



**BID No. 8254-1/22, Reproduction & Binding Services  
Pre-Qualification**

**I. Purchasing Instructions:**

**A. Award Description**

This contract is for the purchase reproduction and binding services including architectural documents.

**B. Quotation Directives**

1. Prequalified vendors will be invited to participate in spot market purchases as required by the County for specific items or service. When spot market purchases are initiated, pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase/work order, or a specific purchasing period.
2. ALL quotations issued under this pre-qualification contract must utilize the current and active “terms and conditions” in place that includes the latest legislative changes. Please refer the Procurement Management link (<http://www.miamidade.gov/procurement/itb-terms-conditions.asp>) to retrieve that latest version of the current T&Cs.
3. All quotations issued must be provided to the Small Business Development Division (SBD) of the Internal Services Department for placement on the Cone of Silence Report upon advertisement. Once an award recommendation is made, SBD must be notified in order to remove the competition from the report.

**C. Quotation Procedures**

1. The prices quoted shall be inclusive of all costs, set-up charges, fees, materials, labor and transportation necessary to pick-up, deliver and produce a finished product involved in providing these services. Additional charges of any kind added to the invoice submitted by the Bidder will be disallowed.
2. The vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.
3. All vendors shall quote prices based on F.O.B. Destination (freight included) and shall hold title to the goods until such time as they are delivered to and accepted by an authorized County representative at Miami-Dade County.

**User Department must utilize the services of all Pre-Qualified vendors on the contract unless otherwise notified by Internal Services Department, Procurement Division. See list of pre-qualified vendors that are on the contract below:**

**II. Awarded Vendors:**

Vendor Name	Vendor Address	Vendor Contact Information
Blue Digital, Corp	7290 NW 7TH STREET UNIT 107 Miami, FL	Name: Wayne O Barclay Phone: 305 262-4920 Email: wayne@bluedigitalus.com



**BID No. 8254-1/22, Reproduction & Binding Services  
Pre-Qualification**

Lexprint, LLC	4255 SW 72ND AVENUE Miami, FL	Name: Raciél Chiroldé Phone: 305 661-2424 Email: raciel@lexprintusa.com
Doral Digital Reprographics, Corp	8280 NW 27 STREET SUITE 505 Doral, FL	Name: Giancarlo Annitto Phone: 305 704-3194 Email: printing@ddrepro.com
CMYK Printing Solutions	2472 SE 19 COURT Homestead, FL	Name: Don E Gonzales Iii Phone: 305 562-1142 Email: cmykprinting@aol.com
Quadco Printing & Signs, Inc	4345 SW 72 AVE SUITE B Miami, FL	Name: Jorge Quadreny Phone: 305 514-0055 Email: jorge@quadcoonline.com
Go Green Document Solutions, Inc	3715 GRAND AVE Coconut Grove, FL	Name: Glen Diston Phone: 786 360-2041 Email: info@ggdsi.com
Pride Enterprises	P.O. BOX 440 CROSS CITY, FL	Name: Jason M. Brown Phone: 813 890-2133 Email: bids@pride-enterprises.org
Copy Depot Inc	8325 W 24TH AVE STE 2 HIALEAH, FL	Name: Leonel Ortiz - Phone: 305 477-9099 Email: lortiz@copydepotmiami.com
Espirito Santo Graphics, Inc.	275 University Drive Coral Gables, Florida 33134	Name: Oscar Torres Phone: 305 461-2882 Email: PLOTS@ESGRAPHICS.NET
Enter Systems Corp aka Lifeincolors.com	2050 CORAL WAY SUITE 602 Miami, FL	Name: Andres Sarrate Phone: 305 675-1499 Email: andres.sarrate@lifeincolors.com
ARC Florida	3946 N MIAMI AVENUE MIAMI, Florida 33127	Name: Jean Rowe Phone: 813 286-8520 Email: JEANROWE@E-ARC.COM

**III. Quotation Award Checklist:**

The following is provided as a reminder of some important items that each department should check/ complete/ document prior to making an award.

- Check that vendor meets minimum requirements such as certifications or license requirements.
- If the contract has a Small Business preference, goal or is a set-aside, check that the recommended vendor is on the Small Business Division certification list.  
(See [www.miamidade.gov/business/reports-certification-list.asp](http://www.miamidade.gov/business/reports-certification-list.asp))
- If the contract includes preferences (Local, Locally-Headquartered, Veteran's, and Small Business, as applicable), check that they were applied correctly. Obtain a signed Collusion Affidavit from the recommended vendor.
- In your notice to all participants of the quote results, copy the Clerk of the Board ([clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov)) and include language advising the vendors that the Cone of Silence is lifted. **[Sample language: In accordance with the reference solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the (Dept. name) recommends award of this quote to: (Company name). Provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.]**



BID No. 8254-1/22, Reproduction & Binding Services  
Pre-Qualification

- **Allow a three (3) business day protest period**, beginning the day after the award recommendation is posted with the Clerk, prior to completing award if applicable with your award value (over \$25K).



**ROADMAP**

**BID No. 8254-1/22, Reproduction & Binding Services**  
**Pre-Qualification**

**III. Event Log:**

<b>Event Log</b> <b>Contract No. BID No. 8254-1/22 Reproduction &amp; Binding Services</b> <b>Pre-Qualification</b>		
<b>Date</b>	<b>Description</b>	<b>Agent</b>