

## **Solicitation FB-00091**

### **Carbonless Fanapart Forms**

**Bid designation: Public**



**Miami-Dade County**

## Bid FB-00091 Carbonless Fanapart Forms

Bid Number **FB-00091**  
 Bid Title **Carbonless Fanapart Forms**  
  
 Bid Start Date **Jul 24, 2014 8:16:44 AM EDT**  
 Bid End Date **Aug 8, 2014 6:00:00 PM EDT**  
 Question & Answer End Date **Aug 5, 2014 6:00:00 PM EDT**  
  
 Bid Contact **Sherry Crockett**  
**305-375-4693**  
**crockett@miamidade.gov**  
  
 Bid Contact **Roma Campbell**  
**305-375-3233**  
**rcamp@miamidade.gov**  
  
 Bid Contact **Celeste Walker**  
**305-375-5683**  
**cewalke@miamidade.gov**  
  
 Contract Duration **5 years**  
 Contract Renewal **Not Applicable**  
 Prices Good for **Not Applicable**

Bid Comments **To establish a contract for the purchase of single part and multi part carbonless fanapart forms in conjunction with the County's needs on an as needed when needed basis.**  
**Notes:**  
**-Bidders MUST return the proposal pricing form in the excel format as attached. The information must be completed and attached prior to the closing of the solicitation.**  
**-Additional optional items are listed in a separate attached excel document. Please note that pricing for these items is not required. Pricing for the optional items will not be evaluated for the award of the solicitation.**

### Item Response Form

Item **FB-00091--01-01 - Carbonless Fanapart Forms**  
 Quantity **1 each**  
 Prices are not requested for this item.  
 Delivery Location **Miami-Dade County**  
No Location Specified  
  
 Qty 1

**Description**  
 To purchase carbonless fanapart forms

BID NO.: FB-00091  
OPENING: 6:00 P.M.  
Carbonless Fanapart Forms  
Aug 8, 2014



MIAMI-DADE COUNTY, FLORIDA

I N V I T A T I O N  
T O B I D

TITLE:  
Carbonless Fanapart Forms

BIDS WILL BE ACCEPTED UNTIL 6:00 PM  
ON Aug 8, 2014

FOR INFORMATION CONTACT:  
Sherry Crockett, 305-375-4693, [crocket@miamidade.gov](mailto:crocket@miamidade.gov)

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION 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.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.



## SECTION 1

### **GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers 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:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r14-2.pdf>

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### **NOTICE TO ALL BIDDERS/PROPOSERS:**

Electronic bids are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com) within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

### **PLEASE NOTE THE FOLLOWING:**

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

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**Miami-Dade County  
Procurement Management Services  
Solicitation Submittal Form**

111 NW 1<sup>st</sup> Street, Suite 1300, Miami, FL 33128

Solicitation No. FB-00091		Solicitation Title: Carbonless Fanapart Forms	
Legal Company Name (include d/b/a if applicable): <input style="width: 90%;" type="text"/>		Federal Tax Identification Number: <input style="width: 90%;" type="text"/>	
If Corporation - Date Incorporated/Organized: <input style="width: 90%;" type="text"/>		State Incorporated/Organized: <input style="width: 90%;" type="text"/>	
Company Operating Address: <input style="width: 90%;" type="text"/>		City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width: 90%;" type="text"/>		City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>
Company Contact Person: <input style="width: 90%;" type="text"/>		Email Address: <input style="width: 90%;" type="text"/>	
Phone Number (include area code): <input style="width: 90%;" type="text"/>	Fax Number (include area code): <input style="width: 90%;" type="text"/>	Company's Internet Web Address: <input style="width: 90%;" type="text"/>	
<p><b>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 prior to entering into a contract with or receiving funding from the County.</b></p> <p>Cbcb Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.</p>			
<p><b><u>LOCAL PREFERENCE CERTIFICATION:</u></b> 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 has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; 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.</p> <p>Cbcb Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. <b>Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.</b></p>			
<p><b><u>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:</u></b> For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County or Broward County in accordance with the Interlocal Agreement between the two counties.</p> <p>Cbcb Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). <b>Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.</b></p>			
<p>The address of the Locally-headquartered office is: <input style="width: 90%;" type="text"/></p>			

**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.

cbbc **Place a check mark here only if affirming the Bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with the bid.**

**SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)**

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes  No

If yes, please provide your Certification Number:

**SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:**

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder 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 Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: . In such event, the Bidder shall furnish together with its bid response 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 Bidder 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 Bidder 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.

**IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.**

Bidder's Authorized Representative's Signature :

Date

Type or Print Name

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.**

## SECTION 2 - SPECIAL TERMS AND CONDITIONS

### **2.1 PURPOSE:**

The purpose of this solicitation is to establish a contract for the purchase of single part and multi part carbonless fanapart printed forms for various County departments on an as needed basis.

### **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 ISD/Procurement Management Services, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixtieth month of the contract term.

Prior to completion of each one (1) year period during the contract term, the County will consider adjustment to prices based on the Producer Price Index (PPI) for Commodity code 09-37 commercial printing as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. It is the awarded Bidders responsibility to request any pricing adjustment under this provision. For adjustments to be effective it must be submitted ninety (90) days prior to the expiration of the then current anniversary date/year. Any adjustment received after ninety (90) days from the expiration of the then current date/year may not be considered. If no adjustment request is received from the awarded Bidder, the County will assume that the awarded Bidder has agreed that the next year term will be without any price adjustment.

### **2.3 METHOD OF AWARD:**

Award of this contract will be made to the responsive, responsible Bidder who submits an offer on all items listed in the solicitation. If a Bidder 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. ***For evaluation purposes only, the responsive and responsible Bidder offering the lowest price in the aggregate (when all items are totaled) for each item quantity of 10,000 (10K) will be designated as the awarded Bidder.***

#### **2.3.1 MINIMUM REQUIREMENTS:**

2.3.1.1 Bidder shall maintain an office within the geographical boundaries of Dade, Broward, or Palm Beach Counties, Florida. Bidder shall provide contact name, address, phone number and email address.

2.3.1.2 Bidder must provide at least three (3) references, preferably from large commercial business and/or government agencies, for which the Bidder has performed printing of single part and multi part carbonless forms that are similar in nature to services specified in Section 3. The references must include the company name, contact person, address, telephone number and email address. The County reserves the right to contact the references.

**2.4 DELIVERY:**

The awarded Bidder shall make deliveries within fifteen (15) 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 awarded Bidder(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 awarded Bidder. In these cases, the awarded Bidder 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.

Certain County employees may be authorized in writing to pick-up materials under this contract. Bidders shall require presentation of this written authorization. The awarded Bidder shall maintain a copy of the authorization. If the awarded Bidder is in doubt about any aspect of material pick-up, awarded Bidder shall contact the appropriate user department to confirm the authorization.

**2.5 BACK ORDERS:**

If the awarded Bidder cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the awarded Bidder's manufacturer or distributor; the awarded Bidder shall ensure that such back orders are filled within five (5) calendar days from the initial scheduled delivery date for the item. The awarded Bidder shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another Bidder, and charge the awarded Bidder under this contract for any directly associated re-procurement costs. If the Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

**2.6 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 resolution #R717-12, "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, Bidders 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 Mayor through the Director of Internal Services Department. 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 Bidder shall be given the opportunity to provide the information during the offer evaluation period. At such time, the Bidder shall be given fifteen (15) calendar days to submit this information.

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

## **2.9 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE BIDDER**

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the awarded Bidder shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

## **2.10 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.

## **2.11 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION:**

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 awarded Bidder to obtain a price quote for the similar items. If there are multiple awarded Bidders on the contract, the County representative may also obtain price quotes from these awarded Bidders. The County reserves the right to award these similar items to the primary awarded Bidder, another awarded Bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.

## **2.12 RECYCLED MATERIALS REQUIRED**

This solicitation calls for the purchase of items that specify and require a stated degree of recycled material content. Bidders are required to submit, with their initial offer, a written certification attesting that the products or items offered by the contain the minimum

percentage of post-consumer recovered material as defined by the United States Environmental Protection Agency (EPA), or, for commodities not so covered, the minimum percentage of post-consumer recovered materials established by other cognizant regulatory agencies.

