

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

New contract
 OTR
 CO
 SS
 BW
 Emergency

Previous Contract/Project No.
FB-01188

Re-Bid
 Other

LIVING WAGE APPLIES: YES NO

Project No: **FB-01728**

Term of Contract: **3 Years**

Project Title: **Printed Case File Folders**

Requisition Number: **RQID2000133**

Description: The purpose of this solicitation is to establish a contract for the purchase of printed case file folders for use in Miami-Dade County facilities on an as-needed basis.

User Department(s): **Clerk of Courts**

Issuing Department: **Strategic Procurement Division**

Contact Person: **David Leyte-Vidal**

Phone: **305-375-1078**

Estimated Value: **\$300,000**

Funding Source: **Clerk Revenue**

Revenue Generating: **No**

ANALYSIS

Commodity/Service No: 61545			
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check if this is a New Contract/Purchase with no Previous History			
	PREVIOUS CONTRACT	2ND YEAR	3RD YEAR
Contractor:	Advanced Filing Systems Inc.		
Small Business Enterprise:	No		
Estimated Value To Date:	\$178,713.02		
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

RECOMMENDATION:

Basis of Recommendation:

Signed: *David Leyte-Vidal*

Date to SBD: **8-09-2019**

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of printed case file folders for Miami-Dade County (County) on an as needed basis.

2.2 DEFINITIONS

Factory-Installed Fasteners - Folders with prong fasteners pre-installed at the factory.

“B” Style Fastener - Prong fastener coated with brown baked enamel finish, bonded to the inside of a folder using a strong fiber-based bond. Not visible from the outside of the folder. Permclip© or approved equal.

“K” Style Fastener - Prong fastener coated with brown baked enamel finish, recessed or embedded into the folder from the outside. Smead or approved equal.

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 three (3) 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.

If the Awarded Bidder fails to perform in accordance with the terms and conditions of the contract, the Awarded 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.

Qualifications

2.4.1 Bidder(s) shall be regularly engaged in providing the goods listed in this solicitation. Bidder(s) shall provide signed reference letters that describe the types of goods and the quality of products that the Bidder provided. Said goods must have been provided within the past two (2) years. The person providing the reference shall be someone who has personal knowledge of the Bidders' past performance. The reference letter shall contain a contact name, phone number, and email address.

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, address, phone number and email address of designated representative.

2.4.3 Bidder(s) shall certify the minimum, if not the exact recycled content, of both secondary and post-consumer material, in the case folders proposed for this bid. All case folders supplied under this solicitation shall consist of a minimum of 10% recycled content and a minimum of 10% post-consumer recycled material. Bidder shall show recycling content in writing on the front bottom left of the case folders proposed for this bid via photo submission.

2.5 PRICES

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 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, 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.

2.6 SAMPLES

Bidders may be required to submit a sample of the goods as described in this solicitation for evaluation, and at no cost to the County. If samples are required, the County will notify the Bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the Bidder's name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the Bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County may not consider the Bidder's proposal for award.

2.7 DELIVERY REQUIREMENTS

File folder proofs shall be ready no later than thirty (30) calendar days after the date that the purchase order is issued by the County. File folders shall be delivered no later than sixty (60) calendar days after the date of acceptance of proof.

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 basis of default. 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.

Certain County employees may be authorized in writing to pick-up materials under this contract. The Awarded Bidder shall require presentation of this written authorization. The Awarded Bidder shall maintain a copy of the authorization. If in doubt about any aspect of material pick-up, the Awarded Bidder shall contact the appropriate user department to confirm the authorization.

2.8 OVER-RUNS OR UNDER-RUNS

The County shall not allow over-runs or under-runs for printed goods. Quantities listed in the purchase orders will define an exact amount. The Awarded Bidder must deliver the exact amount – no overages or shortages. The County will not pay for any overages that the Awarded Bidder delivers.

