

**Business Cards**

**RQID1400008 - Verification of Availability**

**Estimated Cost: \$75,000**

**June 13, 2014**

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**”, being specified, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See all **Sections** as listed below; paying very close attention to the “**minimum**” 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 **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.

**Please note the “purpose” of this project.**

**Are you able to meet the requirements of this project? Yes\_\_\_ No\_\_\_**

**Are you able to satisfy the “Delivery” requirements of Section 2.17? YES\_ NO\_**

**Are you able to satisfy the “following” requirements? (See same for the other Departments – GSA, Aviation, Corrections & Clerk of Courts)**

- **Quantity (3.1)** YES\_ NO\_
- **Size (3.2)** YES\_ NO\_
- **Paper Stock (3.3)** YES\_ NO\_
- **Printing (3.4)** YES\_ NO\_
- **Inks (3.5)** YES\_ NO\_
- **Image (3.6)** YES\_ NO\_
- **Offset (3.7)** YES\_ NO\_
- **Ink Color (3.8)** YES\_ NO\_
- **Typesetting & Mechanical Art** YES\_ NO\_
- **Proof Reading/Proofs** YES\_ NO\_

Do you have experience satisfying the requirements that were of a similar scope to the scopes of services for this contract?      YES\_ NO\_

\_\_\_ I am "NOT" interested in this solicitation.

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

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

Date: \_\_\_\_\_ Contact #: \_\_\_\_\_

Please respond by **4:00pm, Monday June 16, 2014** – (Providing References)

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 applicable); this helps SBD in the determination of measures).

**Vivian O. Walters, Jr.**

Contract Development Specialist II  
Internal Services 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

**Business Cards**

**RQID1400008 - Verification of Availability**

**Estimated Cost: \$75,000**

**June 13, 2014**

Please complete the following "Reference Requirements":

**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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**SECTION 2 - SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY:**

The purpose of this solicitation is to establish a contract for the purchase of business cards in conjunction with the County's needs on an as needed when needed basis.

**2.2 SMALL BUSINESS CONTRACT MEASURES (Set-aside)**

This contract includes participation provisions for Miami-Dade County certified Small Business Enterprises (SBEs) as indicated in Appendix A of this solicitation. The contract measure applicable to this contract: SBE Set-aside.

**2.3 PRE-BID CONFERENCE**

Intentionally Omitted

**2.4 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 Department of Procurement Management, Purchasing Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the twelve month period.

**2.5 OPTION TO RENEW FOR TWO (2) ADDITIONAL YEAR(S) (With Price Adjustment):**

The initial contract prices resultant from this solicitation shall prevail for a (3) three year period from the contract's initial effective date. Ninety- (90) days prior to the completion of the initial term and each subsequent option to renew year, the County will consider adjustment to price based on Consumer Price Index (CPI) for Miami-Fort Lauderdale as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212.

It is the bidder's responsibility to request any pricing adjustment under this provision. The bidder adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the awarded bidder, the County will assume that the bidder has agreed to maintain the same pricing. The adjustment shall be applied by taking the index at the time of calculation (90 days prior to the OTR period) divided by index at time base price is set (Bid award) to determine the percentage increase or decrease which be reflected in the adjusted price.

The County reserves the right to reject any price adjustments submitted by the bidder during the time stated above. In the event the County rejects the price adjustment submitted by the awarded bidder, the County will terminate the contract under the terms stipulated in Section 1 Paragraph 1.24.

- I. Bidder Information:
- The name of the business organization as specified on the contract between Miami-Dade County and bidder
  - Date of invoice
  - Invoice number
  - Bidder'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.

**2.16 INTENTIONALLY OMITTED**

**2.17 DELIVERY SHALL BE TEN (10) DAYS AFTER ORDER IS PLACED BY THE COUNTY**

The bidder shall make deliveries within ten (10) business days after the date of the order. All deliveries shall be made in accordance with good 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 God, strikes, or other causes beyond the control of the 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 appropriately considered by the County.

