



**BID No. 4879-1/19-1**  
**Printing of Multi Part Snap Out Forms**

**I. Purchasing Instructions:**

**A. Award Description**

1. This contract was established for the purchase of Printing of Multi Part Snap-Out Forms. Award was made to primary and secondary lowest priced responsive, responsible vendors. Per paragraph 2.6.2 Method of Award Prequalification for Spot Market Procedures (Group 16 Only).

**B. Quotation Directives**

1. Prequalified vendors will be invited to participate in spot market purchases for (group 16 only) as required by the County for specific items or service. When spot market purchases are initiated, pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase/work order, or a specific purchasing period.
2. ALL quotations issued under this pre-qualification contract must utilize the current and active “terms and conditions” in place that includes the latest legislative changes. Please refer the Procurement Management link (<http://www.miamidade.gov/procurement/itb-terms-conditions.asp>) to retrieve that latest version of the current T&Cs.
3. All quotations issued must be provided to the Small Business Development Division (SBD) of the Internal Services Department for placement on the Cone of Silence Report upon advertisement. Once an award recommendation is made, SBD must be notified in order to remove the competition from the report.

**C. Special Instructions**

1. Prices Shall Be Fixed And Firm For 12 Months: The prices proposed by the vendor shall remain fixed for a period of three hundred and sixty five (365) days after the commencement of the contract.
2. Over-Runs Or Under-Runs: Over-runs or under-runs shall constitute an acceptable delivery provided that such over-runsr 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.
3. Shipping Containers: Corrugated Containers (Standard Carton boxes) 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 pounds.
4. Recycled Paper (Group 16 Only): Forms (Paper) which contain a minimum of ten (10) percent and up to fifty (50) percent of post-consumer recovered material.

**II. Awarded Vendors:**

FEIN No.	Vendor Name	Vendor Address	Contact Information	Awarded Vedndor
650080751-01	Tiger Business Forms, Inc	7765 West 20th Avenue Hialeah, FI 33014	Contact: Mike Pina e-mail: mike@tigerforms.com Phone: 305 888-3528 Fax: 305 887-1910	Primary
570447328-01	Eastern Business Forms, Inc.	19515 Sw 78 Place Cutler Bay	Contact: Keith Khilnani e-mail: khilnani@ebf-inc.com Phone: 305 255-0347 Fax 305 255-0348 877 397-0465	Secondary



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**III. Awarded Items by Group:**

Primary Vendor									
Tigger Business Forms, Inc.									
			<b>Group 1</b>				<b>80% usage</b>		
1.A	2 Part	Quantity	25K	5K	10K	20K			
		Price/1,000	\$53.05	\$38.19	\$30.77	\$23.34			
1.B	3 Part	Quantity	25K	5K	10K	20K			
		Price/1,000	\$64.71	\$50.92	\$39.25	\$30.77			
1.C	4 Part	Quantity	25K	5K	10K	20K			
		Price/1,000	\$79.57	\$57.29	\$49.86	\$39.25			
1.D	5 Part	Quantity	25K	5K	10K	20K			
		Price/1,000	\$96.54	\$74.26	\$58.35	\$46.68			
			<b>Group 2</b>				<b>15%</b>		
1.A	2 Part	Quantity	25K	40K	50K				
		Price/1,000	\$20.16	\$18.04	\$17.51				
1.B	3 Part	Quantity	25K	40K	50K				
		Price/1,000	\$29.71	\$28.64	\$27.58				
1.C	4 Part	Quantity	25K	40K	50K				
		Price/1,000	\$37.13	\$36.07	\$35.01				
1.D	5 Part	Quantity	25K	40K	50K				
		Price/1,000	\$47.74	\$46.68	\$43.50				
			<b>Group 3</b>				<b>5%</b>		
1.A	2 Part	Quantity	75K	100K	200K				
		Price/1,000	\$15.91	\$14.85	\$14.33				
1.B	3 Part	Quantity	75K	100K	200K				
		Price/1,000	\$26.00	\$24.94	\$23.34				
1.C	4 Part	Quantity	75K	100K	200K				
		Price/1,000	\$33.92	\$32.89	\$30.77				
1.D	5 Part	Quantity	75K	100K	200K				
		Price/1,000	\$41.38	\$40.85	\$40.31				
			<b>Group 4</b>				<b>80% usage</b>		
1.A	2 Part	Quantity	25K	5K	10K	20K			
		Price/1,000	\$57.29	\$41.38	\$32.36	\$22.28			
1.B	3 Part	Quantity	25K	5K	10K	20K			
		Price/1,000	\$77.45	\$58.35	\$47.74	\$41.91			
1.C	4 Part	Quantity	25K	5K	10K	20K			
		Price/1,000	\$90.18	\$68.96	\$58.35	\$42.44			
1.D	5 Part	Quantity	25K	5K	10K	20K			
		Price/1,000	\$112.46	\$88.05	\$72.14	\$50.92			