For purposes of this solicitation, the following recycling definitions shall apply:

- a. **"Recovered Materials"** shall be defined as any waste material or by-products that have been recovered or diverted from solid waste.
- b. **"Recycled Product"** shall be defined as any product which is in whole or in part composed of recovered materials.
- c. **"Recyclable Product"** shall be defined as the ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs.
- d. **"Waste Reducing Products"** shall be defined as any product which will result in less waste generated due to its use rather than another product designed to serve the same function with an greater waste generation rate. This shall include, but not be limited to those products that can be reused, refilled or have a longer life expectancy and contain a lesser amount of toxic constituents.

#### **2.13 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.

#### **2.14 MIAMI-DADE COUNTY LIVING WAGE:**

Bidders providing a covered service are advised that the provisions of Section 2-8.9 of the Code of Miami-Dade County, (Code) as amended by Ordinance [Governing Legislation], will apply to any contract(s) awarded pursuant to this solicitation. By submitting a bid or executing a contract pursuant to these specifications, the Bidder is hereby agreeing to comply with the provisions of Section 2-8.9, and to acknowledge awareness of the penalties

for non-compliance. A copy of this Code Section may be obtained online at [http://library.municode.com/HTML/10620/level3/PTIICOOR\\_CH2AD\\_ARTIINGE.html#PTIICOOR\\_CH2AD\\_ARTIINGE\\_S2-8.9LIWAORCOSECOEM](http://library.municode.com/HTML/10620/level3/PTIICOOR_CH2AD_ARTIINGE.html#PTIICOOR_CH2AD_ARTIINGE_S2-8.9LIWAORCOSECOEM)

**2.15 ORDER MULTIPLES:**

The order multiples listed in this solicitation may vary from the actual orders placed. The orders placed throughout the contract period will be based on the needs of the requesting department at the time of the order.

**2.16 INSURANCE:**

This solicitation is exempt from Section 1, General Terms and Conditions, paragraph 1.21, Insurance requirements.



### 3.0 SCOPE OF WORK

To provide single part and multi part carbonless fanapart printed forms for various County departments, on an as needed basis. Various forms to be printed include probation order, cancellation of order to take into custody, exemplification, exhibit list, residential eviction summons, notice of default, memorandum costs, case history, checklists for clerks review and audit of initial and annual guardianship reports, traffic violations and storm water billing.

### 3.1 DESCRIPTION OF ITEMS

- a. The specific size of the forms requested is outlined in section 3.2
- b. The number of parts for each form to be printed shall be as follows = 2,3,4 and 5 parts for **Items 1-5** and Single part for **Items 6-11**
- c. All estimated bidding quantities shall be listed as K= 1,000: 1K, 2K, 3K, 4K, 5K, 10K, 20K, and 25K for **Items 1-5** and 1K, 2K, 3K, 4K, 5K, 10K, 20K, 30K and 40K for **Items 6-11**
- d. For all items the Unit = Per 1,000

### 3.2 PRINTED FORMS

Awarded Bidders shall print single part and multi part carbonless forms to include any possible request for hole punching, multi-color inks, numbering, padding, 2-sided printing and folding. The forms to be printed are as follows:

Item 1 – Form size 4-1/2" X 5-1/2" black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4 and 5 part.

Item 2 – Form size 5-1/2" X 8-1/2" black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4 and 5 part.

Item 3 – Form size 8-1/2" X 7" black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4 and 5 part.

Item 4 – Form size 8-1/2" X 11" black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4 and 5 part.

Item 5 – Form size 8-1/2" X 14" black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4 and 5 part.

Item 6 – Form size 4-1/4" X 5-1/12" single part.

Item 7 – Form size 5-1/4" X 8-1/12" single part.

Item 8 – Form size 8-1/2" X 7" single part.

Item 9 – Form size 8-12" X 11" single part.

Item 10 – Form size 8-1/2" X 14" single part.

