

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. **L8397-1/19-1**
 Contract
 X Re-Bid Other

LIVING WAGE APPLIES:

Requisition No./Project No.: FB-01626

TERM OF CONTRACT: 3 Years with one 24-month OTR

Requisition /Project Title: BUCKLE FOLDING SYSTEM AND LITHOGRAPHIC PRINTING PRESS REPAIR AND SUPPORT SERVICE

Description: The purpose of this solicitation is to establish a contract for the purchase of Repair and Support Services in conjunction with the County's needs.

Issuing Department: Internal Services

<u>User Department</u>	<u>Five Year</u>	<u>Funding Source</u>	<u>Department Code</u>
ISD	\$402,000.00	Internal Services Funds	

Contact Person: Maria Nixon Phone: 305-375-3689 Estimate Cost: \$402,000.00

ANALYSIS

Commodity Codes:			
700-56 - Offset Printing (duplicating and Lithographing) Machines and Equipment (for 17 In. X 22 In. and Larger)			
918-29 - Computer Software Consulting			
939-21 - Computers, Data Processing Equipment and Accessories (not Word Processing Equipment), Maintenance and Repair			
Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<u>EXISTING L8397-1/19-1</u>	<u>PREVIOUS L8397-1/19</u>	
Contractor:	HEIDELBERG USA INC	HEIDELBERG USA INC	
Small Business Enterprise:			
Contract Value:	\$402,000.00	\$402,000.00	
Comments:			

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation:				
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Signed: Maria Nixon			Date sent to DBD: Re-submitted 05/15/2020	
			Date returned to DPM: <div style="border: 1px solid black; width: 100px; height: 15px;"></div>	

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of repair, maintenance and support services for Miami-Dade County. The services are required to provide all labor, materials and hardware and software upgrades necessary to perform all routine scheduled and unscheduled maintenance services, provide parts, on-site repair services, emergency services and support as required by the County for its buckle folding equipment systems, and lithographic printing press systems, manufactured and installed by Heidelberg USA, Inc.

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 Purchase Order issued by the County's internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the thirty-sixth (36) month.

The County reserves the right to exercise its option to extend this contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the Bidder in writing of the extension.

2.3 METHOD OF AWARD

Repair, Maintenance and Support

Award of this contract shall be offered to the responsive, responsible Bidder who submits an offer for **all items listed on the Price Schedule** and whose offer represents the lowest price when all proposed charges are added in the Group I and Group II aggregate. If a Bidder fails to submit an offer on all items within the aggregate, its bid will be rejected. The County intends to award a single contract for the services described herein.

Failure to perform in accordance with the terms and conditions of the contract may result in the Bidder being deemed in breach of contract. The County may terminate the contract for default and charge the Bidder re-procurement costs, if applicable.

2.3.1 Qualification Criteria

To qualify for award of contract, a Bidder must fulfill the following requirements:

- A. Provide contact information of a designated representative (*"Primary" – required, and "Secondary" – optional*) – within your Company who will be responsible for providing a response to service requests from the County. Bidders shall provide the business name, address, representative's name, title, phone number, and email address.
- B. Must be able to provide maintenance and repair services through the use of qualified technicians. Qualified technicians shall be defined as personnel who are OEM Factory Trained and Certified.

- C. Bidder is required to provide a list of the qualified technicians that will be assigned to fulfill any contract resulting from this solicitation. Copies of their certification or license must be included in the bid, and must be maintained throughout the term of the contract.
- D. Be regularly engaged in the business of providing maintenance, repair and upgrading services as described in this solicitation for not less than five (5) years. Bidder must provide the following information to demonstrate experience, expertise, resources, and adequate equipment and personnel, to provide satisfactory service of all equipment specified in this solicitation.
1. A short narrative of the Bidder's organization, including number of years in business and the current number of employees.
 2. An organizational chart showing all key personnel that will be assigned to the contract, including their titles and functions to be performed.
 3. Detailed description of three (3) comparable contracts (similar in scope of services to those requested herein) which the Bidder has either ongoing or completed within the past five (5) years, including any current or past clients within Miami-Dade, Broward and Palm Beach Counties. The description for each contact should be:
 - a. Title and number of the contract,
 - b. Client's name,
 - c. Client's contact person, title, phone number and email address,
 - d. Total dollar value of the contract,
 - e. Dates covering the term of the contract,
 - f. Services performed, and
 - g. Bidder's office location performing/performed the services.
 - h. Copy of business income tax return.

Note: Documentations to substantiate that the Bidder satisfies the minimum qualifications must be included in the bid.

The Awarded Bidder must maintain all licenses, certificates and qualifications during the contract period. Should the Awarded Bidder replaces personnel during the contract period, the new personnel must meet the same qualifications and credentials as those identified in this section.

Failure to provide proof of compliance to the qualifications, as specified by the County, may result in the Bidder's bid being deemed non-responsive. The County shall be the sole judge of the Bidder's conformance to the requirements and its decision shall be final.

2.4 PRICES

The prices proposed by the Bidder shall remain **fixed and firm** for the term of the contract; however, the Bidder may offer incentive discounts to the County at any time during the term of the contract.

