



BID No. 8111-1/23
PROMOTIONAL ITEMS - PREQUALIFICATION

I. Purchasing Instructions:

A. Award Description

This contract is for the purchase of promotional merchandise, promotional items, promotional products, promotional gifts, trophies, plaques, award ribbons, or advertising gifts and any other items noted as promotional/advertising items.

Quotation Directives

II. The County will solicit spot market quotation from qualified bidders on an as-needed basis.

All pre-qualified bidders will be solicited for price and availability of projects as needed. All individual Request for Quotes will be reviewed by Small Business Development (SBD) Division for applicable measures prior to advertising. The Office of the Commission Auditor (OCA) must be copied at oca@miamidadegov when sending the Request for Quote to SBD. A Request for Quote will be facsimile (faxed) and/or electronically mail (email) to the approved bidders. All quotes should be reviewed for applicable measures prior to advertising. All quotations issued must be registered with SBD at the following link: <https://intra3.miamidadegov/ISD/SBD/Login.aspx> This link officially places your project on the Cone of Silence Report. Additionally the Office of the Commission Auditor (OCA) shall be copied at oca@miamidadegov when quote is issued.

III. Award Procedures:

All bidder(s) shall be notified of the award. The award date must be recorded so the cone of silence can officially be lifted. This step is accomplished by utilizing the same link used to originally post the quotations. The three (3) day protest period is applicable to all quotations.

IV. **Insurance Requirements:**

If applicable list the insurance requirements for the contract.

V. Applicable Ordinances for Quotations:

1) **Local Certified Service – Disabled Veteran** should be applied in accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified

Service Disabled Veteran Business Enterprise (VBE) shall receive a bid preference of 5% of the price bid (for the purpose of evaluation ONLY). A VBE who is also an SBE shall not receive the veteran's preference and shall be limited to any applicable SBE preferences. At the time of bid submission, the vendor must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statute and submit this affirmation and a copy of the actual certification along with the bid.

2) **Local Preference** <http://library.municode.com/index.aspx?clientId=10620&stateId=9&stateName=Florida>:
(Section 2-8.5; also applicable to Broward County vendors)

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.

3) **Cone of Silence** <http://library.municode.com/index.aspx?clientId=10620&stateId=9&stateName=Florida>:
(Section 2-11.1)



BID No. 8111-1/23
PROMOTIONAL ITEMS - PREQUALIFICATION

- 4) **UAP/Inspector General Fees**
<http://library.municode.com/index.aspx?clientId=10620&stateId=9&stateName=Florida>; (Section 2-8.10)

VI. How to Apply Bid and Local Preference to Quotes, if applicable:

- 1) Bid preferences shall be given to bidders that are identified as certified SBE/Micro, **if applicable**. The bid preference shall be calculated and subtracted from the total quote price or item for evaluation purposes only. The bid preference is used only to calculate an amount to be used in evaluating the quote and does not affect the final awarded price.
- 2) Whenever a quote contains both, Bid Preference (SBE/Micro) and Local Preference, departments must apply the bid preference first. Follow the Administrative Guidelines stated in the solicitation/contract document with regard to the applicable measure. The preference should be applied as listed in the table below based on the estimated value of the project and whether or not a set-aside or preference measure is applicable:

	SBE-MICRO Tier 1	SBE-MICRO Tier 2	SBE-MICRO Tier 3
Set-Asides Up to \$100K (All SBE Goods and Services firms are eligible for Set-asides)	Bid Preference 10%	Bid Preference 5%	Bid Preference 0%
Set-Asides Over \$100K	\$100K-\$750K	\$750K to \$2 Million	\$2M to \$5 Million
Bid Preference up to \$100K (when not a set-aside)	Bid Preference 10%	Bid Preference 10%	Bid Preference 5%
Bid Preference over \$100K to \$1 Million	All Tiers 10%		
Bid Preference Over \$1 Million	All Tiers 5%		

- 3) Whenever a quote contains both Local and Locally Headquartered Firms: If the apparent low bidder is a non-local firm and the locally headquartered firm prices are within 15% of the low bidder, department must proceed to apply locally headquartered preference and proceed with following the "Best and Final" (BAFO) process. Similarly, if a Local firm is the lowest bidder and a locally headquartered firm is within 5% of the local firm lowest price, department must proceed to apply locally headquartered preference and obtain the BAFO in accordance with Section 2-8.5 of the Miami-Dade County Code.



