the project.

**2.13 SERVICE FACILITIES SHALL BE PROVIDED BY BIDDER IN SOUTH FLORIDA**

Bids will only be accepted from Bidders which have service facilities located in South Florida (defined as Dade, Broward, Palm Beach and Monroe Counties) which can provide parts and repairs. Response time for on-site arrival of OEM certified field technicians must not exceed four (4) hours.

**2.14 DELIVERY AND REMOVAL OF EQUIPMENT**

- A) Bidder agrees to deliver, install, integrate and configure all hardware and software at the applicable site set forth in Section 3.5. Bidder agrees to commence installation upon delivery during normal business hours, or unless a different time for installation is otherwise mutually agreed upon by the parties hereto.
- B) Installation testing shall demonstrate the complete operability of all hardware and software in conformance with the requirements of the Contract. In the event of any outstanding deficiencies at the conclusion of installation testing as determined by the County, Bidder shall be responsible for instituting necessary corrective measures, and for subsequently satisfactorily demonstrating and/or re-demonstrating system performance.
- C) At the discretion of the County, the Bidder agrees to retain the equipment at the designated County premises for an additional thirty (30) calendar days after the termination of this contract, at which time the equipment shall be removed from the premises at no additional cost. The Bidder shall be allowed to invoice the County for this additional period on a pro-rated basis.
- D) Bidder agrees to uninstall and disconnect the two (2) existing digital monochromatic production printing machines and associated equipment at the applicable site set forth in the Contract, accept responsibility for and possession of the equipment being traded in, pack and secure this equipment, and remove it from Miami-Dade County property. Bidder agrees to perform this work in conjunction with the installation of the new production printing machines and associated hardware and software. Acceptance of the new hardware and software will not be considered complete until the existing units have been safely uninstalled, disconnected, and removed from County property.

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

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

**2.15 WARRANTY REQUIREMENTS**

The monthly FMV lease price shall include full coverage maintenance, including preventative maintenance, all service calls and replacement of all defective or worn parts including expendable parts, toner and developer. Any payment by the County on behalf of the goods or services received from the Bidder does not constitute a waiver of these warranty provisions.

If the Bidder fails to honor the full coverage maintenance warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the Bidder, in writing, that the Bidder may be debarred as a County Bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the Bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the Bidder in default of its contract, and/or (b) procure the products or services from another firm and charge the Bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

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

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

**3.1 OBJECTIVE**

The purpose of this solicitation is to establish a contract for the Miami-Dade County Internal Services Department (ISD), Administrative and Business Services Division, for the fair market value (FMV) lease of two (2) digital monochromatic production printing machines, associated hardware, software, and maintenance support services.

The successful Bidder will be responsible for providing the County with the required production printing machines, hardware, software, implementation, configuration, training, and full coverage maintenance and support services including but not limited to telephone support, regularly scheduled preventative maintenance, four (4) hour same-day response service calls, replacement of all defective or worn parts, toner and developer, and an on-site inventory of commonly replaced parts.

The successful Bidder will also be required to remove three (3) existing production printing machines and associated equipment from Miami-Dade County property. These machines are included as part of this solicitation as a trade-in as further specified further defined below.

**3.2 BACKGROUND**

**A) CURRENT OPERATING ENVIRONMENT**

The Copy Center / Digital Print Center in the Stephen P. Clark Center serves a County government of over 25 departments and government agencies consisting of approximately 26,000 employees. Up to 3 million prints are made each month with expansion anticipated, and runs at this center vary in length from as few as 25 copies to as many as 1 million copies. In total, approximately 6,000 jobs are handled each year. Normal hours of operation at this site are 7:00 AM to 8:00 PM Monday through Friday, and extended weekday and/or weekend operations requiring service support occur no more than 10 weeks per year.

The Creative Design and Offset Printing Plant is housed in a separate facility.