Item 11 – Form size 11" X 17" single part.

### **3.3. COPY**

Bidders proposed pricing shall include all prep charges, including blueprint or brown line proof's when requested. The Bidders' obligation in copy prep will require performance on mechanical art regardless of density, simplicity, complexity, etc. Clear, sharp printing is required. The County shall provide the awarded Bidder the copy of the various forms. All mechanical art shall be supplied by the County and shall be the property of Miami-Dade County and as such must be returned with the product.

### **3.4 PAPER**

Single and multi-part forms shall be 20 lb. bond paper. Carbonless sets all copies must be between 14 lbs. and 17 lbs. (15 # CB, 17 # CFB, and 15 # CF) unless otherwise specified. Then, it shall be considered non-pre-collated. Each set shall consist of a white sheet with other sheets being colored. The standard pre-collated order of colors. Last Part-Tag, when requested, shall be considered a non-pre-collated form set.

### **3.5 RECYCLED CONTENT**

All printed forms except the no carbon required (NCR) supplied under this solicitation shall consist of a minimum of 10% recycled content. All Bidders responding to this solicitation shall certify the minimum, if not the exact, recycled content used to print the forms proposed for this bid. The County strives to use recyclable materials when possible to minimize the environmental impacts associated with products purchased by Miami-Dade County Departments.

### **3.6 SPECIAL PAPER UPCHARGE**

Bidders must indicate in proper spaces on the Optional Items/Services Pricing Form the cost per thousand for special paper up-charges.

### **3.7 NUMBERING**

Where GUARANTEED numbering is requested there shall be NO MISSING NUMBERS. Missing numbers must be listed. When multiple numbering appears on the forms, numbers must match on each individual form. Numbers shall be in RED INK (unless

otherwise specified). Each printed numbers color shall be red on top sheet and black on copies.

**3.8 MARGINAL LINE CHANGES**

RED INK (unless otherwise specified).

**3.9 PUNCH OR DRILL HOLES**

Punch or drill holes must be precise, clean cut round holes.

**3.10 INK**

Ink must be Standard Black or Colored when requested.

**3.11 BOOKED FORMS**

Tag covers on wrap-around and open end covers, must be 140 lb. manila tag. Books must be stitched with at least two (2) wire staples depending on the size of the form. All booked or padded set to have chipboard backing.

**3.12 PACKING/MARKING**

Internal Packing clear shrink wrap or box (label contents) per request on orders placed. There shall be no UP CHARGES for type of internal packing as requested with order.

**3.13 SHIPPING CONTAINERS**

Corrugated Containers shall have a bursting strength of 275 P.S.I. minimum. Contents of containers must be labeled. No carton/contents to weigh more than 40 lbs.

**3.14 OPTIONAL ITEMS/SERVICES**

The County, at its sole discretion may request optional items and services related to printing, these include but are not limited to, different paper stock, various ink colors, hole punching, numbering, overprinting, two-sided printing, additional plates etc. However, the bidders are not required to fill out the Pricing for Optional Items/Services Form attached hereto. Pricing for Optional Items/Services will not be utilized for evaluation purposes.

Miami Dade County

Bid No. FB-00091

Carbonless Fanapart Forms

**Requirements Checklist**

**Bidder:**

**FEIN:**

A. Requirements for

<u>Paragraphs</u>	<u>Requirement</u>	<u>Initial As Completed</u>
2.3.1.1	Bidder shall maintain an office within the geographical boundaries of Dade, Broward or Palm Beach Counties, Florida. Bidder Shall provide contact name, address, phone number and email address.	<input type="text"/>
2.3.1.2	Bidder shall provide at least three (3) references, preferably from large commercial businesses and/or governmental agencies for which the Bidder has performed printing of single part and multi part carbonless forms that are similar in nature to services specified in Section 3. The references must include the company name, contact person, address, telephone number and email address.	<input type="text"/>
	<ul style="list-style-type: none"> <li>i. Company Name</li> <li>ii. Address</li> <li>iii. Customer contact person/title</li> <li>iv. Phone number</li> <li>v. Email address</li> </ul>	
	Bidder attached an excel version of the pricing form ( <b><i>Bidders are <u>required</u> to submit an electronic version of the Price Proposal in Microsoft Excel format utilizing the provided Pricing Form</i></b> )	<input type="text"/>

