

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. RTQ-00809
Contract
 Re-Bid Other – LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID2100669/EVN0000416 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Cut Sheet Forms and Printing Services

Description: Prequalified Pool that will be used to purchase Cut Sheet Forms and/or Printing Services such as standar "non-mailer" forms, single standard "mailer" forms, and/or to print similar non-standard cut sheet forms.

Issuing Department: ITD Contact Person: Adriana Antolinez Phone: (305) 596-8342
 Estimate Cost/Value: \$1,641,000 GENERAL FEDERAL OTHER
 Funding Source: Multiple

ANALYSIS

| | | | | |
|--|------------------------|-----------------------------------|-----------------------------------|-------------|
| Commodity Codes: | <u>96612</u> | <u>96616</u> | <u> </u> | <u> </u> |
| 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: | <u>Multiple</u> | <u> </u> | <u> </u> | |
| Small Business Enterprise: | <u>N/A</u> | <u> </u> | <u> </u> | |
| Contract Value: | <u>\$1,655,00</u> | <u> </u> | <u> </u> | |
| Comments: | <u> </u> | | | |
| Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | |

RECOMMENDATIONS

| | | | | |
|------------|-------------|--------------------|----------------|------------------|
| | Set-Aside | Subcontractor Goal | Bid Preference | Selection Factor |
| SBE | <u> </u> | <u> </u> | <u> </u> | <u> </u> |

Basis of Recommendation:

Signed: Christian Chavez Date sent to SBD: 4/27/23

| | | |
|--|-----------------------|--|
| | Date returned to SPD: | |
|--|-----------------------|--|

Rev. 072518

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Pool of Suppliers/Vendors that will be used to purchase Cutsheet Forms and/or Printing Services such as standard “non-mailer” forms, single standard “mailer” forms, and/or to print similar non-standard cutsheet forms for Miami-Dade County (County). Placement on the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Supplier/Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals will continue to be accepted throughout the term of the RTQ for placement on such 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 Suppliers/Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Strategic Procurement Department, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quotes or proposal, at the time of need.

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

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

Work Order Proposal Request (WOPR) – shall refer to a competitive process involving the solicitation of proposals, by the Strategic Procurement Department, from the Pool for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

The 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 last month of the five-year term.

2.4 QUALIFICATION CRITERIA

Suppliers/Vendors shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

1. Supplier/Vendor shall provide one (1) professional reference on the referenced company's letterhead, to demonstrate that Supplier/Vendor is regularly engaged in the business of providing Cutsheet forms and/or Printing Services. The reference should consist of an existing customer, (large commercial business and/or Government Agency that order no less than 10,000,000 forms per year and requires the production and delivery within 45 days of notice to proceed up to 1,000,000 of any multiform or laser form such as and not limited to laser printed labels, forms with barcodes, postal mailers, pressure sealed forms and mailers. The reference shall include samples of the different types of forms the Supplier/Vendor produces for this customer, the paper quality used, volume per order, date, customer's company name, address and telephone number of the contact person who can verify the products and services received. In lieu of the references from the Supplier/Vendor or

Supplier's/Vendor's Subcontractor, the County will consider the references from Supplier's/Vendor's key personnel in accordance with Resolution No. 1122-21. The County must be able to ascertain from Supplier/Vendor provided references, to its satisfaction, at the County's sole discretion, that Supplier/Vendor holds sufficient experience and capacity in providing cutsheet forms and/or services similar to those cited in this solicitation.

2. Supplier/Vendor shall provide a reference consisting of two (2) customer requests to produce artwork including a form with a readable barcode. The reference shall contain customer request, draft, sketch or concept idea, final artwork produced by the Supplier/Vendor and approved by the customer and time between request and delivery, please include customer's company name, address, and telephone number of the contact person who can verify the products and services received.
3. The Supplier/Vendor shall be engaged in the business of providing cutsheet forms and/or printing services to government agencies and/or private businesses. To demonstrate compliance with this requirement, the Supplier/Vendor shall provide: one (1) signed professional reference letter (on the referred entity's letterhead) from at least one (1) paper manufacturer or major distributor. The letter shall be dated within six (6) months of the submittal, and it shall be signed by a manufacturer or an authorized distributor's representative.

Supplier/Vendor 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 Suppliers/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 Suppliers/Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Suppliers/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 may be detailed in the subsequent ITQ or WOPR.

2.6 **SPOT MARKET QUOTES**

Suppliers/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 or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

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)

2.7 ENVIRONMENTALLY PREFERABLE PURCHASING

The County has a policy to seek the acquisition of environmentally preferable products and services. County departments whenever possible, will seek to acquire paper products consistent with the policy. Therefore, the selected vendors are advised that there may be special conditions associated with some spot market solicitations that will require meeting specified environmentally friendly criteria as a condition of award. Such special conditions may include, but are not limited to, Post Consumer Content paper, or new paper certified to come from sustainable resources, as certified by organizations that provide independent third-party certification, such as the Sustainable Forest Initiative (SFI), Forest Stewardship Council (FSC) or Programmed for the Environment of Forest Certifications (PEFC).

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Supplier/Vendor shall be capable of providing cutsheet forms and/or printing services to print standard “non-mailer” forms, single print standard “mailer” forms, and/or to print similar nonstandard cutsheet forms for County departments on an as needed basis.

3.2 GOODS/SERVICES TO BE PROVIDED

Goods/Services may include, but not be limited to Print forms, fold requirements, paper specifications, cohesive and/or sealing agents, ink, and perforations.

