

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. 9720-0/16
Contract
☒ Re-Bid ☐ Other LIVING WAGE APPLIES: ☐ YES ☒ NO
Requisition No./Project No.: RQPE1500009 TERM OF CONTRACT 3 YEAR(S) WITH 0 1 YEAR OTRs
Requisition /Project Title: LEASE OF DIGITAL MICROFORM SCANNERS & LASER PRINTER

Issuing Department:	MDPE	Contact Person:	Brad Skinner	Phone:	305-375-1075				
Estimate Cost:	\$100,000	Funding Source:	<table border="1"> <tr> <td>GENERAL</td> <td>FEDERAL</td> <td>OTHER</td> </tr> <tr> <td>-</td> <td>-</td> <td>Proprietary</td> </tr> </table>	GENERAL	FEDERAL	OTHER	-	-	Proprietary
GENERAL	FEDERAL	OTHER							
-	-	Proprietary							

<u>Commodity Codes:</u>		985-55	
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

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

See scope and previous SBD determination for previous contract.

Signed: <i>Brad Skinner</i>	Date sent to SBD: 1/15/2016
	Date returned to ISD Procurement: 1/15/2016



SECTION 2
SPECIAL CONDITIONS

LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the Miami-Dade County Department of Regulatory and Economic Resources (RER) for the lease of five (5) digital microform scanners and five (5) laser printers. The selected Bidder will be responsible for providing the County with the required equipment, implementation, configuration, training, and full coverage maintenance and support services including but not limited to preventative maintenance, next business day service calls, and replacement of defective or worn parts including expendable parts.

2.2 TERM OF CONTRACT – THIRTY SIX (36) MONTHS

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 Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

2.3 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible Bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a Bidder fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single Bidder.

2.4 PRICES

If the Bidder is awarded a contract under this solicitation, the monthly lease prices proposed by the Bidder shall remain fixed and firm during the term of contract.

2.5 EQUAL PRODUCT - CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA

The manufacturer's name, brand name and/or model number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material.

This specific solicitation requires submission of the following documentation to enable County evaluation of "equal" products:

- ☒ : Product Information Sheets Upon Specific Request
- ☐ : Product Samples with Initial Offer
- ☒ : Product Samples Upon Specific Request
- ☐ : Product labels
- ☐ : Performance Test Results



SECTION 2
SPECIAL CONDITIONS

LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS

If an "equal" product may be considered by the County in accordance with the Bid/Proposal Submission Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. If samples and/or product information sheets of all "or equal" items bid are requested for evaluation, such items are to be provided at no cost to the County, and should be submitted with the initial offer or at the time of specific request. Failure to meet this requirement may result in your offer being rejected. All supporting documentation such as print samples, factory specifications, standard manufacturer information sheets, catalogs, and brochures submitted by the Bidder must in total meet the required specifications set forth in this solicitation.

The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final.

2.6 DELIVERY AND REMOVAL OF EQUIPMENT

- A) Bidder agrees to deliver, install and configure all equipment at the applicable site set forth in the Contract. Bidder agrees to commence installation and configuration as soon after delivery as possible, but in no event later than five (5) days after delivery, or unless a different time for installation is otherwise mutually agreed upon by the parties hereto. All installation work will be performed during normal business hours.
 - 1. Bidder agrees to do all things necessary for proper installation and configuration, and to perform its obligations hereunder in an orderly, skillful and expeditious manner. Bidder shall provide all materials necessary for proper installation and configuration. Bidder agrees that all installation work will be performed neatly and at all times Bidder shall keep the site free from waste materials and rubbish resulting from the services being performed by Bidder.
 - 2. Unless otherwise agreed to by the County, the Bidder agrees as part of the installation process, to perform installation services including, but not limited to, the following:
 - (a) Receipt and inventorying of materials
 - (b) Unloading and uncrating of all equipment and deliverables
 - (c) Running of cables
 - (d) Installation and testing
 - (e) Any additional services necessary to ensure Bidder's compliance.
- B) Installation testing shall demonstrate the complete operability of all equipment in conformance with the requirements of the Contract. This will include an actual demonstration/training session of all product features to all applicable County employees.
- C) In the event of any outstanding deficiencies at the conclusion of installation testing as determined by the County, Bidder shall be responsible for instituting necessary corrective measures, and for subsequently satisfactorily demonstrating and/or re-demonstrating system performance.
- D) At the discretion of the County, the Bidder agrees to retain the equipment at the designated



SECTION 2
SPECIAL CONDITIONS

LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS

County premises for an additional thirty (30) calendar days after the termination of this contract, at which time the equipment shall be removed from the premises at no additional cost. The Bidder shall be allowed to invoice the County for this additional period on a pro-rated basis.