2.5 METHOD OF PAYMENT

In addition to the terms and conditions stated in Sections 1.2.H – Prompt Payment Terms, 1.2.I – Accounts Receivable Adjustments, and 1.35 Invoices, the Bidder agrees that under the provisions of this solicitation, as reimbursement of those actual, reasonable and necessary costs incurred by the Bidder, which are directly attributable or properly allocable to the services, the Bidder may bill the County periodically, but not more than once per month, upon invoices certified by the Bidder pursuant to **Section 4 - Price Schedule** of the solicitation. All invoices shall be taken from the books of account kept by the Bidder, shall be supported by copies of payroll distribution, receipt bills or other documents reasonably required by the County, shall show the County’s contract number, and shall have a unique invoice number assigned by the Bidder.

Invoice and associated back-up documentation shall be submitted in duplicate by the Bidder to the County as follows:

- A. To the Project Manager at Miami-Dade Internal Services Department (ISD):

Miami-Dade County
Internal Services Department
Graphics Services Division
2225 NW 72nd Avenue, Miami, Florida 33125
Attention: David Campos
Phone: 305-592-3916
Fax: 305-592-3616
Email: David.Campos@miamidade.gov

The County may at any time designate a different address and/or contact person by giving written notice to the other party.

2.6 WARRANTY

- A. Section 1.7 - Warranty, is being amended to add the following language:

In addition to all other warranties that may be supplied by the Bidder, the Bidder shall warrant its products and services provided under this contract against faulty labor and/or defective material for a minimum period of thirty (30) calendar days after the date of acceptance of the labor, materials and/or equipment by the County. This warranty requirement shall remain in force, for the full period identified above, regardless of whether the Bidder is under contract with the County at the time of defect. Any payment by the County for the goods or services, received from the Bidder, does not constitute a waiver of these warranty provisions.

- B. Section 1.8 – Material Shall be New and Warranted Against Defects, is being amended to add the following language:

The Bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within one (1) calendar day, after the County notifies the Bidder of such deficiency in writing. If the Bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the Bidder, in writing, that the Bidder may be debarred as a County vendor and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the Bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the Bidder in default of its contract, and/or (b) procure the products or services from another vendor and charge the Bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

All repair and/or replacement parts supplied by the Bidder shall be warranted for a minimum period of thirty (30) calendar days after the parts and/or replacement have been installed in the County equipment.

2.7 ACCIDENT PREVENTION AND BARRICADES

Bidder shall exercise precaution at all time for the protection of persons and property by conforming to all relevant OSHA, State and County regulations. Any fines levied by the above-mentioned authorities for failure of the Bidder to comply with any governing safety requirements shall be solely responsible for any such fines. Barricades shall be provided by the Bidder when work is being performed in areas traversed by persons, or when deemed necessary by the County's Project Manager.

2.8 ADDITION AND DELETION OF DEPARTMENTS AND FACILITIES

Although this contract identifies specific departments and facilities to be serviced, it is hereby agreed and understood that County departments/agencies and/or facilities can be added or deleted, during the contract period.

2.9 PARTS

All parts and materials provided under this contract shall be new or factory rebuilt, Original Equipment Manufacturer (OEM), free from defects, guaranteed suitable for their particular designed purpose.

The Bidder at their own expense shall obtain parts in the most expeditious manner available, which includes overnight air shipping and special fast track ordering.

2.10 CLEAN-UP

All tools, debris and unusable materials shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner, at the Bidder's expense. Upon final completion, the Bidder shall thoroughly clean all areas where work has been provided, as mutually agreed with the associated user department's Project Manager.

2.11 ADDITIONAL SERVICES

While the County has listed all major services within this solicitation which are utilized in conjunction with its operations, there may be similar services that must be purchased by the user department(s) during the term of any contract resulting from this solicitation. Under these circumstances, a County representative may obtain a price quote for the similar services. The County reserves the right to award these similar services to the Bidder based on the price quoted, to negotiate a price with the Bidder, on a case by case basis, for these similar services, or to acquire the services through a separate solicitation.

DRAFT

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF SERVICES

This solicitation is established to furnish all labor, materials, upgrades necessary to perform all routine scheduled and unscheduled maintenance services, provide parts, on-site routine repair services, emergency services and support as required by the County for its existing buckle folding equipment system, two (2) Guillotines, and lithographic printing press systems, manufactured and installed by Heidelberg USD, Inc. These Systems are used in the print manufacturing of items such as ballots, tax bills, brochures, booklets and mailers.

3.2 ON-SITE REPAIR AND SUPPORT

1. To avoid machine down-time the Awarded Bidder will be required to maintain a substantial inventory ready for over-night early morning delivery directly to our facility located at 2225 NW 72 Ave, Miami, Florida 33122.
2. The vendor will provide on-site and or remote technical phone support and have the ability to remotely control, diagnose and troubleshoot problems between 7.20 am to 4 pm (EST) for Buckle Folding System (Stahl TH-82-4/6/4C), Polar 115 XT Guillotine (Lift, Air Table, Jogger, Cutter, and Stacker components), Polar 92 XT Guillotine, and Lithographic Printing Press System (CD-74-4-P+L-F).

All services must be performed by OEM Factory Trained Heidelberg-Certified Technicians. Replacement parts will be manufacturer certified and new. Rebuilt or remanufactured parts are not acceptable.

