

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

X New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. Contract 8832-4/13-4
 Re-Bid Other LIVING WAGE APPLIES: NO

Requisition No./Project No.: ROID1300101 TERM OF CONTRACT 5 YEARS WITH OTR 5 YEARS

Requisition /Project Title: Printing of single parts and carbonless fanapart forms

Description: The purpose of this solicitation is to establish a contract for the purchase of single part and multi part carbonless fanapart printed forms in conjunction with the County's needs on an as needed when needed basis.

Issuing Department: Clerk of Courts

Contact Person: Charis Lubeck Phone: 305-375-2060

Estimate Cost: \$515,000.00

Funding Source: Proprietary Revenue and Stormwater Utility

ANALYSIS

<u>Commodity Codes:</u> 966-12				
Contract/Project History of previous purchases three (3) years Check here <u>N/A</u> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
<u>Contractor(s):</u>	Tiger Business Forms, Inc. Suncoast Marketing, Inc.			
<u>Small Business Enterprise:</u>				
<u>Contract Value:</u>	\$102,500.00			
<u>Comments:</u>				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				
<u>RECOMMENDATIONS</u>				
	<u>Set-aside</u>	<u>Sub-contractor goal</u>	<u>Bid preference</u>	<u>Selection factor</u>
<u>SBE</u>				
<u>Basis of recommendation:</u>				
<u>Sign:</u> <i>Sherry Y. Crockett, CFP®</i>		<u>Date sent to SBD:</u> 4/9/13		
		<u>Date returned to DPM:</u>		

RECEIVED
DEPT. BUSINESS DEV.
2013 APR -9 PM 4: 06



BID NO.:

OPENING: 2:00 P.M.

, 2013

MIAMI-DADE COUNTY, FLORIDA

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

TITLE:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

FOR INFORMATION CONTACT:

Sherry Y. Crockett, CPPB, 305-375-4693, Crocket@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- **READ THIS ENTIRE 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.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: Printing of Single Part and Carbonless Fanapart Forms

Procurement Officer: Sherry Y. Crockett, CPPB

Bids will be accepted until 2:00 p.m. on _____, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.
- THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION

SECTION 1
GENERAL TERMS AND CONDITIONS

TITLE

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies 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 standard general terms and conditions are considered non-negotiable subject to the County's final approval.

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/general-terms-and-conditions-itb.pdf>

**SECTION 2
SPECIAL CONDITIONS**

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of single part and multi part carbonless fanapart printed forms in conjunction with the County's needs on an as needed when needed basis.

2.2 TERM OF CONTRACT: FIVE (5) YEARS

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 ISD/Procurement Management Services, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

Prior to completion of each one (1) year period during the contract term, the County will consider adjustment to prices based on the Manufacturers Price Increase (Manufacturers Invoice Indications Price Increase) to be supplied upon request on a year by year basis only.. It is the vendor's responsibility to request any pricing adjustment under this provision.

2.3 OPTION TO RENEW FOR FIVE (5) YEAR(S) (With Price Adjustment:

The initial contract prices resultant from this solicitation shall prevail for a five year(s) period from the contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional five (5) year(s) period. Prior to completion of the exercised contract term, the County may consider an adjustment to price based on changes in the following pricing index: Producer Price Index (PPI) for commodity code 09-37 commercial printing as published by the U.S. Department of Labor Bureau of Labor Statistics, Washington D.C. 20212..

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

The County reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the applicable index.

The County reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

SECTION 2
SPECIAL CONDITIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

Should the vendor decline the County's right to exercise the option period, the County may consider the vendor in default which decision may affect that vendor's eligibility for future contracts.

NOTE: IF MULTIPLE VENDORS ARE INVOLVED UNDER THE GIVEN CONTRACT, ANY OPTIONS TO RENEW WILL BE RESTRICTED TO THE SPECIFIC ITEMS OF WORK INITIALLY AWARDED TO ANY SPECIFIC VENDOR.