**Failure to provide these documents as requested may render the proposal non-responsive**

Company Information

Contact Name:

Company Address:  5  
 6

Company Phone:

Contact Email:

References:

Company Name:

Address:

Customer contact person/title:

Phone number:

Email address:

Company Name:

Address:

Customer contact person/title:

Phone number:

Email address:

Company Name:

Address:

Customer contact person/title:

Phone number:

Email address:

**SOLICITATION TITLE: CARBONLESS FANAPART FORMS****SOLICITATION NO.: FB-00091****FIRM NAME:** \_\_\_\_\_**PRICE PROPOSAL**

Bidder shall offer prices for all items to be considered for an award. If a bidder fails to submit an offer for all items, its offer may be rejected. For evaluation purposes only, the responsive and responsible Bidder offering the lowest price in the aggregate (when all items are totaled) for each item quantity of 10,000 (10K) will be designated as the awarded Bidder.

**ITEM #1**

FORM SIZE: 4-1/2" X 5-1/2"

Line Item	Form Type	Order Multiples	Price Per 1,000
1.A.1	2-part	1M	
1.A.2	2-part	2M	
1.A.3	2-part	3M	
1.A.4	2-part	4M	
1.A.5	2-part	5M	
1.A.6	2-part	10M	
1.A.7	2-part	20M	
1.A.8	2-part	25M	
1.B.1	3-part	1M	
1.B.2	3-part	2M	
1.B.3	3-part	3M	
1.B.4	3-part	4M	
1.B.5	3-part	5M	
1.B.6	3-part	10M	
1.B.7	3-part	20M	
1.B.8	3-part	25M	
1.C.1	4-part	1M	
1.C.2	4-part	2M	
1.C.3	4-part	3M	
1.C.4	4-part	4M	
1.C.5	4-part	5M	
1.C.6	4-part	10M	
1.C.7	4-part	20M	
1.C.8	4-part	25M	
1.D.1	5-part	1M	

1.D.2	5-part	2M	
1.D.3	5-part	3M	
1.D.4	5-part	4M	
1.D.5	5-part	5M	
1.D.6	5-part	10M	
1.D.7	5-part	20M	
1.D.8	5-part	25M	

**ITEM #2**

FORM SIZE: 5-1/2" X 8-1/2"

Line Item	Form Type	Order Multiples	Price Per 1,000
2.A.1	2-part	1M	
2.A.2	2-part	2M	
2.A.3	2-part	3M	
2.A.4	2-part	4M	
2.A.5	2-part	5M	
2.A.6	2-part	10M	
2.A.7	2-part	20M	
2.A.8	2-part	25M	
2.B.1	3-part	1M	
2.B.2	3-part	2M	
2.B.3	3-part	3M	
2.B.4	3-part	4M	
2.B.5	3-part	5M	
2.B.6	3-part	10M	
2.B.7	3-part	20M	
2.B.8	3-part	25M	
2.C.1	4-part	1M	
2.C.2	4-part	2M	
2.C.3	4-part	3M	
2.C.4	4-part	4M	
2.C.5	4-part	5M	
2.C.6	4-part	10M	
2.C.7	4-part	20M	
2.C.8	4-part	25M	
2.D.1	5-part	1M	
2.D.2	5-part	2M	
2.D.3	5-part	3M	

2.D.4	5-part	4M	
2.D.5	5-part	5M	
2.D.6	5-part	10M	
2.D.7	5-part	20M	
2.D.8	5-part	25M	

**ITEM #3**

FORM SIZE: 8-1/2" X 7"

