DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

X New  OTR  Sole Source  Bid Waiver  Emergency  Previous Contract/Project No. D0786903B1-A
Re-Bid  Other  LIVING WAGE APPLIES:  YES  NO
Requisition No./Project No.: RQLB1300001  TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR
Requisition /Project Title: Plastic Library Cards & Key Tags

Description: To establish a contract for the purchase of printed library cards with matching key tags.

Issuing Department: ISD-Procurement  Contact Person: Ruth Laureano  Phone: 305 375-5765
Estimate Cost: $337,500

Funding Source: GENERAL  FEDERAL  OTHER

Library District

ANALYSIS

| Commodity Codes: 966-85 |  
|------------------------|-----------------------|
| Contract/Project History of previous purchases three (3) years |  
| Check here if this is a new contract/purchase with no previous history. |  

<table>
<thead>
<tr>
<th></th>
<th>EXISTING</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor:</td>
<td>Best Janitorial</td>
<td>Best Janitorial</td>
<td>Best Janitorial</td>
</tr>
<tr>
<td>Small Business Enterprise:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Contract Value:</td>
<td>$64,159</td>
<td>$27,000</td>
<td>$75,486</td>
</tr>
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</table>

Comments:

Continued on another page (s): YES  X No

RECOMMENDATIONS

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-aside</th>
<th>Sub-contractor goal</th>
<th>Bid preference</th>
<th>Selection factor</th>
</tr>
</thead>
</table>

Basis of recommendation:

Signed: Ruth Laureano

Date sent to SBD: 3/11/13

Date returned to DPM: [Signature]

Revised April 2013

2013 MAR - 8  PM 1:23
MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

TITLE:
PRINTING OF LIBRARY CARDS FOR MIAMI-DADE LIBRARY SYSTEM

FOR INFORMATION CONTACT:
Ruth Laureano, 305-375-5765, ruthl@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
INVITATION TO BID

Bid Number:

Bid Title: Printing Of Library Cards for Miami-Dade Library System

Procurement Associate: Ruth Laureano

Bids will be accepted until 2:00 p.m. on , 2012

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.
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:

SECTION 2
SPECIAL CONDITIONS

TITLE
Printing Of Library Cards For Miami-Dade Library System

2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY:

The purpose of this solicitation is to establish a contract for the purchase of printing of library cards with matching key tags sets for the Miami-Dade Library system in conjunction with the County's needs on an as needed when needed basis.

2.2 TERM OF CONTRACT: FIVE (5) 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, 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.

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

Award of this contract will be made to the responsive, responsible vendor 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 vendor fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single vendor.

2.4 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract.

2.5 METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES

The vendor(s) shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:
   • The name of the business organization as specified on the contract between Miami-Dade County and vendor
   • Date of invoice
   • Invoice number
SECTION 2
SPECIAL CONDITIONS

TITLE
Printing Of Library Cards For Miami-Dade Library System

- Vendor’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

2.6 SHIPPING TERMS: F.O.B. DESTINATION

All bidders shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative at Miami-Dade Library system, 101 West Flagler Street, Miami, Florida 33130. Freight dock is under roof. Delivery truck must have lift gate, and shall not exceed 12' 9" high when empty. Semi-trailers shall not be used. Inside delivery is required.

2.7 DELIVERY SHALL BE (30) DAYS AFTER DATE OF ORDER

The vendor shall make deliveries within thirty (30) calendar 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 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.

Should the vendor(s) to whom the contract(s) is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the contract on a default basis after any back order period that has been specified in this contract has lapsed. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent vendor with any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may
SECTION 2
SPECIAL CONDITIONS

TITLE
Printing Of Library Cards For Miami-Dade Library System

terminate the contract for default.

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 appropriate user department to confirm the authorization.

2.8 CONTACT PERSONS:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Ruth Laureano, at (305) 375-5765 email – ruthl@miamidade.gov.

2.9 COUNTY USER ACCESS PROGRAM (UAP) FEE

USER ACCESS FEE

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.

JOINT PURCHASE

Only those entities that have been approved by the County for participation in the County’s Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The vendor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the successful vendor shall be entitled to ship goods on an “FOB Destination, Prepaid and Charged Back” basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.
Miami-Dade County shall have no liability to the vendor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the vendor and shall be paid by the ordering entity less the 2% UAP.