The Copy Center / Digital Print Center uses digital monochromatic production printers to produce a wide variety of traditional and variable data work on various substrates, including but not limited to bonds, opaque, pre-printed forms, micro-perforated stock, textured paper, covers, index, carbonless, Vellum Bristol and pressure sensitive labels. The Digital Copy Center also produces the following products: stapled sets, bills, postcards, brochures, letters, registration packets, books with tabs, books with color inserts, stitched booklets, carbonless forms and reports.

Aside from the traditional and variable data work, the majority of the work produced is high profile and mission critical with deadlines that are consistently inflexible. The highest level of support and field service is needed to ensure that these critical projects are produced on time as the consequences of a missing a deadline can be catastrophic.

Production time is routinely condensed to accommodate legal requirements and last minute changes. Below is a sampling of recurring projects that illustrate these points:

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

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

- Polling Place Voter Registers: These books are signed by the Voters before voting and become permanent records. No Election can proceed without these books.
- Board of County Commissioners' (BCC) Agendas: These documents must be produced before the 72 hour legal deadline of every BCC meeting. Items not in compliance with this deadline cannot be acted on by the BCC.
- Tax Bills for Real Estate and Personal Property: An estimated \$2.8 million in tax bills must be mailed by October 31<sup>st</sup> of each calendar year. Failure to meet deadline can result in significant loss in revenue.

**B) INTEGRATION WITH WEB SUBMISSION AND JDF AUTOMATION**

The Copy Center / Digital Print Center have established a fully functional web "storefront." A self-hosted and customized version of EFI's Digital Storefront v4.8 is the established method for client orders, and upgrade to v6.2 is expected. The web "storefront" provides a convenient way for customers to place orders, submit files, provide templates for select products, and track job(s). Job Definition Format (JDF) information, gathered during the ordering process, is used to automate job production. The "storefront" sends PDF files and associated JDF files to Heidelberg's Prinect v12, PrintReady pre-press system, Digital Print Manager.

The Digital Front End (DFE) proposed must be capable of supporting this JDF.

**C) EXISTING HARDWARE AND SOFTWARE**

Other hardware and software currently in use at the Copy Center / Digital Print Center are as follows:

- Two (2) Kodak Digimaster EX150s with Smartboard, two paper supply modules, two stackers and one finisher with punch.
- One (1) Kodak Digimaster EX150 with Smartboard, two paper supply modules, one stacker and booklet maker, one finisher with punch and one inserter.
- Heidelberg Imagedirect 665 scanner
- Canon 7000 with EFI Command Workstation
- Heidelberg Digital Print Manager
- Polar cutter and binding equipment
- Kodak Smartboard Digital Front End (DFE) software
- Objectif Lune Planet Press Suite v7.5.1

**3.3 REQUIREMENTS OF THE NEW PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, AND SOFTWARE**

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

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

**A) ITEMS TO BE PROVIDED**

- Two (2) high speed digital monochromatic production printing machines
- Two (2) set finishers (staple sheets)
- One (1) production booklet maker
- Two (2) power lifts
- Multiple paper modules
- Multiple high capacity stackers
- Production software
- Monthly pool impression / posted copy allowance of two (2) million copies for both production printing machines.

Efficient production requires that a single operator can attend all printers, load paper, check quality, clear jams and unload the finished product with ease. To successfully perform these tasks, the printers are required as follows:

- Be equipped with rolling un-loader carts, capable of holding at least a 24" high stack of paper.
- Allow for paper and toner loading while the printer is running.
- Have paper jams occurring no more than 1 in 30,000 copies
- Be new, maintained, serviced, and run according to the Original Equipment Manufacturer's (OEM) specifications, and with OEM parts and supplies.

**B) MINIMUM SPECIFICATIONS AND FEATURES**

<b>GENERAL REQUIREMENTS FOR PRINTERS</b>	
<b>Speed</b>	Printer Line 1: Minimum 250 pages duplex per minute (ppm) or 125 simplex ppm Printer Line 2: Minimum 306 pages duplex per minute (ppm) or 125 simplex ppm
<b>Image Quality</b>	600 dpi up to 180 dpi
<b>Monthly Duty Cycle</b>	2,000,000 copies, 11" x 17" per printer
<b>Paper Size</b>	Variable paper sizes must be accommodated between: 12.6" x 19.2" – maximum and 8" x 8" – minimum
<b>Paper Weight</b>	160# Index (.014") — maximum 20# Bond (.0043") — minimum
<b>Print Quality on Various Substrates</b>	Excellent print quality must be achieved on coated, uncoated and textured papers. Excellent quality will be recognized by the smooth appearance of solid black areas and/or gray areas, which will show no blotches or mottling. Vignettes or blends of grays will appear smooth and free of "stair casing" or

**SECTION 3  
TECHNICAL SPECIFICATIONS**

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

	<p>steps as the values of gray change.</p> <p>Pre-printed and micro-perforated forms, die-cut shells, and carbonless papers approved as feed stock with no more than a 5% reduction of speed and no take-up of ink onto fuser units.</p>
<b>Paper Performance</b>	<p>All acceptable substrates must print single pass simplex or duplex at full or nearly full operating speed without regard to grain direction, weight or finish.</p> <p>Solid black image must resist marking.</p>
<b>Feeder System / Drawers</b>	<p>Each feeder tray must run the full range of acceptable substrates. A total of 8 feeder trays are required for each production print system. The feeder system must support continuous press operation while loading paper in an empty tray as well as permit intermixing substrates within a collated document. One large capacity feeder tray must hold 2,500 sheets of 24# bond. A post-processor insert tray may be required.</p> <p>All input and paper feed drawers must utilize vacuum feeding. (No pressure / roller feeding.)</p>
<b>Required In-Line Finishing Equipment</b>	<p>In-line stapler is required. Corner and dual staple up to 100 20# letter sheets.</p> <p>At minimum a 24" high delivery stacker is required.</p> <p>A booklet maker is required. The booklet maker will produce up to 200 page book with a square spine in line with the printer and have a manual bypass feed and face trim. The delivery will be a continuous conveyor or stacker that will allow substantial unattended operation.</p>
<b>Delivery System</b>	<p>The delivery must allow a pile height not less than 24". The primary delivery must permit product to be offset or straight stack.</p>
<b>Sample Copies</b>	<p>Each printer line will permit a setting for automatic printing of a duplicate sample sheet. The frequency of printed sample sheets will be selected by the operator at regular intervals such as every 100 sheets. These sample sheets shall be delivered to the top delivery without affecting complete sets going to the stacker or booklet maker.</p>
<b>Double Sheet Detection</b>	<p>Double sheets are to be detected. Supports page level job recovery.</p> <p>Paper jams should occur no more than 1 in 30,000 copies.</p>
<b>Set-up Requirements Due To Paper / Toner Change</b>	<p>Paper change must be accomplished in 1 to 2 minutes. Must be limited to resetting the paper tray, loading paper and select selecting the proper paper profile from a catalog</p> <p>Toner should be able to be loaded while printing is in progress.</p>
<b>Electrical Service</b>	<p>The County will provide a power conditioner for each printer.</p>
<b>DIGITAL FRONT END (DFE) REQUIREMENTS</b>	
<b>Open Standard Operating System</b>	<p>Two (2) concurrent user licenses for Professional Document Preparation Software and installation on up to four workstations. Highly scalable hardware and software architecture based on Adobe technology.</p>
<b>Network Protocol</b>	<p>TCP/IP</p>
<b>Workflow Automation</b>	<p>Job ticket control, JDF compliant. PDF and Postscript workflows fully supported.</p> <p>JDF compliance is based on the system's ability to interface smoothly with the existing Heidelberg Digital Print Manager workflow system. Must utilize JDF with XML instructions submitted from EFI Digital Store Front or Heidelberg Prinect.</p>