BID No. 8111-1/23
PROMOTIONAL ITEMS - PREQUALIFICATION

III. Awarded Vendors:

FEIN NO.	Vendor Name	Vendor Address	Vendor Contact Information	
FRN041271 02	9009 0960 QC, Inc	64 Ave Des Industries Coaticook , Pq J1a 2s2	Burt Breton burt@polycrylic.com	819 849-9674 800 268-9674
010584512 01	Creative Product Sourcing, Inc.	3130 Wilshire BL, Suite #555 Santa monica, CA 90403	Scott A. Mittleman	310-845-1154 888-811-3273
200515796 02	All Digital Printing Corp.	282 Westward Dr Miami Springs, FL 33166	Cesar E Watanabe info@alldigitalusa.com	305 863-7272
200874669 01	LOI Marketing SBE Vendor	4957 SW 74 CT Miami, FL 33155	Nelson G Penalver Npenalver@Loimiami.Com	305 669-4517
262534247 01	Artcraft Ad Specialties Co.LLC	7215 Kensington Ct. University Park, FL 34201	Elkan Ries Artadspec@Comcast.Net	941 358-0264 941 358-0364
271873325 01	Personius & Company, Inc .	1630 Victoria Pointe Circle Weston FL,	Jim Personius jim@personius.co	954 217-6981
473971942 01	Michelsons Trophies	14730 NW 7Avenue, Miami, FL 33168	Efraim Lapscher efraim@goawards.com	305-687-9898
592523055 03	Awards, LLC dba Trophy World SBE Vendor	6400 NW 77 CT MIAMI, FL 33166	Larry S Cravez larry@awardstrophyworld.com	305 592-5850 800 526-8652
592524724 01	Bilmor With Advertising Specialtie- SBE Vendor	16155 SW 117 Avenue #B-19 Miami, FI 331377	Lillian Headley Or Irvine Headley support@bilmoradv.com	305 232-3323
592663954 03	Office Depot, Inc.	13794 NW 4 Street, Suite 200 Sunrise, FL 33325	Paul Freitas pfreitas@officedepot.com	954-846-1233 800-821-4624
650098268 01	Palmetto Uniforms, Inc SBE Vendor	8869 SW 131 Street Miami, FL 33176	Rita C Feick rita@palmettouniforms.com	305 238-9166 800 252-8568
650295968 01	IPA, Corp SBE Vendor	19840 Cutler Court MIAMI, FL 33189	Norberto Cederna Ipa.Cris@Att.Net	305 255-5431 305 255-5603
650303057 01	Holsen Inc. SBE Vendor	655 N Biscayne River Dr. Miami, FL 3169	Darryl Hosendolph darryl@holseninc.com	305-769-2459 800-250-3368
650516409 01	Gails Party Line, Inc SBE Vendor	17221 NE 13 AV Nth Miami Bch, FL 33162	Gail S Kasztl gail@gplpromotions.com	305 651-5555 800 344-4245
650548987 01	Innovative Incentives, Inc SBE Vendor	233 E Flagler Ste 416 Miami, FL 33131	Franny Levison innovat100@aol.com	305 377-8200
800300449 01	Casa Faroy Trophies, Inc.	2345 NW 7 th Street Miami, FL 33126	Ivette Mendez casafaroy@aol.com	305-642-0419
813042301 01	Sharp Marketing	655 Wedt Prospect Road Ft. Lauderdale, FL 33309	Nestor Villalobos nestor@sharpmarketing.com	954-565-2711 Ext. 219
823391622 01	Proud Tshirts Company, LLC SBE Vendor	2099 Opa Locka Blvd Miami, FL 33054	Erline StGeorges info@proudtshirts.com	305-769-3300

IV. Vendors Awarded by Group and Categories

Vendors are identified by the type of promotional items they sell as listed below:

Group No. 1

Vendor Name	Awards and Desk Items
9009 0960 Qc, Inc	Trophies, plaques, paperweights, loving cups, award programs, desk accessories, clocks, sign and displays, organizers, computer accessories, globes, figurine, award ribbons, picture frames, pens ballpoint general, pens ballpoint lacquered finish, pens ballpoint transparent, pen and pencil set, pen and pencil accessories, mechanical pencils.
Trophy World	
Personius & Company, Inc .	
LOI Marketing	
Artcraft Ad Specialties Co., LLC	
Bilmor With Advertising Specialtie	
H B Brickell Gallery, Inc	
Palmetto Uniforms, Inc	
IPA, Corp	
Gails Party Line, Inc	
Innovative Incentives, Inc	
Creative Product Sourcing, Inc.	
Office Depot, Inc.	
Michelsons Trophies	
Holsen, Inc.	