VENDOR COMPLIANCE

If a vendor fails to comply with this section, that vendor may be considered in default by Miami-Dade County in accordance with Section 1, Paragraph 1.23 of this contract solicitation and the resulting contract.

2.10 LOCAL CERTIFIED SERVICE - DISABLED VETERAN’S BUSINESS PREFERENCE

In accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service-Disabled Veteran Business Enterprise (VBE) that submits a bid for a contract shall receive a bid preference of five percent of the price bid. A VBE 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 proposal submittal 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. This preference will only be used for evaluating and awarding the bids and shall not affect the contract price. In procurements where Small Business Enterprises (SBE) measures are being applied, a VBE who is also an SBE shall not receive the veteran’s preference provided in this section and shall be limited to any applicable SBE preferences. At the time of bid or proposal submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the bid or proposal submission.

2.11 ENVIRONMENTALLY ACCEPTABLE PACKAGING

Effective June 16, 1992, all contracts in excess of ten thousand ($10,000) dollars will be affected by Resolution Number R738-92 amending Miami-Dade County Administrative Order 3-2 (relating to the procurement of goods and services).

As a waste management alternative, and as an additional means of reducing the volume and toxicity of waste and by-products entering Florida’s solid waste stream, Miami-Dade County has instituted the following policy with regard to source reduction.

In order to discourage excessive packaging of a product solely for marketing purposes and to encourage packaging for purposes of ensuring durability, re-usability and recyclability. No goods shall be purchased if the goods constitute less than 90 percent (by volume) of the item being purchased or if the goods contains more than 10 percent package and packing material (by volume). No packaging shall be purchased which is not environmentally acceptable packaging.

For purposes of meeting the requirements of this resolution, “Environmentally Acceptable” shall be defined as; any item that is returnable for reuse or recycling, or which is recyclable.

In order to insure compliance with this resolution, vendors shall indicate in the space provided on the Bid/Proposal Submission Form or elsewhere as required by this solicitation,
the method to be used for returning packaging materials to the distributor in conjunction with this solicitation and/or by completing the General Services Certification of Recycled Product Content Form indicating the ability of the materials to be recycled through existing recycling collection programs.

Appeals for waiver of these requirements may be made in writing to the County Manager through the Director of Procurement Management. No waiver shall be effective unless approved by a majority vote of the Board of County Commissioners. Offers failing to provide this information may result in being declared non-responsive; however the vendor shall be given the opportunity to provide the information during the offer evaluation period. At such time, the vendor shall be given fifteen (15) calendar days to submit this information.

Vendors wishing to obtain a copy of the complete resolution should contact The Clerk of the Board at 305-375-5126.

2.12 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS

The vendor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the vendor in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the vendor are found to be defective or do not conform to specifications: (1) the materials may be returned to the vendor at the vendor’s expense and the contract cancelled or (2) the County may require the vendor to replace the materials at the vendor’s expense.

2.13 OVER-RUNS OR UNDER-RUNS:

Over-runs or under-runs shall constitute an acceptable delivery provided that such over-runs or under-runs shall not exceed ten percent (10%) of the quantity ordered. Payment for these acceptable over-runs or under-runs shall be charged or credited to the County proportionately.

2.14 PACKING SLIP/DELIVERY TICKET TO ACCOMPANY ITEMS DURING DELIVERY:

The successful bidder shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip shall be attached to the shipping carton(s) which contain the items and shall be made available to the County’s authorized representative during delivery. The packing slip or delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

2.15 PATENTS AND ROYALTIES:

The vendor, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for, or as a result of, any copyrighted, patented, or unpatented invention, process, or article manufactured by the vendor. The vendor has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not
supplied by vendor, or is based solely and exclusively upon the County's alteration of the article. The purchaser will provide prompt written notification of a claim of copyright or patent infringement.

Further, if such a claim is made or is pending, the vendor may, at its option and expense, procure for the purchaser the right to continue use of, replace or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the County agrees to return the article on request to the contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.) If the vendor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the contract prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

2.16 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary vendor to obtain a price quote for the similar items. If there are multiple vendors on the contract, the County representative may also obtain price quotes from these vendors. The County reserves the right to award these similar items to the primary contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

2.17 QUALITY OF DIE STRUCK GOODS:

All work performed by the vendor shall be consistent with the quality of work performed by craftsmen skilled in their particular trades. All library cards shall be die struck from clean, sharp embossing dies. Dies shall be maintained in first class condition during contract period, so that impressions are free from breaks or any minute imperfections. Trimming tools shall be maintained so that each is clean, completely trimmed, with no overhand or irregularities in outer shape.

