

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

New  OTR  Sole Source  Bid Waiver  Emergency Previous Contract/Project No. 8722-3/13-3

Re-Bid  Other LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No. ROFN1300004 TERM OF CONTRACT 3 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Printing and Mailing Services for Auto Tag Renewal Reminders and Parking Permits

Description: Mailing services, printing of auto/vessel, mobile homes, parking permit, and tag registration renewal reminder notices is utilized by Finance Department's, Tax Collector Division. The Finance Department uses this contract to provide printing and mailing services for auto, vessel mobile home, parking permit, and tag registration renewal reminder notices on a yearly basis.

Issuing Department: Finance Dept's Contact Person: Lourdes Farley Phone: (305) 375-3045  
 Tax Collector Division

Estimate Cost: \$450,000.00 (\$150,000.00 per year for 3 years)

GENERAL FEDERAL OTHER  
 Funding Source: Proprietary

**ANALYSIS**

<b>Commodity Codes:</b> 915-58, 915-59, 965, 966			
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>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
<b>Contractor:</b>	Advanced Xerographics Imaging Systems		
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$700,000.00	\$	\$
<b>Comments:</b>			

Continued on another page (s):  YES  NO

**RECOMMENDATIONS**

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

Basis of recommendation:

*[Redacted area]*

Signed: Lourdes Farley

Date sent to SBD: 6/11/13

Date returned to DPM:

RECEIVED  
 DEPT. BUSINESS DEV.  
 SBB  
 JUN 11 AM 5:00

PCHL2110 V5.1  
LINK TO:

MIAMI-DADE COUNTY ADPICS 5.1  
REQUISITION DETAIL ENTRY

06/10/2013  
9:50 AM

REQUISITION ID: RQFN1300004    LINE NO: 001    BPO LN:    BUYER: 635  
COMMODITY : 915-59    MAIL SERVICES, EXPRESS  
QUANTITY : 1.00    STATE TAX :    LOCAL TAX :  
PURCHASE U/M : EA    UNIT COST : 700,000.0000  
EST TOTAL COST: 700,000.00

BLOCK FUNCTION: (SPEC ID TO COPY, ISRT, DLET, DUP)

SPECIFICATION INFO    BLOCK 001 OF 001

THIS REQUISITION IS TO ESTABLISH A CONTRACT FOR THE PURCHASE OF MAILING SERVICES AND PRINTING OF AUTO, VESSEL AND MOBILE HOME AND PARKING PERMIT TAG REGISTRATION RENEWAL REMINDER NOTICES IN CONJUNCTION WITH THE COUNTY'S NEEDS. THIS REQUIRES THE PRINTING AND MAILING OF APPROXIMATELY 1.8 MILLION ANNUAL AUTO TAG VEHICLE/VESSEL/MOBILE HOME/REGISTRATION RENEWAL REMINDERS AND HANDICAPPED/PARKING PERMITS TO MIAMI DADE VEHICLE, VESSEL AND MOBILE HOME OWNERS.

SPEC IDS:

F1-HELP    F2-SELECT    F3-DELETE    F4-OTHER KEY    F5-NEXT    F6-VW DOC  
F7-PR BLK    F8-NX BLK    F9-LINK    F10-SAVE    F11-VW ACCT  
G014 - RECORD FOUND



**BID NO.: Bid Draft**

**OPENING: 2:00 P.M.**

**, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:**

**Printing and Mailing Services for Auto Tag Renewal Reminders and  
Parking Permits**

**FOR INFORMATION CONTACT:**

**Lourdes Farley, 305-3753045, farley@miamidade.gov**

**IMPORTANT NOTICE TO BIDDERS:**

- READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: Printing and Mailing Services for Auto Tag Renewal Reminders and Parking Permits

Procurement Contracting Associate: Lourdes Farley

Bids will be accepted until 2:00 p.m. on \_\_\_\_\_, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

**NOTICE TO ALL BIDDERS:**

- FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.
- THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.

MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION

SECTION 1  
GENERAL TERMS AND CONDITIONS

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-2.pdf>

**SECTION 2**  
**SPECIAL CONDITIONS**

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

**2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY**

The purpose of this solicitation is to establish a contract for the purchase of printing and mailing services for auto tag renewal reminders and parking permits in conjunction with the County's needs.