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			<b>Group 5</b>		<b>15%</b>	
1.A	2 Part	Quantity	25K		40K	50K
		Price/1,000	\$22.81		\$20.69	\$18.57
1.B	3 Part	Quantity	25K		5K	10K
		Price/1,000	\$30.99		\$30.24	\$28.12
1.C	4 Part	Quantity	25K		5K	10K
		Price/1,000	\$39.79		\$38.73	\$36.81
1.D	5 Part	Quantity	25K		5K	10K
		Price/1,000	\$50.40		\$48.80	\$46.68
			<b>Group 6</b>		<b>5%</b>	
1.A	2 Part	Quantity	75K		100K	200K
		Price/1,000	\$17.77		\$16.45	\$15.27
1.B	3 Part	Quantity	75K		100K	200K
		Price/1,000	\$26.52		\$25.68	\$24.50
1.C	4 Part	Quantity	75K		100K	200K
		Price/1,000	\$35.01		\$34.05	\$32.47
1.D	5 Part	Quantity	75K		100K	200K
		Price/1,000	\$44.45		\$43.50	\$41.91
			<b>Group 7</b>		<b>80% usage</b>	
1.A	2 Part	Quantity	25K	5K	10K	20K
		Price/1,000	\$54.11	\$38.19	\$28.64	\$24.40
1.B	3 Part	Quantity	25K	5K	10K	20K
		Price/1,000	\$75.32	\$53.05	\$45.62	\$39.79
1.C	4 Part	Quantity	25K	5K	10K	20K
		Price/1,000	\$91.16	\$64.71	\$54.64	\$45.62
1.D	5 Part	Quantity	25K	5K	10K	20K
		Price/1,000	\$106.09	\$83.81	\$67.37	\$57.29
			<b>Group 8</b>		<b>15%</b>	
1.A	2 Part	Quantity	25K		40K	50K
		Price/1,000	\$22.81		\$21.75	\$21.38
1.B	3 Part	Quantity	25K		5K	10K
		Price/1,000	\$37.13		\$35.01	\$33.21
1.C	4 Part	Quantity	25K		5K	10K
		Price/1,000	\$44.56		\$44.03	\$42.97
1.D	5 Part	Quantity	25K		5K	10K
		Price/1,000	\$56.23		\$54.64	\$53.68



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			<b>Group 9</b>		<b>5%</b>				
1.A	2 Part	Quantity	75K			100K		200K	
		Price/1,000	\$20.69		\$19.84		\$18.57		
1.B	3 Part	Quantity	75K			100K		200K	
		Price/1,000	\$32.36		\$31.51		\$29.71		
1.C	4 Part	Quantity	75K			100K		200K	
		Price/1,000	\$40.85		\$40.85		\$39.25		
1.D	5 Part	Quantity	75K			100K		200K	
		Price/1,000	\$52.52		\$50.92		\$49.86		
			<b>Group 10</b>		<b>80% usage</b>				
1.A	2 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$61.53		\$51.98		\$42.44		\$35.01
1.B	3 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$83.81		\$66.84		\$57.29		\$51.46
1.C	4 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$115.64		\$92.30		\$79.57		\$68.27
1.D	5 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$137.92		\$111.39		\$93.36		\$85.93
			<b>Group 11</b>		<b>15%</b>				
1.A	2 Part	Quantity	25K			40K		50K	
		Price/1,000	\$31.83		\$30.34		\$29.18		
1.B	3 Part	Quantity	25K			5K		10K	
		Price/1,000	\$49.86		\$49.86		\$47.37		
1.C	4 Part	Quantity	25K			5K		10K	
		Price/1,000	\$68.96		\$67.90		\$66.84		
1.D	5 Part	Quantity	25K			5K		10K	
		Price/1,000	\$85.41		\$84.87		\$84.35		
			<b>Group 12</b>		<b>5%</b>				
1.A	2 Part	Quantity	75K			100K		200K	
		Price/1,000	\$28.54		\$27.90		\$27.06		
1.B	3 Part	Quantity	75K			100K		200K	
		Price/1,000	\$46.09		\$44.56		\$43.76		
1.C	4 Part	Quantity	75K			100K		200K	
		Price/1,000	\$65.78		\$64.71		\$61.85		
1.D	5 Part	Quantity	75K			100K		200K	
		Price/1,000	\$81.69		\$79.57		\$79.35		