2.18 SAMPLES MAY BE REQUIRED DURING EVALUATION

After the County opens the Bid Proposals, the bidders may be required to submit a sample for the goods 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); provided however, that in the event of a group or aggregate award, the bidder's proposal will not be eligible for that group or in the aggregate as applicable. All samples shall become the property of Miami-Dade County.

The County reserves the right to perform its own testing procedures or to send any and all samples any certifiable laboratory for analysis. Any costs for testing shall be borne by
bidder. On the basis of this testing and analysis, 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.
3.1 **SCOPE OF WORK**

The Miami-Dade Public Library System is interested in the purchasing of printed Library Cards with matching key tag set, and Guest Cards, on an as needed basis (10 designs total).

3.2 **LIBRARY CARDS WITH MATCHING KEYTAG SET:**

Nine (9) different library card designs with matching keytag:

- Girls
- Boys
- Teen Beach
- Teen Dance
- Teen Graffiti
- Adult
- Vintage
- You Media
- MDPLS Logo

One (1) library card design for the guest cards (with no matching keytag).

Quantities to be ordered: Orders of 250,000 sets annually
(Minimum 25,000 sets/order)

Card Size: Credit Card – 2-1/8” x 3-3/8”

Key Tag Size: 1-1/8” x 2-1/8”

30 Mil Thickness

Smooth edge perforation

Solid Seal

Signature panel applied to outside panel

Laser printed bar code on interior core

Cards and key tags are to be printed on two sides: Five (5) colors (4 color process and black) on the front, and black color only on the back.

3.2.1 **GUEST CARDS:** Optional

The Guest Card (with no matching key tag), its size is the same as above card size: Credit Card -2-1/8” X 3-3/8,” and all other specifications are the same as the Library Card.

Quantities to be ordered: Quantities of at least 10,000 each time as many times as needed.
3.2.2 **BAR CODE SPECIFICATIONS:**

Ten (10) Characters per inch

"Coda Bar" fourteen (14) Digital number including modulus ten (10) check digit

Must be readable by Polaris-Miami Dade Public Library Automated System

Actual barcodes for printing will be supplied by the Library Department

3.2.3 **PACKING SPECIFICATIONS**

Small boxes of individual card/key-tag sets of 600 each or 500 each or 250 each, all boxes with the same quantity of individual card/key-tag sets (no sheets).

Label beginning and ending code numbers on front of each box.

3.2.4 **ARTWORK**

Camera ready artworks will be provided by the Library Department.

3.3 **PRE-PRODUCTION SAMPLING:**

The awarded vendor must provide a pre-production sampling of their product, not to exceed twenty (20) Library Cards with key-tag sets for quality assurance, inspection, and testing by the Library Department prior to full production of the entire order.

3.4 **DELIVERY TO FACILITY:**

Freight dock is under roof. Delivery trucks must not exceed 12' 9" in height when empty, as loaded trucks increase their height after the load is taken off. Delivery truck must have lift gate.

Semi-trailer trucks will not fit under roof. If truck is higher, a side door will need to be used and truck driver must be prepared to unload in that alternate way. Inside delivery is required.
SECTION 3
TECHNICAL SPECIFICATIONS

TITLE
Printing Of Library Cards For Miami-Dade Library System

3.5 SAMPLE OF LIBRARY CARD WITH MATCHING KEYTAG

FRONT

BACK

I assume financial responsibility for the materials borrowed on this card and agree to follow all rules of the Miami-Dade Public Library System.

Signature

The responsibility for what a minor borrower reads with the parent or guardian. Please notify the Library of any change of address. Report the loss of this card immediately.

Miami-Dade Public Library System
Miami, Florida 33130-1528 • www.mdpl.org

Barcode (FPO)
3.6 SAMPLE OF LIBRARY CARD WITH MATCHING KEYTAG

FRONT

BACK

I assume financial responsibility for the materials borrowed on this card and agree to follow all rules of the Miami-Dade Public Library System.

Signature

The responsibility for what a minor borrower reads with the parent or guardian.
Please notify the Library of any change of address. Report the loss of this card immediately.

