

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

☒ New    ☐ OTR    ☐ Sole Source    ☐ Bid Waiver    ☐ Emergency

Contract

☐ Re-Bid    ☒ Other

Previous Contract/Project No.

**9765-0/18**

LIVING WAGE APPLIES:    ☐ YES    ☒ NO

Requisition No./Project No.:

**FB-01176/ RQLB1900002**

TERM OF  
CONTRACT

**5 Years**

Requisition /Project Title:

**LIBRARY CARDS WITH KEY TAGS**

Description:

**The purpose of this solicitation is to establish a contract to purchase printed library cards with matching key tags and guest cards containing barcodes that are readable by Polaris on an as needed basis for Miami-Dade County (County)**

Issuing Department:

**DSWM**

Contact  
Person:

**Kimberly Craig**

Phone:

**305-375-5701**

Estimate Cost:

**\$150,000**

GENERAL    FEDERAL

OTHER

Funding Source:

**Library District**

**ANALYSIS**

Commodity Codes:

**080-10**

**956-38**

**966-11**

**2<sup>ND</sup> YEAR**

**3<sup>RD</sup> YEAR**

Comments:

Sub-contractor goal

Bid preference

Selection factor

x

Basis of  
recommendation:

Date sent to SBD: 01/24/2019

Date returned to DPM:

Revised April 2005

## **SECTION 2 - SPECIAL TERMS AND CONDITIONS**

### **2.1 PURPOSE**

The purpose of this solicitation is to establish a contract to purchase printed library cards with matching key tags and guest cards containing barcodes that are readable by Polaris on an as needed basis for Miami-Dade County (County).

### **2.2 TERM OF CONTRACT**

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 Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the five (5) year period.

### **2.3 METHOD OF AWARD**

Award of this contract will be made to the lowest priced responsive, responsible Bidder in the aggregate who meets the qualifications listed below. If a Bidder fails to submit an offer for all items, its overall offer may be deemed non-responsive. If the Awarded Bidder defaults, the County shall have the right to negotiate with the next responsive and responsible Bidder.

#### **Qualifications**

2.3.1 Bidder(s) shall have experience in providing library cards with matching key tags, and guest cards. Proof of this qualification must be demonstrated by providing a minimum of two (2) signed reference letters on company letterhead. The letters shall be from customers who have purchased products similar to those listed throughout this solicitation.

2.3.2 Bidder(s) shall provide a sample identical in all respects to the product or products being offered to the County. The products must meet all requirements listed in Section 3 of this solicitation. Samples shall be provided to the County within 5 working days of the bid due date. . Samples shall be delivered in accordance to Section 2.5.

2.3.3 Bidder(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. Bidder(s) are required to provide their representative(s) name, title, phone number, and e-mail address.

### **2.4 PRICES**

The initial contract prices resulting from this solicitation shall prevail for no less than a twelve (12) month period from the contract's initial effective date. The County may consider price adjustments which would take effect on the anniversary of the initial effective date. The price adjustment may be upward or downward but shall not be in excess of the Producers Price Index, as published by the U.S. Department of Labor, Bureau of Labor Statistics.

It is the awarded bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to be effective it must be submitted ninety (90) days prior to the expiration of the then current anniversary date/year. Any adjustment received with less than ninety days in the then current contract may not be considered. If no adjustment request is received from the awarded bidder, the County will assume that the awarded bidder has agreed that the next year term will be without any upward price adjustment. 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.

It shall be further understood that the County reserves the right to reject any price adjustments submitted by the bidder, and/or to terminate the contract with the bidder based on such price adjustments.

**2.5 SAMPLES**

Samples supplied for evaluation shall be at no cost to the County. Each individual sample shall be clearly labeled with the Bidder's name, bid number and bid title. If the Bidder fails to submit the samples properly labeled, the Bidder may be deemed non-responsible. All samples shall become the property of the Miami-Dade County. Samples shall be delivered to Internal Services Department, Strategic Procurement Division, 111 NW 1 Street, 13<sup>th</sup> Floor, Miami, FL 33128; Attn: Lashonne Williams-Canty.

