

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

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency

Re-Bid
 Other

LIVING WAGE APPLIES: YES NO

Previous Contract/Project No.
8133-0/16

Requisition/Project No: RQID1600081/ FB-00409 **TERM OF CONTRACT:** 5 year with 0 options-to-renew

Requisition/Project Title: Printing Election Ballots

Description: The purpose of this solicitation is to establish a contract for the purchase of election ballots in conjunction with the County's needs on an as needed when needed basis. This contract will be used to supplement the County's in-plant print facilities with the production of election ballots.

User Department(s): ISD

Issuing Department: ISD **Contact Person:** Allan M Garcia **Phone:** x5650

Estimated Cost: \$290,000 **Funding Source:** Internal Services Funds **REVENUE GENERATING:** No

ANALYSIS

Commodity/Service No: 966-52		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Allan M. Garcia

Date to SBD: 09-06-16

Date Returned to DPM: _____

SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of election ballots in conjunction with the County's needs on an as needed when needed basis. This contract will be used to supplement the County's in-plant print facilities with the production of election ballots for the Miami Dade Elections Department.

2.2 TERM OF CONTRACT

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 Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixty (60) month period.

2.3 METHOD OF AWARD AND PREFERRED QUALIFICATIONS**A. METHOD OF AWARD**

Award of this contract will be made to the lowest 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. If a Bidder fails to submit an offer on all items, its overall will be rejected.

B. PREFERRED QUALIFICATIONS

Bidder shall meet the following minimum qualifications set forth in this solicitation:

- a) Bidder manufacturing facilities are located within South Florida. The street address of the production facility, phone numbers and name of production manager on-site is required to be submitted with the bid submittal.
- b) Bidder has been certified within the last twenty-four (24) months to print ballots by Electronic Systems and Software (ES&S), or have successfully produced ballots in the last twenty-four (24) months for a Supervisor of Elections who uses ES&S equipment to conduct elections and tabulate the result. At the time of bid submission, the bidder is required to provide a letter from ES&S showing the date of the bidder's certification and/or ballot printing references including name of Election department, contact names, phone number, and email.

2.5 PRICES

Prices proposed by the vendor shall remain fixed and firm during the term of contract

2.6 DELIVERY

- 2.6.1 The bidder shall make delivery of digitally printed AB Daily Ballots within one (1) calendar day and delivery of offset printed ballots no more than five (5) calendar days after the date of the order.

- 2.6.2 All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the vendor. In these cases, the vendor 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.
- 2.6.3 Should the vendor to whom the contract is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the order on a default basis after any back order period that has been specified in this contract has lapsed. If the order is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent vendor with any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the vendor from the contract for default.
- 2.6.4 Certain County employees may be authorized in writing to pick-up materials under this contract. Vendors shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization. If the vendor is in doubt about any aspect of material pick-up, vendor shall contact the County to confirm the authorization.

2.7 ACCEPTANCE OF PRODUCT:

The product(s) to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a vendor-provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned, at vendor expense, to the vendor. At the County's own option, the vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

Elections will test ballots for readability by ballot tabulation scanners and in the Absentee Ballot Reli-A-Vote system. All ballots deemed defective by the County's testing must be rejected within 48 hours by the vendor at no additional expense to the County.

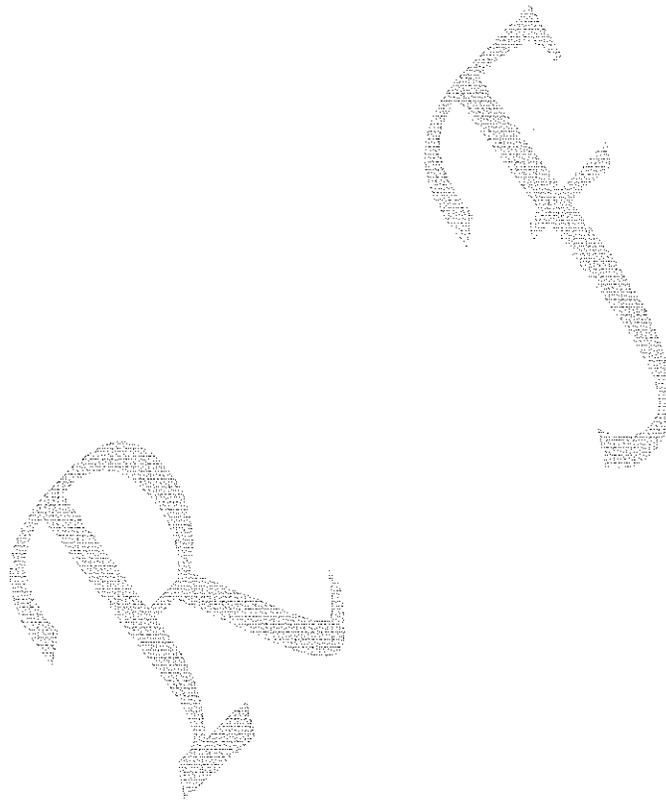
2.8 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder at the contract prices established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency(ies).

