

Condensed Title:

Request For Approval To Award Contracts to Solo Printing Inc., Doral Digital Reprographics, ARC and Tampa Envelope, pursuant to ITB No. 08-11/12 for City-wide Printing Services.

Key Intended Outcome Supported:

Maximize efficient delivery of services
Supporting Data (Surveys, Environmental Scan, etc.): 65% of residents and 55% of business rated overall value for tax dollars paid as excellent or good.

Item Summary/Recommendation:

The purpose of Invitation to Bid No. 08-11/12 (the "Bid") was to award contract(s) by means of sealed bids, with a qualified vendor(s), to provide printing services to the City of Miami Beach on an as needed basis.

The contract(s) entered into with the successful bidder(s) will have an initial term of two (2) years, and may be renewed at the sole discretion of the City, through its City Manager, for three (3) additional one (1) year terms.

The Bid was issued on August 17, 2012, with an opening date of October 2, 2012. A pre-bid meeting to provide information to bidders was held on August 30, 2012. Thirteen prospective bidders downloaded the solicitation from BidNet, and 50 additional bidders were notified by the Procurement Division via e-mail, which resulted in the receipt of six (6) bids.

The lowest responsive, responsible bidder(s), by group item, are being recommended for award. The Administration is recommending award to a primary and a secondary vendor for the purpose of assuring an alternate printer is available in the event that the primary is unable to perform. Appendix "A" contains detailed price tabulation for all items.

The Central Services Coordinator will determine whether jobs should be processed in-house or sent to one of the printing services contractors available through this contract. Individual departments may not contract or send jobs to outside printers unless preapproved by the Central Services Division. This will assure quality standards of the City's printed materials, while maximizing resources through the use of competitively solicited awards.

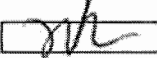
The annual cost associated with City-wide printing services is subject to funds availability approved through the annual budgeting process. Account information and availability of funds shall be verified and approved for each printing work order prior to procuring the services.

THE ADMINISTRATION RECOMMENDS APPROVING THE AWARD OF CONTRACTS.

Advisory Board Recommendation:

N/A

Financial Information:



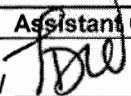
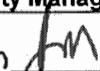
Source of Funds:	Amount	Account
	N/A	Account information shall be verified and approved for each printing work order.
	Total	

Financial Impact Summary:

City Clerk's Office Legislative Tracking:

Alex Denis , Director Ext # 6641

Sign-Offs:

Department Director	Assistant City Manager	City Manager
RG  AD 	PDW 	JLM 

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MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jimmy L. Morales, City Manager 

DATE: April 17, 2013

SUBJECT: **REQUEST FOR APPROVAL TO AWARD CONTRACTS TO THE FOLLOWING VENDORS: SOLO PRINTING, INC., DORAL DIGITAL REPROGRAPHICS, ARC, AND TAMPA ENVELOPE, PURSUANT TO INVITATION TO BID NO. 08-11/12, FOR CITY-WIDE PRINTING SERVICES.**

ADMINISTRATION RECOMMENDATION

Approve the award of contracts.

BID AMOUNT AND FUNDING

The annual cost associated with City-wide printing services is subject to funds availability approved through in the annual budgeting process. Account information and availability of funds shall be verified and approved for each printing work order prior to procuring the services.

KEY INTENDED OUTCOME SUPPORTED

Maximize efficient delivery of services.

ANALYSIS

The purpose of Invitation to Bid 08-11/12 (the "Bid") was to award contract(s) by means of sealed bids, with a qualified vendor(s), to provide printing services to the City of Miami Beach on an as needed basis.

The contract(s) will have an initial term of **two (2) years**, and may be renewed at the sole discretion of the City, through its City Manager, for **three (3) additional one (1) year terms**.

BID PROCESS

The Bid was issued on August 17, 2012, with an opening date of October 2, 2012. A pre-bid meeting to provide information to prospective bidders was held on August 30, 2012.

Thirteen prospective bidders downloaded the solicitation from BidNet, and 50 additional prospective bidders were notified by the Procurement Division via e-mail, which resulted in the receipt of following six (6) bids:

1. Solo Printing, Inc.
2. National Communication
3. ARC
4. Tampa Envelope
5. A & B Bulk Mailers
6. Doral Digital Reprographics

Two bidders are not considered as follows:

A & B Bulk Mailers: A & B Bulk Mailers failed to submit the required information pursuant to the minimum requirement established by the ITB, as notified on February 19, 2013 and March 13, 2013. Therefore, A & B Bulk’s bid was deemed non-responsive.

