

Solicitation FB-00363

Printing & Mailing Svs for Auto Tag Renewal Reminder Notices & Parking Permits

Solicitation Designation: Public



Miami-Dade County

Solicitation FB-00363**Printing & Mailing Svs for Auto Tag Renewal Reminder Notices & Parking Permits**

Solicitation Number **FB-00363**
Solicitation Title **Printing & Mailing Svs for Auto Tag Renewal Reminder Notices & Parking Permits**

Solicitation Start Date **Mar 24, 2016 6:36:08 PM EDT**
Solicitation End Date **Apr 11, 2016 6:00:00 PM EDT**
Question & Answer End Date **Apr 4, 2016 6:00:00 PM EDT**

Solicitation Contact **Ingrid Bernal**
305-375-4211
ibernal@miamidade.gov

Solicitation Contact **Vendor Services**
305-375-5289
ISD-VABIDS@miamidade.gov

Solicitation Contact **Clerk of the Board**
305-375-5289
CLERKBCC@miamidade.gov

Contract Duration **5 years**
Contract Renewal **Not Applicable**
Prices Good for **See Bid Documents**

Solicitation Comments **The purpose of this solicitation is to establish a contract for the purchase of printing and mailing services for auto tag renewal reminder notices and parking permits in conjunction with the County's needs. The County intends to award a contract to an experienced bidder in producing and mailing out high volume vehicle/vessel and mobile home registration renewal reminder notices for Florida Tax Collector's Offices.**

Item Response Form

Item **FB-00363--01-01 - Renewal Notice with address and logo**
Quantity **1900000 each**
Unit Price
Delivery Location **Miami-Dade County**
Miami-Dade County
111 NW 1 Street
Suite 1300
Miami FL 33128
Qty 1900000

Description

**Renewal Notice with address and logo
print in colors: blue, green and black in
size: 8.5 x 11
(As per Section 3, Paragraph 3.3,
Item No.: 11. a)**

Item **FB-00363--01-02 - Combine inserting & sorting fee**
 Quantity **1900000 each**
 Unit Price
 Delivery Location **Miami-Dade County**
Miami-Dade County
 111 NW 1 Street
 Suite 1300
 Miami FL 33128
 Qty 1900000

Description
Combine inserting & sorting fee
(As per Section 3 Paragraph 3.3,
Item No. 11)

Item **FB-00363--01-03 - Outgoing Window Envelope No.10 with address and logo print in colors**
 Quantity **1900000 each**
 Unit Price
 Delivery Location **Miami-Dade County**
Miami-Dade County
 111 NW 1 Street
 Suite 1300
 Miami FL 33128
 Qty 1900000

Description
Outgoing Window Envelope No. 10
with address and logo print in colors: blue,
green and black in size: 9 7/8" L x 4 1/8" H
(As per Section 3, Paragraph 3.3
Item No. 11. b)

Item **FB-00363--01-04 - Return Envelope No.9 with address & logo print in colors**
 Quantity **1900000 each**
 Unit Price
 Delivery Location **Miami-Dade County**
Miami-Dade County
 111 NW 1 Street
 Suite 1300
 Miami FL 33128
 Qty 1900000

Description
Return Envelope No. 9 with address and
logo print in colors: blue, green and black
in size: 8 13/16" L x 3 14/16" H
(As per Section 3, Paragraph 3.3
Item No. 11. c)

Item **FB-00363--01-05 - Fast Forward Services**
 Quantity **150000 each**
 Unit Price

Delivery Location **Miami-Dade County**
Miami-Dade County
111 NW 1 Street
Suite 1300
Miami FL 33128
Qty 150000

Description

Fast Forward Services :

Forward automatically to the new correct address with a National Change of Address Form from the Post Office (As per Section 3, Paragraph 3.3 Item 6)

Item **FB-00363--01-06 - Postage**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **Miami-Dade County**
Miami-Dade County
111 NW 1 Street
Suite 1300
Miami FL 33128
Qty 1

Description

Postage charge for each mail out as agreed with USPS

BID NO.: FB-00363

OPENING: 6:00 PM

Printing & Mailing Svs for Auto Tag Renewal Reminder Notices & Parking Permits

Apr 11, 2016



MIAMI-DADE COUNTY, FLORIDA

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

TITLE:

Printing & Mailing Svs for Auto Tag Renewal Reminder Notices & Parking Permits

BIDS WILL BE ACCEPTED UNTIL 6:00 PM

ON Apr 11, 2016

FOR INFORMATION CONTACT:

