

# DEPARTMENTAL INPUT CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input type="checkbox"/> <u>Accessing contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No: 6586-0/13
<input checked="" type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: RQID1800062

Bid No. and Title: RTQ-00962 – Rubber Stamps, Custom Rubber Stamps and Marking Products

TERM OF CONTRACT: 60<sup>th</sup> Months

Description: To establish a contract to purchase rubber stamps, custom rubbers stamps and marking products

Funding Source: Various

User Department(s): Various

Issuing Department: Various

Contact Person: R. Campbell    Phone: 305-375-3233

Estimated Cost: \$215,000.00 for five year term.

### ANALYSIS

Commodity No.: 605-50, 615-77, 616-77, 620-30
<b>Trade/Commodity/Service Opportunities</b>

<div style="border: 1px solid black; padding: 2px; display: inline-block;">                 Contract/Project History of Previous Purchases for Previous Three (3) Years                  Check Here <b>N/A</b> if this is a New Contract/Purchase with no Previous History             </div>			
<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>	
<b>Contractor:</b>	Various – Pre-qualified contract	Same	Same
<b>Small Business Enterprise:</b>	N/A	N/A	N/A
<b>Contract Value:</b>	\$590,025.00 for ten years – 2/1/2009-1/31/2019	\$	\$
<b>Continued on another page (s):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

### RECOMMENDATIONS

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

<b>Basis of Recommendation:</b>

Signed: *Roma Campbell*

Date to DBD: September 17, 2018

Date Returned to DPM: \_\_\_\_\_

**SECTION 2**  
**SPECIAL TERMS AND CONDITIONS**

**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit rubber stamps, custom rubber stamps and marking products for Miami-Dade County (County). Placement on the List is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement on such List.

**2.2 DEFINITIONS**

**Invitation to Quote (ITQ)** – Shall refer to the solicitation of quotes from the List of Prequalified Vendors for a specific goods and/or service; and awarded based on lowest price, or other quantifiable criteria.

**List of Prequalified Vendors (List)** – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement on the List of Prequalified Vendors, and who may submit quotes/proposals, at the time of need.

**Vendor** – Shall refer to a business entity/individual responding to this RTQ.

**Submittal** - Shall refer to the forms submitted in response to this RTQ.

**Work Order Proposal Request (WOPR)** – Shall refer to the solicitation of offers from the List of Prequalified Vendors for specific goods and/or services; and evaluated and awarded based on best value.

**2.3 TERM**

This List shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The List shall expire on the last day of the 60<sup>th</sup> month.

**2.4 QUALIFICATION CRITERIA**

Vendors shall meet the following criteria to be considered for placement on the List; and for participation in future competitions:

1. Name of contact, company's main phone number, contact phone number if different from main phone number, facsimile, email 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. to 5:00 p.m. (local time).
2. Vendors must furnish a minimum of two (2) references from any governmental entity or commercial accounts, indicative of the Vendors experience in the distribution of stamps and marking products.

Vendors shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors who will be included in the List. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary and in its best interest.

**2.5 INSURANCE**

Insurance requirements will be detailed in the subsequent ITQ.

## **2.6 SPOT MARKET QUOTES**

Vendors on the List will be invited to participate in spot market competitions, as needed. The spot market competitions will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- First Source Hiring Referral Program
- Prompt Payment Terms
- Office of Inspector General Fee

## **2.7 DELIVERY REQUIREMENT**

Vendors shall make deliveries within the number of days specified in the spot market quotes. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the Vendor(s); except in such cases where the delivery will be delayed due to the acts of God, strikes, or other causes beyond the control of the Vendor. In these cases, the Vendor shall notify the County of the delays in advance of the delivery date so that a revised delivery schedule can be negotiated. Should a Vendor, to whom a contract is awarded, fail to deliver within the time period specified in the spot market quote 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 Vendor with any re-procurement costs; the County may terminate the Vendor from the prequalification pool for default.

Certain County employees may be authorized in writing to pick-up materials under this pool contract. Vendor shall require presentation of this written authorization and shall maintain a copy of the authorization. If the Vendor is in doubt about any aspect of material pick-up, Vendor shall contact the appropriate user department to confirm the authorization.

## **2.8 AVAILABILITY OF CONTRACT**

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all services/items specified herein from the successful Vendor(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency(ies).

## **2.9 ACCEPTANCE OF PRODUCT BY THE COUNTY**

The product(s) to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a Vendor-provided product is determined not to meet the specifications and requirements of this contract, either prior to acceptance or

upon initial inspection, the item will be returned to the Vendor at their expense. At the County's own option, the Vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The Vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

**SECTION 3**  
**SCOPE OF WORK**

**3.1 SCOPE OF WORK**

It is the intent of this solicitation to identify and make available to the County, rubber stamps, custom rubber stamps and marking products on an as needed when needed basis.

**3.2 PRODUCTS**

The following is an assortment of products to be purchased, including but not limited to:

Custom made rubber stamps  
Custom address stamps  
Inspection stamps  
Peg stamps  
Date stamps  
Stock line stamp  
Alphanumeric Band Stamps  
Traditional wooden or plastic stamp  
Signature stamps  
Artwork/logo stamps  
Inks  
Seals and Embossers  
Julian daters (numerical dates)  
Ink pads  
Pads & Stamp pads  
Quick dry – special ink  
Fingerprint pad  
Roll on inks & pads  
Desk stamp racks  
Quick dry ink tips  
Self-inking daters  
Daters

The specifications for the products will be described in the request for quote by the using department/agency.

**SECTION 4**  
**SUBMITTAL FORM**

**SUBMITTER:** \_\_\_\_\_

<b>QUALIFICATION CRITERIA TO BE COMPLETED BY ALL SUBMITTERS</b>		
Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.		
<b>Section 2 Paragraph 2.4.1</b>	Name of contact, company's main phone number, contact phone number if different from main phone number, facsimile, email 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. to 5:00 p.m. (local time).	<b>Initial as Completed</b>
	<b>Primary Contact Information:</b>	
	Primary Contact Name:	
	Primary Address:	
	Email Address:	
	Company Main Phone Number:	
	Facsimile:	
	Primary Contact Cellular Phone Number (if applicable):	
	<b>Secondary Contact Information (optional):</b>	
	Secondary Contact Name:	
	Secondary Address:	
	Email Address:	
	Company Main Phone Number:	
	Facsimile:	
	Secondary Contact Cellular Phone Number (if applicable):	

Reference Section	Requirements	Copy Attached
<b>Section 2 Paragraph 2.4.2</b>	<b>Vendors must furnish a minimum of two (2) references from any government entity or commercial accounts, indicative of the Vendors experience in the distribution of stamps and marking products.</b>	<input type="checkbox"/>
	<b>Client Reference #1</b>	
	Contact Name:	
	Address:	
	Contact Phone Number:	
	Email address:	
	<b>Client Reference #2</b>	
	Contact Name:	
	Address:	
	Contact Phone Number:	
	Email address:	