



CONTRACT NO. RTQ-00140

Specialty Printed Products, Finishing Supplies, and Mechanical Binding Services

ROADMAP

Contract Overview:

This Request To Qualify (RTQ) is to establish a pool of pre-qualified vendors by group for participation in future spot market competitions for specialty printed products, finishing supplies, and mechanical binding services.

Contract Term: October 1, 2015 – September 9, 2023

COMMODITY CODE: 966-58, 700-57, 962-51

PROCUREMENT AGENT INFORMATION

Contracting Agent: R. McKenzie
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PART #1: PRE-QUALIFIED VENDOR(S)

The prequalification was made to all responsive, responsible vendors who met the minimum qualifications set forth in the solicitation. The below list show the prequalified vendor by Groups. The County may elect at any time to add or modify items under the Groups depending on the needs of each User Department.



Vendor	FEIN/Suffix	Contact Name	Phone Number	Fax Number	E-Mail Address	Awarded Groups																
						1	2	3	4	5	6	7	8	9	10	11	12					
Archi Press & Design, Inc.	020610945 01	Rita Jalil	305 259-1815	305 259-1819	sales@archipress-inc.com																	
All Binders & Indexes, Inc.	650397715 01	Juan C Cruz	305 889-9983	305 889-9985	jc@delran.com																	
Associated Printing Productions	650299230 01	Allen Murdock	305 623-7600	305 623-1777	amurdock@appi1.com																	
JNNP Investments, Inc. dba Tampa Envelope	462231107 01	Violetta Wolert	407 227-5012	813 621-8889	vwolert@tampaenvelope.com																	
Dubhouse Inc.	650787470 01	Michael Pardo	954 524-3658	954 522-1905	mike@thedubhouse.net																	
API Imaging, Inc., dba Associated Photo & Imaging	462899509 01	Cindy Alonso	305-775-4091	305-358-8345	cindya@apimaging.com																	
Doral Digital Reprographics Corp	204073160 01	Beatriz Pereira	305-704-3194	786-302-6106	printing@ddrepro.com																	

PART #2: GROUP DEFINITIONS

Group 1: Digital Color Reproduction – high quality color reproduction printed directly from an electronic file;

- a. Variety of printed products:
 - i. Postcards
 - ii. Posters
 - iii. Invitations
 - iv. Booklets
 - v. Tickets
 - vi. Programs
- b. Range of sheet sizes: 8.5" x 11" to 13" x 19"
- c. Range of sheet thickness: 0.006" to 0.012", duplex printing
- d. Substrates: Coated, uncoated and textured paper and cover
- e. Variable data printing

Group 2: Screen printing on paper, cover, vinyl and other substrates – (No size restrictions are allowed):

- a. Variety of printed products:
 - i. Door hangers
 - ii. Posters
 - iii. UV Resistant Exterior Signage
 - iv. Notices
 - v. Protective Coatings
 - vi. Scratch off coatings
- b. Projects will be printed in one, two or more ink colors
- c. Digital/plotter printing on various substrates including vinyl Mylar, high performance self-adhesive vinyl, opaline, styrene, reflective decal material for exterior use, plastics, aluminum, coroplast, foam board, and lexan

Group 3: DVD/CD Reproduction with Labels and Holders (color)

- a. Replicate and apply color labels to each disk
- b. Supply a large variety of CD holders

Group 4: Mechanical Binding and Finishing Supplies

- a. Variety of Materials:
 - i. Bind Strips
 - ii. Plastic coil
 - iii. Special cover materials
 - iv. Materials for digital foil imprint
 - v. Lamination

Group 5: Trade Show Displays and Oversized Prints - (INSURANCE REQUIRED)

- a. Graphic files will be provided to produce high quality digital output for tabletop displays, portable displays, rollup banner stands, and modular exhibits
- b. Products will require extensive customization for exact size, contour and mounting requirements
- c. Products must be durable, able to withstand transport, mount precisely on display frame, and pack easily for storage or shipment



Group 6: Large and Small Decals and Stickers

- a. Printing of pressure sensitive labels, stickers, window decals, bar codes, thermal transfer labels, foil hot stamp and embossed labels, asset labels, static cling labels, and shipping labels
- b. Wide variety of sizes and substrates including water proof and reflective materials
- c. One, two, three, four or more ink colors
- d. Out-door durability and non-fade inks
- e. Variable data printing
- f. Labels on rolls

Group 7: Corrugated Cartons

- a. A variety of sizes of folded packing cartons that are double wall and certified to meet burst strength requirements as specified by American Society for Testing and Materials (ASTM)
- b. White faced corrugated and brown Kraft cartons
- c. A variety of chip board cartons

Group 8: Large media-vehicle decaling on self-adhesive high performance material and/or vinyl, installation and removal of product from Transit facilities. Transport, installed and remove printed product to and from any Transit facility – (INSURANCE REQUIRED)

- a. Installation and removal of products on vehicles and facilities (i.e. bus, and bus shelters and other Miami-Dade Transit facilities)
- b. Produce large interior/exterior decal
- c. Installation and removal of products from Metrorail/mover stations
- d. Installation of full and partial wraps on exterior Metrobus, Metrorail and Metromover vehicles
- e. Installation and removal of Metrorail/mover stations domination, windscreens, dioramas, floor graphics and bus shelters.