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

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

<b>Job Submission</b>	Jobs from Macintosh or Windows PC clients to be submitted via the Digital Front End (DFE) software using a print driver plug-in, printing to a virtual printer and / or through a process plan folder (Hot Folder).
<b>Screening and Quality</b>	The screening used for halftone reproduction and tints must provide a smooth appearance. Vignettes must not appear without any visible steps as the tint percentage changes. A smooth gradation is required.
<b>Imposition</b>	<p>The DFE must provide several modes of imposition:</p> <ol style="list-style-type: none"> <li>1) The operator selects a predefined template that is used to impose incoming data.</li> <li>2) Ability to accept imposed work from Prinect Digital Print Manager and assure accurate front to back registration.</li> <li>3) Use of DFE provides fully functional automated imposition through a "hot" folder.</li> <li>4) Ability to control online finishing operations from DFE.</li> </ol>

**C) PEAK DEMAND REQUIREMENTS**

Demands for extraordinary numbers of copies during peak production times require highly reliable, extremely fast printers. The total monthly volume does not shape the Copy Center / Digital Print Center's required print capacity. The Center must be equipped and ready to produce 130,000 copies in six hours at any given time.

The required printers and DFE software will be used for various types of projects, including but not limited the following:

- Print 2-sided letter size corner stapled (agenda kits), single sided perforated index stock (voter authorization slips), 11" x 17" 2-sided books for off-line finishing (Policy Manual).
- Accept PDF and Postscript as well as JDF instructions from Heidelberg's Digital Print Manager.
- Intermixing three substrates to be printed one-sided or duplex. Acceptable thickness must range 20# Bond to 160# Index.
- Mixing coated and uncoated paper to produce collated sets ready for on-line or off-line binding. (Note: Roll fed machines are not acceptable.)

**D) COMPATIBILITY / HARDWARE AND SOFTWARE PROVIDED**

The required printers, associated hardware and software proposed must be compatible with the existing hardware and software currently in operation at the Copy Center / Digital Print Center as described in Paragraph 3.2B and 3.2C.

Trade-in equipment as described in Paragraph 3.4 is excluded from compatibility requirements.

Miami-Dade County will provide workstations for the installation of the successful bidder's DFE workflow software.

**SECTION 3  
TECHNICAL SPECIFICATIONS**

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

**3.4 TRADE IN**

The following equipment is being traded in as part of this solicitation:

<b>Production Printer 1</b>	<b>Production Printer 2</b>	<b>Production Printer 3</b>
Kodak Digimaster 150 with Smartboard	Kodak Digimaster 150 with Smartboard	Kodak Digimaster 150 with Smartboard
#K4325-5828 25,285,092 copies as of Nov 30 2012	#K4325-5827 26,767,482 copies as of Nov 30 2012	#K4325-5829 28,620,566 copies as of Nov 30 2012
2 Paper Supply Modules	2 Paper Supply Modules	2 Paper Supply Modules
	Inserter	
1 Finisher with Punch	1 Finisher with Punch	1 Finisher with Punch
2 Stackers	1 Stacker & Booklet Maker	2 Stackers

***Bids for the FMV monthly lease price of the two (2) new digital monochromatic production printing machines and associated hardware and software are required to reflect the value for this trade-in equipment.***

**3.5 ON-SITE INSTALLATION, IMPLEMENTATION, CONFIGURATION, AND TESTING**

The successful Bidder shall be required to install, configure, and test the new digital monochromatic production printing machines and associated hardware and software at the Copy Center / Digital Print Shop, located at the Stephen P. Clark Center, 111 NW 1<sup>st</sup> Street, 18<sup>th</sup> Floor. The successful Bidder agrees to work with County Project Manager to provide a written plan for installation, implementation, configuration and testing upon Award Recommendation. Bidder must ensure minimal disruption of ongoing production.