Ingrid Bernal 305-375-4211 ibernal@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.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.
- IT IS THE POLICY OF MIAMI-DADE COUNTY THAT ALL ELECTED AND APPOINTED COUNTY OFFICIALS AND COUNTY EMPLOYEES SHALL ADHERE TO THE PUBLIC SERVICE HONOR CODE (HONOR CODE). THE HONOR CODE CONSISTS OF MINIMUM STANDARDS REGARDING THE RESPONSIBILITIES OF ALL PUBLIC SERVANTS IN THE COUNTY. VIOLATION OF ANY OF THE MANDATORY STANDARDS MAY RESULT IN

ENFORCEMENT ACTION. (SEE IMPLEMENTING ORDER 7-7)

**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 general terms and conditions are considered non-negotiable.

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-r15-5.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (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 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.

SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of printing and mailing services for auto tag renewal reminder notices and parking permits in conjunction with the County's needs. The County intends to award a contract to an experienced bidder in producing and mailing out high volume vehicle/vessel and mobile home registration renewal reminder notices for Florida Tax Collector's Offices.

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 Internal Services Department, Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five (5) years. The contract shall expire on the last day of the month of the contract term.

2.3 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible bidder experienced in producing and mailing out high volume vehicle/vessel and mobile home registration renewal reminder notices for Florida Tax Collector's Offices, who submits an offer on all items listed in this solicitation and whose offer represents the lowest price when all items are added in the aggregate, subject to references provided by Florida Tax Collectors. 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 bidder who meets or exceeds the requirements below:

2.3.1 The bidder shall maintain an office/facility/warehouse. This facility shall be staffed by competent company representatives who can be contacted Monday through Friday 8:00 a.m. to 5:00 p.m. Provide contact person name, office/warehouse location address, telephone number, fax number, and/or e-mail address.

2.3.2 The bidder shall have a CASS / MASS Certified Software as listed on the United States Postal Services (USPS) website: https://ribbs.usps.gov/files/awarded_bidders/CASSN01.TXT

Bidders to provide a copy CASS Quality Certification issued by USPS.

OR

The bidder shall have a CASS / MASS Awarded bidder/Service Bureaus License as listed on the United States Postal Services website: https://ribbs.usps.gov/files/awarded_bidders/CASSN04.TXT

2.3.3 The bidder shall have an agreement with Florida Highway and Safety Motor Vehicles (FHSMV) to electronically access driving license and motor vehicle data. Bidders to provide a copy of the current agreement with FHSMV.

The awarded bidder shall comply with the requirements listed above throughout the term of the Contract.

2.4 PRICES

The initial contract prices resultant from this solicitation shall prevail for a twelve (12) month period from the contract's initial effective date. Prior to completion of each twelve (12) month period, the County may consider an adjustment to prices based on changes in the following price index;

Consumer Price Index: US Department of Labor; Bureau of Labor Statistics: Producer Price Index (PPI) (Series Id: WPU0947, Item: Commercial Printing, Base Date: 198206). The adjustments may be upward or downward.

It is the awarded Bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of next twelve (12) month period, the request for adjustment should be submitted thirty (30) days prior to expiration of the then current twelve (12) month period. This adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received, the County will assume that the awarded Bidder has agreed to the current prices.

The adjustment will be applied by calculating the percentage change (increase or decrease) between the index value effective on the first day of the twelve (12) month period and the most recent index available on the day of adjustment. Day of adjustment will be the last business day of the twelve (12) month period. The County reserves the right to reject any price adjustments submitted by the awarded bidder if they are not in accordance with the above.

The County reserves the right to reject any price adjustments submitted by the bidder. Continuation of the contract beyond the initial period is a County prerogative, and not a right of the bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

2.5 METHOD OF PAYMENT

Method of Payment is specified in Section 1, Paragraph 1.35.

The invoices shall be submitted to:

Tax Collector's Office
Miami Dade County
200 NW 2nd Ave.
Room 419
Miami FL 33128

2.6 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Ingrid Bernal, at (305) 375-4211 email ibernal@miamidade.gov

2.7 ADDITIONAL ITEMS

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 item(s) that may be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded bidder to obtain a price quote for the similar item(s). The County reserves the right to award these similar item(s) to the bidders, or to acquire the item(s) through a separate solicitation.