**SECTION 3 – TECHNICAL SPECIFICATIONS****Miami-Dade Fire Department****3.1 QUANTITY**

Estimated purchases of business cards under this contract are approximately 4,000 lots each of 500 or 1,000 as indicated in the Bid Proposal. Under-runs are not permitted. Additional charges for overruns are not permitted.

**3.2 SIZE**

All cards must be 3 ½" x 2". Size variations are unacceptable. All trimming must be to exact size, with CLEAN CUT EDGES, Guillotine cut cards must be free of nicks, cutting stick indentation, and curls.

**3.3 PAPER STOCK**

Miami-Dade County Resolution R-214-92 promotes waste reduction and the use of recycled content and recyclable products.

Recycled Classic Crest, 80# Cover, Recycled Bright White acid free or approved equal; the product bid must be consistent throughout the contracts term.

**3.4 PRINTING**

All printing will be Flat Sheet Printing

**3.5 INKS**

Soy-based inks which have a lesser amount of "toxic constituents" to be used (Oil-based inks are not acceptable).

**3.6 IMAGE**

Image must be clean, sharp and of high intensity. Any variations due to scumming, plugging, dampener imbalance, etc., will result in rejection of order. Image must be straight and square to the card edge, this is critically important. Rejected orders will be re-run at contractor's expense.

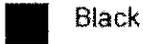
**3.7 OFFSET**

Offset onto back of cards delivered will also be rejected. Rejected orders must be reprint at contractor's expense.

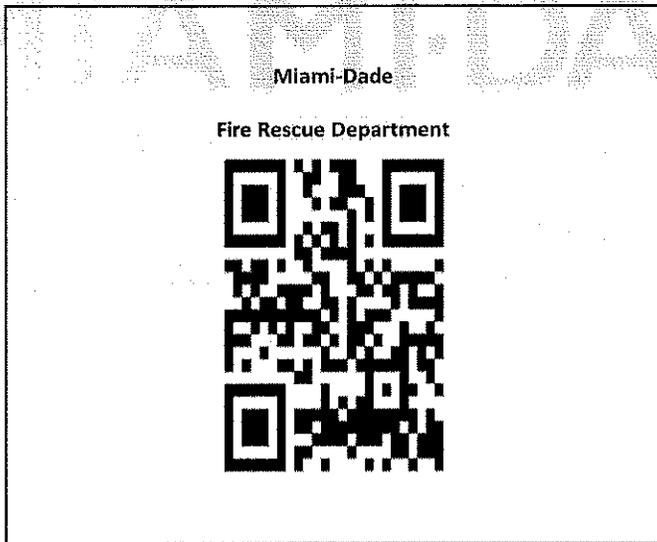
**SECTION 3 – TECHNICAL SPECIFICATIONS**

	Fernando R. Fernandez	Optima Bold - 9 Point, -2 Track, Leading 12 point
	Logistics Division Chief	Optima - 9 Point, -2 Track, Leading 10 point
	Miami-Dade Fire Rescue Department	Optima Bold - 8 Point, -2 Track, Leading 23 point
	9300 NW 41st Street	Optima - 7 Point, 0 Track, Leading 9 point
	Miami, Florida 33178	
	T 786-331-4242	
	F 786-331-4245	
	P 305-366-3107	
	fdezr@miamidade.gov	
	www.miamidade.gov	Optima Bold - 7 Point, 0 Track, Leading 22 point

4-Color Process Fire Logo



Back (not actual size)



**SECTION 3 – TECHNICAL SPECIFICATIONS****GSA DEPARTMENT****3.1 QUANTITY**

Estimated purchases of business cards under this contract are approximately 4,000 lots each of 500, or 1,000 as indicated in the Bid Proposal. Under-runs are not permitted. Additional charges for overruns are not permitted.

**3.2 SIZE**

All cards must be 3 1/2" x 2". Size variations are unacceptable. All trimming must be to exact size, with CLEAN CUT EDGES. Guillotine cut cards must be free of nicks, cutting stick indentation, and curls.

**3.3 PAPER STOCK**

Dade County Resolution R-214-92 promotes waste reduction and the use of recycled content and recyclable products.

Recycled Classic Crest, 80# Cover, Recycled Bright White acid free or approved equal. The product bid must be consistent throughout the contracts term.

