

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. **FB-00091**
Contract
 Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **FB-01326** TERM OF CONTRACT **5 Years**

Requisition /Project Title: **CARBONLESS FANAPART PRINTED FORMS**

Description: The purpose of this solicitation is to establish a contract to purchase single part and multi part carbonless fanapart printed forms on an as needed basis for Miami-Dade County (County).

Issuing Department: **COC** Contact Person: **Charis Lubeck** Phone: **(786) 469-2475**

Estimate Cost: **\$500,000** Funding Source: **GENERAL FEDERAL OTHER Clerk Revenue**

ANALYSIS

Commodity Codes: **96612** **966-16** [] []

2ND YEAR

3RD YEAR

Comments: [REDACTED]

Sub-contractor goal Bid preference Selection factor

x

Basis of recommendation: [REDACTED]

Date sent to SBD: 10/28/2019

Date returned to DPM: [REDACTED]

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract to purchase single part and multi part carbonless fanapart printed forms on an as needed basis for Miami-Dade County (County).

2.2 DEFINITIONS

Recovered Materials – is defined as any waste material or by-products that have been recovered or diverted from solid waste.

Recycled Product – is defined as any product which is in whole or in part composed of recovered materials.

Recyclable Product – is defined as the ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs.

Waste Reducing Products – is 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 a 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.

2.3 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.

2.4 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible Bidder who meets the qualifications listed below and whose offer represents the lowest price when all items are added in the aggregate. If a Bidder fails to submit an offer on all items, its overall offer may be rejected. *For evaluation purposes only, the responsive and responsible Bidder offering the lowest price in the aggregate (when all items are totaled) for each item quantity of 10,000 (10K) will be designated as the awarded Bidder.*

If the Awarded Bidder fails to perform in accordance with the terms and conditions of the contract, the Bidder may be deemed in default of the contract. If the Awarded Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder.

Qualification

2.4.1 Bidder(s) shall provide a minimum of three (3) references preferably from large commercial business and/or government agencies, for which the Bidder has performed printing of single part and multi part carbonless forms that are similar in nature to services specified in Section 3 of this solicitation.

2.4.2 Bidder(s) shall have a representative who will respond to phone and/or email notifications within 24 hours of contact. Bidder shall provide contact name, title, phone number and email address.

2.5 PRICES

The initial contract prices resultant from this solicitation shall remain fixed for no less than 12 months from the contract effective date. It is the Awarded Bidder's responsibility to request any price adjustment. The Awarded Bidder's request for adjustment must be submitted to the County's Internal Services Department, Strategic Procurement Division for review no less than 90 days prior to expiration of the then current contract year. The County may consider an adjustment, each anniversary date of the contract. The pricing adjustment shall be based on Manufacturers Price Increase (MPI) and may not exceed 5% (Manufacturers Invoice Indicating Price Increase) shall be supplied with the price increase request.

The County reserves the right to reject any price adjustments submitted by the Awarded Bidder or to negotiate lower pricing during the contract period based on market conditions or other factors that influence price. The County also reserves the right to apply any reduction in pricing based on the downward movement of the MPI.

2.6 DELIVERY REQUIREMENTS

Deliveries shall be made within 15 calendar days after date of order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the Awarded Bidder; except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the Awarded Bidder.

Should the Awarded Bidder to whom the contract 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 terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the Awarded Bidder with any re-procurement costs.

2.7 BACK ORDERS

If the Awarded Bidder cannot deliver an ordered item in accordance with the scheduled delivery due date to a current existing backorder of that item with the Awarded Bidder's manufacturer; the Awarded Bidder shall ensure that such back orders are filled within a mutually agreed upon timeframe. The Awarded Bidder 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 has lapsed, seek the items from another Bidder, and charge the Awarded Bidder under this contract for any directly associated re-procurement costs. If the Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

2.8 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.

2.9 ADDITIONAL SIMILAR ITEMS/SERVICES

The County, at its sole discretion, may request optional items and services related to printing. These optional items and services include but are not limited to, different paper stock, various ink colors, hole punching, numbering, overprinting, two-sided printing, and additional plates.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The Awarded Bidder shall print single-part and multi-part carbonless fanapart printed forms for the County on an as needed basis. The forms must include any possible request for hole punching, multi-color inks, numbering, padding, two-sided printing, and folding. The forms shall be printed as following:

Multi-Parts

Form size 4-1/2" X 5-1/2" black printed pre-collated carbonless sets includes marginal line changes – red ink up to four (4) lines. Forms to be printed in 2, 3, 4 and 5 part.

Form size 5-1/2" X 8-1/2" black printed pre-collated carbonless sets includes marginal line changes – red ink up to four (4) lines. Forms to be printed in 2, 3, 4 and 5 part.

Form size 8-1/2" X 7" black printed pre-collated carbonless sets includes marginal line changes – red ink up to four (4) lines. Forms to be printed in 2, 3, 4 and 5 part.

Form size 8-1/2" X 11" black printed pre-collated carbonless sets includes marginal line changes – red ink up to four (4) lines. Forms to be printed in 2, 3, 4 and 5 part.

Form size 8-1/2" X 14" black printed pre-collated carbonless sets includes marginal line changes – red ink up to four (4) lines. Forms to be printed in 2, 3, 4 and 5 part.

Single-Part

Form size 4-1/4" X 5-1/12"

Form size 5-1/4" X 8-1/12"

Form size 8-1/2" X 7"

Form size 8-12" X 11"

Form size 8-1/2" X 14"

Form size 11" X 17"

3.2 ESTIMATED QUANTITIES

All items ordered will be ordered in a minimum of 1,000 quantities, annual quantities may vary.

3.3 NUMBERING

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

3.4 PUNCH OR DRILL HOLES

Punch or drill holes must be precise, clean cut round holes.

3.5 INK

Ink must be Standard Black or Red unless specified.

3.6 PAPER

Single and multi-part forms shall be 20 lb. bond paper. Carbonless sets 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. Each set shall consist of a white sheet with other sheets being colored when specified. The standard pre-collated order of colors. Last Part-Tag, when requested, shall be considered a non-pre-collated form set.

3.7 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 sets must have chipboard backing.

3.8 COPY

Awarded Bidder's proposed pricing shall include all prep charges, including blueprint or brown line proof's when requested. The Awarded Bidders' obligation in copy prep will require performance on mechanical art regardless of density, simplicity, complexity, etc. Clear, sharp printing is required.

The County shall provide the Awarded Bidder a copy of the various forms. 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.

3.9 PACKING/MARKING

All products delivered shall contain products in clear shrink wrap or box (label contents) per request on orders placed. There shall be no up charge for this type of internal packing as requested with order.

3.10 SHIPPING CONTAINERS

All corrugated containers shall have a bursting strength of 275 pounds per square inch minimum. Contents of containers must be labeled. No carton/contents shall weigh more than 40 lbs.

3.11 SPECIAL PAPER UPCHARGE

Awarded Bidder shall provide pricing per thousand for special paper up-charges.