

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

X New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. Contract 7177-3/17

Re-Bid Other

LIVING WAGE APPLIES: NO

Requisition No./Project No.: RQID1400142 TERM OF CONTRACT 1 YEAR WITH 3 YEARS OTR

Requisition /Project Title: Printed Case File Folders

Description: The purpose of this solicitation is to establish a contract for the purchase of printed case file folders. Work included in this contract shall consist of fabricating, printing and delivering court case file folders.

Issuing Department: Clerk of Courts

Contact Person: Sherry Crockett

Phone: 305-375-4693

Estimate Cost: \$100,000

Funding Source: Proprietary Revenue

ANALYSIS

| | | | | | |
|--|-------------------------------|----------------------------|----------------------------------|------------------|--|
| Commodity Codes: 615-45 | | | | | |
| Contract/Project History of previous purchases three (3) years Check here N/A if this is a new contract/purchase with no previous history. | | | | | |
| | EXISTING | 2ND YEAR | 3RD YEAR | | |
| Contractor(s): | Advanced Filing Systems, Inc. | | | | |
| Small Business Enterprise: | Yes | | | | |
| Contract Value: | \$350,000 | | | | |
| Comments: | [REDACTED] | | | | |
| Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| <u>RECOMMENDATIONS</u> | | | | | |
| | Set-aside | Sub-contractor goal | Bid preference | Selection factor | |
| SBE | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | |
| Basis of recommendation: [REDACTED] | | | | | |
| Signed: <i>Sherry Y. Crockett, CPFB</i> | | | Date sent to SBD: 8/15/14 | | |
| | | | Date returned to DPM: [REDACTED] | | |

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SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY:**

The purpose of this solicitation is to establish a contract for the purchase of printed case file folders. Work included in this contract shall consist of fabricating, printing, and delivering court case file folders for the Miami Dade County Clerk of Courts in conjunction with the County's needs on an as needed when needed basis. The bidder shall be responsible for all costs for labor, tools, equipment and items necessary to provide such court file folder covers.

2.2 TERM OF CONTRACT: TWELVE (12) MONTHS

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 Procurement Management Division, 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 twelve (12) months contract term.

2.3 OPTION TO RENEW FOR THREE (3) ADDITIONAL YEARS (With Manufacturers Price Adjustment)

The initial contract prices resultant from this solicitation shall prevail for a one (1) 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 three (3) year(s) period on a year-to-year basis. Prior to completion of each exercised contract term, the County will consider adjustment to price based on the Manufacturers Price Increase (Manufacturers Invoice Indications Price Increase) to be supplied upon request for each Renewal Year.

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 must clearly substantiate the requested increase. 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.

Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

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

2.4 METHOD OF AWARD: To a Single Lowest Priced Vendor In The Aggregate**2.4.1 Method of Award Summary**

Award of this contract will be made to the responsive, responsible vendor who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single vendor.

2.4.2 Minimum Requirements

2.4.2.1 Bidder must demonstrate it has been actively engaged in providing printing services similar to those described in this solicitation for the past two years.

2.4.2.2 Bidder must provide at least three (3) references, preferably from large commercial business and/or government agencies (judicial entities), for which the bidder has performed printing of court case file folders that are similar in nature to services specified in Section 3. The County reserves the right to contact the references.

2.4.2.3 Bidder must have a local representative in the Tri-County area (Miami-Dade County, Broward County, or Palm Beach County) who will respond to phone and/or email notifications within 48 hours of contact. If a visit to one of the Clerk of Courts facilities is necessary, the representative must be available for such visit within 72 hours of the initial request. Failure on the part of the awarded Bidder to meet this requirement shall be considered default of contract and will result in a vendor non performance.

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.

2.6 DELIVERY REQUIREMENTS: PROOFS SHALL BE PROVIDED NO LATER THAN THIRTY (30) DAYS AFTER DATE OF PURCHASE ORDER AND DELIVERY SHALL BE NO LATER THAN SIXTY (60) DAYS AFTER ACCEPTANCE OF PROOF

File folder proofs shall be ready no later than thirty (30) calendar days after the date of the purchase order issued by the authorized Department. Full delivery of file folders shall be no later than sixty (60) calendar days after date of acceptance of proof. The total bid amount shall include any and all costs required to endure inside delivery to the designated location by the deadline. 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. It would be understood that time is of the essence in the vendors performance.

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.. 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.

A) Special Delivery Instructions

Forty-eight (48) hours in advance of delivery, contact: Charis Lubeck at (305) 375-2060. Due to parking and space restrictions at the delivery location, it is highly recommended that a P & D type vehicle be used for making the delivery. Also, vehicles should be equipped with pallet jack or flatbed transport. Carrier will remove the files from the truck and stack in staging area.

B) Actual Delivery Location

Clerk of Courts – Record Center
9350 N.W. 12th Street
Miami, Florida 33172
Attn: Mercedes Gonzalez (305) 593-1352

2.7 BACK ORDER DELAYS IN DELIVERY SHALL NOT BE ALLOWED

The County shall not allow any late deliveries attributed to product back order situations under this contract. Accordingly, the vendor is required to deliver all items to the County within the time specified in this solicitation and resultant contract; and no grace period on account of back order situations shall be honored, unless written authorization is issued by the user department, and a new delivery date is mutually established. In the event that the vendor fails to deliver the products within the time specified, the County reserves the right to cancel the order, seek the items from another vendor, and charge the incumbent vendor for any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

2.8 ACCEPTANCE OF PRODUCT BY THE COUNTY

The product(s) to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a vendor-provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned, at vendor expense, to the vendor. At the County's own option, the vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

2.9 ADDITIONAL QUANTITY OF ITEMS OR UNITS:

Although this solicitation and resultant contract states a specific or an estimated number of items or units to be purchased by the County, it is understood and agreed that the County may purchase additional items or units from the vendor; provided that these additional items or units represent the same manufacturer, model or brand, and unit price stipulated within the contract.

In addition, it is understood and agreed that the County may, within six (6) months after the terms and conditions of this contract have been fulfilled through the delivery and acceptance of the items, purchase additional items or units from the vendor; provided that these additional items or units represent the same manufacturer, model or brand, and unit price stipulated in the contract, and that the vendor shall accept a separate purchase order containing the same terms and conditions stipulated in the contract.

2.10 DAMAGED GOODS WHEN SHIPPING IS PROVIDED BY VENDOR:

The vendor shall be responsible for filing, processing, and collecting all damage claims against the shipper.

2.11 OVER-RUNS OR UNDER-RUNS SHALL NOT BE ALLOWED:

The County shall not allow Over-runs or under-runs for printed goods. Quantities listed in the Specifications are for the exact amount. The vendor must deliver the exact amount – no overages or shortages. The Department will not pay for any overages that the vendor delivers.

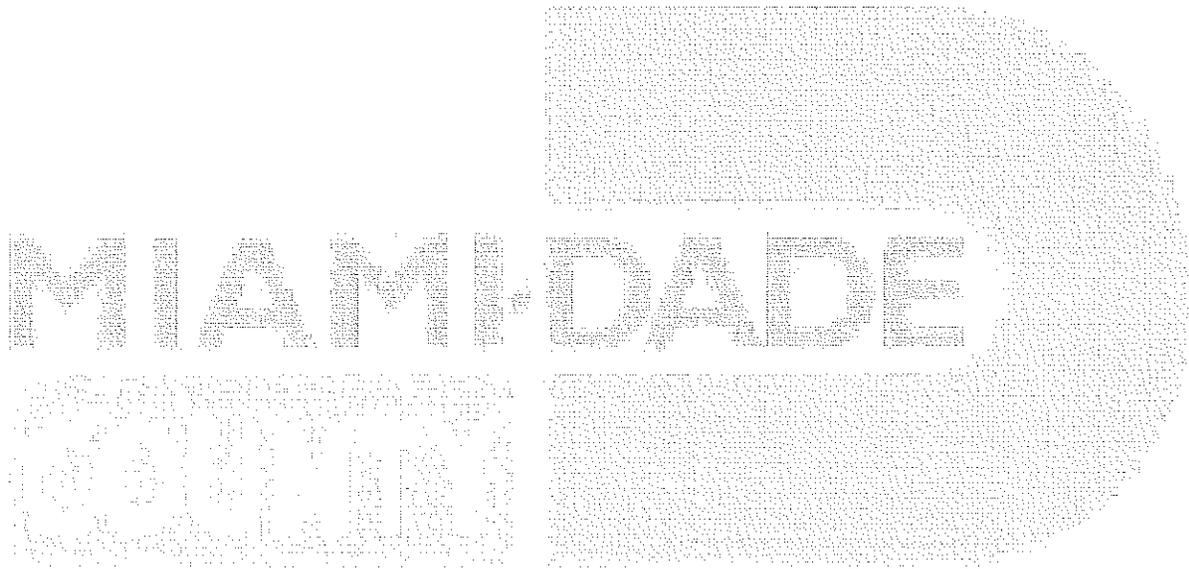
**2.12 PURCHASE OF ANCILLARY ITEMS NOT LISTED WITHIN THIS SOLICITATION
BASED ON PRICE QUOTES:**

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 ancillary 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 ancillary items to the primary contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

2.13 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

3.1 SCOPE OF WORK:

The purpose of this solicitation is to establish a contract for the purchase of printed case file folders. Work included in this contract shall consist of fabricating, printing, and delivering court case file folders for the Miami Dade County Clerk of Courts (Clerk) in conjunction with the County's needs on an as needed when needed basis. The Bidder shall be responsible for all costs for labor, tools, equipment and items necessary to provide such court file folder covers.

3.2 DEFINITIONS:

Bidders will use the following definitions for purposes of bidding on all case folders supplied under the resultant Contract:

- **Factory-Installed Fasteners:** Folders with prong fasteners pre-installed at the factory.
- **“B” Style Fastener:** Prong fastener coated with brown baked enamel finish bonded using a strong fiber-based bond to the inside of a folder. Not visible from the outside of the folder. Permcip© or approved equal.
- **“K” Style Fastener:** Prong fastener coated with brown baked enamel finish recessed or embedded into the folder from the outside. Smead or approved equal.

3.3 RECYCLED CONTENT:

To the extent practicable, the Clerk strives to use recyclable materials when possible to minimize the environmental impacts associated with products purchased. To fulfill this requirement, all case folders supplied under this solicitation shall consist of a minimum of 10% recycled content, and a minimum of 10% post-consumer recycled material. Bidders responding to this solicitation shall certify the minimum, if not the exact, recycled content, of both secondary and post-consumer material, in the case folders proposed for this bid. Bidder must show recycling content in writing on the front bottom left of the case folders proposed.

3.4 COLOR CODING

Bidders shall use the Smead Color Coding System for color-coded number bands placed on the case folders. The digits on the number bands, including the year band digits, shall be reverse white on numeral. Colors shall correspond as indicated below. No substitute on the color-coded system is allowed.

- 0 – Yellow
- 1 – *Light Blue*
- 2 – *Pink*
- 3 – *Purple*
- 4 – *Orange*
- 5 – *Brown*
- 6 – *Green*

7 – Gray
8 – Red
9 – Black

3.5 **NUMBER BANDS AND YEAR BAND MATERIAL:**

Number Bands: All number bands (case numbers) shall have a clear Mylar laminate coating to provide reinforcement to the side tab of the folder. The bands shall be attached with a non-releasable adhesive. Bands shall be scratch resistant and color shall be guaranteed no fade for a minimum of three (3) years. Band length, width, numerical sequence, and placement on folders for individual Court Divisions shall be in accordance with instructions provided in the "ITEMS" Section below.

Year Band Labels: Year band Labels must have the same Mylar laminate coating as case number bands. Year band size, 1-1/2" in width and 3/4" high, unless otherwise noted.

As band colors will vary by year, the awarded vendor will be informed of the color when folders are ordered.

3.6 **BOX LABELING:**

All boxes shall be clearly marked with the appropriate Court Division, and file numbering from "____ to ____". Cartons for each Court Division must be numbered in the following format: "Box 1 of 20, Box 2 of 20", etc.

3.7 **QUALITY OF PRODUCT:**

All work done shall be of a professional quality. Folders must be the best of their respective kinds, and will be free from defects in material and workmanship. All folders shall be subject to inspection and approval at any time within 30 days after delivery. If a substitution is required due to defects found, it will be the decision of the Clerk Project Manager or designee to determine if the substituted folders are of equal quality.

Printing shall be legible, uniform in shade and shall have no inking irregularities. If the quality of the work is judged unsatisfactory by the Clerk Project Manager, it will be considered as a non-performance of the contract.

Adhesive: If adhesive is required, it must not soften, run, cause the stock to become transparent or alter the color of the stock. The adhesive must not yellow, discolor, or fail (causing delamination) over time. The adhesive must also not extend beyond the joined area.

All folders must be properly packaged as per specifications.

Awarded bidders will be required to respond within 48 hours to address user requests or complaints.

3.8 REPLACEMENTS:

At the time boxes from a prior delivery are opened for use, if items are found to be incomplete, defective, damaged, or not in compliance with the specifications, the Bidder will be notified of the unacceptable items. The Clerk will require the Bidder to correct or replace the items within sixty calendar days at no additional charge to the Clerk. Failure to comply shall be considered in non-compliance with the Terms and Conditions of this contract, and may be cause for termination for default.

3.9 ITEM DESCRIPTIONS & DIVISIONS:

NOTE TO BIDDER(s): Items numbered below are associated with the Clerk's departmental division numbers and therefore are not in consecutive order.

ITEM 1**DIVISION 3.1 CIRCUIT CRIMINAL**

- A. **ESTIMATED ANNUAL QUANTITY: 12,000**
- B. **STOCK: 22 Point Manila** (150# Stock. Back and front panels are double thick 11-pt to become 22-pt)

C. **FOLDER CONSTRUCTION AND DIMENSIONS:**

FILE POCKET: V-style side manila Tyvek gusset expansion sides and bottom. 12- 1/2"W x 10"H Overall with the body front 11-3/4"W, 9"H.

- **Back panel** double thick 11-point manila. Interior layer: 11-3/4"W. **External layer:** 12-1/2"W. Panel to have double thick straight cut top and side tab.
 - a) **External layer** to have straight cut top and side tabs, with top left and right corners rounded. Tab to be of double thickness, with side tab layer folded over and glued under the internal panel layer so corners will not be seen.
 - b) Internal layer to be rounded on top left side, and a 45-degree (45o) angle cut on top right side.
 - **Front panel** 11-3/4"W x 9"H – double thick, 11-point manila. Top corners to be rounded on left and right per sample. Horizontal score 3-1/2" below top of front panel for folding and easy access to folder contents.
 - **Gusset:** 5-1/2" high fully lined manila Tyvek gusset sides and bottom. Gusset width, 1-3/4" – 2" W-style. Gusset to be sandwiched between the two layers on front and back panels, using a strong adhesive bond.
- D. **END TABS: Back Panel:** Double-ply straight cut top and side tabs. Top tab extended 1" from top of folder pocket. Side tab nine inches (9") high, extended 7/8" wide from side of folder pocket. Side tab corners rounded top and bottom; undercut 1/2" deep, with tab bottom 1/2" from bottom of folder.

- E. **SCORE MARKS:** Scored 3-1/2" below top of the front panel for folding and easy access to folder contents. No scores on back panel.
- F. **FASTENERS:** None
- G. **FOLDER LABEL PLACEMENT:** Four (4) number bands and one (1) year band. Year band is placed 3/4" from top of right tab, with number bands following. No missing or duplicate numbers allowed.
- H. **YEAR BAND: Green 2016** Year band 1-1/2" wide before folding, 3/4" high. Digits within the band to be 7/16" high and placed 3/4" from top of right tab; visible on both sides of tab.
- I. **NUMBERING SEQUENCE:** Color coded numbering from **18001 through 30000** as per sample. Four number bands. Size of the first three bands: 1-3/8" high, 1-1/2" wide before folding; 1/8" white space between the bands. Each of the three bands to contain one 15/16" high digit. The fourth number band shall be 1" high and contain two 7/16" high digits vertically aligned on the band. A 1-5/8" white blank space shall separate the year band from the first number band. No white border around the number band or year band. All numbers shall be visible on both sides of tab.
- J. **PRINT:** Black ink per sample.
- K. **PACKAGING:** 50 folders per box.
- L. **CARTON IDENTIFICATION:** Each carton outside to show the following information: "CIRCUIT CRIMINAL"; First and Last numbers of pre-numbered color coded folders packed therein, and "Carton No. _____ of _____ Cartons".

ITEM 2**DIVISION 3.2 CIRCUIT CRIMINAL**

- A. **ESTIMATED ANNUAL QUANTITY: 500**
- B. **STOCK: 11 Point Manila** (150# Stock. Back and front panels are double thick 11- pt to become 22-pt).
- C. **FOLDER CONSTRUCTION AND DIMENSIONS:**
- FILE POCKET:** V-style side manila Tyvek gusset expansion sides and bottom. 12- 1/2"W x 10"H Overall with the body front 11-3/4"W, 9"H.
- **Back panel** double thick 11-point manila. **Internal layer:** 11-3/4"W. **External layer:** 12-1/2"W. Panel to have double thick straight cut top and side tab.
 - a) **External layer** to have straight cut top and side tabs, with top left and right corners rounded. Tab to be of double thickness, with side tab layer folded over and glued under the internal panel layer so corners will not be seen.
 - b) **Internal layer** to be rounded on top left side, and a 45-degree (45°) angle cut on top right side.

- Front panel 11-3/4"W x 9"H – double thick, 15-point manila. Top corners to be rounded on left and right per sample. Horizontal score 3-1/2" below top of front panel for folding and easy access to folder contents.
 - Gusset: 5-1/2" high fully lined manila Tyvek gusset sides and bottom, or similar. Gusset width, 2-1/2" – 3" accordion-style. Gusset to be sandwiched between the two layers on front and back panels, using a strong adhesive bond.
 - 3/16" Brass Grommet pressed on the tab side only, 1/8" from gusset top and edge of front and inside back panels.
- D. **END TABS:** Back Panel: Double-ply straight cut top and side tabs. Top tab extended 1" from top of folder pocket. Side tab nine inches (9") high, extended 7/8" wide from side of folder pocket. Side tab corners rounded top and bottom; undercut 1/2" deep, with tab bottom 1/2" from bottom of folder.
- E. **SCORE MARKS:** Scored 3-1/2" below top of the front panel for folding and easy access to folder contents. No scores on back panel.
- F. **FASTENERS:** None
- G. **FOLDER LABEL PLACEMENT:** No year band. No number band
- H. **YEAR BAND:** No year band
- I. **NUMBERING SEQUENCE:** No number Band
- J. **PRINT:** Black Ink per sample
- K. **PACKAGING:** 50 folders per box
- L. **CARTON IDENTIFICATION:** Each carton outside to show the following information: "CIRCUIT CRIMINAL"; "UN-NUMBERED" and "Carton No. _____ of _____ Cartons".

ITEM 3

DIVISION 4.1 TRAFFIC & MISDEMEANOR

- A. **ESTIMATED ANNUAL QUANTITY:** 60,000
- B. **STOCK:** 15 Point Manila (200# Stock)
- C. **FOLDER CONSTRUCTION AND DIMENSIONS:**
- Single-ply tab, embossed for label placement
- Back flap 12-1/4"W x 9-1/2"H
- Front flap 11-1/2" W x 9"H
- Top corners rounded, front and back

- D. **END TAB:** Extended full cut side tab, 3/4" wide, and 9" high (front flap is to the left of tab area). Tab corners rounded top and bottom; undercut 1/2" deep, with tab bottom 1/2" from bottom of folder.
- E. **SCORE MARKS:** Two score lines 3/8" apart from bottom of front flap. All score lines and the fold should be accurate and uniform.
- F. **FASTENERS:** Factory installed "K" style 2" capacity metal prong fastener. **POSITION:** Two fasteners each folder – **POSITION:** Fastener in No. 1 and No. 3 positions.
- G. **FOLDER LABEL PLACEMENT:** Four number bands, one year band. Year band is placed at top of right tab, with number bands following. No missing or duplicate numbers allowed.
- H. **YEAR BAND: GREEN 2016** Year band 1-1/2" wide before folding, 3/4" high. Digits within the band to be 7/16" high and placed 3/4" from top of right tab; visible on both sides of tab.
- I. **NUMBERING SEQUENCE:** Color coded numbering from **00001 through 60000** as per sample. **Four number bands.** Size of the first three bands: 1-3/8" high, 1-1/2" wide before folding; 1/8" white space between the bands. Each of the three bands to contain one 15/16" high digit. The fourth number band shall be 1" high and contain two 7/16" high digits vertically aligned on the band. A 1-5/8" white blank space shall separate the year band from the first number band. No white border around the number band or year band. All numbers shall be visible on both sides of tab.
- J. **PRINT:** Black ink per sample. **Print placement to be according to sample; however, print size to be enlarged to fit folder's scale.**
- K. **PACKAGING:** 50 folders per box.
- L. **CARTON IDENTIFICATION:** Each carton outside to show the following information: "**TRAFFIC & MISDEMEANOR**"; **First** and **Last** numbers of pre-numbered color coded folders packed therein, and "Carton No. _____ of _____ Cartons".

ITEM 4**DIVISION 17.1 JUVENILE DIVISION - DELINQUENCY**

- A. **ESTIMATED ANNUAL QUANTITY: 6,000**
- B. **STOCK:** 15 Point Manila (200# Stock)
- C. **FOLDER CONSTRUCTION AND DIMENSIONS (NOTE: THIS FOLDER INCLUDES A DIVIDER):**
- Single-ply tab, embossed for label placement
 - Back flap 12-1/4"W x 9-1/2"H
 - Front flap 11-1/2" W x 9"H
 - Top corners rounded, front and back

DIVIDER SPECIFICATIONS:

- 15 Point Manila (200# Stock)
 - 10-15/16" wide x 8-5/8"H after folding (9-7/16"H before folding)
 - Divider recessed 1/8" inside from left of folder. Top two corners rounded. No extended tab.
 - Divider scored once for fold only, glued to the bottom of the inside back flap, with the fold facing the back flap.
 - Factory installed, "B" style 2" capacity metal prong fasteners on both sides of divider.
- D. **END TAB:** Extended full cut side tab, 3/4" wide, and 9" high (front flap is to the left of tab area). Tab corners rounded top and bottom; undercut 1/2" deep, with tab bottom 1/2" from bottom of folder.
- E. **SCORE MARKS:** Two score lines 3/8" apart from bottom of front flap. All score lines and the fold should be accurate and uniform.
- F. **FASTENERS:** Factory installed, "B" style 2" capacity metal prong fastener. **POSITION:** Two fasteners in No. 1 position and No. 3 position on all folders, and No. 1 position and No. 3 position on all dividers (4 fasteners per folder).
- G. **FOLDER LABEL PLACEMENT:** Four number bands, one year band. Year band is placed at top of right tab, with number bands following. No missing or duplicate numbers allowed.
- H. **YEAR BAND:** Green 2016 Year band 1-1/2" wide before folding, 3/4" high. Digits within the band to be 7/16" high and placed 3/4" from top of right tab; visible on both sides of tab.
- I. **NUMBERING SEQUENCE:** Color coded numbering from **00001 through 6000** as per sample. Four number bands. Size of the first three bands: 1-3/8" high, 1-1/2" wide before folding; 1/8" white space between the bands. Each of the three bands to contain one 15/16" high digit. The fourth number band shall be 1" high and contain two 7/16" high digits vertically aligned on the band. A 1-5/8" white blank space shall separate the year band from the first number band. No white border around the number band or year band. All numbers shall be visible on both sides of tab.
- J. **PRINT:** Black ink per sample. **Note printing on inside front and back flaps, and both sides of divider flap.**
- K. **PACKAGING:** 50 folders per box.
- L. **CARTON IDENTIFICATION:** Each carton outside to show the following information: "JUVENILE DIVISION DELINQUENCY"; First and Last numbers of pre-numbered color coded folders packed therein, and "Carton No. _____ of _____ Cartons".