All samples submitted shall create an express warranty that the actual goods to be provided by the Bidder during the contract period shall conform to the sample submitted. The Bidder(s) 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.

Additional samples may be required should the material and/or performance change from the initial specification approved by the County. It is the responsibility of the awarded Bidder to notify the County should any changes occur.

**2.6 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.

**2.7 QUALITY OF WORK**

All work performed by the Awarded Bidder shall be consistent with the quality of work performed by craftsmen skilled in their particular trades. All library cards shall be die struck from clean, sharp embossing dies. Dies shall be maintained in first class conditions during contract period, so that impressions are free from breaks or any minute imperfections. Trimming tools shall be maintained so that each is cleanly trimmed with no overhand or irregularities in outer shape.

**2.8 ACCEPTANCE OF PRODUCT**

The product(s) to be provided hereunder shall be delivered to the County in full compliance with the specifications and requirements set forth in this contract. If a Bidder's 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 Bidder's expense.

**2.9 INSURANCE**

Insurance requirements listed in Section 1, Paragraph 1.22 of the Terms and Conditions are not applicable.

**2.10 DELIVERIES**

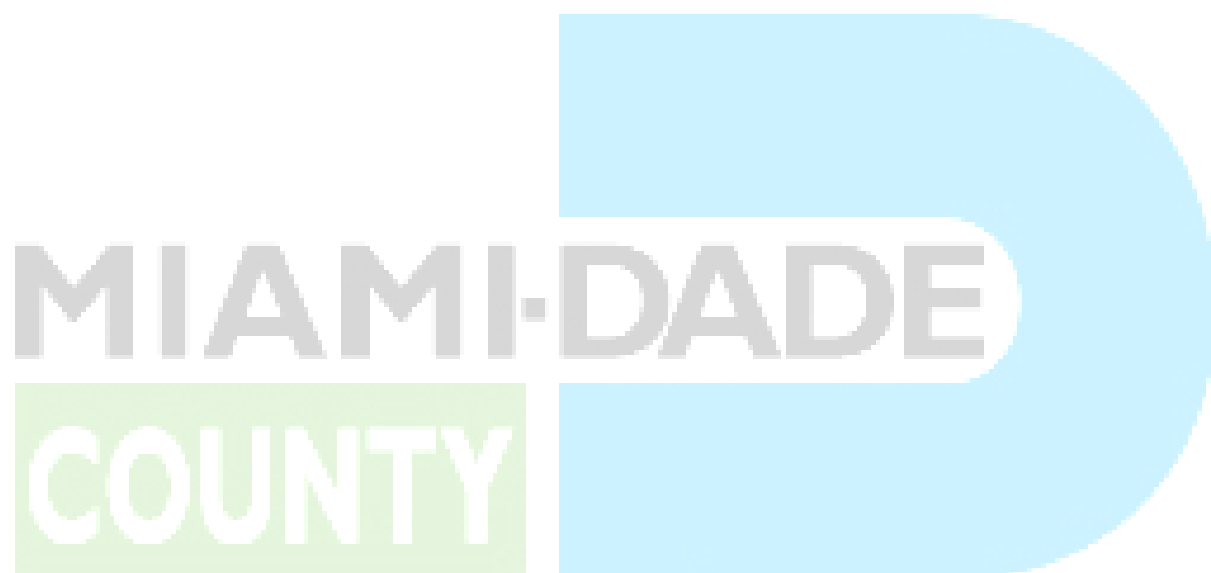
All deliveries will be made to the Miami-Dade Public Library System Branch located at:

Miami-Dade Public Library System  
Main Library  
101 W. Flagler Street  
Miami, FL 33130

*Note: If shipment is being made using delivery trucks, please be mindful of the following:*

Main Library's freight dock is under roof. Delivery trucks must not exceed 12'9" in height when empty. Delivery trucks must have a lift gate. Semi-trailer trucks will not fit under the roof. If the delivery truck is

higher than maximum height, a side door will need to be used and the truck driver must be prepared to unload in that alternate way. Inside delivery is required. Deliveries can be made Monday through Friday, between the hours of 8:00am to 4:00pm.



