

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. 4879-1/19-1

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

Requisition No./Project No.: RQID1900072 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Printing of Multi Part Snap Out Carbonless Forms

Description: The purpose of this solicitation is to establish a contract for the purchase of printing multi part snap-out forms for various Miami-Dade County departments. This solicitation will also serve to establish a Prequalified Vendors (Pool) to obtain spot market quotes.

Issuing Department: ISD/Procurement Contact Person: Maria Nixon Phone: 305-375-3689

Estimate Cost: \$1,543,000.00 Funding Source: GENERAL FEDERAL OTHER
 Yes No Various

Other Funding Sources: Clerk Revenue, Internal Service Funds and DTPW Operating

ANALYSIS

Commodity Codes:	<u>395-29</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>	
Contractors:	<u>Tiger Business Forms, Inc.</u>			
	<u>Eastern Business Forms</u>			
Small Business Enterprise:				
Contract Value:	<u>\$2,256,000.00</u>			
Comments:				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: *Maria Nixon* Date sent to SBD: March 27, 2019

Date returned to SPD:

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of printing multi part carbonless snap-out forms for various Miami-Dade County (County) departments.

This solicitation will also serve to establish a Pool of Prequalified Vendors (Pool) that will be used to obtain spot market quotes for a specific individual purchase, or a specific purchasing period on an as needed basis for the County.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation for quotes from the Pool for a specific good and/or service; and awarded based on lowest price, or other quantifiable criteria.

Pool of Prequalified Vendors (Pool) – 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 in the Pool, and who may submit quotes, at the time of need.

Submittal – Shall refer to all information, attachments and forms submitted in response to this solicitation.

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

Work Order Proposal Request (WOPR) – Shall refer to the offers from the Pool for a specific good and/or service; and evaluated and awarded based on the criteria within this solicitation.

2.3 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 Blanket Purchase Order issued by the County's Internal Services Department, Strategic Procurement Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixtieth (60th) month.

The Pool term shall run concurrent with the term of the contract. However, subsequent spot market quotes may be issued for a specific duration.

2.4 **METHOD OF AWARD**

2.4.1 Groups 1–5: Multiple Vendors

Award(s) will be made to up to three (3) lowest priced, responsive, responsible Bidders on an item-by-item basis.

Bidder Requirements:

- A . To be considered for award by item, the Bidder shall offer prices for any item within a given group.
- B . Bidders are required to provide the contact information of a designated representative to provide the County with support and information concerning orders placed. Bidders shall provide the business name, address, representative's name, phone number, and email address.
- C . Bidders shall provide three (3) references, preferably from large commercial businesses and/or government agencies.

Each reference supplied must have a different contact person and service(s) must have been provided to each reference within the last three (3) years. The County must be able to ascertain from these references, to its satisfaction, that the Bidder has sufficient experience providing the type of goods and/or services being requested.

If the Awarded Bidder(s) for Groups 1-5, fail to perform in accordance with the terms and conditions of the contract, the awarded Bidder(s) may be deemed in default of the contract. If the Awarded Bidder(s) defaults, the County shall have the right to negotiate with the next lowest responsive, responsible Bidder.

2.4.2 Pre-Qualification for Participation in this pool:

Vendor shall meet the following criteria to be considered for placement in the Pool; and for participation in future competitions.

- A. Vendor must provide the contact information of a designated representative to provide the County with support and information concerning spot market quotes. Vendor shall provide the business name, address, representative's name, phone number, and email address.
- B . Vendor shall have experience in the printing of multiple part forms, including the use of recycled paper. Vendor shall provide three (3) references for which printed forms using recycled paper has been provided during the past three (3) years.
- C . Each reference supplied must have a different contact person. The County must be able to ascertain from these references, to its satisfaction, that the Vendor has sufficient experience providing the goods and/or services requested in this solicitation.

Vendor shall provide all of the specified information, documents and attachments listed above with its Submittal as proof of compliance with the requirements of this Solicitation. Pre-qualified Vendors will be invited to participate in future spot market competitions and shall offer fixed pricing for a specific individual purchase, or a specific purchasing period. The Pool shall remain open for the term of the contract, enabling vendors to qualify at any time after the initial bid opening date.

It shall be the sole right of the County to determine the number of Vendors who will be included in the Pool. During the term of the solicitation, the County reserves the right to add or delete Vendors as it deems necessary in its best interests. If the County elects to add Vendors, they must meet the same Vendor requirements established for the original prequalification.

2.5 **PRICES**

2.5.1 Groups 1-5:

The prices resulting from Groups 1-5 of this solicitation shall prevail for the term of the contract, except as hereby noted:

The County will consider yearly adjustments, to be effective on the contract's annual anniversary date, based on the Producer Price Index (PPI) Commercial Printing as published by the U.S, Department of Labor, Bureau of Labor Statistics, Washington, D.C.

It is the awarded Bidder's responsibility to request any price adjustment under this provision. Requests for price adjustment should be submitted to the Internal Services Department, Strategic Procurement Division ninety (90) days prior to the contract's anniversary date. Requests for price adjustment must clearly substantiate the requested increase. If no adjustment request is received from the awarded Bidder, the County will assume that the awarded Bidder has agreed that the next contract year will remain at the current price.

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.

2.5.2 ADDITIONAL OPTIONS: APPLICABLE TO ALL GROUPS, 1-5.

The County may purchase additional options under the resultant contract. Bidders should provide pricing for these options by using the Bid Submittal Form in Section 4. The pricing requested in this section is for informational purposes only and will not be evaluated.