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			<b>Group 13</b>				<b>80% usage</b>			
1.A	2 Part	Quantity	25K		5K		10K		20K	
		Price/1,000	\$81.16		\$54.11		\$44.56		\$39.25	
1.B	3 Part	Quantity	25K		5K		10K		20K	
		Price/1,000	\$102.80		\$82.75		\$63.65		\$59.41	
1.C	4 Part	Quantity	25K		5K		10K		20K	
		Price/1,000	\$128.37		\$102.91		\$92.30		\$79.57	
1.D	5 Part	Quantity	25K		5K		10K		20K	
		Price/1,000	\$163.38		\$130.49		\$119.88		\$106.09	
			<b>Group 14</b>				<b>15%</b>			
1.A	2 Part	Quantity	25K		40K		50K			
		Price/1,000	\$38.19		\$36.07		\$35.01			
1.B	3 Part	Quantity	25K		5K		10K			
		Price/1,000	\$59.41		\$59.41		\$57.29			
1.C	4 Part	Quantity	25K		5K		10K			
		Price/1,000	\$59.41		\$78.51		\$77.45			
1.D	5 Part	Quantity	25K		5K		10K			
		Price/1,000	\$103.97		\$99.72		\$98.66			
			<b>Group 15</b>				<b>5%</b>			
1.A	2 Part	Quantity	75K		100K		200K			
		Price/1,000	\$35.23		\$34.48		\$32.89			
1.B	3 Part	Quantity	75K		100K		200K			
		Price/1,000	\$56.75		\$55.17		\$53.05			
1.C	4 Part	Quantity	75K		100K		200K			
		Price/1,000	\$76.38		\$75.32		\$73.20			
1.D	5 Part	Quantity	75K		100K		200K			
		Price/1,000	\$98.66		\$97.60		\$96.54			



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Secondary Vendor									
Eastern Business Forms, Inc									
			Group 1		80% usage				
1.A	2 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$45.41		\$76.11		\$56.92		\$47.32
1.B	3 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$65.06		\$95.76		\$76.57		\$66.97
1.C	4 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$84.71		\$115.41		\$96.22		\$86.62
1.D	5 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$104.36		\$135.06		\$115.87		\$106.27
			Group 2		15%				
1.A	2 Part	Quantity	25K		40K		50K		
		Price/1,000			\$45.41		\$42.53		\$41.56
1.B	3 Part	Quantity	25K		40K		50K		
		Price/1,000			\$65.06		\$62.17		\$61.21
1.C	4 Part	Quantity	25K		40K		50K		
		Price/1,000			84.71		\$81.82		\$80.86
1.D	5 Part	Quantity	25K		40K		50K		
		Price/1,000			\$104.36		\$101.47		\$100.51
			Group 3		5%				
1.A	2 Part	Quantity	75K		100K		200K		
		Price/1,000			\$40.28		\$37.56		\$36.64
1.B	3 Part	Quantity	75K		100K		200K		
		Price/1,000			\$59.93		\$57.21		\$56.29
1.C	4 Part	Quantity	75K		100K		200K		
		Price/1,000			\$79.58		\$76.86		\$75.94
1.D	5 Part	Quantity	75K		100K		200K		
		Price/1,000			\$99.23		\$96.51		\$95.58
			Group 4		80% usage				
1.A	2 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$49.85		\$78.27		\$60.50		\$51.62
1.B	3 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$76.50		\$104.92		\$87.15		\$78.27
1.C	4 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$103.15		\$131.57		\$113.80		\$104.92
1.D	5 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$129.80		\$158.22		\$140.45		\$131.57