Group 9: Mechanical Binding and Lamination Services

Different sizes of binding and lamination products to include but not limited to:

- a. Plastic coil binding
- b. Plastic comb binding
- c. Double wire binding
- d. Sheet lamination
- e. Tab cuts

Group 10: Hand Assembly, Kitting, Fulfillment, Addressing and Mailing

- a. Hand folding invitations, inserting into an envelope, addressing and postal discounted mailing. May include RSVP card, return envelope and event directions.
- b. Gathering a variety of price sheets, brochures, booklets and business cards for inserting into presentation folders or other holder.
- c. Counting, packing for shipment and addressing and shipping materials as constructed.

Group 11: Die Making, Die Cutting, Embossing, Foil Stamp and Gluing

- a. Produce or purchase dies for steel rule die cutting, embossing, foil stamping and multi-level combination dies to emboss and stamp.
- b. Die cut presentation folder with glued pockets
- c. Foil stamp using a multi-level combination die
- d. Foil stamp using a single level flat die

Group 12: Envelope Converting and Envelope Manufacturing

- a. Convert flat printed press sheets to envelopes in various sizes, both side seam and diagonal seam must be available per specification.
- b. Produce a variety of custom flap sizes with adhesive for closing.
- c. Envelopes may have single or double window with or without clear patch.



- d. All clear window patches must meet USPS requirements
- e. In-line manufacturer of envelopes flexography printed, die cut, with or without windows, side-seam and diagonal seam, a variety of flap sizes with adhesive for closing.
- f. Packaging #10 envelopes in hard boxes is required.

PART #3: INSTRUCTIONS FOR SOLICITATION

This contract requires each acquisition to go through a competitive, spot market Request for Quote (RFQ), prior to the award of a Work Order (WO). Departments must utilize all vendors in each group for all RTQ's. Departments are not allowed to utilize the services of only one vendor in a group, all vendors in their specific groups must be allowed to quote on all items/services.

METHOD OF AWARD

RFQ's may be awarded to the vendors with the lowest price in the aggregate.

USER DEPARTMENT RESPONSIBILITY

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

RECORD RETENTION

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

PART #4: APPLICABLE ORDINANCES

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

The Local Preference, Locally Headquartered Business, Cone of Silence, UAP & Inspector General Ordinances shall be applicable to each solicitation issued under this contract.

Local Preference Consideration

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

1. A business that has a valid occupational license, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased:
2. A business that has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business (Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.); and
3. A business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. The Vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

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



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

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

The following vendors are currently available to receive Local Preference:

1. All Binders & Indexes, Inc. dba Delran Business Products
2. API Imaging, Inc., dba Associated Photo & Imaging
3. Associated Printing Productions, Inc.
4. Archi Press & Design, Inc.
5. Doral Digital
6. The Dubhouse

Small Business Contract Measures

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% bid preference shall apply to contracts \$1 million or less and 5% on contracts greater than 1\$ million. A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Business Development at 305-375-3111 or access www.miamidade.gov/sbd.

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

The following vendors are currently available to receive Small Business Enterprise (SBE) bid preference:

1. AP Imaging, Inc., dba Associated Photo & Imaging
2. Archi Press & Design, Inc.
3. Doral Digital Reprographics Corp

PART #5: INSURANCE REQUIREMENTS

Not all vendors require insurance on this contract. However, if a Department must utilize the services of a Vendor and they must be on Miami-Dade County's Property, the Department must request insurance to enter on the County's Property.

The following vendors are in compliance with the insurance requirements.

- AP Imaging, Inc., dba Associated Photo & Imaging
- Doral Digital

In addition, it is the Department's responsibility to require insurance from any Vendors that will enter Miami-Dade County's Property and are not already approved by Risk Management. Also, the Department must advise the Procurement Officer of such insurance requirements from a Vendor.



SECURITY PROCEDURES (Miami-Dade Transit only):

Vendors and their personnel are responsible to comply with all Miami-Dade Transit security procedures, rules and regulations. MDT requires the bidder to obtain and wear at all times, identification cards (ID) issued by MDT while working on County property; this will be at no initial cost to the bidder or its employees. Vendor's and their personnel are subject to ID checks by any authorized MDT agent. Anyone who is not in possession of their ID card will be denied access to MDT property or if already on property will be immediately escorted off MDT property until such time they can produce and display proper identification. ID cards are limited for a one (1) year period. It is recommended that Vendor's and their personnel exercised renewing ID cards prior to the one year expiration. If renewal requirements are not comply with, all are forbidden from entering any MDT property until such time ID's are renewed and are valid. In addition, all vehicles entering and exiting MDT property maybe stopped and searched.

Following are list of items to be submitted in person:

- a. A completed original Vendor ID application (complete in blue ink only), signed by Vendor and their personnel and a MDT authorized representative;
- b. A completed original fingerprint card;
- c. A completed original National Crime Information Center (NCIC) background check form with a proper raised seal

COUNTY PROPERTY:

During the course of the RTQ the successful bidder will receive County property needed to complete their jobs. Theses property will include but not limited to printed products, printing paper, media containing electronic files, dies, and other items. The bidder will be responsible for any County properties in their possession. If any damages or loss occurs to these properties, the bidder must promptly replace the properties with like items approved by the individual department within Miami-Dade County. If not, monetary payment equal to the loss or damaged goods will be acceptable by Miami Dade County.

SAMPLES MAY BE REQUIRED DURING EVALUATION:

The bidders may be required to submit upon request a sample of the product(s) which they propose to furnish for evaluation by and at no cost to the County. If samples are required, the County will notify the vendor of such in writing and will specify the deadline for submission of the samples.