**3.4 PRINTING**

All printing will be Flat Sheet Printing

**3.5 INKS**

Soy-based inks which have a lesser amount of "toxic constituents" to be used. (Oil-based inks are not acceptable).

**3.6 IMAGE**

Image must be clean, sharp and of high intensity. Any variations due to scumming, plugging, dampener imbalance, etc., will result in rejection of order image must be straight and square to the card edge this is critically important. Rejected orders will be re-run at contractor's expense.

**3.7 OFFSET**

Offset onto back of cards delivered will also be rejected. Rejected orders must be re-printed at contractor's expense.

**3.8 INK COLOR**

Black, PMS 300 Blue and PMS 576 Green  
(PMS 300 Blue and PMS 576 Green are common to all cards)

**SECTION 3 – TECHNICAL SPECIFICATIONS**

**3.9 TYPESETTING AND MECHANICAL ART**

Template will be furnished to the vendor by Frank Guemes, Graphics Manager at the Government Information Center. Card information (text) will be submitted via e-mail. Input of text on to the template will be performed by Contractor. Charges for this service must be included in the quoted price.

**3.10 PROOFREADING/PROOFS**

Proofs will be provided via e-mail to the requesting department. All proofs must be sent PDF (Portable Document Format) for approval to the requesting Department. To avoid typographical errors, it will be the contractor's responsibility to contact the requesting Department regarding any questionable copy before placing orders in production.

**3.11 PACKAGING**

Business card carton must indicate the quantity and identify the contents.

**3.12 NO SUB-CONTRACTING PERMITTED**

All business cards must be produced by the contractor on its premises. Sub-contracting is not permitted under the terms of this contract.

**3.13 SAMPLE BUSINESS CARD - County standard (not actual size)**

Per Section 3, Paragraph 3.8

**Bernard McGriff**  
Director

General Services Administration  
111 NW 1st Street • Suite 2410  
Miami, Florida 33120-1900  
305-375-4513 Fax 305-375-4523  
Pager 305-111-1111  
NSSa@miamidade.gov

**MIAMI-DADE COUNTY**  
*Delivering Excellence Every Day*  
miamidade.gov

- Optima Bold 9 pt on 10pt leading
- Optima Reg 8 pt
- Optima Reg 8 pt on 10 pt leading
- Optima Reg 8 pt on 10pt leading
- Optima Reg 7pt on 7pt leading

**SECTION 3 – TECHNICAL SPECIFICATIONS****AVIATION DEPARTMENT****3.1 QUANTITY**

Estimated purchases of business cards under this contract are approximately 4,000 lots each of 500, or 1,000 as indicated in the Bid Proposal. Under-runs are not permitted. Additional charges for overruns are not permitted.

**3.2 SIZE**

All cards must be 3 1/2" x 2". Size variations are unacceptable. All trimming must be to exact size, with CLEAN CUT EDGES. Guillotine cut cards must be free of nicks, cutting stick indentation, and curls.

**3.3 PAPER STOCK**

Dade County Resolution R-214-92 promotes waste reduction and the use of recycled content and recyclable products.

Recycled Classic Crest, 80# Cover, Recycled Bright White acid free or approved equal. The product bid must be consistent throughout the contracts term.

**3.4 PRINTING**

All printing will be Flat Sheet Printing

**3.5 INKS**

Soy-based inks which have a lesser amount of "toxic constituents" to be used. (Oil-based inks are not acceptable).

**3.6 IMAGE**

Image must be clean, sharp and of high intensity. Any variations due to scumming, plugging, dampener imbalance, etc., will result in rejection of order image must be straight and square to the card edge this is critically important. Rejected orders will be re-run at contractor's expense.

**3.7 OFFSET**

Offset onto back of cards delivered will also be rejected. Rejected orders must be re-printed at contractor's expense.

**3.8 INK COLOR**

Black, Pantone 294 and Pantone 7539

**SECTION 3 – TECHNICAL SPECIFICATIONS**

**3.9 TYPESETTING AND MECHANICAL ART**

Template will be furnished to the vendor by the Richard Etienne, Creative Service Supervisor at the Miami-Dade Aviation Department. Card information (text) will be submitted via e-mail. Input of text on to the template will be performed by Contractor. Charges for this service must be included in the quoted price.