National Communications: The City received confirmation via email from Tony Lopez, that National Communication was no longer in business.

The ITB process requested bidders to submit fixed pricing for the printed materials most frequently utilized by City departments. Table 1 indicates the award to the lowest responsive, responsible bidder, by group item. The Administration is recommending award to a primary and a secondary vendor for the purpose of assuring an alternate printer is available in the event that the primary is unable to perform. Appendix “A” contains detailed price tabulation for all items.

Table 1. Lowest Responsive, Responsible Bidder by Group or Group Item.

ITB#08-11/12	Primary Award	Secondary Award
Group A: Magazines	All A Items: Solo Printing	No Award
Group B: Books and Reports	B1-B2: Doral Digital B3: Solo Printing	B1-B2: Solo Printing B3: Doral Digital
Group C: Postcards & Flyers	C1 – C7: Doral Digital C8: ARC	C1-C7: No Award C8: Doral Digital
Group D: Brochures	D1- D2: Solo Printing D3-D6: Doral Digital	D1-D2: Doral Digital D3-D6: Solo Printing
Group E: Posters	E1–E2: Doral Digital E3-E4: ARC	E1–E2: Solo Printing E3-E4: Doral Digital
Group F: Real Estate Signs	All F Items: Doral Digital	All F Items: ARC
Group G: Miscellaneous	G1–G6(Hangers): Doral Digital G6(Envelope)–G7: Tampa Envelope G8–G11: Doral Digital	G1-G7 & G8-G11: No Award G6(Envelope)–G7: Doral Digital

LOCAL PREFERENCE: The Procurement Division may have provided Miami Beach-based vendors, whose costs were within 5% of the low bid for each group, the opportunity to match the low bid price and, therefore, be recommended for award as defined in the City’s Local Preference Ordinance. However, no bidder requested consideration of the local preference.

VETERANS PREFERENCE: The Procurement Division may have provided vendors who are small businesses owned and controlled by a veteran(s) or a service-disabled veteran business enterprises, whose costs were within 5% of the low bid for each group, the opportunity to match the low bid price and, therefore, be recommended for award as defined in the City's Veteran Preference Ordinance. However, no bidder requested consideration of the veteran's preference.

MANAGEMENT OF CITY-WIDE PRINTING SERVICES

The Central Services Division is implementing a policy for the requests for duplicating and/or printing services. **ALL duplicating and/or printing services** shall be submitted to the Central Services Division on a Printing Work Order form.

The Central Services Coordinator will determine the most efficient and economical methods to best meet the requirement of the job/order and print shop resources. The Central Services Coordinator will determine whether jobs should be processed in-house or sent to an outside printing services contractor.

The Central Services Coordinator will select an outside printing services contractor from this contract, as available. Individual departments/divisions may not contract or send jobs to outside printers unless preapproved by the Central Services Division. This will assure quality standards of the City's printed materials, while maximizing resources through the use of competitively solicited awards.

Once a determination has been made by the Central Services Coordinator to utilize an outside printing services contractor, the requesting department/division is responsible for entering the requisition in the system; working directly with the outside printing services contractor to place the order after receiving the PO, following up on the order, scheduling delivery, reviewing the final product, and processing payment. If needed, with prior advance notice, Central Service personnel will be available to deliver and pick-up jobs from outside printers/vendors.

COMPANY'S PROFILE

SOLO PRINTING, INC. Solo Printing, Inc. has been in business for 28 years and is located in Miami, Florida. Solo Printing, Inc. provides services to public and private entities, including Tractions Wireless, Inc., Pearson's, The Scooter Store, Empire State Development, and the City of Hollywood. Solo Printing Inc. has also provided printing services to the City of Miami Beach Parks and Recreation and Communication Departments for the past three (3) years, as they were awarded the last bid for printing services that the City issued. The departments are very satisfied with Solo Printing, Inc.'s performance and service.

ARC. ARC has been in business for six (6) years and is located in Miami, Florida. ARC was formerly known as T-Square and under such name, the company provided services to the City of Miami Beach for several years. The City also received numerous performance evaluation surveys from ARC's clients, which rated its performance as extremely high and provided comments attesting to its capabilities, great services, knowledge, experience, responsiveness, and willingness to meet the client's demands. ARC provides services to Touret Studios, Plaza Construction Group Florida, LLC, HOK, Fontainebleau Miami Beach, Espacio USA, Research to Practice, and HKS.