2.4 METHOD OF AWARD: TO THE THREE (3) LOWEST PRICED VENDORS IN THE AGGREGATE (EXCLUSIVE OF THE OPTIONS)

Award of this contract will be made to the three (3) responsive, responsible vendors who submit an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. While the method of award prescribes the method for determining the lowest responsive, responsible vendor, the County will award this contract to the designated lowest vendor as the primary vendor and will award this contract to the designated second lowest vendor as the secondary vendor respectively. If the County exercises this right, the primary vendor shall have the primary responsibility to initially perform the service or deliver the goods identified in this contract. If the primary vendor fails to perform it may be terminated for default and the County shall have the option to seek the identified goods or services from the secondary vendor. During the term of the contract, the County may also make award to the third lowest vendor as tertiary if the primary and secondary vendors do not perform.

Award to multiple vendors is made for the convenience of the County and does not exempt the primary vendor from fulfilling its contractual obligations. Failure of any vendor to perform in accordance with the terms and conditions of the contract may result in the vendor being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

2.5 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract, except for price adjustments as allowed in Paragraph 2.2.

2.6 METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES

The vendor(s) shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

SECTION 2
SPECIAL CONDITIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

II. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

III. Pricing Information:

- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

2.7 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Sherry Y. Crockett, CPPB, at (305) 375-4693 email – Crockett@miamidade.gov.

2.8 DELIVERY SHALL BE () DAYS AFTER DATE OF ORDER

The vendor shall make deliveries within fifteen (15) calendar days after the date of the order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

SECTION 2
SPECIAL CONDITIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

Should the vendor(s) to whom the contract(s) is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the contract on a default basis after any back order period that has been specified in this contract has lapsed. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent vendor with any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Vendors shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization. If the vendor is in doubt about any aspect of material pick-up, vendor shall contact the appropriate user department to confirm the authorization.

2.9 BACK ORDERS MUST BE FILLED WITHIN FIVE(5) CALENDAR DAYS

If the vendor cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the vendor's manufacturer or distributor; the vendor shall insure that such back orders are filled within five (5) calendar days from the initial scheduled delivery date for the item. The vendor shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another vendor, and charge the incumbent vendor under this contract for any directly associated re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

2.10 ENVIRONMENTALLY ACCEPTABLE PACKAGING

Effective June 16, 1992, all contracts in excess of ten thousand (\$10,000) dollars will be affected by Resolution Number R738-92 amending Miami-Dade County Administrative Order 3-2 (relating to the procurement of goods and services).

As a waste management alternative, and as an additional means of reducing the volume and toxicity of waste and by-products entering Florida's solid waste stream, Miami-Dade County has instituted the following policy with regard to source reduction.

In order to discourage excessive packaging of a product solely for marketing purposes and to encourage packaging for purposes of ensuring durability, re-usability and recyclability. No goods shall be purchased if the goods constitute less than 90 percent (by volume) of the item being purchased or if the goods contains more than 10 percent package and packing material (by volume). No packaging shall be purchased which is not environmentally acceptable packaging.

For purposes of meeting the requirements of this resolution, "Environmentally Acceptable" shall be defined as; any item that is returnable for reuse or recycling, or which is recyclable.

In order to insure compliance with this resolution, vendors shall indicate in the space provided on the Bid/Proposal Submission Form or elsewhere as required by this solicitation, the method to be used for returning packaging materials to the distributor in conjunction with this solicitation and/or by completing the General Services Certification of Recycled Product

SECTION 2
SPECIAL CONDITIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

Content Form indicating the ability of the materials to be recycled through existing recycling collection programs.

Appeals for waiver of these requirements may be made in writing to the County Manager through the Director of Procurement Management. No waiver shall be effective unless approved by a majority vote of the Board of County Commissioners. Offers failing to provide this information may result in being declared non-responsive; however the vendor shall be given the opportunity to provide the information during the offer evaluation period. At such time, the vendor shall be given fifteen (15) calendar days to submit this information.