**3.6 PRODUCT DEMONSTRATION / ACCEPTANCE AND TRAINING**

The successful Bidder is required to demonstrate how to use and maintain the digital monochromatic production printing machines and associated hardware and software, and to provide such training for, but not limited to, five (5) County employees. The training shall be conducted at the Copy Center / Digital Print Center once all hardware and software has been installed, tested, and accepted by the County.

Training shall be no less than four (4) days in duration to be spent as follows:

- One (1) day - Use of printers and in-line finishing equipment
- One (1) day - Application software, scanning and digital front end workflow
- Two (2) days - Equipment maintenance and repair
- Additional training to be provided as needed.

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

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

**3.7 FULL SERVICE MAINTENANCE AND SUPPORT SERVICES**

FMV lease prices shall be for thirty six (36) months and shall include full coverage maintenance and support services.

- Uptime Requirement: Each production printing machine is required to be in service a minimum of 95% of normal business hours. This requirement will be calculated on a quarterly basis.
- Telephone Support: Telephone support for hardware and software technical problems and failures must be available Monday through Friday, 8 AM to 6 PM (EST).
- On-Site Support: Response time for on-site arrival of OEM certified field technicians must not to exceed four (4) hours from County notification.
- After Hours and Weekend Service: After hours and weekend service, not to exceed ten (10) hours, is required at no additional charge.
- Preventive Maintenance: A regularly scheduled preventive maintenance plan must be maintained.
- Inventory: An onsite inventory of all commonly replaced parts, toner and developer is required, with levels monitored and replenished quarterly. Replacement of parts must be in accordance with OEM specifications.
- Next day delivery, direct to the Copy Center / Digital Print Center, of non-inventoried parts required.
- Associated Costs: The cost of all parts, repairs, toner and developer is required to be included in the bid lease price. Under no circumstances will these items incur additional charge(s) to the County.

Bidder shall be required to provide two (2) references verifying ability to provide Full Service Maintenance and Support Services as detailed above.

**3.8 ESCALATION PROCEDURE FOR UNRESOLVED ISSUES**

Issues of technical support or hardware malfunction that are not resolved within two (2) hours after the field technician arrives onsite will be escalated. Escalation will involve the Bidder's highest level resources to expedite problem resolution.

The escalation procedure is as follows:

<b>ESCALATION PROCEDURE REQUIREMENTS</b>	
<b>a. Authorization to escalate</b>	The field service technician will escalate problem directly. Supervisory approval is not required.

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

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

<p><b>b. Reasons for escalation</b></p>	<p>Escalation will be required if the field service technician is unable to diagnose the problem and determine the path to resolution within 2 hours of arriving on site.</p> <p>Management level employees of the ISD Print Shop may require unresolved operational issues to be escalated.</p>
<p><b>c. The contact person and allowable time frame for a response</b></p>	<p>The field service manager will be required to communicate a response to the County's Digital Print Manager within twenty four (24) hours. Resolution of the issue is desired within this time frame. In some instances a plan of approach which includes action deadlines will be accepted.</p>
<p><b>d. Trigger for the next escalation, should the issue remain unresolved</b></p>	<p>The County's Digital Print Manager will require a further escalation if the problem persists for seven (7) calendar days. At the time of the second escalation, the County's Digital Print Manager will determine in consultation with the vendor's field service manager the appropriate escalation level. This may include product managers, or hardware and software engineers.</p>

**SECTION 4**  
**BID SUBMITTAL FORM**

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

**OPENING: 2:00 P.M.**  
**Wednesday**  
**JUNE 5, 2013**



**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 \_\_\_\_\_ Date Issued: \_\_\_\_\_ This Bid Submittal Consists of  
by: \_\_\_\_\_ Pages **13** through \_\_\_\_\_, and  
**Kimberly** Appendix Pages **1** through **3**  
**Craig**