2.8 DEFICIENCIES

The awarded bidder shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within three (3) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the bidder by the County's project administrator, who may confirm all such verbal reports in writing. The awarded bidder shall bear all costs of correcting such rejected work. If the awarded bidder fails to correct the work within the period specified above, the County may, at its discretion, notify the awarded bidder, in writing, that the bidder is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within two (2) calendar days of receipt of the notice. If the awarded bidder fails to correct the work within the period specified in the notice, the County shall place the awarded bidder in default, obtain the services of another bidder to correct the deficiencies, and charge the incumbent bidder for these costs; either through a deduction from the final payment owed to the awarded bidder or through invoicing. If the awarded bidder fails to honor this invoice or credit memo, the County may terminate the contract for default.

2.9 SAMPLES

After the County opens the Bid Proposals, bidder(s) may be required to submit samples of renewal notice, outgoing and return envelopes, and public information flyers for evaluation by the County. These samples shall be provided at no cost to the County. If samples are required, the County will notify the apparent low 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 and bid title. 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, in the event of an aggregate award, the bidder's proposal will not be eligible for the aggregate as applicable. All samples shall become the property of Miami-Dade County. Please refer to Appendix A for the current notices, envelopes and flyer used by the County.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Printing and mailing of approximately 1.9 million annual auto tag vehicle/vessel/mobile home/registration renewal reminders and disabled parking placard permit renewal reminders and forms to Miami-Dade County vehicle, vessel, and mobile home owners. This volume is expected to grow at the rate of approximately 2.5% per year. This service is performed monthly with a varying volume of between 130,000 and 250,000 registration renewal reminder notices. The initial mail out shall be for approximately 130,000 to 250,000 units and shall take place within thirty (30) calendar days after Contract effective date. All subsequent deliveries shall be for approximately 130,000 to 250,000 units per interval and shall occur at an interval of every thirty (30) calendar days; until such time as the total number of units is received. Various not for profit organizations request permission from the State or the Tax Collector to have the awarded bidder print, insert and mail out flyers with the renewal package. If necessary, the awarded bidder will bill the Tax Collector for payment of these services separately, and the Tax Collector will secure payment from these organizations

Vehicle, vessel and mobile home owners in Miami-Dade County must continue to receive their accurate courtesy reminder notices uninterrupted. This not only reminds owners that it is time to pay for their annual renewal but provides the paperwork and return envelope to return their renewal payment to the Tax Collector's Office with check and stub(s) enclosed, or to pay online using the information supplied in the renewal notice in order to do so.

3.2 REQUIREMENTS

Awarded bidder must have an existing agreement with Florida Department of Highway and Safety and Motor Vehicles (DHSMV) to electronically access motor vehicle, vessel, and mobile home and disabled parking placard data and must be well versed in handling that data in Florida. Bidders to provide a copy of their current agreement with DHSMV.

The awarded bidder must have existing qualified approval from Florida DHSMV to produce, print and mail out vehicle/vessel registration renewal reminders and must be currently employed by Florida County Tax Collectors Offices providing this function.

Awarded bidder cannot use or share the data provided by DHSMV for any other use other than preparing and printing the renewal package. DHSMV data cannot be shared with any entity other than the recipient of the renewal notice.

The service requires the acquisition of the customers' data file each month from DHSMV. The awarded bidder shall be able to convert the data file provided by DHSMV into the correct customer information contained in the scan line. Bidder must have the ability to accept pre-formatted print files over secure network. The awarded bidder shall print and ensure the mailing of each customer courtesy registration reminder form comprising details of instructions and methods of renewal available, written in English. A payment voucher is attached and is removable by tearing along the perforation. The payment voucher contains various fields, which are populated with the customers' vehicle/vessel/mobile home/parking permit data. Samples of a prior notice and envelopes are included in Appendix A; however, the awarded bidder shall design the final notice and envelope.

SOLICITATION TITLE: Printing and Mailing Services for Auto Tag Courtesy Renewal Reminders Notices and Parking Permits

SOLICITATION NO.: FB-00363

The awarded bidder shall insert single and multiple vehicle/vessel renewals in a single envelope to reduce postage costs. The scan line and bar code on the payment voucher will contain the variable data for each vehicle owned by each customer as per the sample. This scan line must be accurate and be readable and processable by the County's Opex 3600i and NCR Itran payment imaging and processing equipment. On the reverse side of the payment voucher there shall be three sections as per the sample provided; one for customer change of address information, insurance information and voluntary trust fund contributions.