Vendors wishing to obtain a copy of the complete resolution should contact The Clerk of the Board at 305-375-5126.

2.11 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

2.12 LOCAL OFFICE SHALL BE AVAILABLE

The vendor shall maintain an office within the geographic boundaries of Dade or Broward Counties, Florida. This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

2.13 OVER-RUNS OR UNDER-RUNS:

Over-runs or under-runs shall constitute an acceptable delivery provided that such over-runs or 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.

2.14 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:

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 items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary vendor to obtain a price quote for the similar items. If there are multiple vendors on the contract, the County representative may also obtain price quotes from these vendors. The County reserves the right to award these similar items to the primary contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

SECTION 2
SPECIAL CONDITIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

2.15 RECYCLED MATERIALS REQUIRED

This solicitation calls for the purchase of items that specify and require a stated degree of recycled material content. Vendors are required to submit, with their initial offer, a written certification attesting that the products or items offered by the vendor contain the minimum percentage of post-consumer recovered material as defined by the United States Environmental Protection Agency (EPA), or, for commodities not so covered, the minimum percentage of post-consumer recovered materials established by other cognizant regulatory agencies.

Recycling definitions:

For purposes of this solicitation, the following definitions shall apply:

- a. **"Recovered Materials"** shall be defined as any waste material or by-products that have been recovered or diverted from solid waste.
- b. **"Recycled Product"** shall be defined as any product which is in whole or in part composed of recovered materials.
- c. **"Recyclable Product"** shall be defined as the ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs.
- d. **"Waste Reducing Products"** shall be defined as any product which will result in less waste generated due to its use rather than another product designed to serve the same function with an greater waste generation rate. This shall include, but not be limited to those products that can be reused, refilled or have a longer life expectancy and contain a lesser amount of toxic constituents.

2.16 SAMPLES MAY BE REQUIRED DURING EVALUATION

After the County opens the Bid Proposals, the bidders may be required to submit a sample for the goods to be supplied for evaluation by, and at no cost to the County. If samples are required, the County will notify the 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, bid title, manufacturer's name and brand name, and style number if applicable. 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, that in the event of a group or aggregate award, the bidder's proposal will not be eligible for that group or in the aggregate as applicable. All samples shall become the property of Miami-Dade County.

The County reserves the right to perform its own testing procedures or to send any and all samples any certifiable laboratory for analysis. Any costs for testing shall be borne by bidder. On the basis of this testing and analysis, the County shall be sole judge of the acceptability of the sample in conformance with the bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the goods and/or services to be provided by the bidder during the contract period shall conform to the sample submitted. The bidder shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

SECTION 3
TECHNICAL SPECIFICATIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

3.0 SCOPE OF WORK

The purpose of this solicitation is to establish a contract for the purchase of single part and multi part carbonless fanapart printed forms in conjunction with the County's needs on an as needed when needed basis.

3.1. PRINTING

Printing Carbonless Fanapart Black Print Sets

3.1.1 COPY

Bidders to include all prep charges, including blue print or brown line proofs when requested. Clear, sharp printing is required. All mechanical art shall be supplied by the County and shall be the property of Miami-Dade County and as such must be returned with the product.

3.1.2 PAPER

Carbonless Sets

- A. All copies must be between 14 lbs. and 17 lbs. (15 # CB, 17 # CFB, and 15 # CF) unless otherwise specified. Then, it shall be considered non-pre-collated.
- B. Each set consists of a white sheet with other sheets being colored. The standard pre-collated order of colors.
- C. Last Part-Tag, when requested, shall be considered a non-pre-collated form set.

3.1.3 SPECIAL PAPER UPCHARGE

Bidders to indicate in proper spaces on Bid Proposal Form the cost per thousand for special paper up-charges.

3.1.4 NUMBERING

Missing numbers must be listed. Where GUARANTEED numbering is requested there shall be NO MISSING NUMBERS. When multiple numbering appears on the forms, numbers must match on each individual form. RED INK (unless otherwise specified). Each printed numbers color shall be red on top sheet and black on copies.