**2.2 TERM OF CONTRACT: FIXED FOR (36) MONTH PERIOD**

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 Blanket Purchase Order issued by the County's Department of Internal Services Procurement Management, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for thirty-six (36) months and upon completion of the expressed and/or implied warranty periods and shall expire on the last day of the thirty-six (36) month period. It shall be the sole prerogative of Miami-Dade County to review the initial thirty-six (36) months on an annual basis.

**2.3 METHOD OF AWARD: To a Single Lowest Priced Bidder In The Aggregate**

Award of this contract will be made to the responsive, responsible bidder who submits an offer on all items listed in this 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 who meets or exceeds the requirements below:

**2.3.1** The bidder shall maintain an office or a warehouse. This facility shall be staffed by competent company representatives who can be contacted Monday through Friday 8:00 a.m. to 5:00 p.m. Provide contact person name, office/warehouse location address, telephone number, fax number, and E-Mail address.

**2.3.2** Submit a copy of either a certificate for CASSNO1.TXT or CASSNO4.TXT.

**2.3.3** The awarded Bidder shall be able to convert the data file provided by the Florida Department of Motor Vehicles (DMV) into the correct customer information contained in the scan line. Bidder must have the ability to accept pre-formatted print files over secure Visual Private Network (VPN) lines or can provide document composition services.

**2.4 PRICES**

The initial contract prices resultant from this solicitation shall prevail for a twelve (12) month period from the contract's initial effective date. Prior to completion of each twelve (12) month period, the County may consider an adjustment to prices based on changes in the following price index; Consumer Price Index: US Department of Labor; Bureau of Labor Statistics; Producer Price Index (PPI) (Series Id: WPU0947, Item: Commercial Printing, Base Date: 198206. The adjustments may be upward or downward.

<http://data.bls.gov/pdq/SurveyOutputServlet.jsessionid=68F2B01A0BCD4151782C7B93B>

It is the awarded Bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of next twelve (12) month period, the request for adjustment should be submitted thirty (30) days prior to expiration of the then current twelve (12) month period. This adjustment request should not be in excess of the relevant pricing index

**SECTION 2**  
**SPECIAL CONDITIONS**

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

change. If no adjustment request is received, the County will assume that the awarded Bidder has agreed to the current prices.

The adjustment will be applied by calculating the percentage change (increase or decrease) between the index value effective on the first day of the twelve (12) month period and the most recent index available on the day of adjustment. Day of adjustment will be the last business day of the twelve (12) month period. The County reserves the right to reject any price adjustments submitted by the awarded bidder if they are not in accordance with the above.

The County reserves the right to reject any price adjustments submitted by the bidder. Continuation of the contract beyond the initial period is a County prerogative, and not a right of the bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

**2.5 METHOD OF PAYMENT: PERIODIC PAYMENTS FOR SERVICE RENDERED**

Method of Payment pertaining to this solicitation may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link and refer to details in Paragraph 1.34, Invoices.

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-2.pdf>

**2.6 SHALL TAKE PLACE OVER PHASED INTERVAL PERIODS**

The awarded bidder shall mail the services required in conjunction with this contract based on phased intervals. The initial mail shall be for approximately 150,000 units and shall take place within thirty (30) calendar days after the date of the purchase order or other notice -to-proceed. All subsequent deliveries shall be for approximately 150,000 to 200,000 units per interval and shall occur at an interval of every thirty (30) calendar days; until such time as the total number of units is received. Back orders shall not be allowed.

All deliveries shall be made in accordance with best commercial practice, and all required delivery timeframes shall be adhered to by the bidder(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the awarded bidder. In these cases, the bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be approximately considered by the County.

Should the awarded bidder to whom the contract is awarded fail to deliver in the number of days as stated in its offer, the County reserves the right to cancel the contract on a default basis. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent bidder with any re-procurement costs. If the awarded bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

**2.7 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Lourdes Farley, at (305) 375-3045 email [farley@miamidade.gov](mailto:farley@miamidade.gov)

**SECTION 2**  
**SPECIAL CONDITIONS**

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

**2.8 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES**

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 item(s) that may be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary vendor to obtain a price quote for the similar item(s). The County reserves the right to award these similar item(s) to the primary contract bidder, or to acquire the item(s) through a separate solicitation.