The awarded bidder shall be responsible each month for changes imposed by DHSMV in the vehicle registration renewal process or changes requested by Miami-Dade County. The changes shall include but are not limited to content including existing or new instructions, changes in renewal data, changes to field and scan line content, and changes to voluntary trust fund contribution organizations. The payment voucher/information sheet shall be folded and inserted into an envelope for mail out, along with a return envelope which shall also be inserted into the mail out envelope. The mail out will be processed by the United States Postal Service (USPS).

The County holds a United States Postal Service Permit and will pay for postage. Each month, the awarded bidder shall provide a report detailing the mail date, total records, singles, multiples, total envelopes, single envelopes and multiple envelopes

**Note: The largest percentages are single tag mailings to a single address; however, there are instances of up to six (6) tags mailed to a single mailing address in the same envelope.*

3.3 TECHNICAL OPERATIONAL CONSIDERATIONS FOR FAST FORWARD SERVICES

The awarded bidder shall:

1. Design, develop and produce elements of the renewal notice, remittance envelope, flyers as required and carrier envelopes.
2. Furnish all printed materials and envelopes and include additional public information content provided by Miami-Dade County. Miami-Dade County will provide its data via the DHSMV registration system, subject to security requirements safeguarding driver personal information, as required under Federal and State laws. Also, the ability to accept pre-formatted print files over secure network or be able to provide document composition services.
3. Work with the DHSMV to receive the data files monthly and execute the mailing in the time frame required by Miami-Dade County Finance Department.
4. Insert, assemble, and package the renewal notices, and remittance envelope into the carrier envelope for mailing including any public information flyers that the Tax Collectors requires for specified periods of time.
5. Insert, assemble and package the renewal notice, informational material, and return envelope into the carrier envelope for delivery by the U.S. Postal Service, in accordance with the U.S. Postal Service regulations at the volume discounts for at least a 3-digit zip code sort.

SOLICITATION TITLE: Printing and Mailing Services for Auto Tag Courtesy Renewal Reminders Notices and Parking Permits

SOLICITATION NO.: FB-00363

6. Have the capability to utilize the National Change of Address (NCOA) address hygiene, (or any future address hygiene required by the Post Office to guarantee lowest rates) and the ability to modify the mailing address on the renewal notice to reflect the current USPS address.
7. Have the capability to correctly insert six (6) variable numbers of applications in the same envelope to result in the lowest possible postage costs. This may include mailing as many as four renewals to a common address in the same envelope.
8. Perform at the specified level of timeliness, reliability, security, and accuracy without any disruption or delay of the remittance processes.
9. Receive the production file monthly as well as updated message tables for the renewals. Process flow is from the DHSMV to the awarded bidder.
10. Be authorized by DHSMV to handle/manipulate the data and shall be well versed and experienced doing this because of the importance of this mail out to 1.9 million Miami-Dade County vehicle, vessel and mobile home owners. As per the scope of work Section 3, Paragraph 3.1, all information required is contained within the data file provided by DHSMV.
11. Combine inserting & sorting fees as required by the Tax Collector for limited mailing periods upon request per the enclosed sample in Appendix A.

The size of the renewal notice and envelopes are as follows:

- a) Renewal Notice with address and logo print in colors: blue, green and black in size: 8.5 x 11
 - b) Outgoing Window Envelope No. 10 with address and logo print in colors: blue, green and black in size: 9 7/8"L x 4 1/8"H
 - c) Return Envelope No. 9 with address and logo print in colors: blue, green and black in size: 8 13/16"L x 3 14/16"H
12. Contact DHSMV for clarification on the pre-formatted print files and document composition services. DHSMV provides all mail out information.

3.4 COUNTY'S RESPONSIBILITY

The County will deposit monies in a United States Postal Service (USPS) permit account in order to fund future monthly mail-outs as required. The monthly postage fund balance on the report shall note the total postage used and the total number of items mailed.

The County will transfer sufficient funds payable to the awarded bidder's designated United States Postal Service "Post Master", for the postage costs to mail the Miami-Dade County motor vehicle registration renewal packages.

Miami-Dade County will use their USPS permit number. The County will send a check to the US Post Office to pay for postage costs that the awarded bidder will mail out. The rate per item is agreed between the awarded bidder and USPS, not Miami-Dade County. No exceptions are permitted to the stated process.