3.3 PERFORMANCE REQUIREMENTS

1. In the case of equipment being non-operable, the Awarded Bidder's service technician will arrive at our site within 24-hours of receipt of the County's service call.
2. Stahl TH-82-4/6/4C web based remote technical support to be available Monday – Friday 7 am to 5 pm (EST).
3. Polar 115 XT Guillotine on-site support to be available Monday – Friday 7 am to 5 pm (EST).
4. Polar 92 XT Guillotine on-site support to be available Monday – Friday 7 am to 5 pm (EST).
5. CD-74-4-P+L-F Press web based remote technical support to be available Monday – Sunday 8 am to midnight (EST).
6. Services calls maybe needed after 5 pm weekdays, on weekends or holidays. In such events, the County must authorize the additional overtime charge.
7. Travel charges and per diem will be estimated and approved by the County before the service technician is dispatched. **Travel charges and per diem must be in-line with Miami-Dade County's Travel Policy and Procedures (TP&P) published in October 2012.** TP&P may be found at <https://www.miamidade.gov/managementandbudget/library/travel-procedures.pdf>

3.4 RESPONSIBILITY AND ROLE OF VENDOR

To provide routine maintenance services, unscheduled maintenance services, hardware and software updates as necessary, repair and support, parts, on-site repair services and emergency services for the County's buckle folding equipment system, two (2) guillotines, and lithographic printing press system manufactured and installed by Heidelberg USA, Inc., to include but not limited to the following:

3.4.1 Buckle Folding and Cutting Systems

1. Stahl folder TH-82-4/6/4C, round continuous with automation:
 - a. Feeder RFH-82 (FH.HACO-01119)
 - b. 3-Buckle Plate Stations: BUH-82 (1st), BUH-82 (2nd) and BUH-56 (3rd) (FH.ESCA-01916, FH.ESCB-00454, FH.ESAC-00786)
2. Speedbender 603 Automatic Bander 3-up (serial #FH.DGAO-00322)
3. Stahl Vertical Stacker VSA-86 MU 34" with Pressing and Marking Unit (serial #FH.DDAO-00663)
4. Stream Delivery SAK-94-H (serial #FH.DADO-00672)
5. Gravity Stacker 44H (serial #600 HB-10-06-5)
6. Heidelberg Mail Table UFS-78-H (serial #FH.DADO-00672)
7. MBO B-20 Folder with pile feed (serial # M-04/125)
8. Polar 92XT Guillotine (serial # 7711621)
9. Polar 115 XT Guillotine (serial # 7731943)

3.4.2 Lithographic Printing Press System

1. CD74-4-P+L-F (serial #451605)
2. GT0-ZP (serial #711365)

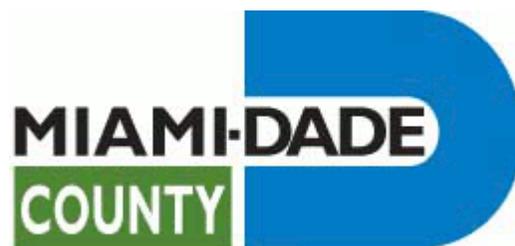
3.5 RESPONSIBILITY AND ROLE OF COUNTY

Use the Equipment responsibly and perform self-service and or request routine maintenance from the Awarded Bidder on an as needed basis.

Solicitation FB-01626

PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES

Solicitation Designation: Public



Miami-Dade County

Solicitation FB-01626

PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES

Solicitation Number **FB-01626**
 Solicitation Title **PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES**

Solicitation Start Date **In Held**
 Solicitation End Date **Jun 7, 2020 6:00:00 PM EDT**
 Question & Answer End Date **May 24, 2020 6:00:00 PM EDT**

Solicitation Contact **Maria Nixon**
Procurement Contracting Officer 1
Internal Services
305-375-3689
mnixon@miamidade.gov

Solicitation Contact **Beth Goldsmith**
PM Manager
Procurement
305-375-5683
bgoldsm@miamidade.gov

Contract Duration **See Bid Documents**
 Contract Renewal **See Bid Documents**
 Prices Good for **See Bid Documents**

Solicitation Comments **The purpose of this solicitation is to establish a contract to provide all labor, parts, hardware and software upgrades and all repair services for buckle folding equipment systems, two (2) guillotines, and lithographic printing press systems (collectively the "Systems"), manufactured and installed by Heidelberg USA, Inc. (images of the Systems are included in Attachment 1). The services also include, but is not limited to, on-site and/or remote technical phone support and emergency services as required to maintain optimal performance of the Systems in accordance with manufacturer specifications.**

Item Response Form

Item **FB-01626-01-01 - PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES**
 Quantity **1 each**
 Unit Price
 Delivery Location **Miami-Dade County**
Internal Services Dept (ISD) Graphics Division
 2225 Northwest 72 Avenue
 Miami FL 33125
Qty 1

Description

Please complete the Price Schedule in Section 4 by submitting an offer on all line items. Refer to Section 2.3 of the solicitation for additional information.



MIAMI-DADE COUNTY, FLORIDA

I N V I T A T I O N T O B I D
(I T B)

GENERAL TERMS AND CONDITIONS:

All General Terms and Conditions of Miami-Dade County Procurement Contracts are posted online. Bidders that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant contract. These general terms and conditions are considered non-negotiable. The general terms and conditions include important instructions and requirements that affect all bids. By submitting a bid for a Miami-Dade County solicitation a bidder attests to its understanding of these General Terms and Conditions.