**3.10 PROOFREADING/PROOFS**

Proofs will be provided via e-mail to the requesting department. All proofs must be sent PDF (Portable Document Format) for approval to the requesting Department. To avoid typographical errors, it will be the contractor's responsibility to contact the requesting Department regarding any questionable copy before placing orders in production.

**3.11 PACKAGING**

Business card carton must indicate the quantity and identify the contents.

**3.12 NO SUB-CONTRACTING PERMITTED**

All business cards must be produced by the contractor on its premises. Sub-contracting is not permitted under the terms of this contract.

**3.13 SAMPLE BUSINESS CARD - Aviation (not actual size)**

Per Section 3, Paragraph 3.8

 	<p><b>John Countys</b> Director</p> <p>Miami-Dade Aviation Department P.O. Box 025504 Miami, Florida 33102-5504 T 305-876-7000 F 305-876-1270 ACitizens@miami-airport.com</p> <p><a href="http://www.miamidade.gov">www.miamidade.gov</a></p>	<p>Optima Bold - 9 Point, 0 Track, Leading 12 point</p> <p>Optima - 9 Point, 0 Track, Leading 10 point</p> <p>Optima Bold - 8 Point, 0 Track, Leading 23 point</p> <p>Optima - 7.5 Point, 0 Track, Leading 10 point</p> <p>Optima Bold - 7 Point, 0 Track, Leading 22 point</p>
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-  Pantone 294
-  Pantone 7539
-  Black

**SECTION 3 – TECHNICAL SPECIFICATIONS****CORRECTIONS & REHABILITATION****3.1.1 QUANTITY**

Estimated purchases of business cards under this contract are approximately 4,000 lots each of 500, or 1,000 as indicated in the Bid Proposal. Under-runs are not permitted. Additional charges for overruns are not permitted.

**3.1.2 SIZE**

All cards must be 3 1/2" x 2". Size variations are unacceptable. All trimming must be to exact size, with CLEAN CUT EDGES. Guillotine cut cards must be free of nicks, cutting stick indentation, and curls.

**3.2 PAPER STOCK**

Dade County Resolution R-214-92 promotes waste reduction and the use of recycled content and recyclable products.

Recycled Classic Crest, 80# Cover, Recycled Bright White acid free or approved equal. The product bid must be consistent throughout the contracts term.

**3.2.1 PRINTING**

All printing will be Flat Sheet Printing

**3.2.2 INKS**

Soy-based inks which have a lesser amount of "toxic constituents" to be used. (Oil-based inks are not acceptable).

**3.2.3 IMAGE**

Image must be clean, sharp and of high intensity. Any variations due to scumming, plugging, dampener imbalance, etc., will result in rejection of order image must be straight and square to the card edge this is critically important. Rejected orders will be re-run at contractor's expense.

**3.2.4 OFFSET**

Offset onto back of cards delivered will also be rejected. Rejected orders must be re-printed at contractor's expense.

**3.8 INK COLOR**

Black, Pantone 873

**SECTION 3 – TECHNICAL SPECIFICATIONS**

**3.8.1 INK COLOR**

Black, Pantone 300, Pantone 300, 30% and Pantone 576 AND Pantone 873

**3.9 TYPESETTING AND MECHANICAL ART**

Template will be furnished to the vendor by Frank Guemes, Graphics Manager at the Government Information Center. Card information (text) will be submitted via e-mail. Input of text on to the template will be performed by Contractor. Charges for this service must be included in the quoted price.

**3.10 PROOFREADING/PROOFS**

Proofs will be provided via e-mail to the requesting department. All proofs must be sent PDF (Portable Document Format) for approval to the requesting Department. To avoid typographical errors, it will be the contractor's responsibility to contact the requesting Department regarding any questionable copy before placing orders in production.

**3.11 PACKAGING**

Business card carton must indicate the quantity and identify the contents.

**3.12 NO SUB-CONTRACTING PERMITTED**

All business cards must be produced by the contractor on its premises. Sub-contracting is not permitted under the terms of this contract.

