

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

New Contract   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. **RTQ-00234**  
 Re-Bid   
  Other   
 LIVING WAGE APPLIES:    YES    NO

Requisition No./Project No.:   **FB-01564 / RQID2000063**   
 TERM OF CONTRACT   **2 Years**

Requisition /Project Title:   **ENGRAVED BADGES, INSIGNIAS, AWARD PINS AND ID NAMEPLATES**

Description:   The purpose of this solicitation is to establish a Contract to purchase engraved badges and insignias. In addition, a pre-qualification pool is established to purchase award and service pins, ID nameplates on an as needed basis for Miami-Dade County (County).

Issuing Department:   **Various**   
Contact Person:   **Various**   
Phone:   **Various**

Estimate Cost:   **\$328,000**   
 GENERAL   FEDERAL   OTHER  
Funding Source:   **Various**

**ANALYSIS**

Commodity Codes:   **080-15**   **080-44**   **080-78**   
 [ ]   [ ]

	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
<u>Comments:</u>	[REDACTED]	[REDACTED]

Sub-contractor goal	Bid preference	Selection factor
	x	

Basis of recommendation:   Per the contract specifications and qualification requirements that a vendor must meet . If competition yields any SBE vendors who meet the specified qualifications, Bid Preference is recommended.

Date sent to SBD: 03/09/2020

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 engraved badges and insignias. In addition, a pre-qualification pool is established to purchase award and service pins, ID nameplates 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 two (2) year period.

### **2.3 METHOD OF AWARD**

This solicitation shall establish the following groups:

#### *Group 1: Engraved Badges and Insignias*

Group 1 is solely for the purchase of customized engraved badges and various insignias listed throughout this solicitation.

#### *Group 2: Engraved Award and Service Pins, ID Nameplates and Related Items Pre-qualification Pool*

Group 2 establishes a prequalification pool of Bidders who meet the qualifications set forth below. Bidders meeting the qualifications shall be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on an as-needed basis.

#### **Qualifications**

2.3.1 Bidder(s) shall have experience in providing badges, insignias, ID nameplates, engraving and award pins. Proof of this qualification must be demonstrated by providing a minimum of three (3) references, these references shall be customers who have purchased products similar to those listed throughout this solicitation.

2.3.2 Bidder(s) shall assign a 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.

2.3.3 Bidder(s) shall provide a website landing page, catalogs, and or retail price list demonstrating that they provide consumables similar to the products listed on the Price Sheet of this solicitation.

### **2.4 PRICES (Group 1)**

The initial contract prices resultant from this solicitation shall remain fixed for no less than 12 months from the contract commencement date. It is the Bidder's responsibility to request any price adjustment. The 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, to be effective each anniversary date of the contract. The pricing adjustment shall be based on Manufacturers Price Increase 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(s) 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 manufacturers' index.

**2.5 SPOT MARKET QUOTES (Group 2)**

Bidder(s) in the Pool will be invited to participate in spot market competitions, as needed. The spot market competition will be in the form of an Invitation to Quote (ITQ) that will include the specific goods and/or services required, and may include provisions, as applicable.

- Local Preferences
- User Access Program (UAP) Fee
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- Prompt Payment Terms
- Office of Inspector General Fee

**2.6 INSURANCE**

The Insurance Requirements set forth in Section 1.0, Paragraph 1.22, General Terms and Conditions, are not applicable to this solicitation.

**2.7 ACCEPTANCE OF BY THE COUNTY**

The service(s) to be provided hereunder shall be in full compliance with the manufacturer specifications and requirements. . If the Awarded Bidder's service is determined not to meet the manufacturer specifications and requirements and operating at optimal functionality, either prior to acceptance or upon initial inspection, the County shall deem the job as incomplete. The Bidder(s) shall continue work until the County has deemed the job as successfully meeting specification outlined and has accepted an invoice for said job completion.

**2.8 PURCHASE OF ANCILLARY ITEMS**

While the County has listed certain items for Group 1 within this solicitation to be 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 Awarded Bidder of Group 1 to obtain a price quote for similar additional items. The County reserves the right to award these ancillary items to the Awarded Bidder or to acquire the items through a separate solicitation.