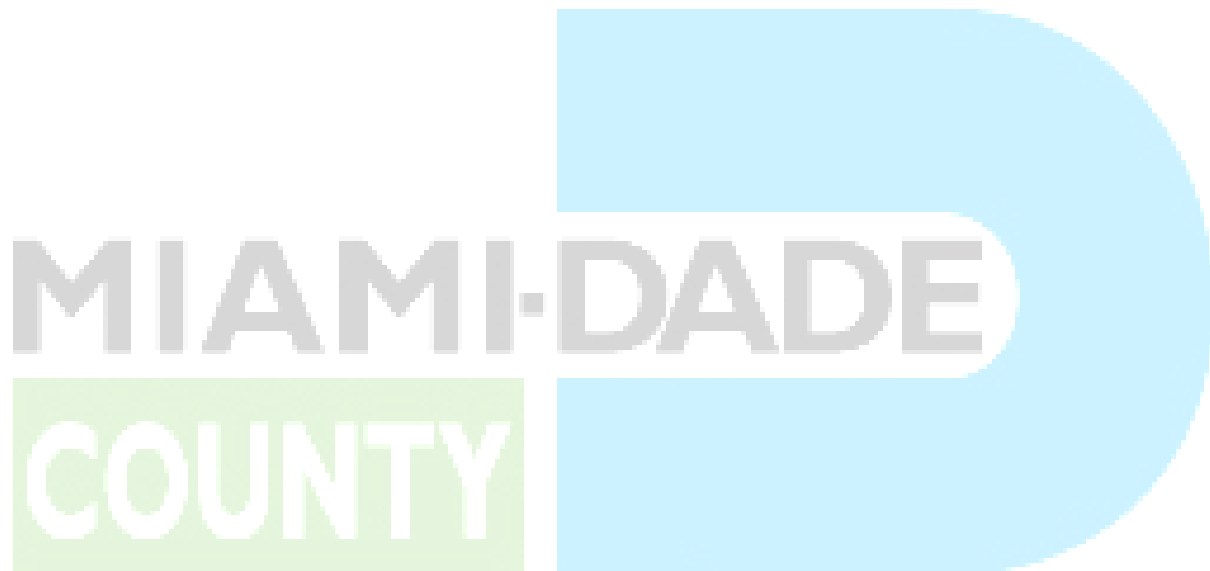
2.9 PURCHASE OF ANCILLARY ITEMS

While the County has listed all major items within this solicitation which are utilized by County departments in

conjunction with their operations, there may be similar items that may need to be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the Awarded Bidder to obtain a price quote for the similar items. The County reserves the right to award these ancillary items to the Awarded Bidder or to acquire the items through a separate solicitation.

2.10 INSURANCE

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



SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose of this solicitation is to establish a contract for the purchase of printed case file folders. Work included as part of this contract shall consist of fabricating, printing, and delivering court case file folders for the Miami Dade County Clerk of Courts (Clerk) in conjunction with the County's needs.

The Awarded Bidder shall be responsible for the costs of all labor, tools, equipment and items necessary to provide such court file folders. The Awarded Bidder shall be responsible for directly providing all of the required services. None of the services shall be sub-contracted.

3.2 QUALITY OF PRODUCT

All work done shall be of a professional quality. Folders must be free from defects in material and workmanship. All folders shall be subject to inspection and approval at any time within 30 days after delivery. If a substitution is required due to defects found, it will be the decision of the Clerk Project Manager or designee to determine if the substituted folders are of equal quality.

Printing shall be legible, uniform in shade and shall have no inking irregularities. If the quality of the work is judged unsatisfactory by the Clerk Project Manager, it may be considered as a non-performance of the contract.

Adhesive: If adhesive is required, it must not soften, run, cause the stock to become transparent or alter the color of the stock. The adhesive must not yellow, discolor, or fail (causing delamination) over time. The adhesive must also not extend beyond the joined area.

All folders must be properly packaged as per specifications.

The Awarded Bidder will be required to respond within 48 hours to address user requests or complaints.

3.3 NUMBER BANDS AND YEAR BAND MATERIAL

Number Bands: All number bands (case numbers) shall have a clear Mylar laminate coating to provide reinforcement to the side tab of the folder. The bands shall be attached with a non-releasable adhesive. Bands shall be scratch resistant and color shall be guaranteed no fade for a minimum of three (3) years. Band length, width, numerical sequence, and placement on folders for individual Court Divisions shall be in accordance with Section 3.5.

Color Coding: Smead Color Coding System shall be used for color-coded number bands placed on the case folders. Colors shall correspond as indicated below. No substitute on the color-coded system is allowed.

- | | |
|----------------|-----------|
| 0 - Yellow | 5 - Brown |
| 1 - Light Blue | 6 - Green |
| 2 - Pink | 7- gray |
| 3 - Purple | 8 - Red |
| 4 - Orange | 9 - Black |

Year Band Labels: Year Band Labels must have the same Mylar laminate coating as case number bands. Year band size, 1-1/2" in width and 3/4" high, unless otherwise noted. The digits on the number bands, including the year band digits, shall be reverse white on numeral.

