

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New
 ☐ OTR
 ☐ Sole Source
 ☐ Bid Waiver
 ☐ Emergency
 Previous Contract/Project No. IQ-00097

☐ Contract
 ☐ Re-Bid
 ☐ Other
 LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No. RQID1700052
 TERM OF CONTRACT 5 YEAR(S) WITH NA YEAR(S) OTR

Requisition /Project Title: BUSINESS CARD PRINTING SERVICE

Description: The purpose of this solicitation is to establish a business card printing service for the County's needs on an as needed basis. This contract will be used by various Miami-Dade County departments.

Issuing Department: ISD
 Contact Person: TONYA JAMES
 Phone: 305-375-2038

Estimate Cost: \$250,000.00
 Funding Source: GENERAL \$245,000.00
FEDERAL \$5,000.00
OTHER

ANALYSIS

Commodity Codes: 966-55

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>
Contractor:			
Small Business Enterprise:			
Contract Value:	\$	\$	\$
Comments:			

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

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: Tonya James Date sent to SBD: 02/17/2017

Date returned to DPM:

BUSINESS CARD PRINTING SERVICE

SCOPE

The purpose of this solicitation is to establish a business card printing services contract for the County's needs on an as needed basis. This contract will be used by various Miami-Dade County departments. This will be a sixty (60) month term contract.

RQID1700052