Line Item	Form Type	Order Multiples	Price Per 1,000
3.A.1	2-part	1M	
3.A.2	2-part	2M	
3.A.3	2-part	3M	
3.A.4	2-part	4M	
3.A.5	2-part	5M	
3.A.6	2-part	10M	
3.A.7	2-part	20M	
3.A.8	2-part	25M	
3.B.1	3-part	1M	
3.B.2	3-part	2M	
3.B.3	3-part	3M	
3.B.4	3-part	4M	
3.B.5	3-part	5M	
3.B.6	3-part	10M	
3.B.7	3-part	20M	
3.B.8	3-part	25M	
3.C.1	4-part	1M	
3.C.2	4-part	2M	
3.C.3	4-part	3M	
3.C.4	4-part	4M	
3.C.5	4-part	5M	
3.C.6	4-part	10M	
3.C.7	4-part	20M	
3.C.8	4-part	25M	
3.D.1	5-part	1M	
3.D.2	5-part	2M	
3.D.3	5-part	3M	
3.D.4	5-part	4M	
3.D.5	5-part	5M	

3.D.6	5-part	10M	
3.D.7	5-part	20M	
3.D.8	5-part	25M	

**ITEM #4**

FORM SIZE: 8-1/2" x 11"

Line Item	Form Type	Order Multiples	Price Per 1,000
4.A.1	2-part	1M	
4.A.2	2-part	2M	
4.A.3	2-part	3M	
4.A.4	2-part	4M	
4.A.5	2-part	5M	
4.A.6	2-part	10M	
4.A.7	2-part	20M	
4.A.8	2-part	25M	
4.B.1	3-part	1M	
4.B.2	3-part	2M	
4.B.3	3-part	3M	
4.B.4	3-part	4M	
4.B.5	3-part	5M	
4.B.6	3-part	10M	
4.B.7	3-part	20M	
4.B.8	3-part	25M	
4.C.1	4-part	1M	
4.C.2	4-part	2M	
4.C.3	4-part	3M	
4.C.4	4-part	4M	
4.C.5	4-part	5M	
4.C.6	4-part	10M	
4.C.7	4-part	20M	
4.C.8	4-part	25M	
4.D.1	5-part	1M	
4.D.2	5-part	2M	
4.D.3	5-part	3M	
4.D.4	5-part	4M	
4.D.5	5-part	5M	
4.D.6	5-part	10M	
3.D.7	5-part	20M	

4.D.8	5-part	25M	

**ITEM #5**

FORM SIZE: 8-1/2" x 14"

Line Item	Form Type	Order Multiples	Price Per 1,000
5.A.1	2-part	1M	
5.A.2	2-part	2M	
5.A.3	2-part	3M	
5.A.4	2-part	4M	
5.A.5	2-part	5M	
5.A.6	2-part	10M	
5.A.7	2-part	20M	
5.A.8	2-part	25M	
5.B.1	3-part	1M	
5.B.2	3-part	2M	
5.B.3	3-part	3M	
5.B.4	3-part	4M	
5.B.5	3-part	5M	
5.B.6	3-part	10M	
5.B.7	3-part	20M	
5.B.8	3-part	25M	
5.C.1	4-part	1M	
5.C.2	4-part	2M	
5.C.3	4-part	3M	
5.C.4	4-part	4M	
5.C.5	4-part	5M	
5.C.6	4-part	10M	
5.C.7	4-part	20M	
5.C.8	4-part	25M	
5.D.1	5-part	1M	
5.D.2	5-part	2M	
5.D.3	5-part	3M	
5.D.4	5-part	4M	
5.D.5	5-part	5M	
5.D.6	5-part	10M	
5.D.7	5-part	20M	
5.D.8	5-part	25M	

**ITEM #6**

FORM SIZE: 4-1/2" x 5-1/2"

Line Item	Form Type	Order Multiples	Price Per 1,000
6.A.1	1-part	1M	
6.A.2	1-part	2M	
6.A.3	1-part	3M	
6.A.4	1-part	4M	
6.A.5	1-part	5M	
6.A.6	1-part	6M	
6.A.6	1-part	10M	
6.A.7	1-part	20M	
6.A.8	1-part	30M	
6.A.9	1-part	40M	

**ITEM #7**

FORM SIZE: 5-1/4" x 8-1/2"