All applicable terms and conditions pertaining to this solicitation and resultant contract(s) may be viewed online at the Miami-Dade County, Strategic Procurement Division's webpage by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r20-1.pdf>

NOTICE TO ALL BIDDERS:

Bids are to be submitted electronically through a secure mailbox at BidSync (www.bidsync.com) until the date and time indicated in the BidSync Solicitation End Date published in BidSync and in this solicitation document. It is the sole responsibility of the Bidder to ensure that its bid is in BidSync before the solicitation deadline. There is no cost to the Bidder to submit a bid for a Miami-Dade County solicitation via BidSync. Electronic submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning this solicitation, use the question/answer feature provided within the solicitation by BidSync, at www.bidsync.com. Questions of a material nature must be received prior to the date and time of the BidSync Solicitation Question & Answer End Date specified in the solicitation. Material changes, if any, to the solicitation will be made only by written addendum (see Addendum Section of BidSync site).

Bidders must allow sufficient time to complete online forms and upload all bid documents. All information and documents must be fully entered, uploaded, acknowledged ("Confirm") and recorded into BidSync before the date and time of the BidSync Solicitation End Date, or the system will stop the process and the submission will be considered late and will not be accepted.

No part of a bid can be submitted via hardcopy, email, or fax.

SOLICITATION TITLE: PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES | FB-01626**SECTION 2 - SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

The purpose of this solicitation is to establish a contract to provide all labor, parts, hardware and software upgrades and all repair services for buckle folding equipment systems, two (2) guillotines, and lithographic printing press systems (collectively the "Systems"), manufactured and installed by Heidelberg USA, Inc. (images of the Systems are included in Attachment 1). The services also include, but is not limited to, on-site and/or remote technical phone support and emergency services as required to maintain optimal performance of the Systems in accordance with manufacturer specifications.

2.2 TERM OF CONTRACT

This contract shall become effective on the first calendar day of the month for the duration of thirty-six (36) months, succeeding approval of the contract by the Board of County commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the County's Internal Services Department, Strategic Procurement Division. Prior to, or upon completion of the initial term, the County reserves the right to exercise the option to renew this contract for a period of one (1) additional twenty-four (24) month term.

2.3 METHOD OF AWARD

Award of this contract shall be offered to the responsive, responsible Bidder who submits an offer for **all items listed on the Price Schedule**, in Section 4 of this solicitation, 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 bid may be found non-responsive.** The County intends to award a single contract for the services described herein.

2.4 SUBMITTAL REQUIREMENTS

To qualify for award of contract, the Bidder is required to provide the following information:

- 2.4.1 Contact information of a designated representative (*"Primary Contact" – required, and "Secondary" – optional*) who will be responsible for providing a response to service requests from the County. Bidders shall provide the business name, address, representative's name, title, phone number, and email address.
- 2.4.2 Repair and support services through the use of qualified technicians. Qualified technicians shall be defined as personnel who are Heidelberg certified/authorized. Bidders are required to provide a list of the qualified technicians that will be assigned to provide services to the County under any contract resulting from this solicitation. Copies of their certification/authorization must be included in the bid, and must be maintained throughout the term of the resultant contract. Should the Awarded Bidder replaces personnel during the contract term, the new personnel must meet the same qualifications and credentials as those identified in this section.
- 2.4.3 Three (3) references to demonstrate that the Bidder is engaged in the business of providing repair and upgrading services as described in this Solicitation. The references must be from customers that have been provided with acceptable performance within the last three (3) years. The County shall ascertain from these references to its satisfaction that the Bidder has sufficient experience and expertise.

Note: Documentations to substantiate that the Bidder satisfies the submittal requirements must be included in the bid. Failure to provide proof of compliance with the submittal requirements, as specified by the County,

SOLICITATION TITLE: PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES | FB-01626

may result in the Bidder's bid being deemed non-responsive. The County shall be the sole judge of the Bidder's conformance to the requirements and its decision shall be final.

2.5 PRICES

The prices proposed by the Bidder shall remain **fixed and firm** for the term of the contract; including any option to renew the contract; however, the Awarded Bidder may offer incentive discounts to the County at any time during the contract term, including any option to renew the contract.

2.6 METHOD OF PAYMENT

2.6.1 In addition to the General Terms and Conditions Section 1, Paragraph 1.2H, Prompt Payment Terms, 1.2.1, Accounts Receivable Adjustments and 1.35 Invoices, the Awarded Bidder agrees that under the provisions of this solicitation, any additional work/services they performed throughout the contract term and any renewal term will be reimbursed by the County.

2.6.2 Invoice and associated back-up documentation shall be submitted in duplicate by the Awarded Bidder to the County as follows:

A. To the Project Manager at Miami-Dade Internal Services Department (ISD):

Miami-Dade County
Internal Services Department
Graphics Services Division
2225 NW 72nd Avenue, Miami, Florida 33125
Attention: David Campos
Phone: 305-592-3916
Fax: 305-592-3616
Email: David.Campos@miamidade.gov

The County may at any time designate a different address and/or contact person by giving written notice to the other party.

2.7 WARRANTY

2.7.1 Section 1.7 - Warranty, is being amended to add the following clause:

A. In addition to all other warranties that may be supplied by the Awarded Bidder, the Awarded Bidder shall warrant its products and services provided under this contract against faulty labor and/or defective material for a minimum period of thirty (30) calendar days after the date of acceptance of the labor, materials and/or equipment by the County. This warranty requirement shall remain in force, for the full period identified above, regardless of whether the Awarded Bidder is under contract with the County at the time of defect. Any payment by the County for the goods or services, received from the Awarded Bidder, does not constitute a waiver of these warranty provisions.