**3.13 SAMPLE BUSINESS CARD - Corrections & Rehabilitation (not actual size)**

Per Section 3, Paragraph 3.8

	Charles McKay	Optima Bold - 9 Point, -2 Track, Leading 12 point
	Director	Optima - 9 Point, -2 Track, Leading 10 point
	Corrections & Rehabilitation	Optima Bold - 8 Point, -2 Track, Leading 22 point
	8660 West Flagler	Optima - 7.5 Point, 0 Track, Leading 10 point
	Miami, Florida 33144	
Phone 305-229-7560		
Cell 305-725-3139		
Fax 305-2636135		
cjm@miamidade.gov		
www.miamidade.gov	Optima Bold - 7 Point, 0 Track, Leadin 22 point	

Pantone 873

Black

**SECTION 3 – TECHNICAL SPECIFICATIONS**

**3.13A SAMPLE BUSINESS CARD - Corrections & Rehabilitation (not actual size)**

**Per Section 3, Paragraph 3.8.1**

Nancy Fox-Hicks  
Administrative Sergeant  
Reception & Diagnostics Bureau  
Pre-Trial Detention Center

Corrections & Rehabilitation Department  
1321 NW 13th Street  
Miami, Florida 33125  
Phone 786-263-4166  
Fax 786-263-4446  
FOX123@miamidade.gov  
www.miamidade.gov

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Optima Bold - 9 Point, -2 Track, Leading 12 point  
Optima - 9 Point, 0 Track, Leading 10 point

Optima Bold - 9 Point, -2 Track, Leading 14 point  
Optima - 7.5 Point, 0 Track, Leading 10 point

Optima Bold - 7 Point, 0 Track, Leading 14 point

■ Pantone 300

■ Pantone 300, 30%

■ Pantone 576

■ Pantone 873

■ Black

**SECTION 3 – TECHNICAL SPECIFICATIONS****CLERK OF COURTS****3.1 QUANTITY**

Estimated purchases of business cards under this contract are approximately 38 lots of each of 500 or 1,000 as indicated in the Bid Proposal. Under-runs are not permitted. Additional charges for overruns are not permitted.

**3.2 SIZE**

All cards must be 3 ½" x 2". Size variations are unacceptable. All trimming must be exact size, with CLEAN CUT EDGES, Guillotine cut cards must be free of nicks, cutting stick indentation, and curls.

**3.3 PAPER STOCK**

Thin plate Bristol-Recycled

**3.4 PRINTING**

1 Color Thermo Raised Print

**3.5 INKS**

Soy-based inks which have a lesser amount of "toxic constituents" to be used (Oil-based inks are not acceptable).

**3.6 IMAGE**

Image must be clean, sharp and of high intensity. Any variations due to scumming, plugging, dampener imbalance, etc., will result in rejection of order image must be straight and square to the card edge this is critically important. Rejected orders will be re-run at contractor's expense.

**3.7 OFFSET**

Offset onto back of cards delivered will also be rejected. Rejected orders must be re-printed at contractor's expense.

**3.8 INK COLOR**

Black

**3.9 TYPESETTING AND MECHANICAL ART**

Template will be furnished to the vendor by Clerk of Courts, Courts Procurement Officer. Card information (text) will be submitted via e-mail. Input of text on to the template will be performed by Contractor. Charges for this service must be included in the quoted price.

**SECTION 3 – TECHNICAL SPECIFICATIONS****3.10 PROOF READING/PROOFS**

Proofs will be provided via email to the requesting department. All proofs must be sent as a PDF (Portable Document Format) for approval to the requesting department. To avoid typographical error, it will be the contractors responsibility to contact the requesting department regarding any questionable copy before placing orders in production.

**3.11 PACKAGING**

Business card carton must indicate the quantity and identify the contents.

**3.12 NO SUB-CONTACTING PERMITTED**

All business cards must be produced by the contractor on its premises. Sub-contacting is not permitted under the terms of this contract.

**3.13 SAMPLE BUSINESS CARD- CLERK OF COURTS (not actual size)**

Per Section 3, Paragraph 3.4, 3.8 and 3.9