As year band colors will vary by year, the Awarded Bidder will be informed of the color when folders are ordered.

3.4 **BOX LABELING**

All boxes shall be clearly marked with the appropriate Court Division, and file numbering from "_____ to _____". Cartons for each Court Division must be numbered in the following format: "Box 1 of 20, Box 2 of 20", etc.

3.5 **ITEM DESCRIPTIONS & DIVISIONS**

NOTE TO BIDDER(s): Items numbered below are associated with the Clerk's departmental division numbers and therefore are not in consecutive order.

ITEM 1 – NUMBERED CASE FILE FOLDERS WITH YEAR BAND FOR DIVISION 3.2 CIRCUIT CRIMINAL

A. **STOCK: 22 Point Manila** (150# Stock. Back and front panels are double thick 11-pt to become 22-pt)

B. **FOLDER CONSTRUCTION AND DIMENSIONS**

FILE POCKET: V-style side manila **Tyvek gusset expansion sides and bottom.** 12- 1/2"W x 10"H Overall with the body front 11-3/4"W, 9"H.

- Back panel double thick 11-point manila. Interior layer: 11-3/4"W. External layer: 12-1/2"W. Panel to have double thick straight cut top and side tab.
 - a) External layer to have straight cut top and side tabs, with top left and right corners rounded. Tab to be of double thickness, with side tab layer folded over and glued under the internal panel layer so corners will not be seen.
 - b) Internal layer to be rounded on top left side, and a 45-degree (45o) angle cut on top right side.
- Front panel 11-3/4"W x 9"H – double thick, 11-point manila. Top corners to be rounded on left and right. Horizontal score 3-1/2" below top of front panel for folding and easy access to folder contents.
- Gusset: 5-1/2" high fully lined manila **Tyvek** gusset sides and bottom. Gusset width, 1-3/4" – 2" W-style. Gusset to be sandwiched between the two layers on front and back panels, using a strong adhesive bond.

C. **END TABS:** Back Panel: Double-ply straight cut top and side tabs. Top tab extended 1" from top of folder pocket. Side tab nine inches (9") high, extended 7/8" wide from side of folder pocket. Side tab corners rounded top and bottom; undercut 1/2" deep, with tab bottom 1/2" from bottom of folder.

- D. **SCORE MARKS:** Scored 3-1/2" below top of the front panel for folding and easy access to folder contents. No scores on back panel.
- E. **FASTENERS:** None
- F. **FOLDER LABEL PLACEMENT:** Five (5) number bands and one (1) year band. Year band is placed 3/4" from top of right tab, with number bands following. No missing or duplicate numbers allowed.
- G. **YEAR BAND:** Year band 1-1/2" wide before folding, 3/4" high. Digits within the band to be 7/16" high and placed 3/4" from top of right tab; visible on both sides of tab.
- H. **NUMBERING SEQUENCE:** Color coded numbering shall be from **00001 through 25000**. Five number bands. Size of the first three bands: 1-3/8" high, 1-1/2" wide before folding; 1/8" white space between the bands. Each of the three bands to contain one 15/16" high digit. The fourth number band shall be 1" high and contain two 7/16" high digits vertically aligned on the band. A 1-5/8" white blank space shall separate the year band from the first number band. No white border around the number band or year band. All numbers shall be visible on both sides of tab.
- I. **PRINT:** Black ink
- J. **PACKAGING:** 50 folders per box.
- K. **CARTON IDENTIFICATION:** Each carton outside to show the following information: "CIRCUIT CRIMINAL"; First and Last numbers of pre-numbered color coded folders packed therein, and "Carton No. _____ of _____ Cartons".

ITEM 2- UNNUMBERED CASE FILE FOLDERS WITHOUT YEAR BAND FOR DIVISION 3.2 CIRCUIT CRIMINAL

- A. **STOCK: 11 Point Manila** (150# Stock. Back and front panels are double thick 11- pt to become 22-pt).
- B. **FOLDER CONSTRUCTION AND DIMENSIONS**

FILE POCKET: V-style side manila **Tyvek gusset expansion sides and bottom**. 12- 1/2"W x 10"H Overall with the body front 11-3/4"W, 9"H.

- **Back panel** double thick 11-point manila. **Internal layer:** 11-3/4"W. **External layer:** 12-1/2"W. Panel to have double thick straight cut top and side tab.
 - a) **External layer** to have straight cut top and side tabs, with top left and right corners rounded. Tab to be of double thickness, with side tab layer folded over and glued under the internal panel layer so corners will not be seen.
 - b) **Internal layer** to be rounded on top left side, and a 45-degree (45°) angle cut on top right side.
- **Front panel** 11-3/4"W x 9"H – double thick, 15-point manila. Top corners to be rounded on left and right. Horizontal score 3-1/2" below top of front panel for folding and easy access to folder contents.

