

Memorandum



Date: May 26, 2016
To: Carlos A. Gimenez
Mayor

CLERK OF THE BOARD
2016 JUN -6 PM 4:14
CLERK OF THE BOARD
MIAMI-DADE COUNTY, FLA.
#1

From: 
Tara C. Smith, Director
Internal Services Department

Subject: Recommendation for Approval of Contract Award: Printing and Mailing Services for Auto Tag Renewal Reminder Notices and Parking Permits

RECOMMENDATION

It is recommended that the County Mayor approve the award of a contract for the purchase of printing and mailing services for auto tag renewal reminder notices and parking permits for the Finance Department.

CONTRACT NUMBER: FB-00363

CONTRACT TITLE: Printing and Mailing Services for Auto Tag Renewal Reminder Notices and Parking Permits

TERM: Five (5) years

METHOD OF AWARD: To the lowest-priced responsive and responsible vendor in the aggregate that meets the solicitation's requirements

PREVIOUS CONTRACT NUMBER, AMOUNT AND TERM: 8722-3/13 valued at \$3,500,000 for 66 months

CONTRACT AMOUNT: \$685,250

BACKGROUND

The Tax Collector's Office, a division of the Finance Department, uses this contract to purchase printing and mailing services for various notices, which include vehicle, vessel, mobile home and disabled parking placard permit renewal reminder notices. The Tax Collector's Office mails and distributes approximately 1.9 million notices to existing clients and anticipates the volume of notices to grow at a rate of 2.5% per year. In order to electronically access the driver's license and motor vehicle data, the awarded vendor must maintain an active Memorandum of Agreement with the Florida Department of Highway Safety and Motor Vehicles.

A formal solicitation was issued under full and open competition on March 24, 2016. Six (6) bids were received in response to the solicitation, including one "No Bid." The lowest priced bidder was found non-responsible for failure to provide proof that the firm could meet the minimum qualifications outlined in Section 2 of the solicitation.

Carlos A. Gimenez, Mayor

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Reminder Notices and Parking Permits

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USING/MANAGING AGENCIES AND FUNDING SOURCES:

Department	Allocation	Funding Source	Contract Manager
Finance	\$685,250	Proprietary Funds	Peter Cam
Total	\$685,250		

VENDOR RECOMMENDED FOR AWARD:

Awardee	Address	Principal
Cathedral Corporation	632 Ellsworth Road Rome, NY	Frank G. Fila

VENDORS NOT RECOMMENDED FOR AWARD:

Vendor	Reason for Not Recommending
Cass Data & Mailing Services, Inc.	Vendor offered a higher price than the low bidder
Postal Center International, Inc.	
Southwest Direct, Inc.	
Minuteman Press – The Falls	"No Bid"
NPC, Inc.	Vendor deemed non-responsible for failure to provide proof that the firm could meet the solicitation requirements

*A "No Bid" means the vendor responded indicating it will not be providing an offer.

PERFORMANCE DATA: There are no performance issues with the recommended firm.

COMPLIANCE DATA: There are no compliance issues with the recommended firm.

CONTRACT MEASURES: The Small Business Enterprise Bid Preference was applied in accordance with the Ordinance.

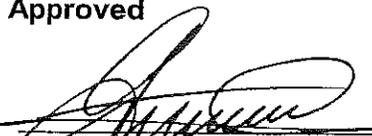
LIVING WAGE: The Living Wage Ordinance does not apply.

USER ACCESS PROGRAM: The User Access Program provision applies. The two (2) percent program discount will be collected on all purchases.

LOCAL PREFERENCE: Local Preference was applied in accordance with the Ordinance.

PROCUREMENT OFFICER: Ingrid Bernal

Approved



Carlos A. Gimenez
Mayor



Date

c: Miriam Singer, CPPO, Sr. Assistant Director, Internal Services Department