

Specialty Printed Products, Finishing Supplies And Mechanical Binding Services

Estimated Cost - \$1,520,000.00

RQID1400152 - Verification of Availability

October 14, 2014

Find below the “**Scopes of Work/Purpose**” and “**Minimum Qualifications**” for an upcoming **Request to Qualify (RTQ)**. Please review to determine if you would be able to **satisfy the minimum qualifications** (as applicable) , the **qualifications for each group**, and are **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 **SCOPE OF SERVICES/PURPOSE** section, the “**MINIMUM**” qualifications section and each **GROUPS 1-12** before confirming your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

Please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable qualifications.

Scope of Work/Purpose

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of delivering/providing specialty printed products, services/installations, finishing supplies, and mechanical binding, hand assembly, envelope converting and specialty fulfillment services for various Miami Dade departments. Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

Are you able to satisfy the scope/purpose?

YES _____ NO _____

Do you have prior experience consistent with the scope of services/purpose for this (RTQ)?

YES _____ NO _____

Minimum Requirements Consistent With the Scope of Services

Vendors shall maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the Request to Quote (RTQ) items and who are cognizant of the industry and industry standards. Vendors shall provide contact information to include: Name of contact, company’s main phone number, company’s facsimile, contact phone number if different from company’s phone number, e-mail address and cellular number (if applicable) for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. and 5:00 p.m. (local time).

Are you able to satisfy the above requirements?

YES _____ NO _____

Mark (X) group of interest – please ensure you are able to satisfy the stipulated requirements as indicated (for each)

Group 1 _____

Digital Color Reproduction – Offset Quality: Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from the bidder the products and services pertaining to producing offset quality digital color reproduction on a variety of substrates. One (1) of the references must be from a large commercial and or governmental agency.

Digital Color Reproduction – high quality color reproduction printed directly from an electronic file

- a. Variety of printed products:
 - i. Postcards
 - ii. Posters
 - iii. Invitations
 - iv. Booklets
 - v. Tickets
 - vi. Programs
- b. Range of sheet sizes: 8.5" x 11" to 13" x 19"
- c. Range of sheet thickness: 0.006" to 0.012", duplex printing
- d. Substrates: Coated, uncoated and textured paper and cover
- e. Variable data printing

Do you meet the requirements for Group 1?

YES _____ **NO** _____

Group 2 _____

Screen Printing on Paper, Cover, Vinyl and other substrates: Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from the bidder the products and services pertaining to producing screen printing on paper text and cover weight, digital/plotter printing on various substrates including but not limited to: vinyl, mylar, high performance self-adhesive vinyl, opaline, styrene, reflective decal material for exterior use, plastics, aluminum, coroplast, foam board, lexan, etc. One (1) of the references must be from a large commercial and or governmental agency.

Screen printing on paper, cover, vinyl and other substrates – (No size restrictions are allowed)

- a. Variety of printed products:
 - i. Door hangers
 - ii. Posters
 - iii. UV Resistant Exterior Signage
 - iv. Notices
 - v. Protective Coatings
 - vi. Scratch off coatings
- b. Projects will be printed in one, two or more ink colors

Digital/plotter printing on various substrates including vinyl Mylar, high performance self-adhesive vinyl, opaline, styrene, reflective decal material for exterior use, plastics, aluminum, coroplast, foam board, and lexan

Do you meet the requirements for Group 2?

YES _____ **NO** _____

Group 3 _____

DVD/CD Reproduction with Labels and Holders (Color): Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from

the bidder the products and services described pertaining to producing and processing DVD/CD Reproduction with Labels and Sleeves (color). One (1) of the references must be from a large commercial and or governmental agency.

DVD/CD Reproduction with Labels and Holders (color)

- a. Replicate and apply color labels to each disk
- b. Supply a large variety of CD holders

Do you meet the requirements for Group 3?

YES _____ NO _____

Group 4 _____

Mechanical Binding and Finishing Supplies: Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from the bidder the products and services in distributing mechanical binding and finishing supplies. One (1) of the references must be from a large commercial and or governmental agency.

Mechanical Binding and Finishing Supplies

- a. Variety of Materials:
 - i. Bind Strips
 - ii. Plastic coil
 - iii. Special cover materials
 - iv. Materials for digital foil imprint
 - v. Lamination

Do you meet the requirements for Group 4?