- **Gusset:** 5-1/2" high fully lined manila **Tyvek** gusset sides and bottom, or similar. Gusset width, 2-1/2" – 3" accordion-style. Gusset to be sandwiched between the two layers on front and back panels, using a strong adhesive bond.

- C. **END TABS:** Back Panel: Double-ply straight cut top and side tabs. Top tab extended 1" from top of folder pocket. Side tab nine inches (9") high, extended 7/8" wide from side of folder pocket. Side tab corners rounded top and bottom; undercut 1/2" deep, with tab bottom 1/2" from bottom of folder.
- D. **SCORE MARKS:** Scored 3-1/2" below top of the front panel for folding and easy access to folder contents. No scores on back panel.
- E. **FASTENERS:** None
- F. **FOLDER LABEL PLACEMENT:** No year band. No number band
- G. **YEAR BAND:** No year band
- H. **NUMBERING SEQUENCE:** No number Band
- I. **PRINT:** Black Ink
- J. **PACKAGING:** 50 folders per box
- K. **CARTON IDENTIFICATION:** Each carton outside to show the following information: "CIRCUIT CRIMINAL"; "UN-NUMBERED" and "Carton No. _____ of _____ Cartons".

ITEM 3 - SPECIAL SIZE NUMBERED CASE FILE FOLDERS WITH YEAR BAND FOR DIVISION 4.1 TRAFFIC & MISDEMEANOR

- A. **STOCK:** 15 Point Manila (200# Stock)
- B. **FOLDER CONSTRUCTION AND DIMENSIONS**
 - Single-ply tab, embossed for label placement
 - Back flap 12-1/4"W x 9-1/2"H
 - Front flap 11-1/2" W x 9"H
 - Top corners rounded, front and back
- C. **END TAB:** Extended full cut side tab, 3/4" wide, and 9" high (front flap is to the left of tab area). Tab corners rounded top and bottom; undercut 1/2" deep, with tab bottom 1/2" from bottom of folder.
- D. **SCORE MARKS:** Two score lines 3/8" apart from bottom of front flap. All score lines and the fold should be accurate and uniform.
- E. **FASTENERS:** Factory installed "K" style 2" capacity metal prong fastener. POSITION: Two fasteners each folder – POSITION: Fastener in No. 1 and No. 3 positions.

- F. **FOLDER LABEL PLACEMENT:** Five number bands, one year band. Year band is placed at top of right tab, with number bands following. No missing or duplicate numbers allowed.
- G. **YEAR BAND:** Year band 1-1/2" wide before folding, 3/4" high. Digits within the band to be 7/16" high and placed 3/4" from top of right tab; visible on both sides of tab.
- H. **NUMBERING SEQUENCE:** Color coded numbering shall be from **00001 through 36000**. Five number bands. Size of the first three bands: 1-3/8" high, 1-1/2" wide before folding; 1/8" white space between the bands. Each of the three bands to contain one 15/16" high digit. The fourth number band shall be 1" high and contain two 7/16" high digits vertically aligned on the band. A 1-5/8" white blank space shall separate the year band from the first number band. No white border around the number band or year band. All numbers shall be visible on both sides of tab.
- I. **PRINT:** Black ink
- J. **PACKAGING:** 50 folders per box.
- K. **CARTON IDENTIFICATION:** Each carton outside to show the following information: "TRAFFIC & MISDEMEANOR"; First and Last numbers of pre-numbered color coded folders packed therein, and "Carton No. _____ of _____ Cartons".

ITEM 4 - NUMBERED CASE FILE FOLDERS WITH YEAR BAND WITH A DIVIDER FOR DIVISION 17.1
JUVENILE DIVISION – DELINQUENCY

- A. **STOCK:** 15 Point Manila (200# Stock)
- B. **FOLDER CONSTRUCTION AND DIMENSIONS (NOTE: THIS FOLDER INCLUDES A DIVIDER)**
- Single-ply tab, embossed for label placement
 - Back flap 12-1/4"W x 9-1/2"H
 - Front flap 11-1/2" W x 9"H
 - Top corners rounded, front and back

DIVIDER SPECIFICATIONS

- 15 Point Manila (200# Stock)
 - 10-15/16" wide x 8-5/8"H after folding (9-7/16"H before folding)
 - Divider recessed 1/8" inside from left of folder. Top two corners rounded. No extended tab.
 - Divider scored once for fold only, glued to the bottom of the inside back flap, with the fold facing the back flap.
 - Factory installed, "B" style 2" capacity metal prong fasteners on both sides of divider.
- C. **END TAB:** Extended full cut side tab, 3/4" wide, and 9" high (front flap is to the left of tab area). Tab corners rounded top and bottom; undercut 1/2" deep, with tab bottom 1/2" from bottom of folder.