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			<b>Group 5</b>		<b>15%</b>		
1.A	2 Part	Quantity	25K		40K		50K
		Price/1,000	\$49.85		\$78.27		\$51.62
1.B	3 Part	Quantity	25K		5K		10K
		Price/1,000	\$76.50		\$104.92		\$78.27
1.C	4 Part	Quantity	25K		5K		10K
		Price/1,000	\$103.15		\$131.57		\$104.92
1.D	5 Part	Quantity	25K		5K		10K
		Price/1,000	\$129.80		\$158.22		\$131.57
			<b>Group 6</b>		<b>5%</b>		
1.A	2 Part	Quantity	75K		100K		200K
		Price/1,000	\$45.10		\$42.17		\$41.433
1.B	3 Part	Quantity	75K		100K		200K
		Price/1,000	\$71.75		\$68.82		\$67.97
1.C	4 Part	Quantity	75K		100K		200K
		Price/1,000	\$98.40		\$95.47		\$94.62
1.D	5 Part	Quantity	75K		100K		200K
		Price/1,000	\$125.05		\$122.12		\$121.27
			<b>Group 7</b>		<b>80% usage</b>		
1.A	2 Part	Quantity	25K	5K	10K		20K
		Price/1,000	\$54.00	\$51.27	\$64.95		\$55.83
1.B	3 Part	Quantity	25K	5K	10K		20K
		Price/1,000	\$83.36	\$80.23	\$94.31		\$85.19
1.C	4 Part	Quantity	25K	5K	10K		20K
		Price/1,000	\$112.72	\$109.99	\$123.67		\$114.55
1.D	5 Part	Quantity	25K	5K	10K		20K
		Price/1,000	\$142.08	\$139.35	\$153.03		\$143.91
			<b>Group 8</b>		<b>15%</b>		
1.A	2 Part	Quantity	25K		40K		50K
		Price/1,000	\$54.00		\$51.27		\$50.35
1.B	3 Part	Quantity	25K		5K		10K
		Price/1,000	\$83.36		\$80.63		\$79.71
1.C	4 Part	Quantity	25K		5K		10K
		Price/1,000	\$112.72		\$109.99		\$109.07
1.D	5 Part	Quantity	25K		5K		10K
		Price/1,000	\$142.08		\$139.35		\$138.43
			<b>Group 9</b>		<b>5%</b>		
1.A	2 Part	Quantity	75K		100K		200K
		Price/1,000	\$49.14		\$45.98		\$45.11
1.B	3 Part	Quantity	75K		100K		200K
		Price/1,000	\$78.50		\$75.34		\$74.47
1.C	4 Part	Quantity	75K		100K		200K
		Price/1,000	\$107.86		\$104.70		\$103.83
1.D	5 Part	Quantity	75K		100K		200K
		Price/1,000	\$137.22		\$134.06		\$133.19



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			<b>Group 10</b>		<b>80% usage</b>				
1.A	2 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$61.40		\$91.35		\$72.63		\$63.27
1.B	3 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$95.57		\$125.52		\$106.80		\$97.44
1.C	4 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$129.74		\$159.69		\$140.97		\$131.61
1.D	5 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$163.91		\$193.86		\$175.14		\$165.78
			<b>Group 11</b>		<b>15%</b>				
1.A	2 Part	Quantity	25K			40K		50K	
		Price/1,000	\$61.40			\$58.59		\$57.66	
1.B	3 Part	Quantity	25K			5K		10K	
		Price/1,000	\$95.57			\$92.76		\$91.83	
1.C	4 Part	Quantity	25K			5K		10K	
		Price/1,000	\$129.74			\$126.93		\$126.00	
1.D	5 Part	Quantity	25K			5K		10K	
		Price/1,000	\$163.91			\$161.10		\$160.17	
			<b>Group 12</b>		<b>5%</b>				
1.A	2 Part	Quantity	75K			100K		200K	
		Price/1,000	\$56.41			\$52.85		\$51.96	
1.B	3 Part	Quantity	75K			100K		200K	
		Price/1,000	\$90.58			\$87.02		\$86.13	
1.C	4 Part	Quantity	75K			100K		200K	
		Price/1,000	\$124.75			\$121.19		\$120.30	
1.D	5 Part	Quantity	75K			100K		200K	
		Price/1,000	\$158.92			\$155.36		\$154.47	
			<b>Group 13</b>		<b>80% usage</b>				
1.A	2 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$70.42		\$103.40		\$82.79		\$72.48
1.B	3 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$110.44		\$143.42		\$122.81		\$112.50
1.C	4 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$150.46		\$183.44		\$162.83		\$152.52
1.D	5 Part	Quantity	25K		5K		10K		20K
		Price/1,000	\$190.48		\$223.46		\$202.85		\$192.54
			<b>Group 14</b>		<b>15%</b>				
1.A	2 Part	Quantity	25K			40K		50K	
		Price/1,000	\$70.42			\$67.32		\$66.30	
1.B	3 Part	Quantity	25K			5K		10K	
		Price/1,000	\$110.44			\$107.34		\$106.32	
1.C	4 Part	Quantity	25K			5K		10K	
		Price/1,000	\$150.46			\$147.36		\$146.34	
1.D	5 Part	Quantity	25K			5K		10K	
		Price/1,000	\$190.48			\$187.38		\$186.36	





