



CONTRACT NO. RTQ-00809 ROADMAP

Contract No.: RTQ-00809

Title: Continuous Pin Feed Forms Printing Services – Prequalification Pool

Contract Period: April 1, 2019 through March 31, 2024

Total Contract Value: \$1,655,000

Contracting Officer: Sherry Y. Crockett, Procurement Contracting Officer 11
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PART #1: PRE-QUALIFIED VENDOR POOL

Vendors

1. American Business Forms Inc./DBA/American Solutions for Business
2. Suncoast Marketing Inc.
3. Tiger Business Forms, Inc.
4. RR Donnelley & Sons Company

PART #2: ITEMS AWARDED ON CONTRACT

Available Services:

Continuous Pin Feed Forms Printing Services

PROCEDURES AND INSTRUCTIONS FOR USER DEPARTMENTS

This Roadmap was designed to assist County Departments wishing to acquire Continuous Pin Feed Forms Printing Services from the Pre-Qualified list of vendors through a Request for Quotation (RFQ) process. Each RFQ issued under this solicitation shall be consistent with AO No.3-38, "Master Procurement Administrative Order." Individual work orders issued under the pool, valued above \$1 million, shall be presented by ISD Strategic Procurement Division to the Board of County Commission for approval award.

Applicable Ordinances

Local Preference, Cone of Silence, User Access Program, & Inspector General Ordinances shall be applicable to each RFQ solicitation issued under this contract. Funding sources exempted from any of the above mentioned ordinances need to clearly articulate within the RFQ that the program fees are not applicable.

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 and 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 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. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the proposal submission date stated in the solicitation:
 - a. vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
 - b. vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
 - c. some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When the above circumstances occur, user departments are to send out a best and final offer request to all bidders remaining in consideration. **FORM A** is to be used for all best and final offers.

Please note that the determination of the responsibility and responsiveness of all vendors that are to be included in the best and final process must take place prior to requesting the BAFO. This is to avoid a situation where a violation of the local preference ordinance to conduct a best and final process could take place. Even if low bidder, a non-responsive local vendor should not be included in this process.

Vendors are eligible for Local Preference if affirmed within the RFQ submittal.

Small Business Contract Measures

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

A 10% percent bid preference shall apply to contracts \$1 million or less and 5% percent on contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD).

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

The 10% SBE preference applies to all RFQ's issued against the contract for solicitations less than \$1 million.

Departments are responsible for verifying eligibility status based on the RFQ submittal submitted in response to the RFQ.

To verify eligibility, please visit the Small Business Development website:
<http://www.miamidade.gov/business/business-certification-programs.asp>

Insurance Requirements

Insurance requirements must be detailed in the ITQ. Should a vendor's insurance policy lapse during the term of this agreement, the vendor will be suspended from the contract until a new valid insurance certificate is approved by Risk Management. Upon approval, the vendor will be reinstated back onto the contract and allowed to work on County premises.

PART #4: INSTRUCTIONS FOR EACH SOLICITATION

Contract RTQ-00809 requires each acquisition to go through a competitive, spot market Request for Quotes (RFQ) process. The RFQ shall be written with sufficient detail as to the number of forms required, standard "non-mailer" forms, single and multiple part, continuous pinfeed and/or print standard "mailer" forms multiple part continuous pinfeed and to print similar nonstandard continuous pinfeed forms as specified on an as needed basis. Printing must be compatible with County equipment used to address and distribute forms to final destination. The method of award shall be based on the lowest vendor for all items in the aggregate unless otherwise specified within the RFQ.

PRE-QUALIFIED VENDOR CONTACT INFORMATION

Departments are to utilize the below vendor contact information for the issuance of all RFQ's. These contacts listed below are authorized to respond to all County requests and are to be included in each RFQ issued against the contract. Failure to utilize the below contacts for the vendors listed, may result in the cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

Vendor	Contact Name	Phone Number	Fax Number	E-Mail Address
American Business Forms Inc/DBA/American Solutions for Business.	Liv Dalmau	954.646.1795	954.646.1121	Livi_american@bellsouth.net
Suncoast Marketing Inc.	Lew Crawford	954.554.8873	954.583.8189	lew@suncoastmarketing.com
Tiger Business Forms, Inc.	Mildred Valentin	305.817.8849	305.887.1910	mildred@tigerforms.com
RR Donnelley & Sons Company	Mark Embden	954.514.5892	954.514.5899	Mark.embden@rrd.com

REQUEST FOR QUOTATION PROCESS AND AWARD METHOD

When continuous pin feed forms are needed by the County, the pre-qualified vendors shall be invited to offer a proposal in response to a Request for Quotes (RFQ), which will be generated by the County.