ROADMAP

BID No. 8111-1/23

PROMOTIONAL ITEMS - PREQUALIFICATION

Casa Faroy Trophies, Inc.	
Proud Tshirts Company, LLC	
Sharp Marketing	

Group No. 2

Vendor Name	Bags
Creative Product Sourcing, Inc.	Lunch bags, bottle bag, diaper bags, drawstring tote bags, hip/waist bags, general bags, laundry bags, leather bags, litter bags, resealable/recloseable bags, shoe bag, cooler bag, messenger bag, carry-on bag, travel side bag, sports bag, canvas bags, beach bags, jute bags, tennis bags, golf bags, racquetball bags, luggage.
Personius & Company, Inc	
LOI Marketing	
Artcraft Ad Specialties Co., LLC	
Holsen, Inc.	
Trophy World	
Bilmor With Advertising Specialtie	
Palmetto Uniforms, Inc	
IPA, Corp	
Gails Party Line, Inc	
Innovative Incentives, Inc	
Office Depot, Inc.	
Proud Tshirts Company, LLC	
Sharp Marketing	

Group No. 3

Vendor Name	Caps & Hats/Clothing
Creative Product Sourcing, Inc.	caps and hats/visors general, beanie, baseball caps, lights flashing caps, light up keychain caps, all colors baseball cap, LED., golf/polo shirts (for women, men and children), uniforms and sports shirt, jackets, vests, sweaters, general shirts (inclusive of turtlenecks),
Holsen, Inc.	
Personius & Company, Inc	
LOI Marketing	
Artcraft Ad Specialties Co., LLC	
Trophy World	
Bilmor With Advertising Specialtie	
Palmetto Uniforms, Inc	
IPA, Corp	
Gails Party Line, Inc	
Innovative Incentives, Inc	
Office Depot, Inc.	
Proud Tshirts Company, LLC	
Sharp Marketing	

Group No. 4

Vendor Name	Mugs/Steins
Personius & Company, Inc	Mugs/Steins: mugs & steins ceramic, mugs & steins general, mugs & steins glass, mugs & steins plastic, mugs & steins metal, glass mugs, fun cups, insulated mugs.
LOI Marketing	
Artcraft Ad Specialties Co., LLC	
Trophy World	
Bilmor With Advertising Specialtie	
Palmetto Uniforms, Inc	
IPA, Corp	
Gails Party Line, Inc	
Innovative Incentives, Inc	
Creative Product Sourcing, Inc.	
Office Depot, Inc.	
Holsen, Inc.	
Proud Tshirts Company, LLC	
Sharp Marketing	



BID No. 8111-1/23

PROMOTIONAL ITEMS - PREQUALIFICATION

Group No. 5

Vendor Name	Miscellaneous
All Digital Printing Corp	Miscellaneous: Banners, Signs, vehicle wraps, towels, wall murals, window graphics, 3D letters, flags.
Creative Product Sourcing, Inc.	
LOI Marketing	
Artcraft Ad Specialties Co., LLC	
Trophy World	
Bilmor With Advertising Specialtie	
Palmetto Uniforms, Inc	
IPA, Corp	
Gails Party Line, Inc	
Innovative Incentives, Inc	
Holsen, Inc.	
Proud Tshirts Company, LLC	
Sharp Marketing	

III. Quotation Award Checklist:

The following is provided as a reminder of some important items that each department should check/ complete/ document prior to making an award.

- Check that vendor meets minimum requirements such as certifications or license requirements.
- If the contract has a Small Business preference, goal or is a set-aside, check that the recommended vendor is on the Small Business Division certification list.
(See www.miamidade.gov/business/reports-certification-list.asp)
- If the contract includes preferences (Local, Locally-Headquartered, Veteran’s, and Small Business, as applicable), check that they were applied correctly. Obtain a signed Collusion Affidavit from the recommended vendor.
- In your notice to all participants of the quote results, copy the Clerk of the Board (clerkbcc@miamidade.gov) and include language advising the vendors that the Cone of Silence is lifted. **[Sample language: *In accordance with the reference solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the (Dept. name) recommends award of this quote to: (Company name). 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 (3) business day protest period**, beginning the day after the award recommendation is posted with the Clerk, prior to completing award if applicable with your award value (over \$25K).