

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. 6301-5/15-5

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

Requisition No./Project No. RQID2100272    TERM OF CONTRACT 5 YEAR(S) WITH    YEAR(S) OTR

Requisition /Project Title: TONER CARTRIDGES (NEW/OEM) FOR PRINTERS

Description: The County will be establishing a pool of vendors that will be solicited

Issuing Department: ISD    Contact Person: Margaret Brown    Phone:   

Estimate Cost: 7,000,000.00    Funding Source:    GENERAL       FEDERAL       OTHER  
   Internal Svc

**ANALYSIS**

<b>Commodity Codes:</b> <u>205-52</u> <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.
<b><u>EXISTING</u></b> <b><u>2<sup>ND</sup> YEAR</u></b> <b><u>3<sup>RD</sup> YEAR</u></b>
<b>Contractor:</b> <u>Various</u> <u>  </u> <u>  </u>
<b>Small Business Enterprise:</b> <u>Yes</u> <u>  </u> <u>  </u>
<b>Contract Value:</b> <u>11,100,513.10</u> <u>  </u> <u>  </u>
Comments: <u>  </u>

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>

Basis of Recommendation:  
  

Signed: Margaret Brown    Date sent to SBD: 6/1/2022  
 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 Toner Cartridges (New/OEM) for printers, copiers and facsimiles 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 such Pool.

**2.2 DEFINITIONS**

**Invitation to Quote (ITQ)** – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; 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 quote or proposal, at the time of need.

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

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

**Work Order Proposal Request (WOPR)** – shall refer to a competitive process involving the solicitation of proposals, by the Internal Services Department Strategic Procurement Division, from the Pool for specific goods and/or services; and evaluated and awarded based on best value.

**2.3 TERM**

The 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 sixty (60) month term.

**2.4 QUALIFICATION CRITERIA**

Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

**2.4.1** Vendors shall provide three signed professional references on the referenced company's letterhead, and include the company's name, address, contact person, telephone number, and email address to demonstrate that Vendor is regularly engaged in the business of providing toner cartridges for printers, copiers, and facsimiles from large commercial business and/or government agencies for at least three years. The County must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that Vendor holds sufficient experience and capacity in providing toner cartridges for printers, copiers, and facsimiles.

**2.4.2** Vendors shall provide contact information to include: Name of contact, telephone number and email address for Primary (Required) and Secondary (Optional) staff within their company who will be responsible for responding to the County's ITQ.

**2.4.3** Other than the toner manufacturer, vendors shall provide the County with a Manufacturer Certification of Dealer or a signed letter on the manufacturer letter head, stating that the vendor is an authorized dealer/representative of the manufacturer.

**2.4.4** Vendors shall be capable of delivering in ten (10) calendar days new toner products from the Manufacturers Equipment List which is listed in Section 3.0, Paragraph 3.5, of the Technical Specifications. Vendors who are responding as Full Manufacturing Line Providers must be capable of delivering all toner products within the manufacturing line. List in alphabetical order the Manufacturer's names or brands and products which may be available from your firm.

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 which will be included in the Pool. 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** **INDEMNIFICATION AND INSURANCE LISTED IN SECTION 1, PARAGRAPH 1.21  
TERMS AND CONDITION ARE NOT ABPLICABLE**

**2.6** **SPOT MARKET QUOTES**

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition 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 Enterprise (SBE) Measures
- Insurance
- Warranty Requirements
- Liquidated Damages
- Living Wage
- Samples

For federally funded projects/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
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

**SECTION 3**

**SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

**3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

It is the intent of this solicitation to identify and make available to the County, vendors capable of providing toner cartridges (New/OEM) for printers, copiers and facsimiles for Miami Dade County, on an "as needed basis.

**3.2 GOODS/SERVICES TO BE PROVIDED**

Only new Toner Cartridges are acceptable for this bid. Cartridges containing used, remanufactured, refurbished or substituted components will not be acceptable. All Toner Cartridges supplied under this bid shall be a product of the latest technology available from the manufacturer at the time of each purchase.

The toner cartridges supplied under this bid shall perform throughout the toner life of the imaging system without mechanical failure or damage to the printer engine due to incompatible manufacturing design.

Toner cartridges bid under brand names other than the names of the OEM manufacturers shall be acceptable only with documentation indicating the product supplied is manufactured by, or manufactured under license by the approved manufacturers, and according to their requirements.

Documentation: If bidding other than OEM brands, documentation must be provided to demonstrate compliance with the above. The manufacturer's published literature or a letter of clarification from the manufacturer shall be acceptable to document the approved manufacturing source for this specification requirement. If a letter from the manufacturer is supplied to indicate compliance, the requirement must be addressed. A general statement such as "Complies with all requirements" will not be acceptable.

