

**DEPARTMENTAL INPUT  
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

<input checked="" type="checkbox"/> <b>New contract</b>	<input type="checkbox"/> <b>OTR</b>	<input type="checkbox"/> <b>CO</b>	<input type="checkbox"/> <b>SS</b>	<input type="checkbox"/> <b>BW</b>	<input type="checkbox"/> <b>Emergency</b>	Previous Contract/Project No. 8254-1/22
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<input type="checkbox"/> <b>Re-Bid</b>	<input type="checkbox"/> <b>Other</b>
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LIVING WAGE APPLIES: \_\_YES XNO

Requisition/Project No: **RTQ-02269**

Term Of Contract: **5 years with 0 Option(s)-To-Renew**

Requisition/Project Title: **Reproduction and Binding Services**

**Description:** This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to provide reproduction and binding services, including architectural services, for Miami-Dade County (County).

User Department(s): **Various**

Issuing Department: **Internal Services**

Contact Person: **Cheryl Page**

Phone: **305-375-3835**

Estimated Cost: **\$1,390,000.00**

Funding Source: **General/Federal**

Revenue Generating: **No**

**ANALYSIS**

<b>Commodity/Service No: 96214, 96624, 96650 ,96685, 90810</b>			
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Contracts. Check Here if this is a New Contract/Purchase with no Previous History			
<b>PREVIOUS CONTRACTS</b>			
Contractor:	Blue Digital Corp		
Small Business Enterprise:	YES		
Contract Value:	\$87,341.83		
Comments:			
Continued on another page (s): __Yes <u>X</u> No			

**RECOMMENDATION: Set-Aside**

<b>Basis of Recommendation:</b>
Twenty SBEs identified who could possibly complete this project.

Signed: ***Cheryl Page***

Date to SBD: **March 17, 2022**

## **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 provide reproduction and binding services, including architectural 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 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/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 quotes at the time of need.

**Submittal** - Shall refer to all information, attachments and 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 five (5) 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 or Vendor's Subcontractor shall be regularly engaged in the business of providing reproduction and binding services, including architectural documents, to be considered for award. Vendor or Vendor's Subcontractor shall provide two (2) ***different*** references from customers to whom the Vendor has provided or is currently providing reproduction and binding services as described throughout this solicitation. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21.

The references should include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Vendor/key personnel/Subcontractor has successfully provided the services (Section 4: Submittal – Required Criteria). These references shall ascertain to the County's satisfaction that the Vendor/key personnel/Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.

2. Vendor(s) shall provide contact information to include the name, e-mail address, phone number, and facility address for a designated company representative to provide the County with information and support on all matters relating to orders placed and to receive spot market competitions. The company representative shall be available Sundays through Saturdays from 7:00 a.m. to 5:00 p.m.

Note: The above requirements must be maintained throughout the term of the RTQ.

Vendor(s) 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.

**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 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
- Delivery Terms
- Pricing Terms
- Insurance Requirements

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.

- 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: TECHNICAL SPECIFICATIONS**

**3.1 SCOPE OF WORK**

This Request to Qualify (RTQ) will establish a Pre-qualified Pool of Vendors to furnish reproduction and binding services, to include architectural documents, for Miami-Dade County on an as needed basis.

**3.2 TECHNICAL SPECIFICATIONS**

- All materials used shall be of the best quality. No old or yellow prints will be accepted.
- All diazo, photographic, or xerographic transparencies should be printed on “erasable” media.
- All copies must be completely legible to the satisfaction of Miami-Dade County staff.
- All copy sets must be delivered labeled, neatly wrapped and bound.
- No carton pack-labeled contents should weigh over 40 lbs.

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**SECTION 4: SUBMITTAL FORM**

**Qualification Criteria**

Vendor or Vendor's Subcontractor shall be regularly engaged in the business of providing reproduction and binding services, including architectural documents, to be considered for award. Vendor or Vendor's Subcontractor shall provide two (2) different references from customers to whom the Vendor has provided or is currently providing reproduction and binding services as described throughout this solicitation. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21.

The references should include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Vendor/key personnel/Subcontractor has successfully provided the services (Section 4: Submittal – Required Criteria). These references shall ascertain to the County's satisfaction that the Vendor/key personnel/Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.

**Reference 1**

Company Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

1. Company Address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

**Reference 2**

Company Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Vendor(s) shall provide contact information to include the name, e-mail address, phone number, and facility address for a designated company representative to provide the County with information and support on all matters relating to orders placed and to receive spot market competitions. The company representative shall be available Sundays through Saturdays from 7:00 a.m. to 5:00 p.m.

2. *Contact Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Phone:* \_\_\_\_\_ *Email:* \_\_\_\_\_