Miami-Dade Public Library System
MiamI, Florida 33130-1523 • www.mdpl.org

Barcode (FPD)
3.7 SAMPLE OF LIBRARY CARD WITH MATCHING KEYTAG

FRONT

![Library Card Front Image]

BACK

![Library Card Back Image]
3.8 SAMPLE OF LIBRARY CARD WITH MATCHING KEYTAG

FRONT

BACK

I assume financial responsibility for the materials borrowed on this card and agree to follow all rules of the Miami-Dade Public Library System.

Signature

The responsibility for what a minor borrower reads with the parent or guardian.
Please notify the Library of any change of address. Report the loss of this card immediately.

Miami-Dade Public Library System
Miami, Florida 33130-1028 - www.mdpl.org

Barcode (FPO)
3.9 SAMPLE OF LIBRARY CARD WITH MATCHING KEYTAG

FRONT

BACK

I assume financial responsibility for the materials borrowed on this card and agree to follow all rules of the Miami-Dade Public Library System.

Signature

The responsibility for what a minor borrows rests with the parent or guardian. Please notify the library of any change of address. Report the loss of this card immediately.

Miami-Dade Public Library System
Miami, Florida 33130-1629 – www.mdpls.org

Barcode (FPO)
SECTION 3
TECHNICAL SPECIFICATIONS

TITLE
Printing Of Library Cards For Miami-Dade Library System

3.10 SAMPLE OF LIBRARY CARD WITH MATCHING KEYTAG

FRONT

BACK

I assume financial responsibility for the materials borrowed on this card and agree to follow all rules of the Miami-Dade Public Library System.

Signature

The responsibility for what a minor borrows rests with the parent or guardian. Please notify the library of any change of address. Report the loss of this card immediately.

Miami-Dade Public Library System
Miami, Florida 33130-1223 - www.mdpl.org

Barcode (FPO)
SECTION 3
TECHNICAL SPECIFICATIONS

TITLE
Printing Of Library Cards For Miami-Dade Library System

3.11 SAMPLE OF LIBRARY CARD WITH MATCHING KEYTAG

FRONT

BACK

I assume financial responsibility for the materials borrowed on this card and agree to follow all rules of the Miami-Dade Public Library System.

Signature

Barcode (FPD)
SECTION 3
TECHNICAL SPECIFICATIONS

TITLE
Printing Of Library Cards For Miami-Dade Library System

3.12 SAMPLE OF LIBRARY CARD WITH MATCHING KEYTAG

FRONT

BACK

I assume financial responsibility for the materials borrowed on this card and agree to follow all rules of the Miami-Dade Public Library System.

Signature

The responsibility for what a minor borrows rests with the parent or guardian. Please notify the Library of any change of address. Report the loss of this card immediately.

Miami-Dade Public Library System
Miami, Florida, 33130-1823 - www.mdpl.org

Barcode (FPO)
3.13 SAMPLE OF LIBRARY CARD WITH MATCHING KEYTAG

FRONT

BACK

I assume financial responsibility for the materials borrowed on this card and agree to follow all rules of the Miami-Dade Public Library System.

Signature

The responsibility for what a minor borrows rests with the parent or guardian. Please notify the library of any change of address. Report the loss of this card immediately.

Miami-Dade Public Library System
Miami, Florida 33130-1523 + www.mdpl.org

Barcode (FPO)
3.14 SAMPLE OF LIBRARY GUEST CARD

FRONT

BACK

[Image of library guest card front and back]
Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M., 2012

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 by: ISD/PM Date Issued: This Bid Submittal Consists of
Ruth Pages through
Laureano

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:
Printing Of Library Cards For Miami-Dade Library System

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.

DO NOT WRITE IN THIS SPACE

ACCEPTED _______ HIGHER THAN LOW ______
NON-RESPONSIVE _____ NON-RESPONSIBLE _____
DATE B.C.C. ______ NO BID ______
ITEM NOS. ACCEPTED ______________________
COMMODITY CODE: 966-85

Procurement Contracting Associate: Ruth Laureano

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.
### MIAMI-DADE COUNTY

**SECTION 4**

**BID SUBMITTAL FOR:**

Printing Of Library Cards For Miami-Dade Library System

**FIRM NAME:**

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<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
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<tbody>
<tr>
<td>1.</td>
<td>250,000 Each</td>
<td></td>
<td>Library cards with matching Key Tags Sets, per Section 3 Technical Specifications, inclusive of all costs. Item 3.2 and 3.2.2 Sample 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13</td>
<td>$_________/Ea.</td>
</tr>
</tbody>
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**TOTAL ITEM 1**