**2.9 LIVING WAGE**

Please refer to Appendix A

**2.10 DEFICIENCIES IN WORK TO BE CORRECTED BY THE BIDDER**

The awarded bidder shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within three (3) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the bidder by the County's project administrator, who may confirm all such verbal reports in writing. The awarded bidder shall bear all costs of correcting such rejected work. If the awarded bidder fails to correct the work within the period specified above, the County may, at its discretion, notify the awarded bidder, in writing, that the bidder is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within two (2) calendar days of receipt of the notice. If the awarded bidder fails to correct the work within the period specified in the notice, the County shall place the awarded bidder in default, obtain the services of another bidder to correct the deficiencies, and charge the incumbent bidder for these costs; either through a deduction from the final payment owed to the awarded bidder or through invoicing. If the awarded bidder fails to honor this invoice or credit memo, the County may terminate the contract for default.

**2.11 SAMPLES OF RENEWAL NOTICES MAY BE REQUIRED DURING EVALUATION**

After the County opens the Bid Proposals, the bidder(s) may be required to submit samples of renewal notices for evaluation by, and at no cost to the County. If samples are required, the County will notify the apparent low bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the bidder's name, bid number and bid title. If the bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the bidder's proposal for that item(s); provided however, that in the event of an aggregate award, the bidder's proposal will not be eligible for the aggregate as applicable. All samples shall become the property of Miami-Dade County. (Please refer to Appendix B)

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

**3.1 SCOPE OF WORK**

Printing and mailing of approximately 1.8 million annual auto tag vehicle/vessel/mobile home/registration renewal reminders and handicapped/parking permits to Miami-Dade vehicle, vessel, and mobile home owners. This volume is expected to grow at the rate of approximately 2.5% per year. This service is performed monthly with a varying volume of between 140,000 and 200,000 registration renewal reminder notices.

Vehicle, vessel and mobile home owners in Miami-Dade County must continue to receive their courtesy reminder notices, that an awarded bidder must provide commencing monthly in August 21, 2013. This not only reminds owners that it is time to pay for their annual renewal but provides the paperwork and return envelope to return their renewal payment to the Tax Collector's Office with check and stub(s) enclosed, or to pay online using the information supplied in the renewal notice in order to do so.

**3.2 REQUIREMENTS**

The service requires the acquisition of the customers' data file each month from the Division of Motor Vehicles in Tallahassee. Commencing August 21, 2013, the awarded bidder shall print and ensure the mailing of each customer courtesy registration reminder form comprising details of instructions and methods of renewal available, written in English, Spanish and Creole (just the instructions on the renewal notice need to be tri-lingual). A payment voucher is attached and is removable by tearing along the perforation. The payment voucher contains various fields, which are populated with the customers' vehicle/vessel/mobile home/parking permit data. A sample of a prior notice and envelopes (see Appendix B) is attached; however, the awarded bidder shall design the final notice and envelope.

The awarded bidder shall insert single and multiple vehicle/vessel renewals in a single envelope to reduce postage costs. The scan line and bar code on the payment voucher will contain the variable data for each vehicle owned by each customer as per the sample. This scan line must be accurate and be readable and processable by the County's Opex 3600i and NCR Itran payment imaging and processing equipment. On the reverse side of the payment voucher there shall be three sections as per the sample provided; one for customer change of address information, insurance information and voluntary trust fund contributions.

The awarded bidder shall be responsible each month for changes imposed by the Division of Motor Vehicles in the vehicle registration renewal process or changes requested by Miami-Dade County. The changes shall include but are not limited to content including existing or new instructions, changes in renewal data, changes to field and scan line content, and changes to voluntary trust fund contribution organizations. The payment voucher/information sheet shall be folded and inserted into an envelope for mail out, along with a return envelope which shall also be inserted into the mail out envelope. The mail out will be processed by the United States Postal Service (USPS).

The County holds a United States Postal Service Permit and will pay for postage. Each month, the awarded bidder shall provide a report detailing the mail date, total records, singles, multiples, total envelopes, single envelopes and multiple envelopes

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

Note: \*The largest percentages are single tag mailings to a single address; however, there are instances of up to six (6) tags mailed to a single mailing address in the same envelope.

