

Verification of Availability

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Invitation To Bid (ITB)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same.

Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See **3.1** through **3.4** – Paying very close attention to **all sections**. (While you are not bidding at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential **SBE Measure**). So please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

Are you able to satisfy the requirements of the attached documents (project)?
YES NO

Do you have prior experience consistent with the requirements of this ITB?
YES NO

Would you be able to satisfy the requirements of “Section 3.3 (“Acceptable Mill Brands”)”
YES NO

Name of Firm: _____ **SBE Exp. Date:** _____

Owner’s Name: _____ **Signature:** _____

Please respond by **12:00pm, Monday, July 2, 2012.**

Any questions, feel free to contact me at the number below.

Regards,

Vivian O. Walters, Jr.
Contract Development Specialist II
Regulatory and Economic Resources Department
Small Business Development Division
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SECTION 3
TECHNICAL SPECIFICATIONS

CONTINUOUS STOCK PIN-FEED PAPER

3.1 SCOPE

The purpose of this solicitation is to establish a contract to award a primary, secondary, and Thirary bidder for the acquisition of continuous stock pin-feed paper by the County's Information Technology Department (ITD) on an as needed when needed basis. The successful bidder(s) will be required to provide scheduled deliveries of the requested continuous stock pin-feed paper for the operation of ITD's Print Shop.

3.2 TECHNICAL SPECIFICATIONS:

The following specifications are the sizes and part type of the continuous stock pin feed paper to be purchased by Information Technology Department (ITD) as follows:

1. Continuous stock pinfeed paper, 1-Part, blank, size: 11" x 8 ½", 18 lb. 70/30 Bond. Standard 3-hole punched on top only. No marginal perforation. Delivered in rolls.
2. Same as above delivered in boxes of 3700 pages.
3. Continuous stock pinfeed paper, 1-Part, blank, size 8 ½" x 11", 20 lb. premium white. Standard three hold punched on top only. No marginal perforations.
4. Continuous stock pinfeed paper, 1-Part, blank, size 9 ½" x 11", 20 lb. Premium white, Marginal perforation. No micro-perforation.
5. Continuous stock pinfeed, 1-Part 14 7/8" x 11", ½" Green Bar 20 lb. No recycle. No marginal perforation
6. Continuous stock pinfeed, 1-Part 14 7/8" x 11" Premium white. No recycle. No marginal perforation.
7. Continuous stock pinfeed, 3-Part 14 7/8" x 11", ½" Green Bar carbonless. All three parts white (White, white, white).

3.3 ACCEPTABLE MILL BRANDS

Acceptable Mill Brands are, but not limited to:

Weyerhaeuser / Willamette
Pro-Tech Laser Paper - James River Corp.
Sharprint Laser Paper - Badger paper Mills
Boise Laser Paper - Boise Cascade
St. Croix Bond - Georgia Pacific.

Private brands may be considered upon receipt of information sheets and samples.
(See Section 2.0, paragraph 2.9).

3.4 CURRENT COUNTY PRINTING EQUIPMENT

Current County Printing Equipment is utilizing the Continuous Stock Pin-Feed paper requested on this contract. The items proposed must be compatible with the equipment listed below:

SECTION 3
TECHNICAL SPECIFICATIONS

1. OCE VarioStream 7650 Twin ,
2. OCE 210DSC (Duplex) High Speed Laser Printers.
3. BM 6262 impact printer for – 3-Part paper (Item# 7 above)

Required Unit of Measures

1. Rolls of continuous stock 11" x 8 ½"
2. Boxes to contain 11" x 8 ½" , 3700 pages
3. Boxes to contain 8 ½" x 11" , 3700 pages – 20 lb
4. Boxes to contain 9 ½" x 11" , 2400 pages – 20 lb.
5. Boxes to contain 14 7/8" x 11" , 2700 pages - Green bar
6. Boxes to contain 14 7/8" x 11" , 2700 pages - Premium white
7. Boxes to contain 14 7/8" x 11" , 1200 pages - Green bar 3-Part

MIAMI-DADE COUNTY

BID NO.: *

**SECTION 4
BID SUBMITTAL FORM**

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.

