

ROADMAP FOR BID NO: 6824-1/23 PAPER, FINE REGISTERED MILL BRANDS

SCOPE

The purpose of this solicitation is to pre-qualify vendors for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth in Section 2, Paragraph 2.4 of this solicitation. All vendors which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the purchase of paper, fine registered mill brands, private brands, recovered fiber content paper (printing/xerographic) and related products such as envelopes, carbonless, continuous pin fed computer paper, roll fed paper, lithographic plates, packaging materials, chemistry and adhesives in conjunction with the County's needs on a periodic basis.

METHOD OF AWARD

All bidders in compliance with the requirements of Section 2 Paragraph 2.6 will be qualified to participate in spot market quote procedures. Each quote issued by ISD Materials Management will specify the method of award. The successful bidder(s) shall be notified of their award.

In accordance with the County's spot market, low bidder may change for a specific item or group for the specific spot market period.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualifications established for the original competition.

QUOTE PROCEDURES FOR USER DEPARTMENT (ISD)

ISD Materials Management will conduct bi-annual spot market quotations to obtain prices from vendors in the pre-qualification list. Additional quotes may be issued as needed to obtain prices periodically.

The volume of usage and the stocking capabilities of the department will dictate the order frequency of the spot market purchases. When such requirements are identified, the approved vendors shall be invited to offer a fixed price and a firm delivery time for the specific items. Prices are fixed and firm for the period stipulated on each quote.

Each quotation will specify the items to be purchased, the date, time and location for delivery of, the due date, time for quotation submittal and any other special instructions or shipping requirements. In those cases, the price quoted by the bidders shall be inclusive of any additional shipping cost. Each item in the quotes will indicate whether equal products are acceptable.

Quotes will be faxed or e-mailed to the approved bidders who indicated in Section 4.0 Paragraph 4.5 on the pre-qualification form that they can supply the same. Quotes must be submitted within the specified time as indicated in the quote. Materials quoted for pick up may be limited to Miami Dade County Vendors.

NO QUOTES ARE NECESSARY FOR PURCHASES UNDER \$500.00.

ORDER REQUEST

Awarded vendors shall only accept orders from an authorized representative of the Miami Dade County ISD Materials Management Division.

APPLICABLE ORDINANCES

Please note that all County procurement legislation and legal requirements apply to this contract and to the solicitation and award of each Purchase Order, including SBE Preference, Local Preference (applicable to Broward County vendors), and the Cone of Silence.

UAP (2%) and Inspector General Fees (1/4 of 1%) shall be applicable to each solicitation issued under this contract.

SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS GREATER THAN \$50,000 (Bid Preference)

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

For awards valued up to and including \$100,000, a 10% (ten percent) bid preference shall apply for certified Micro Business Enterprise (Micro) bidders. For awards valued over \$100,000 and up to \$1,000,000, a 10% (ten percent) bid preference shall apply for certified Micro and SBE bidders. For awards valued over \$1,000,000, a 5% (five percent) bid preference shall apply for certified Micro and SBE bidders.

Micro Business Enterprises and Small Business Enterprises must be certified by Small Business Development under Business Affairs, a division of the Department of Regulatory and Economic Resources (RER) for the type of goods and/or services the enterprise provides in accordance with the applicable commodity code(s) for this solicitation. A Micro Business Enterprise is a certified SBE firm whose three year average gross revenues does not exceed \$2 million, or is a manufacturer with fifty (50) employees or less, or is a wholesaler with fifteen (15) employees or less. For certification information, contact RER at 305-375-CERT (2378) or at <http://www.miamidade.gov/business/business-certification-programs.asp>. The enterprises must be certified by bid submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference.

A 10% percent bid preference shall apply to awards valued up to \$1 million and a 5% percent bid preference shall apply to awards greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Sustainability, Planning, and Economic Enhancement Department, Small Business Development (SBD) Division for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Small Business Development at 305-375-CERT (2378) or access [Miami-Dade County - Small Business Development - Certification Process](#)

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

The bid preference shall be calculated and subtracted from the total quote price. This difference shall be used in evaluating the quote. The bid preference is used only to calculate an amount to be used in evaluating the quote and does not affect the quote price. *Whenever a quote contains both, Bid Preference and Local Preference, you must apply the Bid Preference first. Once the Bid Preference is applied and we determine that the apparent low bidder is a non-local vendor and the second low bidder is a local vendor which prices are within 10% of the first low bidder, you must proceed to apply Local Preference and obtain the "Best and Final".*

EXAMPLE: Quote Total Price \$1,000.00 x 10.0% = \$100.00, \$1,000.00-100.00 = \$900.00

If the preference is the lowest after the calculation, the preference should be awarded the quote total price of \$1,000.00 not the \$900.00.

LOCAL PREFERENCE

When the quote from a Miami-Dade local business is within 10% of the lowest price submitted by a non-local business, the local business and the non-low bidder shall have the opportunity to submit a best and final quote equal to or lower than the amount of the low bid previously submitted by the non-local business.

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 2013. Therefore, a vendor which meets the requirements of Broward County shall be considered a local business pursuant to this Section.

Prior to Award

Prior to making an award under this pool, departments are reminded to:

- Obtain a signed Collusion Affidavit from the vendor to be recommended for award.
- Check that the recommended vendor is responsible, including checking the Pre-Award Vendor Website at <http://intra.miamidade.gov/procurement/vendor-compliance.asp>
Department may want to include a check of the vendor's performance history in BTS. (Go to Vendors Home Page, click on Registered Vendors, locate the vendor, in that vendor's profile, and click on the Non.Perf.Hist. button.)
- In your notice to participants of the of the quote results, copy the Clerk of the Board (clerkbcc@miamidade.gov) and include language advising the vendor that the Cone of Silence is lifted.

(sample language - In accordance with the referenced solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the _____ department, recommends award of this quote to:_____. Our provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.)

- Allow a three business day protest period, beginning the day after the award recommendation is posted with the Clerk