Line Item	Form Type	Order Multiples	Price Per 1,000
7.A.1	1-part	1M	
7.A.2	1-part	2M	
7.A.3	1-part	3M	
7.A.4	1-part	4M	
7.A.5	1-part	5M	
7.A.6	1-part	6M	
7.A.6	1-part	10M	
7.A.7	1-part	20M	
7.A.8	1-part	30M	
7.A.9	1-part	40M	

**ITEM #8**

FORM SIZE: 8-1/2" x 7"

Line Item	Form Type	Order Multiples	Price Per 1,000
8.A.1	1-part	1M	
8.A.2	1-part	2M	
8.A.3	1-part	3M	
8.A.4	1-part	4M	
8.A.5	1-part	5M	
8.A.6	1-part	6M	

8.A.6	1-part	10M	
8.A.7	1-part	20M	
8.A.8	1-part	30M	
8.A.9	1-part	40M	

**ITEM #9**

FORM SIZE: 8-1/2" X 11"

Line Item	Form Type	Order Multiples	Price Per 1,000
9.A.1	1-part	1M	
9.A.2	1-part	2M	
9.A.3	1-part	3M	
9.A.4	1-part	4M	
9.A.5	1-part	5M	
9.A.6	1-part	6M	
9.A.6	1-part	10M	
9.A.7	1-part	20M	
9.A.8	1-part	30M	
9.A.9	1-part	40M	

**ITEM #10**

FORM SIZE: 8-1/2" X 14"

Line Item	Form Type	Order Multiples	Price Per 1,000
10.A.1	1-part	1M	
10.A.2	1-part	2M	
10.A.3	1-part	3M	
10.A.4	1-part	4M	
10.A.5	1-part	5M	
10.A.6	1-part	6M	
10.A.6	1-part	10M	
10.A.7	1-part	20M	
10.A.8	1-part	30M	
10.A.9	1-part	40M	

**ITEM #11**

FORM SIZE: 11" X 17"

Line Item	Form Type	Order Multiples	Price Per 1,000
11.A.1	1-part	1M	
11.A.2	1-part	2M	
11.A.3	1-part	3M	

11.A.4	1-part	4M	
11.A.5	1-part	5M	
11.A.6	1-part	6M	
11.A.6	1-part	10M	
11.A.7	1-part	20M	
11.A.8	1-part	30M	
11.A.9	1-part	40M	

SOLICITATION TITLE: CARBONLESS FANAPART FORMS

SOLICITATION NO.: FB-00091

**OPTIONAL ITEMS/SERVICES PRICE FORM**

*Pricing for Optional Items/Services will not be utilized for evaluation purposes.*

**BIDDER:** \_\_\_\_\_

**I. OPTIONAL ITEMS/SERVICES: FOR ITEMS 1 - 5**

Special paper upcharges – per 1,000

Pre-collated carbonless forms - per 1,000

A. VARIOUS PAPER STOCK							
Item #	CF105# TAG CF	CB White	CB Color	CFB White	CFB Color	CF White	CF Color
1	\$	\$	\$	\$	\$	\$	\$
2	\$	\$	\$	\$	\$	\$	\$
3	\$	\$	\$	\$	\$	\$	\$
4	\$	\$	\$	\$	\$	\$	\$
5	\$	\$	\$	\$	\$	\$	\$

B. PRE-COLLATED- CARBONLESS FORMS						
Item #	Non Pre-Collated Forms-Per Part	Various color ink: Ea. Add. Color	Padding-50 sheets per pad	Padding 100 sheets per pad	2 Sided printing-per part	Additional Plates
1	\$	\$	\$	\$	\$	\$_____ Flat
2	\$	\$	\$	\$	\$	\$_____ Flat
3	\$	\$	\$	\$	\$	\$_____ Flat
4	\$	\$	\$	\$	\$	\$_____ Flat
5	\$	\$	\$	\$	\$	\$_____ Flat

C. Punching- One (1) time charge	
Item #	3 or 4 round holes
1	\$_____ Flat
2	\$_____ Flat
3	\$_____ Flat
4	\$_____ Flat
5	\$_____ Flat