**3.3 LASER TONER CARTRIDGES**

Laser Toner Cartridges supplied under this bid shall consist of a photosensitive drum with a contained virgin toner supply of the appropriate consistency formulation, and a complete system for imaging, cleaning and conditioning. The cartridge component shall be complete for immediate installation and operation by the user. Cleaning rods shall be included as required for the cartridge type bid.

The Laser Toner Cartridges must be capable of producing images of solid and clearly detailed quality when an ordinary range of No. 4 grade market available papers are utilized, such as: laser printer bonds, Xerographic bonds and dual purpose bonds with a minimum basis weight of at least 16 lbs. and a maximum basis weight of at least 24 lbs.

**3.4 PACKAGING**

Each Toner Cartridge supplied under this bid must be delivered to the user in a watertight and air-tight, protective package of a material such as poly-foil, with further insulation and corrugated carton packaging as will be adequate for shipping and storage of the product to assure safe delivery and satisfactory performance when installed for use.

The supplier shall provide the user with printed literature detailing complete instructions for proper installation of each toner cartridge. Unless otherwise specified, awarded vendor will slip ant Inkjet cartridges in original manufacturer sealed cartons as full case quantities.

**3.5 MANUFACTURERS LIST OF EQUIPMENT USED BY DEPARTMENT**

**SOLICITATION TITLE: TONER CARTRIDGES (NEW/OEM) FOR PRINTERS,  
COPIERS AND FACSIMILES**

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Toner Cartridges (New) for Printers and Facsimiles for Printers and Facsimiles will be purchased for equipment manufactured by the following list of manufacturers. This list is not intended to be all-inclusive, and new manufacturer lines may be added or deleted as required by the County.

**Brother  
Canon  
Epson  
Hewlett-Packard  
IBM/Lexmark  
Omnidex  
Panasonic  
Ricoh  
Sharp  
Xerox**

**3.6 ORDER REQUESTS**

Bidder shall only accept orders from an authorized representative of the County. A list of personnel authorized to place order calls on behalf of the County will be provided in writing to the successful bidders upon request subsequent to bid award.

**NOTE:** Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid Price should be less all taxes. Tax Exemption Certificate furnished upon request.

**3.7 NEW PRODUCT TECHNOLOGY**

Where it is determined that a manufacturer of products covered under this bid has introduced a new product or product line, or has announced a price reduction, the County, at its option, may solicit updated pricing information for that product or product line. This solicitation may occur outside of the normal "price quote cycles".

The County is not under obligation to test, evaluate new product offerings except as it considers such options to be in the County's best interest. Where products are generally available from a variety of bidders, these items may be added to the Manufacturer's Equipment List where the full group of bidders may submit price quotes on a regular basis. Bidders are not under any obligation to bid or product lines from manufacturers not included in Paragraph 3.5 Equipment List.

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

**Instructions to Vendors:** Please review and complete the below information to be considered for pre-qualification into the pool.

**4.1 REFERENCES:** Per Section 2.4.1, Vendors shall provide (3) three signed professional references on the referenced company's letterhead, and include the company's name, address, contact person, telephone number, and email address to demonstrate that Vendor is regularly engaged in the business of providing toner cartridges for printers, copiers, and facsimiles for at least three years. The County must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that Vendor holds sufficient experience and capacity in providing toner cartridges for printers, copiers, and facsimiles.

<b>REFERENCE #1</b>	
Company Name :	
Company Address:	
Company Contact Person:	
Company Telephone Number:	
Email Address:	
Years dealing with the Company:	
<b>REFERENCE #2</b>	
Company Name :	
Company Address:	
Company Contact Person:	
Company Telephone Number:	
Email Address:	
Years dealing with the Company:	

**SOLICITATION TITLE: TONER CARTRIDGES (NEW/OEM) FOR PRINTERS, COPIERS AND FACSIMILES**

<b>REFERENCE #3</b>	
Company Name :	
Company Address:	
Company Contact Person:	
Company Telephone Number:	
Email Address:	
Years dealing with the Company:	

**4.2 COMPANY CONTACT PERSON:** Per Section 2.4.2, Vendors shall provide contact information to include: Name of contact, telephone number and email address for Primary (Required) and Secondary (Optional) staff within their company who will be responsible for responding to the County's ITQ.

<b>COMPANY CONTACT PERSON (PRIMARY REQUIRED)</b>	
Company Contact Name :	
Company Telephone Number:	
Email Address:	
<b>COMPANY CONTACT PERSON (SECONDARY OPTIONAL)</b>	
Company Contact Name :	
Company Telephone Number:	
Email Address:	

**4.3 MANUFACTURER CERTIFICATION OF DEALER:** Per Section 2.4.3, Other than the toner manufacturer, vendors shall provide the County with a Manufacturer Certification of Dealer or a signed letter on the manufacturer letter head, stating that the vendor is an authorized dealer/representative of the manufacturer. Vendor shall provide manufacturer's names or brands and products which may be available from your firm.