SOLICITATION TITLE: PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES | **FB-01626**

2.8 REGULATORY COMPLIANCE

The Awarded Bidder shall exercise precaution at all time for the protection of persons and property by conforming to all relevant OSHA, State and County regulations. Any fines levied by the above-mentioned authorities for failure of the Awarded Bidder to comply with any governing safety requirements shall be solely responsible for any such fines. Barricades shall be provided by the Awarded Bidder when work is being performed in areas traversed by persons, or when deemed necessary by the County's Project Manager.

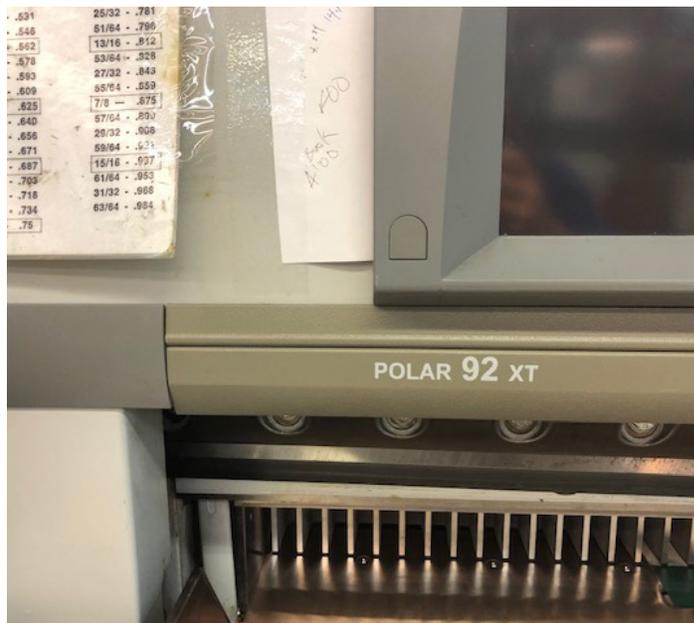
2.9 CLEAN-UP

All tools, debris and unusable materials shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner, at the Awarded Bidder's expense. Upon final completion, the Awarded Bidder shall thoroughly clean all areas where work has been provided, as mutually agreed with the associated user department's Project Manager.

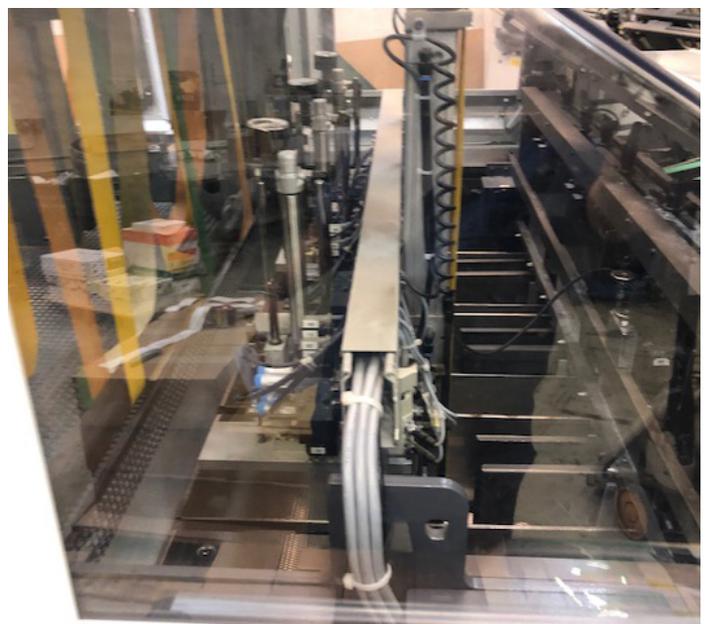
2.10 ADDITIONAL SERVICES

While the County has listed all major services within this solicitation which are utilized in conjunction with its operations, there may be similar services that must be purchased by the user department(s) during the term of any contract resulting from this solicitation. Under these circumstances, a County representative may obtain a price quote for the similar services. The County reserves the right to award these similar services to the Awarded Bidder based on the price quoted, to negotiate a price with the Awarded Bidder, on a case by case basis, for these similar services, or to acquire the services through a separate solicitation.









SOLICITATION TITLE: PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES**FB-01626****SECTION 3 – TECHNICAL SPECIFICATIONS****3.1 SCOPE OF SERVICES**

Miami-Dade County requires a contract for repair and support services. The Awarded Bidder shall provide all labor, parts and hardware and software upgrade and emergency services as required by the County for its existing buckle folding equipment systems, two (2) guillotines, and lithographic printing press systems (collectively the “Systems”), manufactured and installed by Heidelberg USA, Inc. These Systems are used in the print manufacturing of items such as ballots, tax bills, brochures, booklets and mailers.

3.2 REPAIR AND SUPPORT

3.2.1 To avoid machine down-time the Awarded Bidder will be required to provide overnight delivery of parts directly to the County facility located at 2225 NW 72 Ave, Miami, Florida 33122.

3.2.2 The Awarded Bidder shall provide on-site and/or remote technical phone support and have the ability to remotely control, diagnose and troubleshoot problems as further described in this solicitation for Buckle Folding System (Stahl TH-82-4/6/4C), Polar 115 XT Guillotine (Lift, Air Table, Jogger, Cutter, and Stacker components), Polar 92 XT Guillotine, and Lithographic Printing Press System (CD-74-4-P+L-F).