- D. **SCORE MARKS:** Two score lines 3/8" apart from bottom of front flap. All score lines and the fold should be accurate and uniform.
- E. **FASTENERS:** Factory installed, "B" style 2" capacity metal prong fastener. **POSITION:** Two fasteners in No. 1 position and No. 3 position on all folders, and No. 1 position and No. 3 position on all dividers (4 fasteners per folder).
- F. **FOLDER LABEL PLACEMENT:** Five number bands, one year band. Year band is placed at top of right tab, with number bands following. No missing or duplicate numbers allowed.
- G. **YEAR BAND:** Year band 1-1/2" wide before folding, 3/4" high. Digits within the band to be 7/16" high and placed 3/4" from top of right tab; visible on both sides of tab.
- H. **NUMBERING SEQUENCE:** Color coded numbering shall be from **0001 through 4500**. Five number bands. Size of the first three bands: 1-3/8" high, 1-1/2" wide before folding; 1/8" white space between the bands. Each of the three bands to contain one 15/16" high digit. The fourth number band shall be 1" high and contain two 7/16" high digits vertically aligned on the band. A 1-5/8" white blank space shall separate the year band from the first number band. No white border around the number band or year band. All numbers shall be visible on both sides of tab.
- I. **PRINT:** Black ink (Note: printing on inside front and back flaps, and both sides of divider flap.)
- J. **PACKAGING:** 50 folders per box.
- K. **CARTON IDENTIFICATION:** Each carton outside to show the following information: "JUVENILE DIVISION DELINQUENCY"; First and Last numbers of pre-numbered color coded folders packed therein, and "Carton No. _____ of _____ Cartons".

ITEM 5 - FOUR (4) PART NUMBERED CASE FILE FOLDERS WITH YEAR BAND WITH A DIVIDER FOR DIVISION 17.3 JUVENILE DIVISION – DEPENDENCY

- A. **STOCK:** 15 Point PINK Stock (200# Stock)
- B. **FOLDER CONSTRUCTION AND DIMENSIONS (NOTE: THIS FOLDER INCLUDES A DIVIDER)**
- Single-ply tab, embossed for label placement
 - Back flap 12-1/4"W x 9-1/2"H
 - Front flap 11-1/2" W x 9"H
 - Top corners rounded, front and back

DIVIDER SPECIFICATIONS

- 15 Point PINK Manila (200# Stock)
- 11-1/4" wide x 8-5/8"H after folding (9-7/16"H before folding)
- Divider recessed 1/8" inside from left of folder. Top two corners squared Bottom right corner undercut 1/4" deep. No extended tab.
- Divider scored once for fold only, glued to the bottom of the inside back flap, with the fold facing the back flap.
- Factory installed, "B" style 2" capacity metal prong fasteners on both sides of divider.

- C. **END TAB:** Extended full cut side tab, 3/4" wide, and 9" high (front flap is to the left of tab area). Tab corners rounded top and bottom; undercut 1/2" deep, with tab bottom 1/2" from bottom of folder.
- D. **SCORE MARKS:** Front flap is single scored for folding only. Back flap has one score line 1" from bottom of folder.
- E. **FASTENERS:** Factory installed, "B" style 2" capacity metal prong fastener. POSITION: Two fasteners in No. 1 position and No. 3 position on all folders, and No. 1 position and No. 3 position on all dividers (4 fasteners per folder).
- F. **FOLDER LABEL PLACEMENT:** Five number bands, one year band. Year band is placed at top of right tab, with number bands following. No missing or duplicate numbers allowed.
- G. **YEAR BAND:** Year band 1-1/2" wide before folding, 3/4" high. Digits within the band to be 7/16" high and placed 3/4" from top of right tab; visible on both sides of tab.
- H. **NUMBERING SEQUENCE:** Color coded numbering shall be from **15000 through 17499**. Five number bands. Size of the first three bands: 1-3/8" high, 1-1/2" wide before folding; 1/8" white space between the bands. Each of the three bands to contain one 15/16" high digit. The fourth number band shall be 1" high and contain two 7/16" high digits vertically aligned on the band. A 1-5/8" white blank space shall separate the year band from the first number band. No white border around the number band or year band. All numbers shall be visible on both sides of tab.
- I. **PRINT:** Black ink (Note: printing on inside front and back flaps, and both sides of divider flap.)
- J. **PACKAGING:** 50 folders per box.
- K. **CARTON IDENTIFICATION:** Each carton outside to show the following information: "JUVENILE DIVISION DEPENDENCY"; First and Last numbers of pre-numbered color coded folders packed therein, and "Carton No. _____ of _____ Cartons".