3.1.5 MARGINAL LINE CHANGES

RED INK (unless otherwise specified)

3.1.6 PUNCH OR DRILL HOLES

Punch or drill holes shall be precise, clean-cut round holes. Indicate cost per thousand in the proposal form.

SECTION 3
TECHNICAL SPECIFICATIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

3.1.7 INK

Ink shall be Standard Black or Colored when requested.

3.1.8 PRICES

All prices shall be per thousand unless otherwise specified.

3.2 PRINTING

Printing of single Part Forms

3.2.1. COPY

Bidders to include all prep charges, including blueprint or brownline proof's when requested. The bidders' obligation in copy prep will require performance on mechanical art regardless of density, simplicity, complexity, etc.

3.2.2 PAPER

Shall be 20 lb. Bond paper

3.2.3 RECYCLED CONTENT

All printed forms except the NCR supplied under this solicitation **shall** consist of a minimum of 10% recycled content. All Bidders responding to this solicitation shall certify the minimum, if not the exact, recycled content used to print the forms proposed for this bid. The County strives to use recyclable materials when possible to minimize the environmental impacts associated with products purchased by Miami-Dade County Departments.

3.2.4 SPECIAL PAPER UPCHARGE

Bidders must indicate in proper spaces on Bid Proposal Form the cost per thousand for special paper up-charges.

3.2.5 NUMBERING

Missing numbers must be listed. Where GUARANTEED numbering is requested there shall be NO MISSING NUMBERS. When multiple numbering appears on the forms, numbers must match on each individual form. RED INK (unless otherwise specified).

3.2.6 MARGINAL LINE CHANGES

RED INK (unless otherwise specified)

3.2.7 PUNCH OR DRILL HOLES

Holes must be precise, clean cut round holes. Indicate cost per thousand on the proposal form.

SECTION 3
TECHNICAL SPECIFICATIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

3.2.8 INK

Ink must be Standard Black or Colored when requested.

3.2.9 BOOKED FORMS

Tag covers on wrap-around and open end covers, must be 140 lb. manila tag. Books must be stitched with at least two (2) wire staples depending on the size of the form. All booked or padded set to have chipboard backing.

3.2.10 PACKING/MARKING

Internal Packing clear shrink wrap or box (label contents) as per request on orders placed. There shall be no UP CHARGES for type of internal packing as requested with order.

3.2.11 SHIPPING CONTAINERS

Corrugated Containers 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 lbs.

SECTION 4
BID SUBMITTAL FORM

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
, 2013



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: _____ ISD/PM _____ Date Issued: _____ This Bid Submittal Consists of Pages _____ through _____

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:
PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 966-12	
Procurement Contracting Officer: Sherry Y. Crockett, CPPB	

FIRM NAME _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

SECTION 4
 BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS
 FIRM NAME: _____

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

ITEM #1 SIZE: 4-1/2" X 5-1/2"

PRICE PER 1,000 BLACK PRINTED PRE-COLLATED CARBONLESS SETS
INCLUDES MARGINAL LINE CHANGES – RED INK, UP TO 4 LINES

1.A	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	2	\$	\$	\$	\$	\$	\$	\$	\$

1.B	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	3	\$	\$	\$	\$	\$	\$	\$	\$

1.C	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	4	\$	\$	\$	\$	\$	\$	\$	\$

1.D	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	5	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #2 SIZE: 5-1/2" X 8-1/2"

PRICE PER 1,000 BLACK PRINTED PRE-COLLATED CARBONLESS SETS
INCLUDES MARGINAL LINE CHANGES – RED INK, UP TO 4 LINES

2.A	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	2	\$	\$	\$	\$	\$	\$	\$	\$

2.B	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	3	\$	\$	\$	\$	\$	\$	\$	\$

2.C	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	4	\$	\$	\$	\$	\$	\$	\$	\$

2.D	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	5	\$	\$	\$	\$	\$	\$	\$	\$

