

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. FB-00363

☐ Contract
☐ Re-Bid ☐ Other – Access of Other Entity Contract LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQFN2000002 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Auto Tag Courtesy Renewal Notices And Parking Perm

Description:

The purpose of this solicitation is to establish a contract for the purchase of printing and mailing services for auto tag renewal reminder notices and parking permits in conjunction with the County's needs.

Issuing Department: ISD-PM Contact Person: Shantrell Page Phone: 305-375-4708

Estimate Cost: \$850,000.00 GENERAL FEDERAL OTHER
Funding Source: Proprietary

ANALYSIS

Commodity Codes:	<u>966</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>Cathedral Corporation</u>				
Small Business Enterprise:					
Contract Value:	<u>\$685,250.00</u>				
Comments:					

Continued on another page (s): ☐ YES ☐ NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				
Basis of Recommendation: <div></div>				

Signed: <u>Shantrell Page</u>	Date sent to SBD: <u>04/06/2020</u>
	Date returned to SPD: <div></div>

PRINTING & MAILING SERVICES FOR AUTO TAG RENEWAL REMINDER NOTICES & PARKING PERMITS

RENEWAL CONTRACT DURATION: 5 YEARS

SCOPE OF WORK

Printing and mailing of approximately 2.1 million annual auto tag vehicle/vessel/mobile home/registration renewal reminders and disabled parking placard permit renewal reminders and forms to Miami-Dade County vehicle, vessel, and mobile home owners. This volume is expected to grow at the rate of approximately 2.5% per year. This service is performed monthly with a varying volume of between 135,000 and 280,000 registration renewal reminder notices. The initial mail out shall be for approximately 135,000 to 280,000 units and shall take place within thirty (30) calendar days after Contract effective date. All subsequent deliveries shall be for approximately 135,000 to 280,000 units per interval and shall occur at an interval of every thirty (30) calendar days; until such time as the total number of units is received. Various not for profit organizations request permission from the State or the Tax Collector to have the awarded bidder print, insert and mail out flyers with the renewal package. If necessary, the awarded bidder will bill the Tax Collector for payment of these services separately, and the Tax Collector will secure payment from these organizations

Vehicle, vessel and mobile home owners in Miami-Dade County must continue to receive their accurate courtesy reminder notices uninterrupted. This not only reminds owners that it is time to pay for their annual renewal but provides the paperwork and return envelope to return their renewal payment to the Tax Collector's Office with check and stub(s) enclosed, or to pay online using the information supplied in the renewal notice in order to do so.

REQUIREMENTS

Awarded bidder must have an existing agreement with Florida Department of Highway and Safety and Motor Vehicles (DHSMV) to electronically access motor vehicle, vessel, and mobile home and disabled parking placard data and must be well versed in handling that data in Florida. Bidders to provide a copy of their current agreement with DHSMV.

The awarded bidder must have existing qualified approval from Florida DHSMV to produce, print and mail out vehicle/vessel registration renewal reminders and must be currently employed by Florida County Tax Collectors Offices providing this function.

Awarded bidder cannot use or share the data provided by DHSMV for any other use other than preparing and printing the renewal package. DHSMV data cannot be shared with any entity other than the recipient of the renewal notice.

The service requires the acquisition of the customers' data file each month from DHSMV. The awarded bidder shall be able to convert the data file provided by DHSMV into the correct customer information contained in the scan line. Bidder must have the ability to accept pre-formatted print files over secure network. The awarded bidder shall print and ensure the mailing of each customer courtesy registration reminder form comprising details of instructions and methods of renewal available, written in English. A payment voucher is attached and is removable by tearing along the perforation. The payment voucher contains various fields, which are populated with the customers' vehicle/vessel/mobile home/parking permit data. Samples of a prior notice and envelopes are included in Appendix A; however, the awarded bidder shall design the final notice and envelope.

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The awarded bidder shall insert single and multiple vehicle/vessel renewals in a single envelope to reduce postage costs. The scan line and bar code on the payment voucher will contain the variable data for each vehicle owned by each customer as per the sample. This scan line must be accurate and be readable and processable by the County's Opex 3600i and NCR iTRAN payment imaging and processing equipment. On the reverse side of the payment voucher there shall be three sections as per the sample provided; one for customer change of address information, insurance information and voluntary trust fund contributions.