3.3 PERFORMANCE REQUIREMENTS**3.3.1 Emergency Response:**

1. An emergency is an unexpected situation or occurrence that develops due to Systems failure, power loss, acts of nature or any life threatening situation for building occupancy, or as declared at the sole discretion of a County Project Manager.
2. In the case of the Systems, or any component thereof, being non-operable, and the Awarded Bidder is unable to resolve the issue remotely within one (1) business day, the Awarded Bidder's service technician will arrive on-site on the next business day following the unsuccessful remote support to complete necessary repairs.

3.3.2 Additionally, services shall be provided for the various System components in the manner outlined below:

1. Stahl TH-82-4/6/4C – On-site support to be available Monday – Friday 7 am to 5 pm and Web-based remote technical support to be available Monday – Sunday 8 am to midnight (EST).
2. Polar 115 XT Guillotine - On-site support to be available Monday – Friday 7 am to 5 pm (EST).
3. Polar 92 XT Guillotine - On-site support to be available Monday – Friday 7 am to 5 pm (EST).
4. CD-74-4-P+L-F Press – On-site support to be available Monday – Friday 7 am to 5 pm and Web-based remote technical support to be available Monday – Sunday 8 am to midnight (EST).

3.3.3 Additional Hours: Services may be required outside of the hours listed above. In such events, the County must authorize an additional overtime charge in accordance with rates established in the resultant contract. Travel charges and per diem will be estimated and approved by the County before

SOLICITATION TITLE: PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES**FB-01626**

the service technician is dispatched. **Travel charges and per diem must be in accordance with Florida State Statutes and in-line with Miami-Dade County's Travel Policy and Procedures (TP&P) found at <https://www.miamidade.gov/managementandbudget/library/travel-procedures.pdf>**

3.4 SYSTEMS SPECIFICATIONS**3.4.1 Buckle Folding and Cutting Systems**

1. Stahl folder TH-82-4/6/4C, round continuous with automation:
 - a. Feeder RFH-82 (FH.HACO-01119)
 - b. 3-Buckle Plate Stations: BUH-82 (1st), BUH-82 (2nd) and BUH-56 (3rd) (FH.ESCA-01916, FH.ESCB-00454, FH.ESAC-00786)
2. Speedbänder 603 Automatic Bänder 3-up (serial #FH.DGAO-00322)
3. Stahl Vertical Stacker VSA-86 MU 34" with Pressing and Marking Unit (serial #FH.DDAO-00663)
4. Stream Delivery SAK-94-H (serial #FH.DADO-00672)
5. Gravity Stacker 44H (serial #600 HB-10-06-5)
6. Heidelberg Mail Table UFS-78-H (serial #FH.DADO-00672)
7. Polar 92XT Guillotine (serial # 7711621)
8. Polar 115 XT Guillotine (serial # 7731943)

3.4.2 Lithographic Printing Press System

1. CD74-4-P+L-F (serial #451605)
2. GT0-ZP (serial #711365)

Note: please refer to Attachment 1 for photos of the various equipment.

3.5 PARTS

All parts and materials provided under this contract shall be new or factory rebuilt and certified by the Original Equipment Manufacturer (OEM), free from defects, guaranteed suitable for their particular designed purpose. The Awarded Bidder, at their own expense, shall obtain parts in the most expeditious manner available required to meet the specifications of the resultant contract, which includes overnight air shipping and special fast track ordering.

3.6 RESPONSIBILITY AND ROLE OF COUNTY

Use the Systems responsibly and perform self-service and/or request the required service from the Awarded Bidder on an as needed basis.

SOLICITATION TITLE: PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES**FB-01626****SECTION 4 - BID RESPONSE FORM****FIRM NAME:****FEIN:****This Checklist Must be Completed by All Bidders**

Refer to **Section 2.4 – Submittal Requirements**, to ensure that your firm's responses and attachments comply with the requirements of this Solicitation.

To qualify for award of contract, a Bidder must fulfill the following requirements:

Paragraph 2.4.1 - Provide contact information of a designated representative (<i>“Primary Contact” – required, and “Secondary” – optional</i>) – within your Company who will be responsible for providing a response to service requests from the County. Bidders shall provide the business name, address, and representative's name, title, phone number, and email address.	
PRIMARY CONTACT (REQUIRED)	
Business Name:	
Business Address:	
Representative Name	
Title	
Telephone Number:	
E-mail Address:	
SECONDARY CONTACT (OPTIONAL)	
Business Name:	
Business Address:	
Representative Name	
Title	
Telephone Number:	
E-mail Address:	

SOLICITATION TITLE: PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES

FB-01626

Reference Section	Requirement	Indicate Yes or No
<p>Paragraph 2.4.2</p>	<p>Provide repair and support services through the use of qualified technicians. Qualified technicians shall be defined as personnel who are Heidelberg certified/authorized. Bidders are required to provide a list of the qualified technicians that will be assigned to provide services to the County under any contract resulting from this solicitation.</p> <p>Note: Copies of their certification/authorization must be included in the bid, and must be maintained throughout the term of the resultant contract and any renewal.</p>	
<p>Names of Certified/Authorized Personnel</p>		<p>Proof of Certification/Authorization Included for Personnel (Indicate Yes or No)</p>
<p>1.</p>		
<p>2.</p>		
<p>3.</p>		
<p>4.</p>		

SOLICITATION TITLE: PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES**FB-01626****2.4.3 - REFERENCES**

Provide three (3) references for which your firm has completed the services described in this solicitation, within the last three (3) years.