### **SECTION 3 – TECHNICAL SPECIFICATIONS**

#### **3.1 SCOPE OF WORK**

It is the intent of this solicitation to establish a contract to provide furnish engraved badges and insignias. In addition to a pre-qualification pool to purchase award and service pins, ID nameplates and related items on an as needed basis.

#### **3.2 GROUP 1: ENGRAVED BADGES AND INSIGNIAS**

##### *Titles*

Badges shall be produced with various titles as designated by County user departments upon purchase order released.

##### *Workmanship*

All badges shall be accurately made. All edges shall be free from die and cutter marks, and all surfaces free from nicks, pits, and scratches or any defects noticeable to the normal eye.

##### *Estimated Quantities*

The quantities listed on the attached Price Sheet are annual estimates, given only as a guideline for bid preparation, and should not be construed as representing actual quantities to be purchased under any Contract resulting from this solicitation.

#### **3.3 ERROR CORRECTION**

Awarded Bidder(s) shall bear all cost of correcting errors made by the Awarded Bidder, i.e. apply/remove banner, change of numbers/color at no cost etc. The County will cover cost, if the error was made or caused by the County.

#### **3.4 SAMPLES**

Awarded Bidder(s) may be required to submit upon request a sample of the product(s) that they propose to furnish for evaluation by and at no cost to the County. If samples are required, the County will notify the Awarded Bidder of such in writing and will specify the deadline for submission of the samples.

#### **3.5 SUBSTITUTIONS**

Awarded Bidder(s) will be required to provide only the product(s) awarded. Substituted products delivered, or provided to the Department without prior approval by the Department, are prohibited, may be returned at the Awarded Bidder's expense, and may lead to termination of the Contract.

In the event the product specified can no longer be provided for reasons beyond the Awarded Bidder's control (i.e. product discontinuance), the Awarded Bidder(s) shall provide an alternate product request to the Department's. The substituted product must meet (or exceed) all terms, conditions, and specifications applicable to the originally specified product. A product sample for review may be required by the Department prior to acceptance.

#### **3.6 PACKING/PACKING SLIP**

Awarded Bidder(s) shall ensure each product ordered is individually wrapped in clear poly-bag/wrapping properly sealed. Awarded Bidder(s) shall enclose a complete packing slip with any item to be picked-up or delivered. The packing slip shall be attached to the goods and shall be made available to the County's authorized representative during delivery and or pick-up. The packing slip

shall include, at a minimum, the following information: purchase order number, date of order, quantities, a complete listing of items delivered and/or picked-up.

**3.7 DELIVERIES**

All deliveries shall be made in accordance with good commercial practice and 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. In these cases, the Awarded Bidder shall notify the County of the delays in advance of the delivery date so that a revised delivery schedule can be negotiated.

Should an Awarded Bidder fail to deliver within the negotiated delivery date, the County reserves the right to cancel the order. If the order is cancelled, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge that Bidder with any re-procurement costs; the County may terminate the Bidder from the pre-qualification pool for default.

Certain County employees may be authorized in writing to pick-up items ordered. Vendor(s) shall require presentation of this written authorization and shall maintain a copy of the authorization. If the Bidder is in doubt about any aspect of material pick-up, Bidder shall contact the appropriate user department to confirm the authorization.



**SECTION 4 – BID SUBMITTAL**

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

*Refer to Section 2.3 to ensure that your firm’s responses and attachments comply with the Solicitation’s requirements.*

**QUALIFICATION CRITERIA  
TO BE COMPLETED BY ALL BIDDERS**

- Group 1: Engraved Badges and Insignias
- Group 2: Engraved Award and Service Pins, ID Nameplates and Related Items Pre-qualification Pool

*Bidder(s) shall have experience in providing badges, insignias, ID nameplates, engraving and award pins. Proof of this qualification must be demonstrated by providing a minimum of three (3) references, these references shall be customers who have purchased products similar to those listed throughout this solicitation.*

**Reference No. 1**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference No. 2**

2.3.1

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference No. 3**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

	Phone Number: _____ Email: _____
2.3.2	<p><i>Bidder(s) shall assign a 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.</i></p> <p>Contact Name: _____ Contact Title: _____</p> <p>Phone: _____ Email: _____</p>
2.3.3	<p><i>Bidder(s) shall provide a website landing page, catalogs, and or retail price list demonstrating that they provide consumables similar to the products listed on the Price Sheet of this solicitation.</i></p> <p>http: _____</p>