, 2012



PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES, DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: _____ Date Issued: _____ This Bid Submittal Consists of Pages 12 through 17

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:
CONTINUOUS STOCK PIN-FEED PAPER**

A Bid Deposit in the amount of **N/A** of the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** of the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 645-21, 645-30, & 645-33	
Procurement Contracting Officer Sherry Y. Crockett, CPPB	

FIRM NAME _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER THE BIDDER INELIGIBLE FOR LOCAL PREFERENCE.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

SECTION 4
 BID SUBMITTAL FOR:

CONTINUOUS STOCK PIN-FEED PAPER

FIRM NAME: _____

The quantities below represented estimated annual demand for products under this contract. No guarantee is made as to the actual quantities that will be requested under this award.

ITEM NO.	ESTIMATED QUANTITY	ITEM DESCRIPTION	UNIT PRICE
1.	In Sheets 50,000,000	Continuous stock Pinfeed paper, 1-part, blank, Size 11" x 8 1/2", 18 lb 70/30. All forms should be standard 3-hole punched on top only. No marginal perforation. Delivered in Rolls Brand: _____ Manufacturer: _____	\$ _____ per roll
2..	In Boxes 1560	Continuous stock Pinfeed paper, 1-part, blank, Size 11" x 8 1/2", 18 lb 70/30 Bond. All forms should be standard 3-hole punched on top only. No marginal perforation. Delivered in boxes of 3700 pages Brand: _____ Manufacturer: _____	\$ _____ per box
3.	In Boxes 200	Continuous stock Pinfeed paper, 1-part, blank, Size 11" x 8 1/2", 20 lb Premium white. All forms should be standard 3-hole punched on top only. No marginal perforation. Delivered in boxes of 3700 pages Brand: _____ Manufacturer: _____	\$ _____ per box
4.	In Boxes 660	Continuous stock Pinfeed paper, 1-part, blank, Size 9 1/2" x 11", 20 lb Premium white, marginal perforation. No micro-perforation. Delivered in boxes of 2400 pages Brand: _____ Manufacturer: _____	\$ _____ per box

SECTION 4
 BID SUBMITTAL FOR:

CONTINUOUS STOCK PIN-FEED PAPER

FIRM NAME: _____

ITEM NO.	ESTIMATED QUANTITY	ITEM DESCRIPTION	UNIT PRICE
5.	In Boxes 1550	Continuous stock Pinfeed paper, 1-part, 14 7/8" x 11, 1/2" Green Bar 20 lb. No recycle. No marginal perforation. Delivered in boxes of 2700 pages Brand: _____ Manufacturer: _____	\$ _____ per box
6.	In Boxes 100	Continuous stock Pinfeed paper, 1-part 14 7/8" x 11", Premium white. No recycle. No marginal perforation. Delivered in boxes of 2700 pages Brand: _____ Manufacturer: _____	\$ _____ per box
7.	In Boxes 230	Continuous stock Pinfeed paper, 3-part 14 7/7" x 11". 1/2" Green bar carbonless. White, white, white. Delivered in boxes of 1200 pages Brand: _____ Manufacturer: _____	\$ _____ per box

NOTE: The quantities on this price table are one (1) year estimated usage. These quantities should be cut in half during six month spot market solicitations.

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

X New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. Contract N/A
 Re-Bid Other LIVING WAGE APPLIES: NO

Requisition No./Project No.: RQET1200012 TERM OF CONTRACT 2 YEARS WITH THREE (3) OTR'S FOR TWO (2) YEAR(S) EACH

Requisition /Project Title: CONTINUOUS STOCK PIN FEED PAPER

Description: Same as above

Issuing Department: ITD Contact Person: Joann Reese Phone: 305-596-8097

Estimate Cost: \$300,000.00 Funding Source: Internal Services Fund

ANALYSIS

<u>Commodity Codes:</u> 645-21, 645-30 & 645-33			
Contract/Project History of previous purchases three (3) years Check here if this is a new contract/purchase with no previous history.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
<u>Contractor:</u>	OCE North America Inc. & Forms World Inc.	Same	Same
<u>Small Business Enterprise:</u>	No		
<u>Contract Value:</u>	\$420,000.00	\$384,000.00	\$350,000.00
<u>Comments:</u>			
<u>Continued on another page (s):</u> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<u>RECOMMENDATIONS</u>			
	<u>Set-aside</u>	<u>Sub-contractor goal</u>	<u>Bid preference</u>
SBE			
<u>Basis of recommendation:</u>			
<u>Sig:</u> <i>Sherry Y. Crockett, C.P.P.S.</i>		<u>Date sent to DBD:</u> 06/27/12	
		<u>Date returned to DPM:</u>	

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