ITEM 6 - FOUR (4) PART UN-NUMBERED CASE FILE FOLDERS WITH YEAR BAND WITH A DIVIDER FOR DIVISION 17.3 JUVENILE DIVISION – DEPENDENCY

- A. **STOCK:** 15 Point PINK Stock (200# Stock)
- B. **FOLDER CONSTRUCTION AND DIMENSIONS (NOTE: THIS FOLDER INCLUDES A DIVIDER)**
- Single-ply tab, embossed for label placement
 - Back flap 12-1/4"W x 9-1/2"H
 - Front flap 11-1/2" W x 9"H
 - Top corners rounded, front and back

DIVIDER SPECIFICATIONS

- 15 Point PINK Manila (200# Stock)
- 11-1/4" wide x 8-5/8"H after folding (9-7/16"H before folding)

- Divider recessed 1/8" inside from left of folder. Top two corners squared Bottom right corner undercut 1/4" deep. No extended tab.
 - Divider scored once for fold only, glued to the bottom of the inside back flap, with the fold facing the back flap.
 - Factory installed, "B" style 2" capacity metal prong fasteners on both sides of divider.
- C. **END TAB:** Extended full cut side tab, 3/4" wide, and 9" high (front flap is to the left of tab area). Tab corners rounded top and bottom; undercut 1/2" deep, with tab bottom 1/2" from bottom of folder.
- D. **SCORE MARKS:** Front flap is single scored for folding only. Back flap has one score line 1" from bottom of folder.
- E. **FASTENERS:** Factory installed, "B" style 2" capacity metal prong fastener. POSITION: Two fasteners in No. 1 position and No. 3 position on all folders, and No. 1 position and No. 3 position on all dividers (4 fasteners per folder).
- F. **FOLDER LABEL PLACEMENT:** No year band. No number band.
- G. **YEAR BAND:** No year band.

ITEM 7 - YEAR BAND LABELS

Boxes of year band Labels (**500 Labels/Box**). Year band 1-1/2" wide before folding, 3/4" high

ITEM 8 - SEAL & EXPUNGE CUSTOM POCKET FOLDER

Custom manila slim pockets with flap with elastic cord closure, 15pt. 12-1/2"w x 10"h, **red ink print on front side** elastic cord wraps round entire item **

ITEM 9 - SEAL & EXPUNGE CUSTOM POCKET FOLDER- 3" EXPANSION

Custom pocket file, manila with red print and 3" paper gusset expansion 15pt. 12-1/2"w x 10"h, **red ink print on front side**, ** elastic cord wraps round entire item **

SECTION 4 – BID SUBMITTAL

FIRM NAME: _____

Qualification Requirements	
2.4.1	<p>Bidder(s) shall be regularly engaged in providing the goods listed in this solicitation. Bidder(s) shall provide signed reference letters that describe the types of goods and the quality of products that the Bidder provided. Said goods must have been provided within the past two (2) years. The person providing the reference shall be someone who has personal knowledge of the Bidders' past performance. The reference letter shall contain a contact name and phone number.</p>
2.4.2	<p>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, address, phone number and email address.</p> <p><i>Representative Name:</i> _____</p> <p><i>Address:</i> _____</p> <p><i>Phone Number:</i> _____</p> <p><i>E-Mail Address:</i> _____</p>
2.4.3	<p>Bidder(s) shall certify the minimum, if not the exact recycled content, of both secondary and post-consumer material, in the case folders proposed for this bid. All case folders supplied under this solicitation shall consist of a minimum of 10% recycled content and a minimum of 10% post-consumer recycled material. Bidder shall show recycling content in writing on the front bottom left of the case folders proposed for this bid via photo submission.</p> <p><i>Percentage of recycle content</i> _____%</p> <p><i>Percentage of post-consumer recycled material</i> _____%</p>