

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev I

☐ New contract ☐ OTR ☐ CO ☐ SS ☐ BW ☐ Emergency Previous Contract/Project No:
185770-0/17

☒ Re-Bid ☐ Other

LIVING WAGE APPLIES: YES ☒ NO

Requisition/Project No: RQID1700051

TERM OF CONTRACT: 60 months with 0 options-to-renew
Upon Delivery

Requisition/Project Title: Metrorail Parking Permits

Description: Printing of Parking Permits for DTPW

User Department(s): DTPW

Issuing Department: ISD

Estimated Cost: \$107,000.00

Contact Person: Alonzo Joseph Phone: 305-375-2774
Funding Source: MDT Operating-No PTP Funding

ANALYSIS

Commodity/Service No: 966			
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here: <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
EXISTING 2ND YEAR 3RD YEAR			
Contractor:	MINUTEMAN PRESS AT THE FALLS	Same	Same
Small Business Enterprise:	SBE's	Same	Same
Contract Value:	\$126,000.00	\$126,000.00	\$126,000.00
Comments:			
Continued on another page (s): <u> </u> Yes <u> </u> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Alonzo Joseph

Date to SBD: 3/10/17

Date Returned to DPM:

SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of Metrorail Parking Permits in conjunction with the County's needs.

2.2 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 Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Division; and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five (5) years. The contract shall expire on the last day of the month of the contract term.

2.3 METHOD OF AWARD

Award will be made to the responsive and responsible bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single vendor.

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

2.4 PRICE(S)

The initial contract price(s) resultant from this solicitation shall remain **fixed and firm** for no less than 12 months from the commencement date. It is the awarded bidder's responsibility to request any price adjustment. The bidder's request for adjustment must be submitted to the County's Internal Services Department - Procurement Management Services Division for review no less than 90 days prior to expiration of the then current contract year. The County may consider an adjustment to price based on the Producer Price Index (PPI) percentage change as calculated by the US Department of Commerce for **Commercial printing (except screen and books)**.

The County reserves the right to reject any price adjustments submitted by the awarded Bidder 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 applicable index.

2.5 SHIPPING DESTINATION

Shipping Destination shall be as follow, unless otherwise stipulated on the purchase order:

MDT Rail Operations
6601 NW 72 Avenue

Miami, Florida 33166

2.6 DELIVERY

The awarded bidder shall make deliveries within thirty (30) calendar days after the date of the order. 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. In these cases, the awarded bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the bidder to whom the contract is awarded fail to deliver in the number of days specified, the County reserves the right to cancel the order on a default basis after any back order period that has been mutually agree to lapsed. If the order is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent bidder with any re-procurement costs. If the bidder fails to honor these re-procurement fees, the County may terminate the contract for default.

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 the awarded bidder is in doubt about any aspect of material pick-up, awarded bidder shall contact the appropriate user department to confirm the authorization.

2.6.1 RUSH ORDERS

At times the County may find it necessary to place an order with a required delivery of less than thirty calendar days. Under these circumstances, the awarded bidder may be contacted to ensure that an expedited delivery is possible. If the awarded bidder agrees to accept this order all other terms and conditions of the contract apply. A charge for rush services may be added to the invoice. This fee must be approved by the office who is requesting the rush delivery prior to the order being placed. The County reserves the right to place rush orders with any bidder it feels is most advantageous to the County.

2.7 OVER-RUNS OR UNDER-RUNS

Over-runs or under-runs shall constitute an acceptable delivery provided that such over-runs or under-runs shall not exceed ten percent (10%) of the quantity ordered. Payment for these acceptable over-runs or under-runs shall be charged or credited to the County proportionately.

2.8 EXEMPTION FROM CERTAIN CLAUSES

The following clauses shall not apply:

- Section 1.21 (Insurance Requirements)

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF WORK**

The printing of Metrorail Parking Permit shall comply with the technical specifications below. Currently, the monthly average printed permits is 14,552.