## **SECTION 3 – TECHNICAL SPECIFICATIONS**

### **3.1 SCOPE OF WORK**

The Awarded Bidder shall provide printed library cards with matching key tags and guest cards on an as needed basis.

### **3.2 LIBRARY CARDS AND MATCHING KEYTAG SPECIFICATIONS**

*Refer to Attachment A for examples:*

- Card Size: Credit Card – 2-1/8" x 3-3/8"
- Key Tag Size: 1-1/8" x 2-1/8"
- .30 mil Laminated Teslin (highest quality - 5-year life span).
- Smooth edge perforation
- Solid Seal
- Signature panel applied to outside panel
- Laser printed bar code on interior core
- One hole on the key tag for key chain.
- Key tag hole must be 3/16" in diameter and be 3/16" from top of card and a 1/2" from left and right side of tag.
- Cards and key tags are to be printed on two sides 4/1: Four (4) color process on the front side and black on the back side.

### **3.3 GUEST CARDS SPECIFICATIONS**

*Refer to Attachment B for examples:*

- Card Size: Credit Card – 2-1/8" x 3-3/8"
- 30 mil Laminated Teslin (highest quality - 5-year life span).
- Smooth edge perforation
- Solid Seal
- Signature panel applied to outside panel
- Laser printed bar code on interior core
- Cards are to be printed on two sides 4/1: Four (4) color process on the front side and black on the back side.

### **3.4 BAR CODES**

- Ten (10) Characters per inch
- "Coda Bar" fourteen (14) Digital number including modulus ten (10) check digit
- All library cards must be readable by the Miami-Dade Public Library System's Polaris ILS. The County currently uses software version: 6.0.214. As required, on-going software updates will be performed. Barcodes shall function at all times.

The actual barcodes and required barcode ranges, will be supplied by the County for all printing jobs.

### **3.5 ARTWORK**

All artwork to be printed on the library cards shall be duplicated as shown in Attachment A. The County shall provide design option at the time of order. Artwork designs may change during contract term.

### **3.6 PRE-PRODUCTION PROOF**

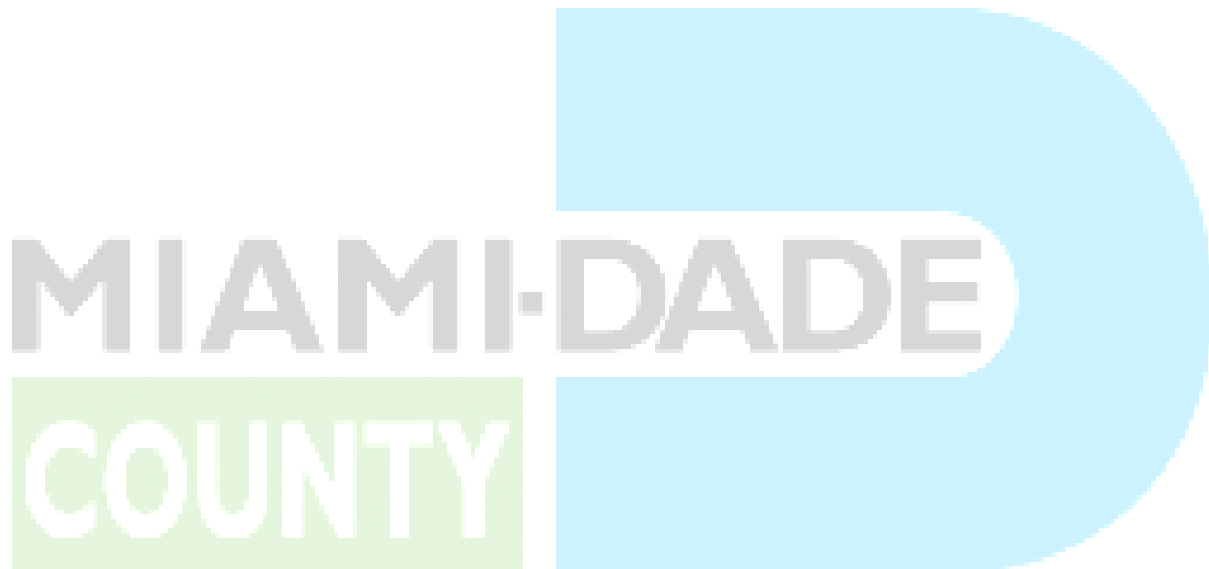
Awarded Bidder must provide a proof or a pre-production sampling of their product, not to exceed ten (10) Library cards with key-tag sets for quality assurance, inspection, and testing by the County prior to full production of the entire order.