The awarded bidder shall be responsible each month for changes imposed by DHSMV in the vehicle registration renewal process or changes requested by Miami-Dade County. The changes shall include but are not limited to content including existing or new instructions, changes in renewal data, changes to field and scan line content, and changes to voluntary trust fund contribution organizations. The payment voucher/information sheet shall be folded and inserted into an envelope for mail out, along with a return envelope which shall also be inserted into the mail out envelope. The mail out will be processed by the United States Postal Service (USPS).

The County holds a United States Postal Service Permit and will pay for postage. Each month, the awarded bidder shall provide a report detailing the mail date, total records, singles, multiples, total envelopes, single envelopes and multiple envelopes

*Note: The largest percentages are single tag mailings to a single address; however, there are instances of up to six (6) tags mailed to a single mailing address in the same envelope.

TECHNICAL OPERATIONAL CONSIDERATIONS FOR FAST FORWARD SERVICES

The awarded bidder shall:

1. Design, develop and produce elements of the renewal notice, remittance envelope, flyers as required and carrier envelopes.
2. Furnish all printed materials and envelopes and include additional public information content provided by Miami-Dade County. Miami-Dade County will provide its data via the DHSMV registration system, subject to security requirements safeguarding driver personal information, as required under Federal and State laws. Also, the ability to accept pre-formatted print files over secure network or be able to provide document composition services.
3. Work with the DHSMV to receive the data files monthly and execute the mailing in the time frame required by Miami-Dade County Finance Department.
4. Insert, assemble, and package the renewal notices, and remittance envelope into the carrier envelope for mailing including any public information flyers that the Tax Collectors requires for specified periods of time.
5. Insert, assemble and package the renewal notice, informational material, and return envelope into the carrier envelope for delivery by the USPS, in accordance with the USPS regulations at the volume discounts for at least a 3-digit zip code sort.

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6. Have the capability to utilize the National Change of Address (NCOA) address hygiene, (or any future address hygiene required by the Post Office to guarantee lowest rates) and the ability to modify the mailing address on the renewal notice to reflect the current USPS address.
7. Have the capability to correctly insert six (6) variable numbers of applications in the same envelope to result in the lowest possible postage costs. This may include mailing as many as four renewals to a common address in the same envelope.
8. Perform at the specified level of timeliness, reliability, security, and accuracy without any disruption or delay of the remittance processes.
9. Receive the production file monthly as well as updated message tables for the renewals. Process flow is from the DHSMV to the awarded bidder.
10. Be authorized by DHSMV to handle/manipulate the data and shall be well versed and experienced doing this because of the importance of this mail out to 2.1 million Miami-Dade County vehicle, vessel and mobile home owners. As per the scope of work, all information required is contained within the data file provided by DHSMV.
11. Combine inserting & sorting fees as required by the Tax Collector for limited mailing periods upon request per the enclosed sample in Appendix A.

The size of the renewal notice and envelopes are as follows:

- a) Renewal Notice with address and logo print in colors: blue, green and black in size: 8.5 x 11
 - b) Outgoing Window Envelope No. 10 with address and logo print in colors: blue, green and black in size: 9 7/8" Length x 4 1/8" Height
 - c) Return Envelope No. 9 with address and logo print in colors: blue, green and black in size: 8 13/16" Length x 3 14/16" Height
12. Contact DHSMV for clarification on the pre-formatted print files and document composition services. DHSMV provides all mail out information.

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1. ITEM - Renewal Notice with address and logo
ITEM DESCRIPTION - Renewal Notice with address and logo print in colors: blue, green and black
in size: 8.5 x 11
QUANTITY – 2,100,000
2. ITEM - Combine inserting & sorting fee
ITEM DESCRIPTION – Combine inserting & sorting fee
QUANTITY – 2,100,000
3. ITEM – Outgoing Window Envelope No.10 with address and logo print in colors
ITEM DESCRIPTION – Outgoing Window Envelope No. 10 with address and logo print in
colors: blue, green and black in size: 9 7/8" Length x 4 1/8" Height
QUANTITY – 2,100,000
4. ITEM – Return Envelope No.9 with address & logo print in colors
ITEM DESCRIPTION – Return Envelope No. 9 with address and logo print in colors: blue, green
and black in size: 8 13/16" Length x 3 14/16" Height
QUANTITY – 2,100,000
5. ITEM – Fast Forward Services
ITEM DESCRIPTION – Forward automatically to the new correct address with a National Change
of Address Form from the Post Office
QUANTITY – 150,000
6. ITEM – Postage
ITEM DESCRIPTION – Postage charge for each mail out as agreed with USPS
QUANTITY – 1 EACH