YES _____ NO _____

Group 5 _____

Trade Show Displays and Oversized Prints: Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from the bidder the products and services in producing oversized trade show displays, oversized prints, and digitally printed materials on a variety of substrates. One (1) of the references must be from a large commercial and or governmental agency.

Trade Show Displays and Oversized Prints

- a. Graphic files will be provided to produce high quality digital output for tabletop displays, portable displays, rollup banner stands, and modular exhibits
- b. Products will require extensive customization for exact size, contour and mounting requirements
- c. Products must be durable, able to withstand transport, mount precisely on display frame, and pack easily for storage or shipment

Do you meet the requirements for Group 5?

YES _____ NO _____

Group 6 _____

Large and Small Decals and Stickers: Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from the bidder the products and services in manufacturing wide variety of decals and stickers exterior quality. One (1) of the references must be from a large commercial and or governmental agency.

Large and Small Decals and Stickers

- a. Printing of pressure sensitive labels, stickers, window decals, bar codes, thermal transfer labels, foil hot stamp and embossed labels, asset labels, static cling labels, and shipping labels
- b. Wide variety of sizes and substrates including water proof and reflective materials
- c. One, two, three, four or more ink colors
- d. Out-door durability and non-fade inks
- e. Variable data printing
- f. Labels on rolls

Do you meet the requirements for Group 6?

YES _____ **NO** _____

Group 7 _____

Corrugated Cartons: Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from the bidder the products and services in manufacturing corrugated cartons. One (1) of the references must be from a large commercial and or governmental agency.

Corrugated Cartons

- a. A variety of sizes of folded packing cartons that are double wall and certified to meet burst strength requirements as specified by American Society for Testing and Materials (ASTM)
- b. White faced corrugated and brown Kraft cartons
- c. A variety of chip board cartons

Do you meet the requirements for Group 7?

YES _____ **NO** _____

Group 8 _____

Interior/Exterior Large Decal Produced and Installed: Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from the bidder the products and services in providing installation and production for large media-vehicle decaling on self-adhesive high performance material and/or vinyl. One (1) of the references must be from a large commercial and or governmental agency.

Large media-vehicle decaling on self-adhesive high performance material and/or vinyl, installation and removal of product from Transit facilities.

Transport, installed and remove printed product to and from any Transit facility

- a. Installation and removal of products on vehicles and facilities (i.e. bus, and bus shelters and other Miami-Dade Transit facilities)
- b. Produce large interior/exterior decal
- c. Installation and removal of products from Metrorail/mover stations
- d. Installation of full and partial wraps on exterior Metrobus, Metrorail and Metromover vehicles
- e. Installation and removal of Metrorail/mover stations domination, windscreens, dioramas, floor graphics and bus shelters.

Do you meet the requirements for Group 8?

YES _____ **NO** _____

Group 9 _____

Mechanical Binding and Lamination Services: Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from the bidder the products and services in providing mechanical binding and lamination services. One (1) of the references must be from a large commercial and or governmental agency.

Different sizes of binding and lamination products to include but not limited to:

- a. Plastic coil binding
- b. Plastic comb binding
- c. Double wire binding
- d. Sheet lamination
- e. Tab cuts

Do you meet the requirements for Group 9?

YES _____ NO _____

Group 10 _____

Hand Assembly, Kitting, Fulfillment, Addressing and Mailing: Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from the bidder the products and services provided within this group. One (1) of the references must be from a large commercial and or governmental agency.

Hand Assembly, Kitting, Fulfillment, Addressing and Mailing

- a. Hand folding invitations, inserting into an envelope, addressing and postal discounted mailing. May include RSVP card, return envelope and event directions.
- b. Gathering a variety of price sheets, brochures, booklets and business cards for inserting into presentation folders or other holder.
- c. Counting, packing for shipment and addressing and shipping materials as constructed.

Do you meet the requirements for Group 10?

YES _____ NO _____

Group 11 _____

Die Making, Die Cutting, Embossing, Foil Stamp and Gluing: Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from the bidder products and services in providing cutting dies, embossing/stamping dies, foil stamping and gluing. One (1) of the references must be from a large commercial and or governmental agency.