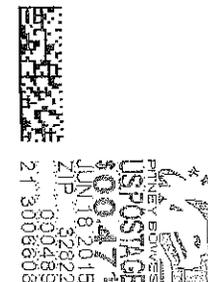
APPENDIX A

<http://www.miamidade.gov/taxcollector/motor-vehicle-renewals.asp>



MIAMI-DADE COUNTY AUTO TAG AGENCY
 PO BOX 12131
 MIAMI, FL 33101-2131

PRESORTED
FIRST CLASS



IMPORTANT: YOUR RENEWAL NOTICE IS ENCLOSED
SAVE TIME - RENEW ONLINE!
www.miamidade.gov Click on "Vehicle Renewal"

NIXIE 333 DE 1268 0006/22/15
 RETURN TO SENDER
 NO SUCH NUMBER
 UNABLE TO FORWARD
 BC: 35201213151 #1506-02991-22-29
 3210102131

<http://www.miamidade.gov/taxcollector/motor-vehicle-renewals.asp>

Renew Online with Credit Card

Renew In Person
200 NW 2nd Ave
Miami, FL 33128

Monday - Friday 8:00 a.m. - 4:30 p.m.

Renew By Mail
P O Box 12131
Miami, FL 33130-2131

<http://www.miamidade.gov/taxcollector/motor-vehicle-renewals.asp>



Delivering Excellence Every Day

MIAMI-DADE COUNTY AUTO TAG AGENCY

PO BOX 12131
MIAMI, FL 33101-2131

PRESORTED
FIRST CLASS



**IMPORTANT: YOUR RENEWAL NOTICE IS ENCLOSED
SAVE TIME - RENEW ONLINE!**

www.miamidade.gov Click on "Vehicle Renewal"

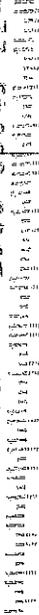
NIXIE 333 DE 1250 0066/22/15

RETURN TO SENDER
NO SUCH NUMBER
UNABLE TO FORWARD

3310102131

SC: 33102213131

*1505-00943-22-29



Renew Online with Credit Card
<http://www.miamidadecollector.gov/taxcollector/motor-vehicle-renewals.asp>

Renew In Person
200 NW 2nd Ave
Miami, FL 33128

Monday - Friday 8:00 a.m. - 4:30 p.m.

Renew By Mail
P O Box 12131
Miami, FL 33130-2131

SAVE TIME – RENEW ONLINE! www.miamidade.gov Click on “Vehicle Renewal”



FROM: _____

CITY STATE ZIP _____



Postage
Required
Post Office will
not deliver
without proper
postage.

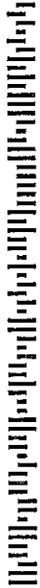


Delivering Excellence Every Day

MIAMI-DADE COUNTY AUTO TAG AGENCY

PO BOX 12131

MIAMI, FL 33101-2131



SAVE TIME – RENEW ONLINE! www.miamidade.gov Click on "Vehicle Renewal"

FROM:

CITY STATE ZIP



Postage
Required
Post Office will
not deliver
without proper
postage.



Delivering Excellence Every Day

MIAMI-DADE COUNTY AUTO TAG AGENCY

PO BOX 12131

MIAMI, FL 33101-2131



Renewing by mail? Use the checklist below:

- Have you included your insurance affidavit (if required)?
- Detach and return the Renewal Notice(s) with your check or money order, made payable to Miami-Dade County Auto Tag Agency. Do not send cash or coins.
- Write your license plate number(s) on your check and mail in the envelope provided.
- Put a stamp on the envelope.



LAUREN'S KIDS

HAPPY BIRTHDAY!

REMEMBER WHEN YOU WERE A KID AND YOUR BIRTHDAY WAS THE BEST TIME OF THE YEAR? That magical feeling – the sense that you were the most special person in the world on your most special day – came from the innocence of childhood. Yet shockingly,

1 in 3 girls and 1 in 5 boys are sexually abused before their 18th birthday. But there is hope – 95% of abuse is preventable through education and awareness. Celebrate your birthday by donating to the Lauren's Kids foundation and honor the children in your life.

MAKE A DIFFERENCE IN A CHILD'S LIFE:

- ✓ Check the box next to "Prevent Child Sexual Abuse" on your renewal form to donate \$1 or more.
- ✓ Support prevention by purchasing a Lauren's Kids specialty license plate at LaurensKids.org

HAPPY BIRTHDAY!



LAUREN'S KIDS

REMEMBER WHEN YOU WERE A KID AND YOUR BIRTHDAY WAS THE BEST TIME OF THE YEAR? That magical feeling – the sense that you were the most special person in the world on your most special day – came from the innocence of childhood. Yet shockingly,

1 in 3 girls and 1 in 5 boys are sexually abused before their 18th birthday. But there is hope – 95% of abuse is preventable through education and awareness. Celebrate your birthday by donating to the Lauren's Kids foundation and honor the children in your life.