SECTION 4
 BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

FIRM NAME: _____

ITEM #3 SIZE: 8-1/2" X 7"

PRICE PER 1,000 BLACK PRINTED PRE-COLLATED CARBONLESS SETS
INCLUDES MARGINAL LINE CHANGES – RED INK, UP TO 4 LINES

3.A	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	2	\$	\$	\$	\$	\$	\$	\$	\$

3.B	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	3	\$	\$	\$	\$	\$	\$	\$	\$

3.C	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	4	\$	\$	\$	\$	\$	\$	\$	\$

3.D	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	5	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #4 SIZE: 8-1/2" X 11"

PER 1,000 BLACK PRINTED PRE-COLLATED CARBONLESS SETS
INCLUDES MARGINAL LINE CHANGES – RED INK, UP TO 4 LINES

4.A	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	2	\$	\$	\$	\$	\$	\$	\$	\$

4.B	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	3	\$	\$	\$	\$	\$	\$	\$	\$

4.C	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	4	\$	\$	\$	\$	\$	\$	\$	\$

4.D	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	5	\$	\$	\$	\$	\$	\$	\$	\$

SECTION 4
 BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

FIRM NAME: _____

ITEM #5 SIZE: 8-1/2" X 14"

**PRICE PER 1,000 BLACK PRINTED PRE-COLLATED CARBONLESS SETS
 INCLUDES MARGINAL LINE CHANGES – RED INK, UP TO 4 LINES**

5.A	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	2	\$	\$	\$	\$	\$	\$	\$	\$

5.B	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	3	\$	\$	\$	\$	\$	\$	\$	\$

5.C	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	4	\$	\$	\$	\$	\$	\$	\$	\$

5.D	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	5	\$	\$	\$	\$	\$	\$	\$	\$

OPTIONS: For Items 1 – 5

SPECIAL PAPER UPCHARGES – PER 1,000

PRE-COLLATED- CARBONLESS FORMS – Per 1,000

A. Various Paper Stock

ITEM NO.	1.	2.	3.	4.	5.
CF105# TAG CF	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CB White	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CB Color	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CFB White	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CFB Color	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CF White	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CF Color	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PRE-COLLATED- CARBONLESS FORMS – Per 1,000

ITEM NO.	1.	2.	3.	4.	5.
Non Pre-Collated Forms-Per Part	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Various color ink: Ea. Add. Color	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Padding-50 sheets per pad	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Padding 100 sheets per pad	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2 Sided printing- per part	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Additional Plates	\$ _____ Flat				

SECTION 4
 BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

FIRM NAME: _____

B Punching- One (1) time charge

ITEM NO.	1.	2.	3.	4.	5.
1 or 2 round holes	\$ _____ Flat				
3 or 4 round holes	\$ _____ Flat				

C. Numbering

ITEM NO 1-5

One consecutive number printer in red ink or crash printed in the same position on all parts.
Missing numbers to be listed.

Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

Two number in red or crash printed in the same position on all parts.

Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

Guaranteed numbering-charge in addition to above, no missing numbers.

Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

D. Overprinting

Marginal Words (red ink)
 One up to four lines

ITEM NO.	1.	2.	3.	4.	5.
2PT	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3 PT	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4 PT	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5 PT	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

1 or 2 lines (red or black screen) Add\$ _____ To Total OR \$ _____ Per M Sets
 Part to part change (Each) Add\$ _____ To Total OR \$ _____ Per M Sets

SECTION 4
 BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS
 FIRM NAME: _____

PRINTING OF SINGLE PART FORMS (20 LB. BOND PAPER)

ITEM #6 SIZE: 4-1/4" X 5-1/2"
PRICE PER 1,000

6.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #7 SIZE: 5-1/4" X 8-1/2"
PRICE PER 1,000

7.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$		\$	\$	\$	\$	\$	\$	\$	\$

ITEM #8 SIZE: 8-1/2" X 7"
PRICE PER 1,000

8.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #9 SIZE: 8-1/2 X 11"
PRICE PER 1,000