Reference No. 1	
Organization/Individual Name	
Organization/Individual Address	
Contract/Project Title	
Contract/Project Dates (Start – Completion)	
Contact Name and Title	
Contact Telephone	
Contact Email	
Reference No. 2	
Organization/Individual Name	
Organization/Individual Address	
Contract/Project Title	
Contract/Project Dates (Start – Completion)	
Contact Name and Title	
Contact Telephone	
Contact Email	
Reference No. 3	
Organization/Individual Name	
Organization/Individual Address	
Contract/Project Title	
Contract/Project Dates (Start – Completion)	
Contact Name and Title	
Contact Telephone	
Contact Email	

SOLICITATION TITLE: PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES**FB-01626****SECTION 4****PRICE SCHEDULE****FOLDERS and CUTTING SYSTEMS**

Items	Description	Hourly Rate Per Service Call Type
1	Stahl folder TH-82-4/6/4C, round continuous with automation: Feeder RFH-82 (FH.HACO-01119) 3-Buckle Plate Stations: BUH-82 (1 st) BUH-82 (2 nd) and BUH-56 (3 rd) (FH.ESCA-01916, FH.ESCB-00454, FH.ESAC-00786)	\$
2	Speedbänder 603 Automatic Bänder 3-up (serial #FH.DGAO-00322)	\$
3	Stahl Vertical Stacker VSA-86 MU 34" with Pressing and Marking Unit (serial #FH.DDAO-00663)	\$
4	Stream Delivery SAK-94-H (serial #FH.DADO-00672)	\$
5	Gravity Stacker 44H (serial #600 HB-10-06-5)	\$
6	Heidelberg Mail Table UFS-78-H (serial #FH.DADO-00672)	\$
7	Polar 92XT Guillotine (serial # 7711621)	\$
8	Polar 115 XT Guillotine (serial # 7731943)	\$
9	Web based remote support for Folder	\$
10	Service Technician for Folder systems (8:00 a.m. to 5:00 p.m.)	\$

<p>Parts: Percentage (%) discount from list price.</p> <p>Note: This is for information purposes only and will not be used to calculate the aggregate value to determine the lowest, responsive, responsible Bidder.</p>	<p>% off parts: %</p>
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SOLICITATION TITLE: PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES

FB-01626

<p>Hours: Percent (%) rate increase for weekend after hours and holiday services calls shall remain firm and fixed for term of contract and renewal – see Section 2.5.1.</p> <p><u>Note:</u> This is for information purposes only and will not be used to calculate the aggregate value to determine the lowest, responsive, responsible Bidder.</p>	<p>% service rate increase for weekend or holiday service calls: %</p>
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PRESSES

Items	Description	Hourly Rate Per Service Call Type
11	CD74-4-P+L-F (serial #451605)	\$
12	GT0-ZP (serial #711365)	\$
13	Web based remote support for Press	\$
14	Service Technician for Press systems (8:00 a.m. – 5:00 p.m.)	\$

<p>Parts: Percentage (%) discount from list price.</p> <p><u>Note:</u> This is for information purposes only and will not be used to calculate the aggregate value to determine the lowest, responsive, responsible Bidder.</p>	<p>% off parts: %</p>
<p>Hours: Percent (%) rate increase for weekend after hours and holiday services calls shall remain firm and fixed for term of contract and renewal – see Section 2.5.1.</p> <p><u>Note:</u> This is for information purposes only and will not be used to calculate the aggregate value to determine the lowest, responsive, responsible Bidder.</p>	<p>% service rate increase for weekend or holiday service calls: %</p>

SUBCONTRACTING FORM

Solicitation Number FB-01626

*Vendor Name *FEIN #

Complete "A" or "B":

- A. No subcontractors or direct suppliers will be utilized pursuant to this solicitation.
- B. The below listed subcontractors and/or suppliers will be utilized pursuant to this solicitation:

Business Name and Address of First Tier Subcontractor/ Subconsultant	Name of Principal Owner	Scope of Work to be Performed by Subcontractor Subconsultant	Subcontractor/ Subconsultant License (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Name and Address of First Tier Direct Supplier	Name of Principal Owner	Supplies, Materials, and/or Services to be Provided by Supplier	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

And

Below and/or attached is a detailed statement of the firm's policies and procedures for awarding subcontractors:

(Duplicate this form if additional space is needed to provide the required information)

When Subcontracting is allowed and subcontractors will be utilized, the Contractor shall comply with Section 2-8.8 of the Code – Fair Subcontracting Practices: (1) Prior to contract award, the Bidder shall provide a detailed statement of its policies and procedures for awarding subcontracts and (2) As a condition of final payment under a contract, the Contractor shall identify subcontractors used in the work, the amount of each subcontract, and the amount paid and to be paid to each subcontractor via the BMWS at <http://mdcsbd.gob2g.com>.

