

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. FB-00533
Contract
 Re-Bid Other – LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: FB-01792 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Business Cards Printing Services

Description: Business Card Printing Service to support various Miami-Dade County departments on an as needed basis.

Issuing Department: SPD - ISD Contact Person: Enke Plasari Phone: 786-294-7302

Estimate Cost/Value: \$124,493.72 GENERAL FEDERAL OTHER
Funding Source: X X X

ANALYSIS

Commodity Codes:	<u>96677</u>	<u>96655</u>	<u>96670</u>	<u>96675</u>	<u> </u>
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:	<u>CORPORATE GRAPHIC</u>	<u> </u>	<u> </u>		
Small Business Enterprise:	<u> </u>	<u> </u>	<u> </u>		
Contract Value:	<u>\$231,845.00</u>	<u> </u>	<u> </u>		
Comments:	<u> </u>				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Basis of Recommendation:

Signed: Enkelejda Plasari Date sent to SBD: 3/15/2022

	Date returned to SPD:	
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Rev. 072518

This document is a draft Scope of Services for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services is subject to change without notice. This is not an advertisement.

Miami-Dade County, Florida

Business Cards Printing Services:

SCOPE OF SERVICES

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose is to obtain a Business Card Printing Service to support various Miami-Dade County departments on an as needed basis.

The awarded Bidder shall be required to provide printing services that meet the specifications outlined for the business cards requested during the resultant contract term as further defined below. A sample cards in each color type will be provided as examples of the type of business cards that may be requested. Charges for all the County's templates or card shells must be included in the initial quoted price to include any additional County department or agency that wishes to avail this contract. Each authorized department shall work with the awarded Bidder as needs arise and will provide a template for each order at no additional charge.

3.2 BUSINESS CARDS PRINTING SERVICES TO BE PROVIDED:

1. One Color Type Business Card

Paper Stock: Thin plate Bristol-Recycled.

Ink/Ink Color: The color used shall be black ink. Soy-based inks which have lesser amount of "toxic constituents" to be used. Oil-based inks are not acceptable.

Printing: 1 Color Thermo Raised Print.

2. Two Color Type Business Card

Paper Stock: Recycled Classic Crest, 80# Cover, Recycled bright white acid free or approved equal. Miami-Dade County Resolution R-214-92 promotes waste reduction and the use of recycled content and recyclable products.

Ink/Ink Color: Only Pantone colors used shall be used. Soy-based inks which have a lesser amount of "toxic constituents" to be used. (Oil-based inks are not acceptable).

Printing: All printing will be Flat Sheet Printing.

3. Three Color Type Business Card

Paper Stock: Recycled Classic Crest, 80# Cover, Recycled Bright White acid free or approved equal. Miami-Dade County Resolution R-214-92 promotes waste reduction and the use of recycled content and recyclable products.

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Business Cards Printing Services:

Ink/Ink Color: Only Pantone colors shall be used. Soy-based inks which have a lesser amount of "toxic constituents" to be used. (Oil-based inks are not acceptable).

Printing: All printing will be Flat Sheet Printing.

4. Four Color Type Business Card

Paper Stock: Recycled Classic Crest, 80# Cover, Recycled Bright White acid free or approved equal. Miami-Dade County Resolution R-214-92 promotes waste reduction and the use of recycled content and recyclable products.

Ink/Ink Color: Only Pantone colors shall be used. Soy-based inks which have a lesser amount of "toxic constituents" to be used. (Oil-based inks are not acceptable).

Printing: All printing will be Flat Sheet Printing

5. Five Color or More Type Business Card

Paper Stock: Recycled Classic Crest, 80# Cover, Recycled Bright White acid free or approved equal. Miami-Dade County Resolution R-214-92 promotes waste reduction and the use of recycled content and recyclable products.

Ink/Ink Color: Only Pantone colors shall be used. Soy-based inks which have a lesser amount of "toxic constituents" to be used. (Oil-based inks are not acceptable).

Printing: All printing will be Flat Sheet Printing

3.3 SIZE

All cards must be 3 ½" x 2". Size variations are unacceptable. All trimming must be exact size, with CLEAN CUT EDGES, Guillotine cut cards must be free of nicks, cutting stick indentation, and curls.

3.4 IMAGE

Image must be clean, sharp and of high intensity. Any variations due to scumming, plugging, dampener imbalance, etc., will result in rejection of order. Image must be straight and square to the card edge which is critically important. Rejected orders will be re-run at successful Bidder's expense.

3.5 OFFSET

Offset onto back of cards delivered will also be rejected. Rejected orders must be re-printed at successful, Bidder's expense.

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Business Cards Printing Services:

3.6 TYPESETTING AND MECHANICAL ART

The Business Card Template will be furnished to the successful Bidder by an authorized County department personal. Card Information (text) will be submitted via e-mail. Input of text on to the template or card shells will be performed by successful Bidder. Charges for all the County's templates or card shells must be included in the initial quoted price to include any additional County department or agency that wishes to avail this contract. No additional charges will be approved outside of the awarded prices set herein and agreed to in this contract.

3.7 PROOFS

Proofs will be provided via email to the requesting department. All proofs must be sent as a PDF (Portable Document Format) for approval to the requesting department. To avoid typographical error, it will be the successful Bidders responsibility to contact the requesting department regarding any questionable copy before placing orders in production.

3.8 PACKAGING

Business card carton must indicate the quantity and identify the contents.