

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 Electronic Imaging Services for Miami-Dade County (County). Placement in this 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 County's Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the sixtieth (60th) month. The contracts resulting from any ITQ/WOPR issued during this term will survive the expiration of the Pool.

2.4 QUALIFICATION CRITERIA

Vendors shall meet the following criteria to be considered for placement in the Pool, and for participation in future competitions:

2.4.1 Vendors shall provide contact information to include: Name of contact, email address, and phone number for a primary and secondary staff member within their company who will be responsible for providing a response to the County regarding spot market quotes, support and information. These services shall typically be required Monday through Friday within the business hours of 8:00AM and 5:00PM (Eastern Standard Time).

2.4.2 Vendors shall provide three (3) current references of its existing customers who have purchased the products and services defined in this solicitation within the last three (3) years. The references shall be from individuals, corporations, agencies, or institutions that have purchased similar products and/or services to those defined in this solicitation. For each reference, vendors must provide the name of the company, name of the contact person, title, phone number, email address, date of purchase, and products/services provided. The County shall be able to ascertain from these references, to its satisfaction, that the Vendor has successfully provided electronic imaging services to include, but is not limited to, post script color digital prints, color laser copies,

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bubble jet copies, dry mounting, laminating, scanning service and CAD plotting service. The County, at its sole discretion, may choose to request additional information in order to assess the vendor's responsibility.

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 INSURANCE

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

2.6 SPOT MARKET COMPETITIONS

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
- Warranty Requirements
- Liquidated Damages/Living Wage

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

A sample ITQ is attached to this solicitation as Appendix A, and includes additional provisions that may be applicable at the time of spot market competition.

2.7 COMPLIANCE WITH FEDERAL FUNDING

Vendors are hereby notified that goods and services that may be acquired under this solicitation may be purchased, in part or in whole, with federal funding. Requirements for these types of purchases will be included within each future spot market competition for which federal funding is specified.

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2.8 ART WORK

Any art work required by the County under this solicitation will be presented to the Vendor with any specific work request issued to the Vendor at the time of the spot market. Reflective artwork provided by the County will be no less than 300 dpi, in a size up to 12" X 18".

2.9 PURCHASE OF OTHER ITEMS NOT LISTED

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 by the County during the term of this solicitation. Under these circumstances, a County representative will contact the pre-qualified Vendors to obtain a price quote for the similar items. The County reserves the right to award these similar items to a Vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

SECTION 3
SCOPE OF WORK

3.1 SCOPE OF SERVICES

It is the intent of this solicitation to identify and make available to the County, vendors capable of providing electronic imaging services and related services for multiple County departments, on an "as needed basis." The County would use these services, at a minimum, for electronic file conversion projects and electronic/printed imaging material production for meetings/events.

3.2 SERVICES TO BE PROVIDED

Electronic imaging services may include, but be not limited to, post script color digital prints, color laser copies, bubble jet copies, dry mounting, laminating, scanning service and CAD plotting service, as described below:

3.2.1 Post Script Color Digital Prints

1. Vendor shall possess a system that is compatible with Disk Operating System (DOS), Macintosh and Windows formats. Vendor color correction software shall provide maximum image manipulation. Vendor shall provide photos, transparencies, hard copy, slides or original flat artwork up to 12" x 18", in a digital format so that computer graphics and text can be merged to produce these digital prints on presentation bond in 200 dpi and 400 dpi in full color and brilliant clarity.
2. Vendor shall produce backlit display film consisting of presentation bond, up to 30" x 52" in size, with a double-color computer run sandwiched between two sheets of 1.5 mil lamination film.
3. Vendor shall provide prints from a Post Scrip Digital System on water-resistant paper or presentation bond.
4. Vendor shall provide finishing services for mounting and/or laminating shall be provided upon request.

3.2.2 Color Laser Copies

1. Vendor shall provide color laser copies from a computer graphics file using a color copier and an Electronic for Imaging (EFI) fiery controller, with final product produced up to 1800 dpi resolution.
2. Vendor shall provide color conversations, digital image sizing, color composites, mirror images and mosaics on presentation bond and color overhead transparencies.
3. Vendor shall trim and fold to required sizes.
4. Vendor shall provide binding services with binding tape, spirals, and combs.

3.2.3 Large Format Prints: Vendor shall provide the County with Large Format Prints from transparencies or color reflective flat artwork, in sizes ranging from 17" X 22" to 50" X 70".

3.2.4 Dry Mounting

1. Vendor shall provide dry mounting services for both enlarged color digital prints, produced by said vendor, from a computer disk, or flat artwork supplied by the County.
2. Vendor shall provide all mounting materials, including Foam Gore Board, and Gator Board in available colors and thickness as follows: 3/16", 1/4", 1/2".

3.2.5 Laminating: Vendor shall provide laminating materials, including either 1.5 mil – core poly luster (glossy) laminating film, or 1.5 mil – core poly delustered laminating film.

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3.2.6 **Scanning Service**

1. Vendor shall provide scanning services for items/services such as flat color artwork, or color photographs.
2. Vendor shall provide a choice of either 200 dpi, or between 250-650 dpi resolution output prints.

3.2.7 **CAD Plotting Service**

1. Vendor shall provide CAD plotting services, for items/services produced by the County on plot computer files or drawing files.
2. Vendor shall provide all materials such as vellum, matte mylar, clear mylar, and presentation bond paper.

SOLICITATION TITLE: ELECTRONIC IMAGING SERVICES (PRE-QUAL))

SOLICITATION NO.: RTQ-01770

SECTION 4
BID SUBMITTAL FORMS