Pursuant to Section 2-8.1(f) of the Code – Listing of subcontractors required on certain contracts, for all contracts which involve the expenditure of one hundred thousand dollars (\$100,000) or more, the entity contracting with the County must report to the County the race, gender, and ethnic origin of the owners and employees of its first tier subcontractors and suppliers via the BMWS at <http://mdcsbd.gob2g.com>. The race, gender, and ethnic information must be submitted via BMWS as soon as reasonably available and, in any event, prior to final payment under the Contract. The Contractor shall not change or substitute first tier subcontractors or direct suppliers or the portions of the Contract work to be performed or materials to be supplied from those identified except upon written approval of the County.

I certify that the information contained in this form is to the best of my knowledge true and accurate.

*Signature of Vendor's Representative

*Print Name

*Print Title

*Date

Miami-Dade County Contractor Due Diligence Affidavit

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-63-14, County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

- (1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition;
- (2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances;
- (3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to Miami-Dade County or not.

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Officer overseeing this solicitation/contract/purchase order. The Vendor/Contractor attests to providing all of the above information, if applicable, to the County.

NOTE: "Pursuant to Florida Statutes s. 92.525, under penalties of perjury....." vendors who are unable to obtain a Notary Public during the COVID-19 declared emergency are permitted to use the below declaration in lieu of (notarized) affidavits for responses to solicitations.

Written Declaration: Pursuant to Florida Statutes s. 92.525, under penalties of perjury, I declare that I have read the foregoing Contractor Due Diligence Affidavit and that the facts stated in it (attached to it) are true.

Federal Employer Identification Number (FEIN):

Contract No. :

Contract Title:

<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant

<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Name of Firm	Date

<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Address of Firm	State	Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____ by _____

_____ He or she is personally known to me _____ or has produced identification

Signature of Notary Public Serial Number

Print or Stamp of Notary Public

Expiration Date

Notary Public Seal

rev. COVID-19 declared emergency



Submission Form

Solicitation No.		Solicitation Title:	
Bidder's Legal Company Name (include d/b/a if applicable): <input style="width:95%;" type="text"/> *	Bidder's Federal Tax Identification Number: <input style="width:95%;" type="text"/> *		
If Corporation - Date Incorporated/Organized: <input style="width:95%;" type="text"/>	State Incorporated/Organized: <input style="width:95%;" type="text"/> *		
Company Operating Address: <input style="width:95%;" type="text"/> *	City <input style="width:95%;" type="text"/> *	State <input style="width:95%;" type="text"/> *	Zip Code <input style="width:95%;" type="text"/> *
Miami-Dade County Address (if applicable): <input style="width:95%;" type="text"/>	City <input style="width:95%;" type="text"/>	State <input style="width:95%;" type="text"/>	Zip Code <input style="width:95%;" type="text"/>
Company Contact Person: <input style="width:95%;" type="text"/> *	Email Address: <input style="width:95%;" type="text"/> *		
Phone Number (include area code): <input style="width:95%;" type="text"/> *	Company's Internet Web Address: <input style="width:95%;" type="text"/>		
<p>Pursuant to Section 2-8.6 of the Code of Miami-Dade County (County), any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.</p>			
<p>LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. Failure to affirm this certification at this time may render the Bidder ineligible for Local Preference.</p> <p>IN ACCORDANCE WITH CFR 200.319(b), LOCAL PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.</p>			
<p>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets the requirements for the Locally-Headquartered Preference (LHP). Failure to affirm certification at this time may render the Bidder ineligible for the LHP.</p> <p>The address of the Locally-Headquartered office is: <input style="width:95%;" type="text"/></p> <p>IN ACCORDANCE WITH CFR 200.319(b), LOCALLY-HEADQUARTERED BUSINESS PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.</p>			
<p>LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County; and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.</p> <p><input type="checkbox"/> Place a check mark here only if affirming Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.</p> <p>IN ACCORDANCE WITH CFR 200.319(b), LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.</p>			

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (if applicable):

A Small Business Enterprise (SBE) must be certified by the Division of Small Business Development (SBD) for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact SBD at (305) 375-3111 or access <http://www.miamidade.gov/smallbusiness/certification-programs.asp>. The SBE must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE Program during the contract may remain on the contract.

Place a check mark here **only** if affirming Bidder is a Miami-Dade County Certified Small Business Enterprise.

IN ACCORDANCE WITH CFR 200.319(b), SMALL BUSINESS ENTERPRISE MEASURES SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST, THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST, OR THE SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, as those terms are used and defined in Sections 287.135, 215.473, and 215.4725 of the Florida Statutes. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, or the Scrutinized Companies that Boycott Israel List.

OR

In the event that the Bidder is unable to provide such certification, but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid through a duly authorized representative and shall **also initial** this space: _____. In this event, the Bidder shall furnish together with its bid a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 and/or 215.4725 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception could be applicable.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID:

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws, as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

By submitting a bid pursuant to this solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this solicitation which the Bidder considers to be a trade secret, proprietary or confidential. In the event that the bid contains a claim that all or a portion of the bid submitted contains confidential, proprietary or trade secret information, the Bidder, **by signing below**, knowingly and expressly **waives** all claims made that the bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder's Authorized Representative's Signature: _____*	Date _____*
Representative's Name: _____*	
Representative's Title: _____*	

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

Bidder's Authorized Representative's Signature: _____*	Date _____*
Representative's Name: _____*	

Representative's Title:

*

Question and Answers for Solicitation #FB-01626 - PRINTING EQUIPMENT REPAIR AND SUPPORT SERVICES

Overall Solicitation Questions

There are no questions associated with this Solicitation.