

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. 4572-1/17-1

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

Requisition No./Project No.: RQID2100002
 TERM OF CONTRACT 4 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Continuous Stock Pin Feed Paper

Description: The Request to Qualify (RTQ) will establish a prequalified pool of vendors that will be used to solicit stock paper for high speed printers for Miami-Dade County.

Issuing Department: ITD
 Contact Person: Adriana Antolinez
 Phone: 305-596-8342

Estimate Cost: \$800,000

Funding Source: GENERAL
FEDERAL
OTHER Internal Ser

ANALYSIS

Commodity Codes: 645-33

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	Subcontractor Goal	Bid Preference	Selection Factor
SBE				
Basis of Recommendation: 				
Signed: 		Date sent to SBD: 4/21/2021		
		Date returned to SPD: 		

SECTION 2: SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit stock paper for high speed printers 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 are accepted throughout the term of the RTQ for placement in the Pool.

2.2 DEFINITIONS

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

Prequalified Pool of 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 which may submit quotes at the time of need.

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

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

2.3 TERM

This Pool 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 Pool shall expire on the last day of the four (4) year term.

2.4 QUALIFICATION CRITERIA

Vendor(s) shall meet the following criteria to be considered for placement in the Pool; and for participation in future competitions:

1. Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. Vendor(s) shall provide the representative's name, phone number, and email address.
2. Vendor(s) shall indicate what mill brands they will have available for purchase under this RTQ.
3. Vendor(s) shall provide a minimum of two (2) references for customers served, to demonstrate that the Vendor is regularly engaged in the business of providing stock paper for high speed printers. The reference must include a company name, contact name, phone number, and email address.

2.5 INSURANCE

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

2.6 SPOT MARKET QUOTES

Vendors in the Pool will be invited to participate in spot market quotes, as needed. The spot market quotes will be in the form of an ITQ that will include the specific goods required and may include provisions, as applicable, such as:

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

For federally funded projects/programs, the following provisions from Section 1, General Terms and Conditions shall not apply:

- Local Preferences
- User Access Program (UAP) Fee
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- 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 stock paper for high speed printers.

3.2 MILL BRANDS

The following is a list of Mill Brands which are commonly purchased by the County. This list is not exclusive nor complete.

- Weyerhaeuser / Willamette
- Pro-Tech Laser Paper - James River Corp.
- Sharprint Laser Paper - Badger paper Mills
- Boise Laser Paper - Boise Cascade
- St. Croix Bond - Georgia Pacific

3.3 PAPER SIZES

The following is a list of Paper Sizes which are commonly purchased by the County. This list is not exclusive nor complete.

- 1-Part Paper
 - Blank, size: 11" x 8 1/2", 18 lb. 70/30 Bond. Standard 3-hole punched on top only. No marginal perforation. Delivered in rolls.
 - Blank, size: 11" x 8 1/2", 18 lb. 70/30 Bond. Standard 3-hole punched on top only. No marginal perforation. Delivered in boxes of 3700 pages.
 - Blank, size 8 1/2" x 11", 20 lb. premium white. Standard three hold punched on top only. No marginal perforations.
 - Blank, size 9 1/2" x 11", 20 lb. Premium white, Marginal perforation. No micro-perforation.
 - Size 14 7/8" x 11", 1/2" Green Bar 20 lb. No recycle. No marginal perforation
 - Size 14 7/8" x 11" Premium white. No recycle. No marginal perforation
- 3-Part Paper
 - Size 14 7/8" x 11", 1/2" Green Bar carbonless. All three parts white.

SECTION 4: PRE-QUALIFICATION SUBMITTAL FORM

Firm Name: _____

2.4 Qualification Criteria

2.4.1	<p>Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. Vendor(s) shall provide the representative's name, phone number, and email address.</p> <p>Name: _____</p> <p>Phone: _____ Email: _____</p>
2.4.2	<p>Vendor(s) shall indicate what mill brands they will have available for purchase under this RTQ.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
2.4.3	<p>Vendor(s) shall provide a minimum of two (2) references for customers served, to demonstrate that the Vendor is regularly engaged in the business of providing stock paper for high speed printers. The reference must include a company name, contact name, phone number, and email address.</p> <p><u>Reference # 1</u></p> <p>Company: _____ Phone: _____</p> <p>Contact Name: _____ Email: _____</p> <p><u>Reference # 2</u></p> <p>Company: _____ Phone: _____</p> <p>Contact Name: _____ Email: _____</p>