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:**  
**Lease of Digital Monochromatic Production Printing Machines, Associated Hardware, Software, And Maintenance Support Services**

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

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

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>98526, 98559, 93927</b>	
Procurement Contracting Officer: <b>Kimberly Craig</b>	

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

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

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

SECTION 4  
 BID SUBMITTAL FOR:

LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
 HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES

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

**4.1 PRICING**

*Instructions: Bidder(s) shall state the unit price per month for all items as stated in Section 3, Technical Specifications for a thirty-six (36) month Fair Market Value (FMV) lease. **Trade-in value of existing equipment as highlighted in Section 3.4 is to be reflected in monthly lease price(s) below.** Failure to provide pricing for all items may render the bid submission non-responsive.*

Item No.	Items Required	Quantity	Unit Lease Price Per Month
1	<p><b>Production Printing Machine 1:</b> Minimum 250 Pages Duplex Per Minute (PPM) or 125 simplex PPM. Inclusive of all associated hardware, software, and maintenance support services.</p> <p><i>As specified in Section 3.3 A-D</i></p> <p>Model: _____</p> <p>Manufacturer: _____</p> <p>Monthly pool impression / posted copy allowance of two (2) million copies for both production printing machines.</p>	1	<p>\$ _____ / per month</p>
2	<p><b>Production Printing Machine 2:</b> Minimum 306 Pages Duplex Per Minute (PPM) or 125 simplex PPM. Inclusive of all associated hardware, software, and maintenance support services.</p> <p><i>As specified in Section 3.3 A-D</i></p> <p>Model: _____</p> <p>Manufacturer: _____</p> <p>Monthly pool impression / posted copy allowance of two (2) million copies for both production printing machines.</p>	1	<p>\$ _____ / per month</p>

***The above pricing will be used for evaluation purposes.***

**SECTION 4  
BID SUBMITTAL FOR:**

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

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

**4.2 ITEMIZATION OF PRODUCTION PRINTING MACHINES AND ASSOCIATED  
HARDWARE AND SOFTWARE**

*Please itemize the two (2) production printing machines and associated hardware and software proposed by your firm in Section 4.1 above. For each Item and associated Quantity, please provide Bid Make, Model and Part Number. Failure to provide itemization may render the bid submission non-responsive.*

**(INSERT TABLE)**

**4.3 TRADE-IN VALUE**

*For informational purposes, please provide below the trade-in value for the equipment outlined within Section 3.4 that was used to calculate the unit lease price for Section 4.1 above:*

<b>Trade-In Equipment Description</b>	<b>Trade-In Value</b>
Kodak Digimaster 150 with Smartboard: #K4325-5828 <ul style="list-style-type: none"> <li>• Inclusive of 2 paper supply modules, 1 finisher with punch, and 2 stackers.</li> </ul>	
Kodak Digimaster 150 with Smartboard: #K4325-5827 <ul style="list-style-type: none"> <li>• Inclusive of 2 paper supply modules, 1 inserter, 1 finisher with punch, 1 stacker and booklet maker.</li> </ul>	
Kodak Digimaster 150 with Smartboard: #K4325-5829 <ul style="list-style-type: none"> <li>• Inclusive of 2 paper supply modules, 1 finisher with punch, and 2 stackers.</li> </ul>	