2.6 **DELIVERY REQUIREMENTS**

The awarded Bidder shall make deliveries within the number of days specified on the Purchase Order at the time of the specific purchase. All deliveries shall be made in accordance with good commercial practice and 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 delivery date so that a revised delivery schedule can be negotiated.

Should an awarded Bidder to whom a purchase order is issued fail to deliver within the period specified in the 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 the awarded Bidder with any re-procurement costs.

County employees may have written authorization to pick-up specified materials under this contract. It is the awarded Bidder's responsibility to obtain, verify and retain a copy of said written authorization. If the awarded Bidder is in doubt about any aspect of the authorization or the County employee, the awarded Bidder shall contact the appropriate client department to confirm the authorization.

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 PURCHASE OF OTHER ITEMS:

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased during the term of this contract. Under these circumstances, the County representative may obtain price quotes from Vendors prequalified under the Pool for work that does not fall within any one of the Groups and/or ADDITIONAL OPTIONS.

2.9 SAMPLES MAY BE REQUIRED DURING EVALUATION

If samples are required for evaluation, such items are to be provided at no cost to the County, and should be submitted at the time of specific request. Failure to meet this requirement may result in your offer being rejected.

SECTION 3 - SCOPE OF WORK**3.1 SCOPE OF WORK**

The awarded Bidder shall provide Printed Multi Part Carbonless Snap-out Forms to multiple Miami-Dade County departments.

3.2 GOODS TO BE PROVIDED**3.2.1 Groups 1-5:**

Awarded Bidder(s) shall print multi part carbonless snap-out forms to include but not limited to request for hole-punching, multi-color inks, numbering, padding, 2-sided printing and folding. The forms to be printed shall consist of the following:

- A. Size of Forms: 5-1/2" X 8-1/2" (Stub 5-1/2'), 8-1/2" X 5-1/2" (Stub 8 1/2"), 8-1/2" X 7-1/2" (Stub 8 1/2"), 8-1/2" X 11" (Stub 8 1/2"), and 8-1/2" X 14" (Stub 8 1/2")
- B. Parts of Forms: 2-Part, 3-Part, 4-Part, 5-Part and 6-Part
- C. Quantities of Forms (K = 1,000 SETS): 2.5K, 5K, 10K, 20K, 25K, 40K, 50K, 75K, 100K and 200K
- D. Printed Forms
 - i. Groups 1: Detached form size 5-1/2" X 8-1/2" (Stub 5-1/2') black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4, 5 and 6 parts;
 - ii. Groups 2: Detached form size 8-1/2" X 5-1/2" (Stub 8 1/2") black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4, 5 and 6 parts;
 - iii. Groups 3: Detached form size 8-1/2" X 7-1/2" (Stub 8 1/2") black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4, 5 and 6 parts;
 - iv. Groups 4: Detached form size 8-1/2" X 11" (Stub 8 1/2") black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4, 5 and 6 parts;
 - v. Group 5: Detached form size 8-1/2" X 14" (Stub 8 1/2") black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4, 5 and 6 parts.

3.3 ADDITIONAL OPTIONS – APPLICABLE TO ALL GROUPS:**3.3.1 Additional Inks**

Inks must be Process Black or Process Color and/or Spot Pantone as defined by job specifications.

3.3.2 Booked Forms (Book Binding Up Charges)

Tag covers on wrap-around and open end covers, must be 140 lb. manila tag. Books must be stitched with at least two (2) wire staples depending on the size of the form. All booked or padded sets to have chipboard backing.

3.3.3 Copy

Bidders pricing shall include all prep charges, including blueprint or soft copy proofs when requested. Copy prep will require performance on mechanical art regardless of density, simplicity, complexity, etc. Clear, sharp printing is required. The County shall provide the awarded Bidder the copy of the various forms. All mechanical and/or electronic art shall be supplied by the County and shall be the property of the County and as such must be returned with the product.

3.3.4 Marginal Line Changes

PMS 032 RED INK (unless otherwise specified).

3.3.5 Numbering

Missing numbers must be listed. Where GUARANTEED numbering is requested there shall be NO MISSING NUMBERS. When multiple numbering appears on the forms, numbers must match on each individual form. RED INK (unless otherwise specified). Each printed numbers color shall be red on top sheet and black on copies.

3.3.6 Paper

All carbonless sheets will be specified at the time of order. Each set shall consist of a white sheet with other sheets being colored and will be specified at the time of the order.

3.3.7 Perforation

Stub Perforations must be such as to guarantee easy separation of all parts in one operation, but sufficient strength must be retained to prevent disengagement on any part under normal handling and shipping conditions. Additional perforations horizontal, and vertical, must be accurate and clean-cut, separation where applicable.

3.3.8 Punch or Drill Holes

Punch or drill holes must be precise, clean cut round holes. Indicate cost per thousand on the

Bid Submittal Form.

3.3.9 Shipping Containers

Corrugated Containers shall have a bursting strength of 275 P.S.I. minimum. Contents of containers must be labeled. No carton/contents shall weigh more than 40 lbs.

3.3.10 Special Packing / Marking

Internal Packing clear shrink wrap or box (label contents) as per request on orders placed. There shall be no UP CHARGES for type of internal packing as requested with order.

3.3.11 Incremental Price for Paper Upgrades – Up Charges – as per Section 4.1

Bidders must provide a cost per 1,000 (set) for all groups in the spaces provided for Groups 1-5; Items G, H and I on the Bid Submittal Form.