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
Please complete the following **Reference Requirements**:

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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 adjustments 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
Logistics Division Chief
Miami-Dade Fire Rescue Department
900 NE 4th Street
Miami, Florida 33137-8
T 786-541-4333
F 786-541-4245
P 786-541-4241
fire@miamicounty.gov

www.miamidade.gov

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Optima - 9 Point, -2 Track, Leading 10 point
Optima Bold - 8 Point, -2 Track, Leading 23 point
Optima - 7 Point, 0 Track, Leading 9 point
Optima Bold - 7 Point, 0 Track, Leading 22 point

4-Color Process Fire Logo

Black

Back (not actual size)

Miami-Dade Fire Rescue Department

![QR Code]

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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

[Image of business card with Optima font specifications]
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

![Image of sample business card]

- 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 reprinted 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
Director

Corrections & Rehabilitation
8660 West Flagler
Miami, Florida 33144
Phone: 305-229-7750
Cell: 305-225-1339
Fax: 305-264-6135
cjm@miamidade.gov

www.miamidade.gov

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\[\text{Pantone 873}\]

\[\text{Black}\]
SECTION 3 – TECHNICAL SPECIFICATIONS

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

Per Section 3, Paragraph 3.8.1

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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 ⅛” 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 PREMITTED

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

MIAMI DADE

HARVEY RUVIN, CLERK
CIRCUIT AND COUNTY COURTS
www.miami-dadeclerk.com

JOHN DOE
MANAGER
CLERK OF THE COURTS

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FAX: (305) XXX-XXXX
E-MAIL: XXXX@miamidade.gov

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