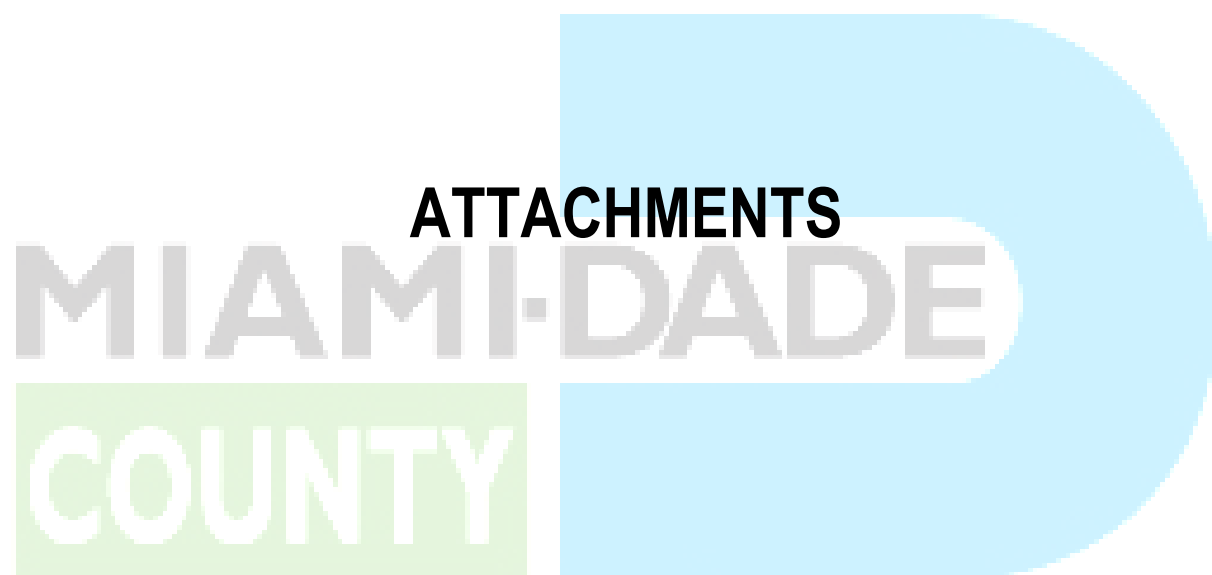
The pre-production samples will be tested by the County to ensure the bar codes are sequentially accurate and to ensure that the cards are readable with Polaris-Miami-Dade Public Library Automated System.

**3.7 PACKING**

All packaged library card boxes may be shipped in sets of 250, 500 or 600 each of the individual card/key-tag sets. All boxes must contain the same quantity of individual card/key-tag set (no sheets). All packaged library card boxes shall be labeled and provide the barcode range, with beginning and ending code numbers on the front of each box.

All library card orders shall be shipped/delivered to the County no later than 30 days of purchase order start date.

