



CONTRACT NO. RTQ-00272

CONTRACT NAME: ID CARDS, PRINTERS, SUPPLIES AND ACCESSORIES

I. The purpose of this Pre-qualified pool of Vendors is to expedite selection of bidders to purchase items such as ID Cards, Printers, Supplies and Accessories.

II. Quote Procedures:

The County will solicit spot market quotation from qualified bidders on an as-needed basis.

All pre-qualified bidders will be solicited for price and availability of projects as needed. All individual Request for Quotes should be reviewed for applicable measures prior to advertising. All quotations issued must be registered with SBD at the following link: <https://intra3.miamidade.gov/ISD/SBD/Login.aspx> This link officially places your project on the Cone of Silence Report. Additionally the Office of the Commission Auditor (OCA) shall be copied at oca@miamidade.gov when quote is issued.

III. Award Procedures:

All bidder(s) shall be notified of the award. The award date must be recorded so the cone of silence can officially be lifted. This step is accomplished by utilizing the same link used to originally post the quotations. The three (3) day protest period is applicable to all quotations.

IV. **Insurance Requirements:**

If applicable list the insurance requirements for the contract.

V. Applicable Ordinances for Quotations:

1) **Local Certified Service – Disabled Veteran** should be applied in accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service Disabled Veteran Business Enterprise (VBE) shall receive a bid preference of 5% of the price bid (for the purpose of evaluation ONLY). A VBE who is also an SBE shall not receive the veteran's preference and shall be limited to any applicable SBE preferences. At the time of bid submission, the vendor must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statute and submit this affirmation and a copy of the actual certification along with the bid.

2) **Local Preference** <http://library.municode.com/index.aspx?clientId=10620&statelid=9&stateName=Florida>: (Section 2-8.5; also applicable to Broward County vendors)

Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which has a "principal place of business" 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.

3) **Cone of Silence** <http://library.municode.com/index.aspx?clientId=10620&statelid=9&stateName=Florida>; (Section 2-11.1)

4) **UAP/Inspector General Fees** <http://library.municode.com/index.aspx?clientId=10620&statelid=9&stateName=Florida>; (Section 2-8.10)



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VI. How to Apply Bid and Local Preference to Quotes, if applicable:

- 1) Bid preferences shall be given to bidders that are identified as certified SBE/Micro, **if applicable**. The bid preference shall be calculated and subtracted from the total quote price or item for evaluation purposes only. The bid preference is used only to calculate an amount to be used in evaluating the quote and does not affect the final awarded price.
- 2) Whenever a quote contains both, Bid Preference (SBE/Micro) and Local Preference, departments must apply the bid preference first. Follow the Administrative Guidelines stated in the solicitation/contract document with regard to the applicable measure. The preference should be applied as listed in the table below based on the estimated value of the project and whether or not a set-aside or preference measure is applicable:

| | SBE-MICRO Tier 1 | SBE-MICRO Tier 2 | SBE-MICRO Tier 3 |
|--|--------------------|-----------------------|---------------------|
| Set-Asides Up to \$100K (All SBE Goods and Services firms are eligible for Set-asides) | Bid Preference 10% | Bid Preference 5% | Bid Preference 0% |
| Set-Asides Over \$100K | \$100K-\$750K | \$750K to \$2 Million | \$2M to \$5 Million |
| Bid Preference up to \$100K (when not a set-aside) | Bid Preference 10% | Bid Preference 10% | Bid Preference 5% |
| Bid Preference over \$100K to \$1 Million | All Tiers 10% | | |
| Bid Preference Over \$1 Million | All Tiers 5% | | |

- 3) Whenever a quote contains both Local and Locally Headquartered Firms: If the apparent low bidder is a non-local firm and the locally headquartered firm prices are within 15% of the low bidder, department must proceed to apply locally headquartered preference and proceed with following the "Best and Final" (BAFO) process. Similarly, if a Local firm is the lowest bidder and a locally headquartered firm is within 5% of the local firm lowest price, department must proceed to apply locally headquartered preference and obtain the BAFO in accordance with Section 2-8.5 of the Miami-Dade County Code.



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VII. Pre-qualified Bidders:

| Firm Name | Firm Address | Telephone No. | Company Representative | E-Mail Address |
|--------------------------------------|---|-------------------------|----------------------------|--|
| Barcodes LLC | 200 W Monroe Street, 10 th Floor, Suite 1000-Chicago, IL 60606 | 312-582-4821 | Joe Puschautz | Stategov@barcodesinc.com |
| Diebold, Inc. | 5995 Mayfair Road, North Canton, Ohio 44720 | 800-806-6827 | Miguel Casanova | Miguel.casanova@diebold.com |
| Identisys Incorporated | 7630 Commerce Way Eden Prairie, MN 55344 | 877-437-3724 | Barbara Beecher | Barbara_beecher@identisys.com |
| LRE, Inc. (SBE) | 6187 NW 167 Street Miami, FL 33015 | 800-624-1980 | Lee Ryder | Office@leeryder.com |
| Laser Products, Inc. (SBE) | 11975 S.W. 142 Terrace, Suite 105, Miami, FL 33186 | 305-235-9544 | Glenn S. Rudman | Laser@laser-products.com |

VIII. Event Log

| <u>Date</u> ↓ | <u>Event</u> ↓ | <u>Officer</u> |
|------------------|--|----------------|
| 6/07/2014 | Shows inactive in our system | R. Campbell |
| 8/15/2018 | Add: Laser Products, Inc. | R. Campbell |
| 5/15/2019 | Transferred Allocations from Seaport \$40,000 and Aviation \$5,000. Human Resources (HR) allocation increased by \$45,000. | M. Nixon |
| 6/5/2019 | Transferred Allocation of \$13,000 from RER (Regulatory and Economic Resource). Add ID06 (ISD/FUMD Facilities & Utilities Management Divisions) to pool with above allocation of \$13,000. | M. Nixon |