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		Group 15		5%		
1.A	2 Part	Quantity	75K		100K	200K
		Price/1,000		\$64.92	\$60.45	\$59.87
1.B	3 Part	Quantity	75K		100K	200K
		Price/1,000		\$104.94	\$100.87	\$99.89
1.C	4 Part	Quantity	75K		100K	200K
		Price/1,000		\$144.96	\$140.89	\$139.91
1.D	5 Part	Quantity	75K		100K	200K
		Price/1,000		\$184.98	\$180.91	\$179.93

**IV. Award Checklist:**

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

- Check that vendor meets any minimum requirements such as vendor registration, certifications or license requirements.
- If the contract has a Small Business preference, goal or is a set-aside, check that the recommended vendor is on the Small Business Division certification list. (See [www.miamidade.gov/business/reports-certification-list.asp](http://www.miamidade.gov/business/reports-certification-list.asp))
- If the contract includes preferences (Local, Locally-Headquartered, Veteran’s, and Small Business, as applicable), check that they were applied correctly.
- Obtain a signed Collusion Affidavit, and a signed Affirmation of Vendor Affidavits from the recommended vendor.
- In your notice to all participants of the quote results, copy the Clerk of the Board ([clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov)) and include language advising the vendors that the Cone of Silence is lifted.

**[Sample language:** *In accordance with the reference solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the (Department’s name) recommends award of this quote to:(Company’s name). Provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.*]

- **Allow a three (3) business day protest period** beginning the day after the award recommendation is posted with the Clerk, prior to completing award if applicable with your award value (over \$25K).

**V. Event Log:**

Event No.	Date	Description	Agent
1	10/10/13	Department of Transportation and Public Works - Increase Money - \$16,281	A. Garcia
2	04/23/14	Department of Transportation and Public Works - Transfer Allocation - \$30,000	A. Garcia
3	11/05/15	Department of Transportation and Public Works - Transfer Allocation - \$25,000	A. Garcia
4	02/12/16	Department of Transportation and Public Works - Increase Money - \$279,468	A. Garcia
5	12/21/2017	Transfer Allocation PD to ISD \$25,000.00	A. Castro
6	03/09/2018	Internal Services Department – Allocation Increase \$140,000	A. Castro



BID No. 4879-1/19-1  
Printing of Multi Part Snap Out Forms

7	10/25/2018	Transfer Allocation from Seaport to Clerk of the Courts - \$30,000	M. Nixon
8	01/23/2019	Price adjustment – Tiger Business Forms Inc. – Effective August 1, 2018	M. Nixon
9	06/17/2019	Expiration date extended by 3 months (time only). New expiration date 10/31/2019. No proration required, contract has large allocation balance with some departments having large unused allocation.	M. Nixon
10	09/09/2019	Expiration date extended by 3 months (time only). New expiration date 1/31/2020 or until replacement contract has been awarded. No proration required, contract has large allocation balance with some departments having large unused allocation.	M. Nixon
11	11/25/2019	Transferred \$20,000 to Transit from Finance (\$10,000) and Corrections (\$10,000).	M. Nixon