2.9 PURCHASE OF OTHER ITEMS

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the selected

bidder to obtain a price quote for the similar items. The County reserves the right to award these similar items to the selected bidder, another bidder's contract based on the lowest price quoted, or to acquire the items through a separate solicitation.



SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SPECIFICATIONS OF REQUIRED BALLOTS:

Trim Size:	8.5" x 18" (17" ballots) or 8.5" x 15" (14" ballots)
Stub:	8.5" x 1" located at the top of each ballot sheet
Stock:	80# Sporset Text Wt. by Grupo Potucel Soporcel or equivalent supplied.
Number of Links:	2 inks printed on both front and back of each sheet. The Ballot image is required to bleed on 4-sides.
Ink Specifications:	All machine-readable components (MCR) must be printed with high quality extra or double black ink. <i>(See 3.5 for density specifications)</i> All non-machine-readable components (Anti-Fraud Icons) must be printed with Kohl and Madden, Optical Character Recognition (OCR) MRCL-Non Readable Gray.
Stub Position Perforation:	The stub must be placed at the top of the ballot.
Special Cutting Requirement:	A 45° angle cut must be made on the lower right corner of each ballot before folding. <i>(For additional cutting requirements See Section 3.5.)</i>
Folding:	AB Daily Ballots require folding. 17" ballots final folded to 8.5" x 4.8125" 14" ballots final folded to 8.5" x 4.71875"
Finishing:	The ballots must be paper banded or shrink wrapped in bundles of 100. Exact counts are required. Folded AB Daily Ballots – 17" and 14" – tray packed per MRDF print file order sequence. Tray packed in 50's per bundle with colored slip sheet.

3.2 TIME VALUED BALLOT PRINTING:

A very strict delivery schedule of five (5) calendar days or less will be required for ballot printing production.

3.3 PRINTING STOCK:

Miami-Dade County will supply all paper stock. The paper stock is a critical component of the ES&S optical scanners used to tabulate ballots and may not be substituted unless approved by Miami-Dade County. 80# Sporset Text Wt. by Grupo Potucel Soporcel or equivalent stock supplied having met opacity, brightness, weight, thickness, finish and color requirements resulting in successful tabulation operation.

3.4 PRINTING AND CUTTING STANDARDS:

Meeting the required printing and cutting standards are critical for the ES&S optical scanners to properly read ballot during tabulation.

- Black Ink Density: 1.15 – 1.25 optical density
- Front-side to Back-Side Registration: as indicated by registration marks
- Ballot Width: 8.480 – 8.530 inches
- Ballot Height: 14.000 – 14.030 inches or 17.000 – 17.030 inches

3.5 SHORT TERM AND ARCHIVAL ELECTRONIC STORAGE OF WORK:

Electronic ballot files shall be stored in electronic form by the vendor for 45 days after completion of print job. The vendor will be required, on occasion, to make a copy of the electronically stored images for County use.

3.6 PICK UP AND DELIVERY CHARGES:

Charges for prompt copy pick-up and delivery shall be included in rate schedule. Delivery costs of finished products shall be included in the prices quoted on the bid submittal.

SECTION 4

FIRM: _____

FEIN _____

Reference Requirements (Reference Paragraph 2.3.B)	
Reference No. 1	
Election Department:	
Contact name:	Contact title:
Phone number:	Email address:

Reference No. 2	
Election Department:	
Contact name:	Contact title:
Phone number:	Email address: