

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. RTQ-01901; 6824-1/23
 Contract
 Re-Bid
 Other – _____
 LIVING WAGE APPLIES: YES
 NO

Requisition No./Project No.: EVN0000059
 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: PAPER, FINE REGISTERED MILL BRANDS

Description: Pool for the purchase of paper, fine registered mill brands private brands, recovered fiber content paper (printing/xerographic) and related products such as envelopes, carbonless, continuous pin fed computer paper, roll fed paper, lithographic plates, packaging, etc.

Issuing Department: ISD - SPD
 Contact Person: Enkelejda Plasari
 Phone: 305-375-3905
 Estimate Cost/Value: 4,765,000
 GENERAL
 FEDERAL
 OTHER

Funding Source:

X

ANALYSIS

Commodity Codes:	645	39550	64533		
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:	Pool of Vendors				
Small Business Enterprise:					
Contract Value:					
Comments:					
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: Enkelejda Plasari
 Date sent to SBD: 7/22/2022

	Date returned to SPD:	
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Rev. 072518

SECTION 2

ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Bidders (Pool) is to pre-qualify Vendors for the provision of paper as required by multiple County departments. Placement in the Pool is not a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in the Pool.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Submittal – Shall refer to all information, attachments and forms submitted in response to this RTQ.

2.3 TERM

This Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order issued by the County. The Pool shall expire on the last day of the five (5) year term.

2.4 QUALIFICATION CRITERIA

Vendor(s) shall meet the following criteria to be considered for placement in the Pool; and for participation in future competitions:

- i. Vendor(s) or Vendor's Subcontractor must be able to demonstrate that they have experience in providing paper as herein described to at least two (2) client references. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21. These references shall be used to ascertain to the County's satisfaction that the Vendor or Vendor's Subcontractor has sufficient experience and expertise in providing these services.
- ii. All papers offered by the vendor must be registered Mill Brand or a Private Brand paper that is mill certified and graded. Vendors shall provide a letter(s) from the producing mill(s) certifying the grade of the paper(s) they are providing.
 - **Registered mill brand exception** – *pin-fed and fan folded computer paper and chipboard are exempt from the mill brand certification requirement.*
- iii. Vendor(s) shall provide the contact information to include the name, email address and phone number of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. The designated representative shall be available during the County's business hours (8:00a.m. to 5:00p.m.), Mondays through Fridays.

Vendors shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its

best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

2.5 **INSURANCE**

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ.

2.6 **SPOT MARKET QUOTES**

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Local Preference
- Warranty Requirements
- Liquidated Damages
- Living Wage
- Packaging Requirements
- Insurance Requirements
- Delivery Terms
- Price Terms

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Article 1.2(H) Prompt Payment Terms
- Article 1.11 Local Preference
- Article 1.29 Office of the Inspector General (*only the cost of the random audits, as specified*)
- Article 1.37 County User Access Program (UAP)
- Article 1.45 Small Business Enterprise (SBE) Measures
- Article 1.46 Local Certified Veteran's Business Enterprise Preference
- Article 1.47 Application of Preferences
- Article 1.49 First Source Hiring Referral Program (FSHRP)

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County, vendors capable of providing offset and digital printing papers in varying sizes, finishes, grades, and basis weights for multiple County departments, on an as needed basis.

3.2 GOODS TO BE PROVIDED

Offset and Digital Printing papers may include, but not be limited to, fine registered mill brand and private brand cut sheet, folio size sheetfed, roll-fed, pin-feed and fan folded computer papers, recovered fiber type papers, synthetic papers, chipboard, and related products such as envelopes and packaging materials. Papers may be ordered in varying sizes, finishes, grades, and basis weights with the following paper sizes - 8-1/2" X 11", 8-1/2" X 14" and 11" X 17" – represent sizes most commonly purchased to the County. These sizes are not exclusive nor complete.

3.3 MILL BRANDS

The following is a list of mill brands which are commonly purchased by the County. This list is not exclusive nor complete.

Boise
Domtar

3.4 PRINTING EQUIPMENT

The paper products offered by vendors must be compatible with but not limited to the following type printers:

Canon / Oce VarioPrint 6330 Titan Printers
Canon ImagePress C10000
Konica Accurio Press C14000
Konica Accurio Press C6085
Richo Vallezus T2100
Richo ComColor GD9630
Heidelberg CD74
Heidelberg GTO

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u>		
TO BE COMPLETED BY ALL VENDORS		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements		
Reference Section	Summarized Requirements	Initial as completed
Section 2, Paragraph 2.4 (i)	Vendor(s) or Vendor's Subcontractor must be able to demonstrate that they have experience in providing paper as herein described to at least two (2) client references. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21. These references shall be used to ascertain to the County's satisfaction that the Vendor or Vendor's Subcontractor has sufficient experience and expertise in providing these services.	_____
	Client Reference 1	
	Company Name:	
	Contact Name:	
	Contact Title:	
	Contact Address:	
	Contact Telephone Number:	
	Contact E-mail address:	
	Client Reference 2	
	Company Name:	
	Contact Name:	
	Contact Title:	
	Contact Address:	
	Contact Telephone Number:	
	Contact E-mail address:	

<p>Section 2, Paragraph 2.4 (ii)</p>	<p>All papers offered by the vendor must be registered Mill Brand or a Private Brand paper that is mill certified and graded. Vendors shall provide a letter(s) from the producing mill(s) certifying the grade of the paper(s) they are providing.</p> <p><u>Registered mill brand exception</u> – <i>pin-fed and fan folded computer paper and chipboard are exempt from the mill brand certification requirement.</i></p>	<p>_____</p>
<p>Section 2, Paragraph 2.4 (iii)</p>	<p>Vendor(s) shall provide the contact information to include the name, email address and phone number of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. The designated representative shall be available during the County's business hours (8:00a.m. to 5:00p.m.), Mondays through Fridays.</p>	<p>_____</p>
<p>Primary Contact Information:</p>		
	<p>Primary Contact:</p>	
	<p>E-Mail Address:</p>	
	<p>Contact Telephone Number:</p>	
	<p>Cellular Phone Number (if applicable)</p>	
	<p>Company Main Phone Number:</p>	
	<p>Company Fax Number:</p>	
<p>_____</p>		