The County reserves its absolute right to reject any and all bids submitted. As part of the RFQ process, the County will advise the pre-qualified bidders of the method that will be used to select the successful proposal:

- 1) When price is the only determinant, the vendor offering the lowest responsive and responsible proposal will be selected to begin developing a mutually agreeable Statement of Work that is consistent with the terms established under this Contract and specifications in the Request for Quotes. The County's decision as to what constitutes a responsive, and responsible proposal shall be final; or
- 2) When qualitative considerations are part of the selection process, as well as pricing, then a panel established by the County will conduct an evaluation process. The panel will rank the proposals based on the established criteria, and will subsequently begin negotiating a Statement of Work with the vendor whose proposal was the highest ranked. If the County and the highest ranked vendor cannot achieve contract with respect to the Statement of Work, then at the County's option, the County will begin negotiations with the next highest ranked vendor, or begin a new solicitation process.

Pricing submitted with proposals, in response to the County's Request for Quotes must be held fixed for a period of no less than 60 calendar days, to allow for time to award the project. If the project is not awarded within 60 calendar days, the County will allow the apparent lowest bidder the opportunity to extend such prices for another 30 calendar day period. If the vendor is unable to extend such prices, then the County shall issue a new Request for Quotes for the same project.

Pre-qualified vendors are required to submit bona fide proposals in response to Requests for Quotes issued by the County. Failure to respond to three or more Requests for Quotes for which the vendor has been pre-qualified, within a twelve-month period may result in vendor being removed from the pool of pre-qualified vendors. .

When less than three bona fide responses to Requests for Quotes are received, the County, at its option may reject the responses and issue a new Requests for Quotes, use another procurement instrument to acquire the services, or seek to negotiate the prices with the vendor offering the lowest or only price as a result of the solicitation.

Prior to Award

Prior to making an award under this pool, departments are reminded to:

- Obtain a signed Collusion Affidavit from the vendor to be recommended for award.
- Check that the recommended vendor is responsible, including checking the Pre-Award Vendor Website at <http://intra.miamidade.gov/procurement/vendor-compliance.asp>
Department may want to include a check of the vendor's performance history in BTS. (Go to Vendors Home Page, click on Registered Vendors, locate the vendor, in that vendor's profile, and click on the Non.Perf.Hist. button.)
- In your notice to participants of the of the quote results, copy the Clerk of the Board (clerkbcc@miamidade.gov) and include language advising the vendor that the Cone of Silence is lifted.

(sample language - In accordance with the referenced solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the ___ department, recommends award of this quote to: _____. Our 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 business day protest period, beginning the day after the award recommendation is posted with the Clerk and notification is sent to all participants.

USER DEPARTMENT RESPONSIBILITY

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

METHOD OF AWARD

RFQ's may be awarded to the vendors with the lowest price in the aggregate, per-group, or in a per-item basis. Departments must clearly identify the Method of Award within all RFQ's issued under this contract.

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, any 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.

FORM A

LOCAL PREFERENCE – BEST AND FINAL

NOTE: THIS FORM IS TO BE PLACED ON YOUR DEPARTMENT'S LETTERHEAD

Date

Re: Your submittal regarding Request for Quote #:
Contract No. RTQ-00809
Specific Item and Description: (see attached)
Lowest Unit Price Bid: \$
Date of Initial RFQ Opening:

Dear Vendors:

The referenced item is impacted by the Code of Miami-Dade County, Chapter 2, Article I, Section 2-8.5, which allows for preference to local businesses on County contracts.

Pursuant to Section 2-8.5 of the Miami-Dade County Code, which allows for preference to local business on County contracts, your firm is hereby provided the opportunity to submit a best and final offer under the above cited Request for Quote. Any best and final pricing submitted by your firm must be equal to or lower than the pricing your firm originally bid.

Should your firm decide to participate in this process, you must use the enclosed "Best and Final Bid Submittal Forms". The completed "Best and Final Bid Submittal Forms" must be submitted in via e-mail with the name of your firm and the above-cited Request for Quote number; and must be received at the Department of **INSERT USER DEPARTMENT NAME HERE** by the time and date indicated below. If no response from your firm is received, we will complete our award evaluation based on the initial pricing submitted by your firm.

We appreciate your interest in this procurement action; and look forward to your continued participation in this, and any future solicitations.

All Best and Final Offers are due to later than **INSERT DATE & TIME** via e-mail to **INSERT CONTACT NAME**, or via fax **INSERT FAX NUMBER**.

Sincerely,

CONTACT NAME
DEPARTMENT

Distribution List:

Non-Local Lowest Bidder; Miami-Dade and Broward vendors within 10% of lowest initial bid (with any verified bid preference applied)

cc: Clerk of the Board