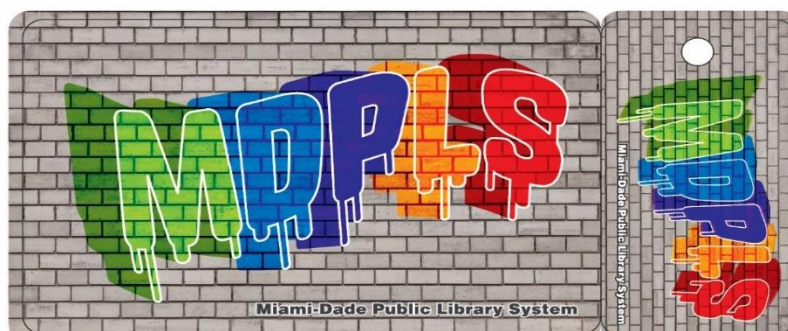
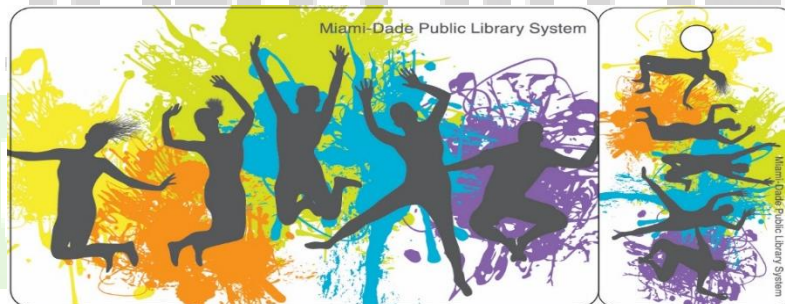
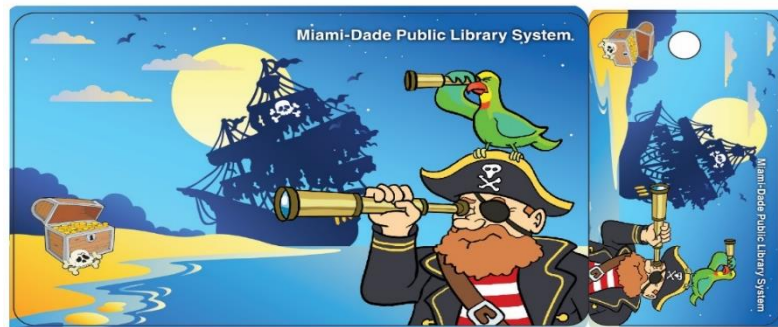
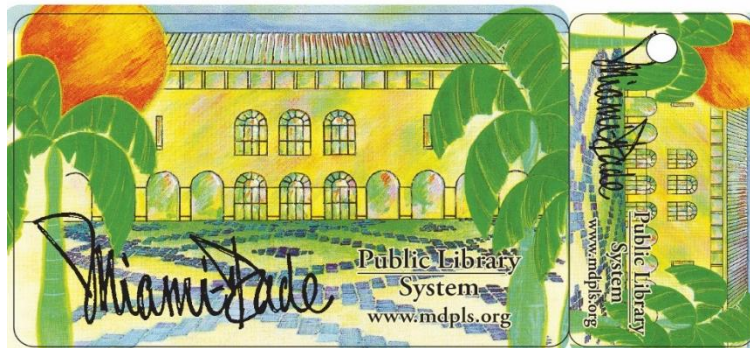




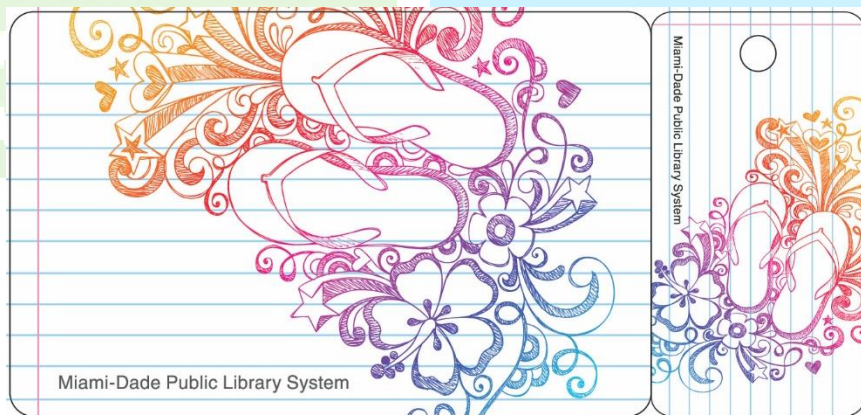
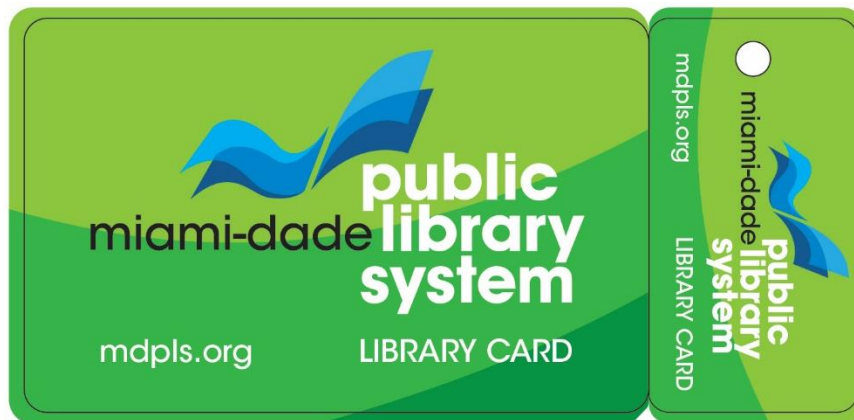