9.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #10 SIZE: 8-1/2" X 14"
PRICE PER 1,000

10.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #11 SIZE: 11" X 17"
PRICE PER 1,000

11.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

SECTION 4
BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

FIRM NAME: _____

OPTIONS: For Items 6-11

SINGLE PART FORMS (20 LB. BOND PAPER)

SPECIAL PAPER UPCHARGES – PER 1,000

Various Paper Stock:

ITEM NO	6.	7.	8.	9.	10.	11.
A. 24# Bond	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
B. 110# Index	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
C. 25% Reg. Paper	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
D. Color Paper	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Percentage of Recycled Content _____ % _____ % _____ % _____ % _____ % _____ %

E. 2-Sided printing

ITEM NO	6.	7.	8.	9.	10.	11.
	\$ _____ M					

F. Additional Plates

ITEM NO	6.	7.	8.	9.	10.	11.
	\$ _____ Flat					

G. Punching – One (1) time charge

ITEM NO	6.	7.	8.	9.	10.	11.
1 or 2 round holes	\$ _____ Flat					
3 or 4 round holes	\$ _____ Flat					

H. Numbering

ITEMS NO 6-11

One consecutive number printer in red ink or crash printed in the same position on all parts. Missing numbers to be listed.

Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

Two number in red or crash printed in the same position on all parts.
Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

Guaranteed numbering-charge in addition to above, no missing numbers.

Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

SECTION 4
 BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS
 FIRM NAME: _____

I. Overprinting

ITEMS NO 6-11

1 or 2 lines (red or black screen) Add\$ _____ To Total OR \$ _____ Per M Sets
 Part to part change (Each) Add\$ _____ To Total OR \$ _____ Per M Sets

J. Ink

Two Colors
 Black and one (1) PMS Color Add to total \$ _____
 Two (2) PMS Colors (neither Black) Add to total \$ _____

K. Parchment

ITEMS NO	6.	7.	8.	9.	10.	11.
White	\$ _____ M					
Color	\$ _____ M					

L. 140 LB. Manila

ITEMS NO	6.	7.	8.	9.	10.	11.
	\$ _____ M					

M. Padding-

ITEMS NO	6.	7.	8.	9.	10.	11.
50 sheets per pad	\$ _____ M 100					
sheets per pad	\$ _____ M					

N. Folding -Per Part

ITEMS NO	6.	7.	8.	9.	10.	11.
	\$ _____ M					

O. Collating Per Part

ITEMS NO.	6.	7.	8.	9.	10.	11.
	\$ _____ M					

SECTION 4
BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS
FIRM NAME: _____

P. Stitching

ITEMS NO.	6.	7.	8.	9.	10.	11.
	\$_____M	\$_____M	\$_____M	\$_____M	\$_____M	\$_____M

SECTION 4
BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____



Bid Title: **PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

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 at the time of bid or proposal submission.

Place a check mark here **only** if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer 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 proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal 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 proposer 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 proposer 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.

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 conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation 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 bidder meets 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, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here **only** if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is _____.



BID SUBMITTAL FORM

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled 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 service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes _____ No _____

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. ____-____/____/____/____/____

Prompt Payment Terms: ____% ____ days net ____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)

By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS

FORMAL BIDS



Miami-Dade County
Internal Services Department
Procurement Management Division
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

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

Contract Title: _____

Affidavits and Legislation/ Governing Body

<p>1. Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code</p>	<p>6. Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code</p>
<p>2. Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8-1(c)(2) of the County Code</p>	<p>7. Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code</p>
<p>3. Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) of the County Code</p>	<p>8. Miami-Dade County Family Leave Article V of Chapter 11 of the County Code</p>
<p>4. Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95</p>	<p>9. Miami-Dade County Living Wage Section 2-8.9 of the County Code</p>
<p>5. Miami-Dade County Debarment Disclosure Section 10.38 of the County Code</p>	<p>10. Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code</p>

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 _____