MAKE A DIFFERENCE IN A CHILD'S LIFE:

- ✓ Check the box next to "Prevent Child Sexual Abuse" on your renewal form to donate \$1 or more.
- ✓ Support prevention by purchasing a Lauren's Kids specialty license plate at LaurensKids.org



Delivering Excellence Every Day

MIAMI-DADE COUNTY AUTO TAG AGENCY

PO BOX 12131
MIAMI, FL 33101-2131
www.miamidade.gov

FLORIDA REGISTRATION RENEWAL NOTICE

**The Tax Collector's Office
is now located at
200 NW 2nd Ave
Miami 33128**



TAG/DECAL/VESS#:



Check here for address change and complete form on other side.

EXPIRES: 8/31/2015 TAG/DECAL/VESS#: CUST#: TITLE: BODY/TAG TY: 4D/RGS VIN/HIN: VEH TY/REGUSE: AU/PR YR/MAKE/COL: 2012/HOND /BLK NVW/GVW: DL: AMOUNT DUE: \$ 36.85 Total Donation: (Select charity(s) on reverse side) TOTAL AMT DUE: Penalty After: 09/10 \$ 5.00 PIN:	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

IMPORTANT NOTICE

INSURANCE

**Your insurance is on file.
Thank you for keeping
your insurance current.**

Warning: Giving false information in order to obtain a vehicle registration certificate is a criminal offense under Florida law. Anyone giving false information on this affidavit is subject to prosecution.



Delivering Excellence Every Day

MIAMI-DADE COUNTY AUTO TAG AGENCY

PO BOX 12131
MIAMI, FL 33101-2131
www.miamidade.gov

FLORIDA REGISTRATION RENEWAL NOTICE

**The Tax Collector's Office
is now located at
200 NW 2nd Ave
Miami 33128**

5 - 96138

HIALEAH FL 33014-0000



TAG/DECAL/VESS#: CWT135



HIALEAH FL 33014-0000	
EXPIRES:	8/18/2015
TAG/DECAL/VESS#:	
CUST#:	
TITLE:	
BODY/TAG TY:	4D/RGS
VIN/HIN:	
VEH TY/REGUSE:	AU/PR
YR/MAKE/COL:	2011/VOLK /BLK
NVW/GVW:	
DL:	
AMOUNT DUE:	\$ 36.85
Total Donation: (Select charity(s) on reverse side)	
TOTAL AMT DUE:	
Penalty After: 09/10	\$ 5.00
PIN: 02569530163	

Check here for address change and complete form on other side.



IMPORTANT NOTICE

INSURANCE

**Your insurance is on file.
Thank you for keeping
your insurance current.**

Warning: Giving false information in order to obtain a vehicle registration certificate is a criminal offense under Florida law. Anyone giving false information on this affidavit is subject to prosecution.



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

111 NW 1st Street, Suite 1300, Miami, FL 33128

Solicitation No. FB-00363		Solicitation Title: Printing & Mailing Svs for Auto Tag Renewal Reminder Notices & Parking Permits		
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"/>	Zip Code <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"/>	Zip Code <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"/>		

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.

Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.

LOCAL PREFERENCE CERTIFICATION: 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.

Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.**

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: 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.

Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). **Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.**

The address of the Locally-headquartered office is:

LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified 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 veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming the Bidder is a Local Certified 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.



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

Miami-Dade County

Contractor Due Diligence Affidavit

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-63-14, County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

- (1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition;
- (2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances;
- (3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to Miami-Dade County or not.

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Contracting Officer (PCO)/ AE Selection Coordinator overseeing this solicitation. The Vendor/Contractor attests to providing all of the above information, if applicable, to the PCO.

Contract No. : **Federal Employer Identification Number (FEIN):**

Contract Title:

Printed Name of Affiant Printed Title of Affiant Signature of Affiant

Name of Firm Date

Address of Firm State Zip Code

Notary Public Information

Notary Public - State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20__

by _____ He or she is personally known to me _____ or has produced identification

Type of identification produced _____

Signature of Notary Public Serial Number

Print or Stamp of Notary Public Expiration Date Notary Public Seal

Question and Answers for Solicitation #FB-00363 - Printing & Mailing Svcs for Auto Tag Renewal Reminder Notices & Parking Permits

Overall Solicitation Questions

There are no questions associated with this Solicitation.