2.7 WARRANTY REQUIREMENTS

The monthly lease price shall include full coverage maintenance, including preventative maintenance, all service calls and replacement of all defective or worn parts including expendable parts. Warranty and maintenance services must include parts and labor, and on-site, next business day response. Any payment by the County on behalf of the goods or services received from the Bidder does not constitute a waiver of these warranty provisions.

If the Bidder fails to honor the full coverage maintenance warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the Bidder, in writing, that the Bidder may be debarred as a County Bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the Bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the Bidder in default of its contract, and/or (b) procure the products or services from another firm and charge the Bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

2.8 CONTACT PERSON

For any additional information or questions regarding the terms and conditions of this solicitation and resultant contract, please contact: Brad Skinner, Procurement Contracting Officer II, via email at brads@miamidade.gov with a copy to the Clerk of the Board at clerkBCC@miamidade.gov. Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect.

2.9 OFFICE OF THE INSPECTOR GENERAL

Pursuant to Section 2-1076 of the County Code, this contract is not subject fees related to audits by the Inspector General.

2.10 FURNISH AND INSTALL REQUIREMENTS

The specifications and/or statement of work contained within this solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the Bidder from furnishing, installing or performing such work where required to the satisfactory completion of the project.



SECTION 3 TECHNICAL SPECIFICATIONS

3.1 OBJECTIVE

The objective of this solicitation is to secure a lease for five (5) digital microform scanners and five (5) laser printers, and full coverage maintenance and support services for the Miami-Dade County Department of Regulatory and Economic Resources (RER). The selected Bidder will be responsible for providing the County with the required equipment, implementation, configuration, training, and full coverage maintenance and support services including but not limited to preventative maintenance, next-business day service calls, and replacement of defective or worn parts including expendable parts.

3.2 BACKGROUND

RER serves as the official records keeper and must provide records to County departments and to the public regarding permits, code enforcement, insurance compliance, and other legal matters. It is essential that the microfilm machines utilized for these tasks can reproduce film to a quality copy and are fully operational at all times so that requests for records can be fulfilled in a timely manner. It is therefore mission critical to RER that the current machines, which have reached end of life, be replaced with newer, more sophisticated models.

3.3 DIGITAL MICROFORM SCANNER MINIMUM REQUIREMENTS

The devices proposed must allow dual output switch between hard-copy printing and PC scanning for electronic distribution as email attachments, desktop publishing and printing on high quality laser printer.

The following specifications are that of the Konica Minolta MS7000 MKII digital microform scanner. Equal product will be considered provided that it meets the minimum specifications as provided below:

- **Type:** Desktop Universal Digital Microfilm Scanner
- **Type of Film:** Microfiche, 16mm & 35mm roll film
- **Screen Size:** 12" by 17" (303 X 440 mm)
- **Magnifications:** 7.5x, 9-16x, 13-27x, 20-50x
- **Focus Control:** Manual
- **Image Rotation:** Prism rotation (auto prism lens included);
Carrier rotation (fiche carrier)
- **Zooming:** Manual
- **Scanning Method:** CCD
- **Scanning Speed:** 5 seconds per page, 400 dpi;
4 seconds per page continuous print, 400 dpi
- **Scanning Density:** 200, 300, 400, 600 dpi;
800 dpi (check scanning) PC Mode
- **Optical Resolution:** 600 dpi
- **Electronic Zooming:** 50% - 200%, Direct Print
- **Multiple Printing:** 1 - 99 prints (with printer)
- **Hardware Interface:** Video (direct print) to printer;
USB 2.0 (to PC)
- **Exposure:** Auto, Manual
- **Power Requirements:** AC 120V, 60 Hz
- **Scanning Features:** Auto Centering
Auto Frame Masking
Auto Image Rotation

SECTION 3

TECHNICAL SPECIFICATIONS

Auto Skew Correction
Check Stacking
Date Stamp (with printer)
Front Panel Scanning
Push scanning
Grayscale Support
Manual Masking

3.4 LASER PRINTER MINIMUM REQUIREMENTS

The proposed laser printers must be fully compatible with the proposed digital microform scanners.

