



**CONTRACT NO. 7555-2/12-2
REFLECTIVE LETTERING & APPLICATION – PREQUALIFICATION POOL**

ROADMAP

Contract Overview:

This contract provides Miami-Dade County with a pool of pre-qualified vendors to obtain price quotations for the provision of purchasing reflective lettering, stripping and application services.

Contract Term: October 1, 2012 – September 30, 2018

Commodity Codes: 550-45 SHEETING, REFLECTORIZED (GENERAL)

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EVENT LOG

ADD NO. ↓	DATE ISSUED ↓	EVENT ↓	AGENT ↓
5	5/27/2014	The contact person at Tigo, Inc. dba Expose Yourself has changed.	Jennyfer Calderon
4	8/20/2013	The following vendor have met the criteria for the insurance and have been reinstated to the pool of vendors : Southern Custom Creations, LLC (273283229-01)	Jennyfer Calderon
3	8/19/2013	Five (5) years extension has been completed for this pool contract. New Expiration date is : 9/30/2018	Jennyfer Calderon
2	6/10/2013	The following vendors have met all the criteria and are added to the pool of vendors: Tigo Inc dba Expose Yourself (208013241-01)	Lluis Gorgoy
1	4/5/2013	The following vendors have met all the criteria and are added to the pool of vendors: Superior Office Services (452551049-01)	Lluis Gorgoy

PART #1: PRE-QUALIFIED VENDORS

This contract established a pre-qualified pool of vendors for participation in future spot market competitions for purchase of reflective lettering and installation services to include stripping.

Vendor	FEIN : Suffix	Contact Name	Phone Number	Fax Number	E-mail Address
Graphic Design International, Inc.	650517545-01	Alison Gallagher	800-344-6853	772-286-8198	alison@gdigraphics.com
Tigo, Inc. dba Expose Yourself	208013241-01	MARCO TIAPAGO	954-935-5990	954-935-5930	marcot@exposeyourselfusa.com
Superior Office Services LLC	452551049-01	Edwin Gonzalez	786-338-9883	305-364-7661	egonzalez@superiorofficesvcs.com
Southern Custom Creations, LLC	273283229-01	Pamela Arthur	407-323-1755	407-323-1757	pam@southencustomcreations.net

PART #2: INSTRUCTIONS FOR EACH SOLICITATION

This contract requires each acquisition to go through a competitive, spot market Request for Quote (RFQ), prior to the award of a Work Order (WO). The above pre-qualified vendors are authorized to respond to all County requests and are to be included in each RFQ issued against the contract. Failure to utilize the above pre-qualified vendors may result in



cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

Reference Section 2, Paragraph 2.17: Departments shall include the delivery requirements within the RFQ. Failure of the vendor to deliver the goods within the required delivery time stated in the RFQ, the County reserves the right to cancel the contract on default basis.

QUOTATION DIRECTIVES

- Each quotation must be open and competitive.
- Quotes may be issued for immediate deliveries, or to establish pricing for items that may be ordered within a specified time period.
- Bid tabulations **MUST** be provided to vendors upon request, prior to award.
- All quotations are subject to the Cone of Silence. Per section 2-11.1(t) of the County code.
- Local and Disabled Veteran Preferences are not applicable if the lowest priced vendor is a certified SBE or Micro/SBE.

METHOD OF AWARD

RFQ's may be awarded to the vendors with the lowest price in the aggregate, per-group, or in a per-item basis.

USER DEPARTMENT RESPONSIBILITY

It is the responsibility of the user Department to ensure compliance with the above-mentioned procedures. Purchase under this contract will be subject to random review or audit by County authorities, including the Procurement Management Services Division, Audit and Management, and the Office of the Inspector General.

RECORD RETENTION

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.

PART #3: APPLICABLE ORDINANCES

Each Solicitation shall be consistent with the Master Procurement Implementing Order (I.O.) NO.3-38.

The following ordinances shall be applicable to each solicitation issued under this contract: Local Preference, SBE, Cone of Silence, County User Access Program (UAP), and Office Inspector General.

Local Preference Consideration

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. A local business, for the purposes of this Section, shall be defined as a Proposer which meets all of the following:

1. A business that has a valid occupational license, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased:
2. A business that has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business (Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.); and
3. A business that contributes to the economic development and well-being of Miami-Dade County 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 in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the proposal submission date stated in the solicitation:

- a. The Vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("Full Time Equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
- b. The Vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
- c. Some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which has a "principal place of business" in Miami-Dade County. "Principal place of business" means the nerve center or the center of overall direction, control, and coordination of activities of the bidder. If the bidder has only one business location, such business location shall be its principal place of business.

In the case of Requests for Quotes (RFQ's) which are based on price and/or hourly rate, the following shall apply:

Local Preference: If a low bidder is not a local business and a local business submits a bid within 10% of the non-local low bidder, the non-local low bidder and all local businesses within 10% of the non-local low bidder; shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

The following vendors shall receive Local Preference:

1. Tigo, Inc.
2. Superior Office Services LLC

Locally Headquartered Businesses: If a low bidder is not a local business and a locally headquartered business submits a bid within 15% of the non-local low bidder, the non-local low bidder and all locally headquartered business within 15% of the non-local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid. If a low bidder is a local business and a locally headquartered business submits a bid within 5% of the local, the local low bidder and all locally headquartered business within 5% of the local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

The following vendors shall receive Locally Headquartered Business Preference:

1. None of the above companies are receiving locally Headquartered Business Preference.

Interlocal Agreement

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 30, 2015; Therefore, a vendor which meets the requirements of (1), (2), and (3) above for Broward County shall be considered a local business pursuant to this Section.

Small Business Contract Measures

A Small Business Enterprise (SBE) bid preference applies to this solicitation. A 10% bid preference shall apply to contracts \$1 million or less and 5% on contracts greater than 1\$ million. A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD) 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 Business Development at 305-375-3111 or access www.miamidade.gov/sbd.

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