D. Numbering (for items 1-5)		Service Charge	Price per 1,000 Set
	One consecutive number printer in red ink or crash printed in the same position on all parts. <u>Missing numbers to be listed.</u>	\$	\$
	Two number in red or crash printed in the same position on all parts.	\$	\$
	Guaranteed numbering-charge in addition to above, no missing numbers.	\$	\$

E. Overprinting - Marginal Words (red ink)				
Item #	2PT	3PT	4PT	5PT
1	\$	\$	\$	\$
2	\$	\$	\$	\$
3	\$	\$	\$	\$
4	\$	\$	\$	\$
5	\$	\$	\$	\$

**II. OPTIONAL ITEMS/SERVICES: For Items 6-11**  
 Single part forms (20 lb. Bond paper) Special paper upcharges – per 1,000

A. Various Paper Stock					
Item #	24# Bond	110# Index	25% Reg. Paper	Color Paper	Percentage % of Recycled Content
6	\$	\$	\$	\$	%
7	\$	\$	\$	\$	%
8	\$	\$	\$	\$	%

9	\$	\$	\$	\$	%
10	\$	\$	\$	\$	%
11	\$	\$	\$	\$	%

B. 2-Sided printing	
Item #	2 Sided Printing
6	\$
7	\$
8	\$
9	\$
10	\$
11	\$

C. Additional Plates	
Item #	Additional Plates
6	\$_____ Flat
7	\$_____ Flat
8	\$_____ Flat
9	\$_____ Flat
10	\$_____ Flat
11	\$_____ Flat

D. Punching – One (1) time charge	
Item #	3 or 4 round holes
6	\$_____ Flat
7	\$_____ Flat
8	\$_____ Flat
9	\$_____ Flat
10	\$_____ Flat
11	\$_____ Flat

E. Numbering (for items 6-11)		Service Charge	Price per 1,000 Set
	One consecutive number printer in red ink or crash printed in the same position on all parts. <u>Missing numbers to be listed.</u>	\$	\$
	Two number in red or crash printed in the same position on all parts.	\$	\$
	Guaranteed numbering-charge in addition to above, no missing numbers.	\$	\$

F. Overprinting	Add to Total	Total per 1,000
1 or 2 lines (red or black screen)	\$	\$

G. Ink	Add to Total
Two Colors Black and one (1) PMS Color Black and one	\$

Part to part change (Each)	\$	\$
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Two (2) PMS Colors (neither Black)	\$
------------------------------------	----

H. Parchment		
Item #	White	Color
6	\$	\$
7	\$	\$
8	\$	\$
9	\$	\$
10	\$	\$
11	\$	\$

I. 140 LB. Manila	
Item #	140 lb Manila
6	\$
7	\$
8	\$
9	\$
10	\$
11	\$

J. Padding		
Item #	50 Sheets per pad	100 Sheets per pad
6	\$	\$
7	\$	\$
8	\$	\$
9	\$	\$
10	\$	\$
11	\$	\$

K. Folding –Per Part	
Item #	Folding per Part
6	\$
7	\$
8	\$
9	\$
10	\$
11	\$

L. Collating Per Part	
Item #	Collating per Part
6	\$
7	\$
8	\$

M. Stitching	
Item #	Stitching
6	\$
7	\$
8	\$

9	\$
10	\$
11	\$

9	\$
10	\$
11	\$



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

Name of Bidder/Proposer: \_\_\_\_\_ FEIN No. \_\_\_\_\_

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/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this 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/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

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 recommended Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts 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.)**

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/ Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	

  

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)									
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other		

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 department or on-line to the Small Business Development of the Internal Services Department : <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found a <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>

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

\_\_\_\_\_  
Signature of Bidder/Proposer                      Print Name                      Print Title                      Date



**FAIR SUBCONTRACTING PRACTICES**

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date

## Question and Answers for Bid #FB-00091 - Carbonless Fanapart Forms

### OVERALL BID QUESTIONS

**There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.**

Question Deadline: Aug 5, 2014 6:00:00 PM EDT