**3.3 TECHNICAL OPERATIONAL CONSIDERATIONS FOR FAST FORWARD SERVICES**

The awarded bidder shall:

1. Shall design, develop and produce elements of the renewal notice, remittance envelope, flyers as required and carrier envelopes.
2. Furnish all printed materials and envelopes. The awarded bidder shall include additional public information content provided by Miami-Dade County. Miami-Dade County will provide its data via the Florida Department of Highway Safety and Motor Vehicles (DHSMV) registration system, subject to security requirements safeguarding driver personal information, as required under Federal and State laws. Shall have the ability to accept pre-formatted print files over secure Visual Private Network (VPN) lines or can provide document composition services.
3. Work with the Florida Department of Highway Safety and Motor Vehicles (DHSMV) to receive the data files monthly and execute the mailing in the time frame required by Miami-Dade County Finance Department.
4. Insert, assemble, and package the renewal notices, and remittance envelope into the carrier envelope for mailing including any public information flyers that the Tax Collectors requires for specified periods of time.
5. According to the schedules and requirements specified in the contract between the awarded bidder and Miami-Dade County, the awarded bidder shall insert, assemble and package the renewal notice, informational material, and return envelope into the carrier envelope for delivery by the U.S. Postal Service, in accordance with the U.S. Postal Service regulations at the volume discounts for at least a 3-digit zip code sort.
6. Have the capability to utilize the National Change of Address (NCOA) address hygiene, (or any future address hygiene required by the Post Office to guarantee lowest rates) and the ability to modify the mailing address on the renewal notice to reflect the current USPS address.
7. Have the capability to correctly insert six (6) variable numbers of applications in the same envelope to result in the lowest possible postage costs. This may include mailing as many as four renewals to a common address in the same envelope.
8. Because the mailing of renewal notices involves a high volume, data-intensive, mandatory transaction that generates significant revenue for Miami-Dade, the awarded bidder shall perform at the specified level of timeliness, reliability, security, and accuracy without any disruption or delay of the remittance processes.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

9. Process flow is from the Florida Department of Highway Safety and Motor Vehicles (DHSMV) to the awarded bidder. The awarded bidder will receive the production file monthly as well as updated message tables for the renewals.
10. As per the scope of work Section 3, Paragraph 3.1, all information required is contained within the data file provided by the Division of Motor Vehicles (DMV). The awarded bidder shall be authorized by the Division of Motor vehicles (DMV) to handle/manipulate the data and shall be well versed and experienced doing this because of the importance of this mail out to 1.8 million Miami-Dade County vehicle, vessel and mobile home owners.
11. The renewal notice and envelopes required as per the enclosed samples in Appendix B. Combined inserting & sorting fee as and when require by the Tax Collector for limited mailing periods upon request as per the enclosed sample in Appendix B.

The size of the renewal notice and envelopes are as follows:

- a) Renewal Notice with address and logo print in colors: blue, green and black in size: 8.5 x 11
- b) Outgoing Window Envelope No. 10 with address and logo print in colors: blue, green and black in size: 9 7/8"L x 4 1/8"H
- c) Return Envelope No. 9 with address and logo print in colors: blue, green and black in size: 8 13/16"L x 3 14/16"H

Note: Samples may be required during evaluation (Please refer to details in Section 2, Paragraph 2.11.

12. The Division of Motor Vehicles (DMV) provides all mail out information.
13. The County will deposit monies in a United States Postal Service (USPS) permit account in order to fund future monthly mail-outs as required. The monthly postage fund balance on the report shall note the total postage used and the total number of items mailed.

The County will transfer sufficient funds payable to the awarded bidder's designated United States Postal Service "Post Master", for the postage costs to mail the Miami-Dade County motor vehicle registration renewal packages.

Miami-Dade County will use their USPS permit number. The County will send a check to the US Post Office to pay for the postage costs that the awarded bidder will mail out. The rate per item is agreed between the awarded bidder and USPS, not Miami-Dade County. There is not an exception permitted to this stated process.

14. The awarded bidder shall contact the Division of Motor Vehicles (DMV) for clarification on the pre-formatted print files and document composition services.

**SECTION 4  
BID SUBMITTAL FORM**

Submit Bid To:  
CLERK OF THE BOARD  
Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street  
17<sup>th</sup> Floor, Suite 202  
Miami, Florida 33128-1983

OPENING: 2:00 P.M.  
  
, 2013



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

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.