DORAL DIGITAL REPROGRAPHICS. Doral Reprographics has been in business for six (6) years and is located in Miami, Florida. The City received numerous performance evaluation surveys from Doral Digital's clients that rated its performance extremely high and provided comments attesting to its expeditious turn-around time, responsiveness, professionalism, great customer services, and accuracy. Doral Digital Reprographics provides services to AECON, Jacobs Engineering Group (Port of Miami Tunnel), Bouygues Civil Works, Civica, MDX Miami-Dade Expressway Authority, Miami-Dade County, and Lennar Homes, LLC.

TAMPA ENVELOPE. Tampa Envelope has been in business for 49 years and is located in Tampa, Florida. Tampa Envelope has provided pre-printed envelopes to many City of Miami Beach departments for several years. Tampa Envelope has the capability of printing over 1,000,000 envelopes per day. Tampa Envelope employees almost 30 full-time employees and has a 30,000 square feet facility. The City received numerous performance evaluation surveys from Tampa Envelope's clients, which rated its performance very high and provided comments attesting to its willingness to go above and beyond for their clients, expeditious response, readiness to meet the client's demands and delivery requirements. Tampa Envelope provides services to Wellcare Health Plans, Inc., Department of Archives and History, the Auto Club Group (formerly known as AAA Auto Club), Tampa Bay Times, Pinellas County Tax Collector, Station America, Pasco County Tax Collector, and the Miami-Dade Clerk of Courts.

CITY MANAGER'S REVIEW

After considering the review and recommendation of City staff, the City Manager exercised his due diligence and is recommending to the Mayor and the City Commission to award the contracts to Solo Printing, Inc., Doral Digital Reprographics, ARC, and Tampa Envelope, by group item as noted in Table 1.

CONCLUSION

Based on the aforementioned, the Administration recommends that the Mayor and City Commission accept the City Manager's recommendation to award contracts to Solo Printing Inc., Doral Digital Reprographics, ARC, and Tampa Envelope, pursuant to ITB No. 08-11/12 for City-wide Printing Services.

APPENDIX "A" - ITB#08-11/12 PRINTING SERVICES PRICE TABULATION

Costs reflect aggregated prices for all items within the referenced group. Primary vendor is italicized and underlined. Secondary vendor is italicized.

Bid Groups	Bidders					
	A & B Bulk	ARC	Doral Digital	National Comm.	Solo Printing	Tampa Envelope
Group A: Magazines						
MB Magazine						
40 p. Plus Cover		No Bid	No Bid		<u>\$ 50,732.00</u>	No Bid
48 p. Self-Cover		No Bid	No Bid		<u>\$ 60,904.00</u>	No Bid
48 p. Plus Cover		No Bid	No Bid		<u>\$ 56,139.00</u>	No Bid
56 p. Plus Cover		No Bid	No Bid		<u>\$ 66,370.00</u>	No Bid
64 p. Plus Cover		No Bid	No Bid		<u>\$ 72,014.00</u>	No Bid
Recreation Review						
28 p. Plus Insert		No Bid	No Bid		<u>\$ 28,040.00</u>	No Bid
36 p. Plus Insert		No Bid	No Bid		<u>\$ 30,595.00</u>	No Bid
40 p. Plus Insert		No Bid	No Bid		<u>\$ 31,370.00</u>	No Bid
40 p. Plus Insert (Heavy Cover)		No Bid	No Bid		<u>\$ 35,248.00</u>	No Bid
Group B: Books and Reports						
B.1: 8 1/2x11 - 20 p. Self Cover		No Bid	<u>\$ 3,037.50</u>		\$ 6,824.00	No Bid
B.2: 8 1/2x11 - 60 p. Self Cover		No Bid	<u>\$ 8,537.50</u>		\$ 14,602.00	No Bid
B.3: 5.25x8.25 - 72 p. Self Cover		No Bid	<u>\$ 65,891.00</u>		<u>\$ 44,097.00</u>	No Bid
Group C: Postcards & Flyers						
C.1: Postcards 4x6 - 2 sided color	Non-responsive	No Bid	<u>\$ 244.00</u>	No longer in business	No Bid	No Bid
C.2: Postcards 4x6 - 2 sided B/W		No Bid	<u>\$ 244.00</u>		No Bid	No Bid
C.3: Postcards 5x7 - 2 sided color		No Bid	<u>\$ 374.00</u>		No Bid	No Bid
C.4: Postcards 5x7 - 2 sided B/W		No Bid	<u>\$ 374.00</u>		No Bid	No Bid
C.5: Postcards 5x10-2 sided B/W		No Bid	<u>\$ 379.00</u>		No Bid	No Bid
C.6: Postcards 6x2 B/W		No Bid	<u>\$ 204.00</u>		No Bid	No Bid
C.7: Flyer 7x3.5 - 2 sided color		No Bid	<u>\$ 231.00</u>		No Bid	No Bid
C.8: Flyer 8.5x11 - color		\$ 140.00	<u>\$ 326.00</u>		No Bid	No Bid
Group D: Brochures						
D.1: Event Program		No Bid	<u>\$ 11,400.00</u>		<u>\$ 3,188.00</u>	No Bid
D.2: Booklet		No Bid	<u>\$ 4,512.00</u>		<u>\$ 3,376.00</u>	No Bid
D.3: Brochure 3.66x8.5 color		No Bid	<u>\$ 230.00</u>		<u>\$ 3,113.00</u>	No Bid
D.4: Brochure 4.66x8.5 color		No Bid	<u>\$ 460.00</u>		<u>\$ 3,292.00</u>	No Bid
D.5: Brochure 6.33x13 color		No Bid	<u>\$ 265.00</u>		<u>\$ 3,480.00</u>	No Bid
D.6: Brochure 7x8.5 color		No Bid	<u>\$ 230.00</u>		<u>\$ 3,154.00</u>	No Bid
D.6: Guide 13x7 color		No Bid	<u>\$ 6,080.00</u>		<u>\$ 7,608.00</u>	No Bid