ATTACHMENT A

SAMPLE OF LIBRARY CARD WITH MATCHIG KEY TAG: FRONT





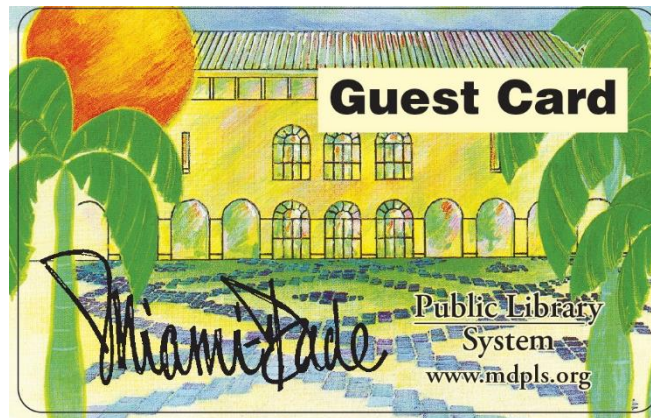


BACK


<p>I assume financial responsibility for the materials borrowed on this card and agree to follow all rules of the Miami-Dade Public Library System. Please report the loss of this card immediately.</p> <p><b>Miami-Dade Public Library System</b> Miami, Florida 33130-1523 • www.mdpls.org</p> <p><b>Barcode (FPO)</b></p>	<p><b>I assume financial responsibility for the materials borrowed on this card and agree to follow all rules of the Miami-Dade Public Library System.</b></p> <p>Signature _____</p> <p>The responsibility for what a minor borrows rests with the parent or guardian. Please notify the library of any change of address. Report the loss of this card immediately.</p> <p><b>Miami-Dade Public Library System</b> Miami, Florida 33130-1523 • www.mdpls.org</p> <p><b>Barcode (FPO)</b></p>
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**ATTACHMENT B**

**SAMPLE OF LIBRARY GUEST CARD: FRONT**



**BACK**

<b>Miami-Dade Public Library System</b>	
Signature	
<b>Guest Card - Not Transferable For Computer Use Only</b>	
Barcode (FPO)	
	

**SECTION 4 – BID SUBMITTAL**

FIRM NAME: \_\_\_\_\_

<b>Qualification Requirements</b>		<b><i>Check to affirm you complied to all statements</i></b>
<b>2.3.1</b>	Bidder(s) shall have experience in providing library cards with matching key tags, and guest cards. Proof of this qualification must be demonstrated by providing a minimum of two (2) signed reference letters on company letterhead. The letters shall be from customers who have purchased products similar to those listed throughout this solicitation.	<input type="checkbox"/>
<b>2.3.2</b>	Bidder(s) shall provide a sample identical in all respects to the product or products being offered to the County. The products must meet all requirements listed in Section 3 of this solicitation. Samples shall be provided to the County within 5 working days of the bid due date. . Samples shall be delivered in accordance to Section 2.5.	<input type="checkbox"/>
<b>2.3.3</b>	<p>Bidder(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. Bidder(s) are required to provide their representative(s) name, title, phone number, and e-mail address.</p> <p>Name: _____ Title: _____</p> <p>Phone: _____ Email: _____</p>	