**SECTION 4  
BID SUBMITTAL FOR:**

**LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES**

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

**4.4 AFFIRMATION OF BID REQUIREMENTS**

*Please initial each box to affirm compliance with stated requirements.*

<b>BID REQUIREMENTS</b>			
Initial below		Initial below	
	Items to be provided for Production Printer 1 and Production Printer 2 are in accordance with Section 3.3A.		The hardware and software proposed are compatible with the hardware and software currently in operation as per Section 3.3D.
	Bid is compliant with all Minimum Specifications and Features as per Section 3.3B		Bid pricing submitted in Section 4.1 reflects the value of the Trade-In Equipment noted in Section 3.4.
	Speed of Production Printer 1 is minimum 250 duplex pages per minute (ppm) or 125 simplex ppm per Section 3.3B.		Bid reflects on-site installation, integration, configuration and testing as per Section 3.5.
	Speed of Production Printer 2 is minimum 306 duplex ppm or 125 simplex ppm per Section 3.3B		Bid reflects a minimum of four (4) days of training as per Section 3.6.
	Paper Size is 12.6" x 19.2" maximum and 8" x 8" minimum per Section 3.3B for both production printers per Section 3.3B.		Bid reflects full service Maintenance and Support Services as per Section 3.7.
	Bid is compliant with all Digital Front End (DFE) Requirements as per Section 3.3B.		

**4.5 PRODUCT INFORMATION SHEETS AND BUYERS LAB REPORTS**

*As per Section 2.10, please provide two (2) complete sets of product information sheets (specifications, brochures, etc.) AND two (2) copies of the most current Buyers Lab Reports for the Digital Monochromatic Production Printing Machines and Associated Hardware and Software being proposed.*

Two (2) complete sets of factory information sheets AND two (2) copies of the most current Buyers Lab Reports for each printer are included with this bid submittal.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

SECTION 4  
 BID SUBMITTAL FOR:

LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
 HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES

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

4.6 **REFERENCES**

*As per Section 3.7, please provide two (2) references verifying ability to provide Full Service Maintenance and Support Services as detailed therein.*

REFERENCE #1			
Company Name:			
Address:			
Contact Name:			
Telephone:		Email:	
Project Description(s):			

REFERENCE #2			
Company Name:			
Address:			
Contact Name:			
Telephone:		Email:	
Project Description(s):			

SECTION 4  
BID SUBMITTAL FOR:

LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, ASSOCIATED  
HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES

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

---

---

SECTION 4  
BID SUBMITTAL FOR:

LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING  
MACHINES, ASSOCIATED HARDWARE, SOFTWARE, AND MAINTENANCE  
SUPPORT SERVICES

ACKNOWLEDGEMENT OF ADDENDA

---

---

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

---

---

PART I:

LIST BELOW 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: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE OF OFFICER: \_\_\_\_\_



**Bid Title: Lease of Digital Monochromatic Production Printing Machines, Associated Hardware, Software, And Maintenance Support 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) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.



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 \_\_\_\_\_

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 \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_/ - \_/ / / / / / \_

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

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: \_\_\_\_\_ Title: \_\_\_\_\_

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**







## Duncombe, Kelly (RER)

---

**From:** Walters, Vivian (RER)  
**Sent:** Monday, May 20, 2013 9:06 AM  
**To:** Duncombe, Kelly (RER)  
**Subject:** FW: RQID1300116 Measures  
**Attachments:** RQID1300116SBDMeasures.doc; RQID1300116ITBLeaseofProductionPrintingMachines-MA.docx

Kelly, Morning! Do you want to tackle this one...?

### **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](mailto: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>

*Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.*



---

**From:** Craig, Kimberly (ISD)  
**Sent:** Friday, May 17, 2013 11:23 AM  
**To:** Walters, Vivian (RER)  
**Subject:** RQID1300116 Measures

Hi Vivian,

Please evaluate the attached ITB for measures. RQID1300116 – *Lease of Digital Monochromatic Production Printing Machines, Associated Hardware, Software, and Maintenance Support Services.*

Have a wonderful weekend,

**Kimberly Craig**, Procurement Contracting Officer 1

**Miami-Dade County** | Internal Services Department, Procurement Management Services  
111 NW 1<sup>st</sup> Street, Suite 1300 | Miami, FL 33128  
p. 305.375-1443 | f. 305.375-5688  
[kcraig@miamidade.gov](mailto:kcraig@miamidade.gov)

 *"Delivering Excellence Every Day"* 