Issued  
by: LF

ISD/PMS

Date Issued:

This Bid Submittal Consists of  
Pages 7 through 12

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS**

A Bid Deposit in the amount of N/A the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of N/A the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 915-58, 915-59, 965, 966	
Procurement Contracting Associate: Lourdes Farley	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**

SECTION 4  
 BID SUBMITTAL FOR:

PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
 AND PARKING PERMITS

FIRM NAME: \_\_\_\_\_

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE
1.	1,800,000 each	Renewal Notice with address and logo print in colors: blue, green and black in size: 8.5 x 11 (As per Section 3, Paragraph 3.3, Item No.: 11. a)	\$ _____/ea.
2.	1,800,000 each	Combined inserting & sorting fee (As per Section 3 Paragraph 3.3, Item No. 11)	\$ _____/ea.
3.	1,800,000 each	Outgoing Window Envelope No. 10 with address and logo print in colors: blue, green and black in size: 9 7/8"L x 4 1/8"H (As per Section 3, Paragraph 3.3 Item No. 11. b)	\$ _____/ea.
4.	1,800,000 each	Return Envelope No. 9 with address and logo print in colors: blue, green and black in size: 8 13/16"L x 3 14/16"H (As per Section 3, Paragraph 3.3 Item No. 11. c)	\$ _____/ea.
5.	150,000 each	<b>Fast Forward Services:</b> Forward automatically to the new correct address with a National Change of Address Form from the Post Office (As per Section 3, Paragraph 3.3 Item 6)	\$ _____/ea.

MIAMI-DADE COUNTY

BID NO.:

SECTION 4  
BID SUBMITTAL FOR:

PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS

FIRM NAME: \_\_\_\_\_

6. Provide the following information (refer to details in Section 2, Paragraph 2.3.1)

Contact Person: \_\_\_\_\_

Office/Warehouse Location (Address) \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

7. Submit a copy of either a certificate for CASSNO1.TXT or CASSNO4.TXT (refer to details in Section 2, Paragraph 2.3.2).

\_\_\_\_\_

SECTION 4  
BID SUBMITTAL FOR:

PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS  
AND PARKING PERMITS

ACKNOWLEDGEMENT OF ADDENDA

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INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

---

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION  
WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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FIRM NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE OF OFFICER: \_\_\_\_\_



**Bid Title: Printing and Mailing Services for Auto Tag Renewal Reminders and Parking Permits**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.



Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. / - / / / / /

Prompt Payment Terms: % days net days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

\*\*By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.\*\*

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



**APPENDIX**  
**AFFIDAVITS**  
**FORMAL BIDS**



Miami-Dade County  
Internal Services Department  
Procurement Management Division  
**Affirmation of Vendor Affidavits**

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : \_\_\_\_\_ Federal Employer Identification Number (FEIN): \_\_\_\_\_

Contract Title: \_\_\_\_\_

**Affidavits and Legislation/ Governing Body**

<p>1. <b>Miami-Dade County Ownership Disclosure</b> Sec. 2-8.1 of the County Code</p>	<p>6. <b>Miami-Dade County Vendor Obligation to County</b> Section 2-8.1 of the County Code</p>
<p>2. <b>Miami-Dade County Employment Disclosure</b> County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code</p>	<p>7. <b>Miami-Dade County Code of Business Ethics</b> Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code</p>
<p>3. <b>Miami-Dade County Employment Drug-free Workplace Certification</b> Section 2-8.1.2(b) f the County Code</p>	<p>8. <b>Miami-Dade County Family Leave</b> Article V of Chapter 11 of the County Code</p>
<p>4. <b>Miami-Dade County Disability Non-Discrimination</b> Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95</p>	<p>9. <b>Miami-Dade County Living Wage</b> Section 2-8.9 of the County Code</p>
<p>5. <b>Miami-Dade County Debarment Disclosure</b> Section 10.38 of the County Code</p>	<p>10. <b>Miami-Dade County Domestic Leave and Reporting</b> Article 8, Section 11A-60 11A-67 of the County Code</p>

Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant
Name of Firm	Date	
Address of Firm	State	Zip Code

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_ He or she is personally known to me  or has produced identification

Type of identification produced \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_ Serial Number \_\_\_\_\_

Print or Stamp of Notary Public \_\_\_\_\_ Expiration Date \_\_\_\_\_ Notary Public Seal \_\_\_\_\_