3.2 MINIMUM REQUIREMENT FOR PARKING PERMITS**A. SIZE**

The parking permits shall:

1. Be 2-1/8" x 4-7/8"
2. Have a 3/4" diameter die-cut
3. Have a slitted (hook style) hole to permit hanging from a rearview mirror
4. Have the top of the hole placed 7/16" below the top edge of the permit

B. STOCK

The paper used for parking permits shall:

1. Shall be 18 pt;
2. Be long grain printing blanks;
3. Shall consist of a gloss finish

C. COLOR & PRINTING

The color and printing shall:

1. Shall be legible and without excess ink; legibility shall be approved by the Miami Dade Transit (MDT)
2. Not smear, fade, or transfer in handling;
3. Include up to 4 PMS (Pantone Matching System) colors;
4. And Include artwork color bleeding in four sides (the artwork shall cover the entire permit without any borders).

The County will provide the artwork with the purchase order, the awarded Bidder will produce artwork proof within 2 business days of receiving the artwork, and the County will approve the color proof for each artwork prior to the final printing.

E. DESIGN

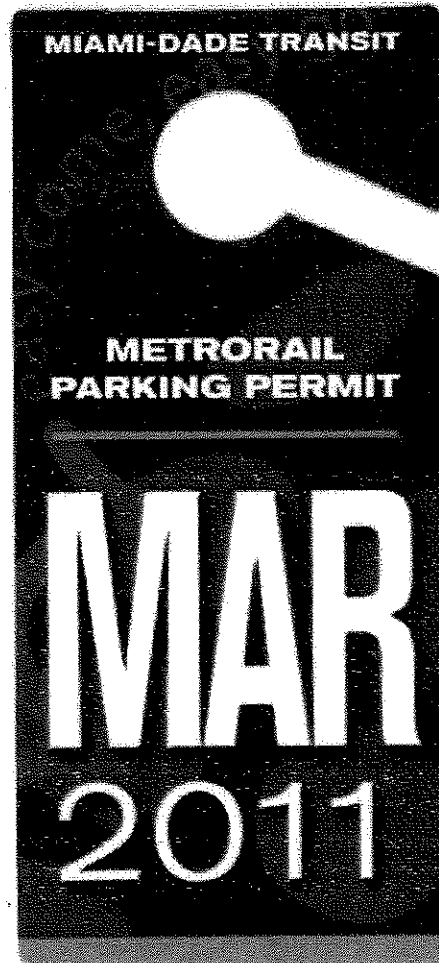
1. There will be a different cover design (artwork) for each of the twelve (12) months of the year. The artwork for the back of the permit will remain the same.
2. Artworks will be prepared by the County and will be made available in digital format, including Macromedia Freehand, Adobe Illustrator, PhotoShop and Quark Xpress.

Artwork is the exclusive property of the county and shall not be sold, loaned, shared and/or reproduced beyond this contract.

F. NUMBERING

Each monthly printing must be consecutively numbered beginning with "00001".

SAMPLE FIGURE (1)



G. QUALITY OF DIE STRUCK GOODS

All work performed by the awarded bidder shall be consistent with the quality of work performed by craftsmen skilled in their particular trades. All parking permits shall be die struck from clean, sharp embossing dies. Dies shall be maintained in first class condition during contract period, so that impressions are free from breaks or any imperfections. Trimming tools shall be maintained so that each is cleanly trimmed with no overhand or irregularities in outer shape.

SECTION 4 – BID SUBMITTAL FORM**4.1 PRICE SUBMITTAL**

Bidders shall provide the prices for the printing of Metrorail Parking Permit as described in Section 3.2, Paragraphs A through G:

Item #	Annual Est. Qty.	Unit of Measures	Item Description	Unit Price For each Parking Permit
1	174,624	Each	Parking Permits per Section 3	\$ Each
2	1	Each	RUSH ORDERS per Section 2.6.1	\$ Each