The following specifications are that of the Konica Minolta MSP3500 Laser Printer. Equal product will be considered provided that it meets the minimum specifications as provided below:

- **Printing Method:** Laser Electrostatic
- **Developing System:** Micro-Toning
- **Print Resolutions:** 600 dpi
- **Output Speed:** 34 sheets per minute (8 ½" x 11", 400 dpi)
- **First Print Speed:** 19 seconds (11" x 17", 600 dpi)
16.5 seconds (8.5" by 11", 600 dpi)
- **Print Size:** 8.5" x 11" (landscape)
8.5" x 11" (portrait)
8.5" x 14" (landscape)
11" x 17" (portrait)
- **Paper Supply:** 500 sheet letter-size cassette
200 sheet paper feeding tray
- **Max. Paper Capacity:** 700 sheets
- **Warm-Up Time:** Less than 70 seconds
- **Power Requirements:** AC 120v, 60 Hz

3.5 ON-SITE INSTALLATION, CONFIGURATION, AND TESTING

The successful Bidder shall be required to install, configure, and test the new equipment at the Department of Regulatory and Economic Resources, located at 11805 SW 26th Street, Miami, FL 33175. The successful Bidder agrees to commence installation and configuration as soon after delivery as possible, but in no event later than five (5) days after delivery, or unless a different time for installation is otherwise mutually agreed upon by the parties hereto.

3.6 PRODUCT DEMONSTRATION / TRAINING

The successful Bidder is required to demonstrate how to use and maintain the digital microform scanners and laser printers and to provide such training for, but not limited to, five (5) County employees. The training shall be conducted at the Department of Regulatory and Economic Affairs once the equipment has been installed, tested, and accepted by the County.



BID NO.: TBD

SECTION 3 **TECHNICAL SPECIFICATIONS**

3.7 FULL SERVICE MAINTENANCE AND SUPPORT SERVICES

Lease prices shall be for thirty six (36) months and shall include full coverage maintenance, including preventative maintenance, all service calls and replacement of all defective or worn parts including expendable parts. Warranty and maintenance service shall include parts and labor, telephone, email, and next business day on-site response. No third party leases will be allowed.

Small Business Development Division
Project Worksheet

Project/Contract Title:	LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS		
Project/Contract No:	RQPE1200009	Funding Source:	
Department:	DEPARTMENT OF SMALL BUSINESS DEVELOPMENT		
Estimated Cost of Project/Bid:	\$100,000.00	Proprietary:	
Description of Project/Bid:	The purpose of this solicitation is to establish a contract for the Department of Regulatory and Economic Development to lease digital microform scanners and laser printers.		

Received Date: 10/25/2012

Resubmittal Date(s):

Contract Measures Recommendation		
<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Bid Preference	SBE	

Reasons for Recommendation
BID PREFERENCE This project meets all the criteria set forth in I.O.# 3-4: The three (3) SBE firms certified in the required Commodity Codes were polled; none responded in the affirmative. Commodity Code: 575-Microfiche And Microfilm Equipment, Accessorie; 57551-Microfiche And Microfilm Equipment (Not Otherwise Classified); 57572-Reader, Microfiche And Microfilm; 57576-Reader/Printer, Microfiche And Microfilm (Including Parts And Options); 98555-Microfiche/Microfilm Equipment And Accessory Rental Or Lease

Analysis for Recommendation of a Goal				
<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
		Total		

Living Wages: YES ☐ NO ☒

Responsible Wages: YES ☐ NO ☒

Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.

REVIEW RECOMMENDATION			
Tier 1 Set Aside _____	Tier 2 Set Aside _____		
Set Aside _____	Level 1 _____	Level 2 _____	Level 3 _____
Trade Set Aside (MCC) _____	Goal _____	Bid Preference _____	☒
No Measure _____	Deferred _____	Selection Factor _____	
CWP _____	_____ SBD Director		_____ Date