Die Making, Die Cutting, Embossing, Foil Stamp and Gluing

- a. Produce or purchase dies for steel rule die cutting, embossing, foil stamping and multi-level combination dies to emboss and stamp.
- b. Die cut presentation folder with glued pockets
- c. Foil stamp using a multi-level combination die
- d. Foil stamp using a single level flat die

Do you meet the requirements for Group 11?

YES _____ NO _____

Group 12 _____

Envelope Converting and Envelope Manufacturing: Bidders must attach three (3) references consisting of customers that are currently receiving or have recently received from the bidder

the products and services in providing envelope converting services and manufacturing printed and plain envelopes. One (1) of the references must be from a large commercial and or governmental agency.

Envelope Converting and Envelope Manufacturing

- a. Convert flat printed press sheets to envelopes in various sizes, both side seam and diagonal seam must be available per specification.
- b. Produce a variety of custom flap sizes with adhesive for closing.
- c. Envelopes may have single or double window with or without clear patch.
- d. All clear window patches must meet USPS requirements
- e. In-line manufacturer of envelopes flexography printed, die cut, with or without windows, side-seam and diagonal seam, a variety of flap sizes with adhesive for closing.
- f. Packaging #10 envelopes in hard boxes is required.

Do you meet the requirements for Group 12?

YES _____ **NO** _____

DELIVERY REQUIREMENTS:

The bidder shall make deliveries within the number of days specified in the spot market quotation request, or on the purchase order at the time of specific purchase. All deliveries shall be made in accordance with good commercial practice and shall be adhered to by the 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 bidder. In these cases, the bidder shall notify the County of the delays in advance of the delivery date so that a revised delivery schedule can be negotiated. Should a bidder to whom the spot market quotation is awarded fail to deliver within the time period specified in the spot market request or purchase order; or after any negotiated delivery date has lapsed, the County reserves the right to cancel the order. If the order is cancelled, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge that bidder with any re-procurement costs; the County may terminate the bidder from the RTQ for default. Certain County employees may be authorized in writing to pick-up materials under this RTQ. Vendors shall require presentation of this written authorization. The bidder shall maintain a copy of the authorization. If the bidder is in doubt about any aspect of material pick-up, the bidder shall contact the appropriate user department to confirm the authorization.

Are you able to meet the Delivery requirements?

YES _____ **NO** _____

BACK ORDERS:

The County shall not accept any back orders of deliveries from the bidder, unless written authorization is issued by the user department. In the event that the bidder fails to deliver the goods within the time specified, the County reserves the right to cancel the order, seek the items from another bidder, and charge the bidder for any re-procurement costs.

Do you understand the back order policy?

YES _____ **NO** _____

SECURITY PROCEDURES (Miami-Dade Transit only):

Vendors and their personnel are responsible to comply with all Miami-Dade Transit security procedures, rules and regulations. MDT requires the bidder to obtain and wear at all times, identification cards (ID) issued by MDT while working on County property; this will be at no initial cost to the bidder or its employees. Vendor's and their personnel are subject to ID checks by any authorized MDT agent. Anyone who is not in possession of their ID card will be denied access to MDT property or if already on property will be immediately escorted off MDT property until such time they can produce and display proper identification. ID cards are limited for a one (1) year period. It is recommended that Vendor's and their personnel exercised renewing ID

cards prior to the one year expiration. If renewal requirements are not comply with, all are forbidden from entering any MDT property until such time ID's are renewed and are valid. In addition, all vehicles entering and exiting MDT property maybe stopped and searched.

Following are list of items to be submitted in person:

- a. A completed original Vendor ID application (complete in blue ink only), signed by Vendor and their personnel and a MDT authorized representative;
- b. A completed original fingerprint card;
- c. A completed original National Crime Information Center (NCIC) background check form with a proper raised seal

_____ I am “NOT” interested in this solicitation.

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

Owner's Name: _____ **Signature:** _____

Please respond by **4:00pm, Thursday October 16, 2014.**

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

(Respond to the “**Verification**” whether you are interested or not (choosing “**Yes**” or “**No**”), as this helps SBD in the determination of measures).

Tyrone White

Contract Certification Specialist

Small Business Development Division

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“Help stimulate Miami’s economy by supporting Small Businesses”

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Please complete the following “Reference Requirements”:

Project Title:**Client Name****Contact No.:****Scope Description:**

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