Bid Groups	ARC	Doral Digital	Solo Printing	Tampa Envelope
Group E: Posters				
E.1: Poster 8.5x11 color	No Bid	\$ 1,059.00	\$ 3,313.00	No Bid
E.2: Poster 11x17 color	\$ 12,410.00	\$ 1,893.00	\$ 3,949.00	No Bid
E.3: Poster 24x36 color	\$ 480.60	\$ 485.00	No Bid	No Bid
E.4: Poster 48x12 color	\$ 103.44	\$ 300.00	No Bid	No Bid
Group F: Real Estate Signs				
F.1: MEP Sign 18x24 stakes	\$ 1,333.50	\$ 563.00	No Bid	No Bid
F.2: MEP Sign 18x24 grommets	\$ 1,246.00	\$ 1,125.00	No Bid	No Bid
F.3: MEP Sign 18x24 Stak & Gromt.	\$ 1,396.00	\$ 750.00	No Bid	No Bid
F.4: MEP Sign 24x36 Stak & Gromt.	\$ 2,524.80	\$ 2,400.00	No Bid	No Bid
Group G: Miscellaneous				
G.1: Business Cards 2.125x3.625	No Bid	\$ 119.00	No Bid	No Bid
G.2: Business Cards 4x3.5	No Bid	\$ 418.50	No Bid	No Bid
G.3: Business Cards 4x3.5-2 sided	No Bid	\$ 119.00	No Bid	No Bid
G.4: Business Cards 2.125x4.250	No Bid	\$ 418.50	No Bid	No Bid
G.5: Business Cards 3.5x3.5	No Bid	\$ 270.00	No Bid	No Bid
G.6: Door Hangers	No Bid	\$ 1,008.00	No Bid	No Bid
G.6: #10 Envelope w/ window	No Bid	\$ 1,145.00	No Bid	\$ 132.85
G.7: #10 Envelope No window	No Bid	\$ 1,125.00	No Bid	\$ 123.00
G.8: Duplicate Carbon 1 Part	No Bid	\$ 268.00	No Bid	No Bid
G.9: Duplicate Carbon 2 Part	No Bid	\$ 379.00	No Bid	No Bid
G.10: Duplicate Carbon 3 Part	No Bid	\$ 520.00	No Bid	No Bid
G.11: Duplicate Carbon 4 Part	No Bid	\$ 684.00	No Bid	No Bid
G.11: Duplicate Carbon 2 Part Numbered	No Bid	\$ 424.00	No Bid	No Bid

Non-Responsive

No longer in business

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