ITEM 5**DIVISION 17.3 JUVENILE DIVISION - DEPENDENCY**

- A. **ESTIMATED ANNUAL QUANTITY: 2,000**
- B. **STOCK: 15 Point PINK Stock (200# Stock)**
- C. **FOLDER CONSTRUCTION AND DIMENSIONS (NOTE: THIS FOLDER INCLUDES A DIVIDER):**
- Single-ply tab, embossed for label placement
 - Back flap 12-1/4"W x 9-1/2"H
 - Front flap 11-1/2" W x 9"H
 - Top corners rounded, front and back

DIVIDER SPECIFICATIONS:

- 15 Point PINK Manila (200# Stock)
 - 11-1/4" wide x 8-5/8"H after folding (9-7/16"H before folding)
 - Divider recessed 1/8" inside from left of folder. Top two corners squared Bottom right corner undercut 1/4" deep. No extended tab.
 - Divider scored once for fold only, glued to the bottom of the inside back flap, with the fold facing the back flap.
 - Factory installed, "B" style 2" capacity metal prong fasteners on both sides of divider.
- D. **END TAB:** Extended full cut side tab, 3/4" wide, and 9" high (front flap is to the left of tab area). Tab corners rounded top and bottom; undercut 1/2" deep, with tab bottom 1/2" from bottom of folder.
- E. **SCORE MARKS:** Front flap is single scored for folding only. Back flap has one score line 1" from bottom of folder.
- F. **FASTENERS:** Factory installed, "B" style 2" capacity metal prong fastener. **POSITION:** Two fasteners in No. 1 position and No. 3 position on all folders, and No. 1 position and No. 3 position on all dividers (4 fasteners per folder).
- G. **FOLDER LABEL PLACEMENT:** Four number bands, one year band. Year band is placed at top of right tab, with number bands following. No missing or duplicate numbers allowed.
- H. **YEAR BAND:** Green 2016 Year band 1-1/2" wide before folding, 3/4" high. Digits within the band to be 7/16" high and placed 3/4" from top of right tab; visible on both sides of tab.
- I. **NUMBERING SEQUENCE:** Color coded numbering from **15000 through 16999** as per sample. Four number bands. Size of the first three bands: 1-3/8" high, 1-1/2" wide before folding; 1/8" white space between the bands. Each of the three bands to contain one 15/16" high digit. The fourth number band shall be 1" high and contain two 7/16" high digits vertically aligned on the band. A 1-5/8" white blank space shall separate the year band from the first number band. No white

border around the number band or year band. All numbers shall be visible on both sides of tab.

- J. **PRINT:** Black ink per sample. **Note printing on inside front and back flaps, and both sides of divider flap.**
- K. **PACKAGING:** 50 folders per box.
- L. **CARTON IDENTIFICATION:** Each carton outside to show the following information: "JUVENILE DIVISION DEPENDENCY"; First and Last numbers of pre-numbered color coded folders packed therein, and "Carton No. _____ of _____ Cartons".

ITEM 6

LABELS ONLY

25 Boxes of year band Labels (500 Labels/Box). 2016 Green year band.

