

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New Contract
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. RTQ-00858
 Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: RQID2000068
 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: LITHO INKS PLATES COATING CHEM PREQUAL

Description: This Request to Qualify (RTQ) will establish a Prequalified Vendors Pool that will be used to solicit lithographic inks, plates, coatings and chemicals.

Issuing Department: ISD - SPD
 Contact Person: Margaret Brown
 Phone: 305-375-4914
 Estimate Cost: \$355,000
 Funding Source: GENERAL
FEDERAL
OTHER Internal Svc

ANALYSIS

<u>Commodity Codes:</u> 700-57 <u> </u> <u> </u> <u> </u> <u> </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>
Contractor:	<u>Various (Pool)</u>	<u> </u>	<u> </u>
Small Business Enterprise:	<u> </u>	<u> </u>	<u> </u>
Contract Value:	<u>\$200,000</u>	<u> </u>	<u> </u>
Comments: <u> </u>			
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Basis of Recommendation: <u> </u>				
Signed: <u>Margaret Brown</u>		Date sent to SBD: <u>4/10/2020</u>		
		Date returned to SPD: <u> </u>		

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (Pool) that will be used to solicit lithographic inks, printing plates, aqueous coatings, press chemicals and related services for Miami-Dade County (County). Placement in the Pool 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 will continue to be 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 specific goods and/or services; 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, Procurement Management 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, Procurement Management Division. The List shall expire on the last day of the five (5) year term.

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. Vendor(s) shall provide three (3) signed letters of reference on client letterhead from their clients who can confirm that the Vendor has successfully provided items as requested in this solicitation. The references shall ascertain to the County's satisfaction that the vendor has sufficient expertise in selling the items.
2. Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. (local time) for quotations. Vendor(s) are required to provide their representative(s) name, office address, phone number, and e-mail address.

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

SECTION 2
SPECIAL TERMS AND CONDITIONS

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 is not required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

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:

- 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

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 lithographic inks, printing plates, aqueous coatings, press chemicals, related consumables, etc.

3.2 BRANDS USED BY THE COUNTY

The following list outlines the brands that the County may purchase or require supplies for. This list is not comprehensive and the County may request supplies for other brands as well.

Heidelberg CD74, Offset Press
Heidelberg GTO, Offset Press
Heidelberg Quick master, Offset Press
Canon Océ Variable Print 6000, monochromatic digital printer
Xerox C1000, color digital press, etc.

3.3 ITEMS ACCEPTANCE

All items purchased will be tested to assure that neither the quality of the finished product nor the efficiency of production are adversely affected.

SECTION 4
SUBMITTAL FORM

VENDOR:

QUALIFICATION CRITERIA TO BE COMPLETED BY ALL VENDORS		
Refer to the Qualification Criteria Section 2.4 to ensure that Submittal and attachments comply with solicitation requirements.		
Reference	Vendor Requirements	Copy Attached
2.4 (1)	Vendor(s) shall provide three (3) signed letters of reference on client letterhead from their clients who can confirm that the Vendor has successfully provided items as requested in this solicitation. The references shall ascertain to the County's satisfaction that the vendor has sufficient expertise in selling the items.	<input type="checkbox"/>
2.4 (2)	Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. (local time) for quotations. Vendor(s) are required to provide their representative(s) name, office address, phone number, and e-mail address. Representative(s) Name: Office Address: Phone Number: E-mail Address:	