



ROADMAP

Contract No. FB-01226

Printing of Multi Part Carbonless Snap Out Forms

Contract Term: 02/01/2020 – 01/31/2025
Commodities: 966-12
Contract Amount: \$1,598,000.00

Contracting Officer: Maria Nixon
Phone: 305-375-3689
Email: Maria.Nixon@miamidade.gov

I. Purchasing Instructions:

A. Award Description

Groups 1-5:

The purpose of this contract is to provide the printing of multi-part carbonless snap-out form services to various County departments. The County has awarded this contract to the single lowest-priced responsive and responsible vendor in the aggregate on a group-by-group basis for a **five**-year period, commencing February 1, 2020.

Group 6 (Pool):

Per Paragraph 2.4.2, Group 6 only – a Pool of Prequalified Vendors (Pool) is established under this contract to allow various County departments to obtain spot market quotes for additional items not already listed under the established groups. The Pool term shall run concurrent with the term of the awarded contract. However, subsequent spot market quotes may be issued for a specific duration.

B. Quotation Directive:

1. Prequalified vendors will be invited to participate in spot market purchases for (Group 6 only) as required by the County for specific items not already awarded under the established groups. 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, based on the needs of each individual County department.
2. All quotations issued under this pre-qualification pool must utilize the current and active “terms and conditions” in place that includes the latest legislative changes. Please refer to the Internal Services Department Strategic Procurement Division link (<http://www.miamidade.gov/procurement/itb-terms-conditions.asp>) to retrieve that latest version of the current T&Cs.
3. All quotations issued should be reviewed by Small Business Development Division (SBD) for applicable measures prior to advertising.

C. Price:

Prices Shall Be Fixed and Firm For 12 Months – Groups 1-5:

The prices proposed by the vendor under this contract shall remain fixed and firm for **one** year after the commencement of the contract. Thereafter, the County will consider yearly adjustments based on the Producer Price Index (PPI) Commercial Printing as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C.



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D. Goods to be Provided – Groups 1-5:

Awarded bidder shall provide multi-part carbonless snap-out forms to include but not limited to hole-punching, multi-color inks, numbering, padding, 2-sided printing and folding. The forms to be printed shall consist of the following:

1. Parts of Forms:

2-Part, 3-Part, 4-Part, 5-Part and 6-Part

2. Quantities of Forms (K=1,000 sets):

2.5K, 5K, 10K, 20K, 25K, 40K, 50K, 75K 100K and 200K

3. Printed Forms:

a. Group 1:

Detached form size 5 ½” x 8 ½” (Stub 5 ½”) black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4, 5 and 6 parts;

b. Group 2:

Detached form size 8 ½” x 5 ½” (Stub 8 ½”) black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4, 5 and 6 parts;

c. Group 3:

Detached form size 8 ½” x 7 ½” (Stub 8 ½”) black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4, 5 and 6 parts;

d. Group 4:

Detached form size 8 ½” x 11” (Stub 8 ½”) black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4, 5 and 6 parts;

e. Group 5:

Detached form size 8 ½” x 14” (Stub 8 ½”) black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4, 5 and 6 parts.

II. Awarded Vendors – Groups 1-5:

Vendor FEIN	Vendor Name	Vendor Address	Contact	Contact Information
650080751-01	Tiger Business Forms, Inc	7765 West 20th Avenue Hialeah, FL 33014	Mike Pina	Email: mike@tigerforms.com 305 888-3528



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III. Pre-qualified Vendors – Group 6 (Pool):

Vendor FEIN	Vendor Name	Vendor Address	Contact	Contact Information
650080751-01	Tiger Business Forms, Inc	7765 West 20th Avenue Hialeah, FL 33014	Mike Pina	Email: mike@tigerforms.com 305 888-3528

NOTE: additional vendor(s) are being processed to be added to the Pool.

IV. Special Notes/Instructions:

A. Prices Shall Be Fixed and Firm For 12 Months – Groups 1-5:

The prices proposed by the vendor under this contract shall remain fixed and firm for **one** year after the commencement of the contract. Thereafter, the County will consider yearly adjustments based on the Producer Price Index (PPI) Commercial Printing as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C.

B. Price Schedule – Groups 1-5:

The Price Schedule and the Additional Options Price list are provided as separate documents. Please refer to Roadmap – Price Schedule and Roadmap – Additional Options Price List.

This document is intended only as a brief overview of information and general guidance on how the contract should be utilized. Please refer to the contract documents and/or event log for other specific information and details. Services under this contract shall be provided in accordance with the Solicitation and pricing shall be in accordance with the submitted prices listed on the Price Schedule Form and on the Additional Options Form.

V. Event Log:

Event No.	Date	Description	Officer
01	02/01/2020	Contract Effective Date	Maria Nixon