$__________

**OPTIONAL COSTS:**

1. 10,000 Each | Guest Cards per Section 3 Technical Specifications, inclusive of all costs. Item 3.2.1 and 3.2.2 Sample 3.14 | $__________/Ea. |

2. Additional cost for modification of artwork, proof and new plates, if required by Library Department.

**TOTAL ITEM 1 AND 2**

$__________
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: Printing of Library Cards for Miami-Dade Library System

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 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 interested 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
MIAMI-DADE COUNTY

Miami-Dade County
Internal Services Department
Procurement Management Division
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Federal Employer Identification Number (FEIN): __________________________

Contract No.: __________________________

Contract Title: __________________________

Affidavits and Legislation/ Governing Body

1. Miami-Dade County Ownership Disclosure
   Sec. 2-8.1 of the County Code

2. Miami-Dade County Employment Disclosure
   County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code

3. Miami-Dade County Employment Drug-Free Workplace Certification
   Section 2-8.1.2(b) of the County Code

4. Miami-Dade County Disability Non-Discrimination
   Article 1, Section 2-8.1.5 of the County Code

5. Miami-Dade County Debarment Disclosure
   Section 10.38 of the County Code

6. Miami-Dade County Vendor Obligation to County
   Section 2-8.1 of the County Code

7. Miami-Dade County Code of Business Ethics
   Article 1, Section 2-8.1(a) and 2-11(b)(1) of the County Code through (k)(1) of the County Code

8. Miami-Dade County Family Leave
   Article V of chapter 11 of the County Code

9. Miami-Dade County Living Wage
   Section 2-8.9 of the County Code

10. Miami-Dade County Domestic Leave and Reporting
    Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant __________________________

Printed Title of Affiant __________________________

Signature of Affiant __________________________

Name of Firm __________________________

Date __________________________

Address of Firm __________________________

State __________________________

Zip Code __________________________

Notary Public Information

Notary Public - State of __________________________

County of __________________________

Subscribed and sworn to (or affirmed) before me this day of, 20 ____________

by __________________________

He or she is personally known to me ____________ or has produced identification ____________

Type of identification produced __________________________

Signature of Notary Public __________________________

Serial Number __________________________

Print or Stamp of Notary Public __________________________

Expiration Date __________________________

Notary Public Seal __________________________

Page 1 of 3

Revised 1/12/12
FAIR SUBCONTRACTING PRACTICES
(Ordinance 97-35)

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15.

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

________________________  ____________________
Signature                  Date

Page 2 of 3

Revised 2/11/11
**SUBCONTRACTOR/SUPPLIER LISTING**  
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Firm Name of Prime Contractor/Respondent ____________________________ FEIN # ____________________________

Project/Contract Number ____________________________

In accordance with Sections 2-8.1, 2-8.8 and 10-34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of $100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of $100,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder shall be obligated to exercise due diligence to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Subcontractor/Subconsultant</th>
<th>Principal Owner</th>
<th>Scope of Work to be Performed by Subcontractor/Subconsultant</th>
<th>Principal Owner (Enter the number of male and female owners by race/ethnicity)</th>
<th>Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Race/Ethnicity</td>
<td>Gender</td>
<td>Race/Ethnicity</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>F</td>
<td>White</td>
<td>Black</td>
<td>Hispanic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Direct Supplier</th>
<th>Principal Owner</th>
<th>Supplies/Materials/Services to be Provided by Supplier</th>
<th>Principal Owner (Enter the number of male and female owners by race/ethnicity)</th>
<th>Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
<tr>
<td>M</td>
<td>F</td>
<td>White</td>
<td>Black</td>
<td>Hispanic</td>
</tr>
</tbody>
</table>

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/User department or online to the Small Business Development Division of the Regulatory and Economic Resources Department at [http://new.miamidade.gov/business/business-development.asp](http://new.miamidade.gov/business/business-development.asp).

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Respondent ____________________________  
Print Name ____________________________  
Print Title ____________________________  
Date ____________________________

SUB 100 Rev. 6/12
Good morning Vivian,

Attached is Contract Project Measure Analysis Form and backup document for review.

Thanks!

Ruth Laureano
Procurement Contracting Associate
Internal Services Department
Office: (305) 375-5765 / Fax: (305) 375-5688

E-Mail: ruthl@miamidade.gov
Visit our Website: www.co.miami-dade.fl.us/dpm