1. FORMS

Print Forms must be compatible with County equipment used to address and distribute forms to final destination and shall be capable of being processed through the Information Technology Department (ITD) equipment listed below:

PRINTING MODELS

Cannon/Oce Vario Print 6330
Canon/OCE Imagepress C9010 VP
Canon/OCE Imagepress C10000 VP

POST PROCESSING EQUIPMENT

MOORE LM-30 PRESSURE SEALER
Formax FD-2096 Auto seal

PRESSURE SEAL FORMS AND SINGLE PART “FOLD AND SEAL” MAILERS FOR USE ON CUT-SHEET LASER PRINTERS.

The Pressure Seal or” Fold and Seal” mailers are designed specifically for use on Miami-Dade ITD, EOM approved cut-sheet laser printers and must meet the specifications for post processing folder-sealers to include but not limited to Moore LM-30 Pressure Sealer and Formax FD-2096 Auto seal as specified for the individual application. All applications will be for single part forms.

SIZE:

Form lengths are 11” and 14”. Form widths will be based on individual form requirements and generally will be 8 ½” for cut-sheet formats. Individual applications may require non-standard widths to the limits of the specifications as submitted by the EOM laser printer manufacturer and/or Moore, and/or Formax, post processing equipment.

2. FOLD REQUIREMENTS

Folds available for applications should include the following:

1. V-Fold (duplex printing applications)
2. C-Fold (duplex printing applications)
3. Eccentric C-Fold (duplex printing applications)
4. C-Fold Return Envelope (duplex printing applications)
5. Z-Fold (simplex printing applications)
6. Z-Fold Return Envelope (simplex printing applications)
7. Eccentric Z-Fold (simplex printing applications)
8. Double-Parallel Fold

3. PAPER SPECIFICATION

Paper stocks will be determined by application requirement, but should not be lighter than indicated below:

One part laser forms 24 lbs. through 110 lbs. tag

4. COHESIVE

The cohesive and/or sealing agent must be formulated and provide cohesive patterns that work effectively on Moore and/or Formax post processing equipment. It is critical that the chemical formulation utilized be such as to not have a "tacky" consistency or "flake" in the laser printing process as this may cause damage to the laser printers. No glue or water-based applications will be accepted. Cohesive must provide a full perimeter seal and superior fiber tearing qualities for security purposes. Cohesive must have a shelf life of at least one (1) year.

5. INK

Ink Pantone Matching System (PMS) colors will be dictated by application, but in all cases should be temperature resistant to prevent damage to laser printers.

6. PERFORATIONS

Perforations for fold and extraction must meet specifications as provided by the OEM laser printer manufacturer and/or for Moore, and/or Formax post processing equipment in order to provide optimum processing efficiency.

7. STOCK

Stock (off the shelf) formats should be available for use in County applications and should meet the specifications as outlined above in paragraph 3.3.

SECTION 4

SUBMITTAL FORM

VENDOR: _____

QUALIFICATION CRITERIA
TO BE COMPLETED BY ALL VENDORS

4.1 EXISTING CUSTOMER REFERENCE: Per Section 2.4.1, Supplier/Vendor shall provide one (1) professional reference on the referenced company’s letterhead, to demonstrate that Supplier/Vendor is regularly engaged in the business of providing Cutsheet forms and/or Printing Services. The reference should consist of an existing customer, (large commercial business and/or Government Agency that order no less than 10,000,000 forms per year and requires the production and delivery within 45 days of notice to proceed up to 1,000,000 of any multiform or laser form such as and not limited to laser printed labels, forms with barcodes, postal mailers, pressure sealed forms and mailers. The reference shall include samples of the different types of forms the Supplier/Vendor produces for this customer, the paper quality used, volume per order, date, customer’s company name, address and telephone number of the contact person who can verify the products and services received.

| EXISTING CUSTOMER REFERENCE | |
|------------------------------------|--|
| Types of Forms: | |
| Paper Quality: | |
| Volume Per Order: | |
| Date of Order: | |
| Customer’s Company Name: | |
| Customer’s Address: | |
| Customer’s Contact Person: | |
| Customer’s Telephone Number: | |

4.2 CUSTOMER REQUESTS REFERENCE: Per Section 2.4.2, Supplier/Vendor shall provide a reference consisting of two (2) customer requests to produce artwork including a form with a readable barcode. The reference shall contain customer request, draft, sketch or concept idea, final artwork produced by the Supplier/Vendor and approved by the customer and time between request and delivery, please include customer’s company name, address, and telephone number of the contact person who can verify the products and services received.

| CUSTOMER REQUESTS REFERENCE #1 | |
|---------------------------------------|--|
| Customer’s Company Name: | |
| Customer’s Address: | |
| Customer’s Contact Person: | |
| Customer’s Telephone Number: | |

| CUSTOMER REQUESTS REFERENCE #2 | |
|---------------------------------------|--|
| Customer’s Company Name: | |
| Customer’s Address: | |
| Customer’s Contact Person: | |
| Customer’s Telephone Number: | |

4.3 PAPER MANUFACTURER REFERENCE: Per Section 2.4.3, The Supplier/Vendor shall be engaged in the business of providing cutsheet forms and/or printing services to government agencies and/or private businesses. To demonstrate compliance with this requirement, the Supplier/Vendor shall provide: one (1) signed professional reference letter (on the referred entity’s letterhead) from at least one (1) paper manufacturer or major distributor. The letter shall be dated within six (6) months of the submittal, and it shall be signed by a manufacturer or an authorized distributor’s representative.

| PAPER MANUFACTURER REFERENCE | |
|-------------------------------------|--|
| Company’s Name: | |
| Company’s Address: | |

| | |
|---|--|
| Company's Contact Person Name: | |
| Company's Telephone Number | |
| Number of Years dealing with your firm: | |