



INVITATION TO QUOTE
City of North Miami
North Miami, Florida 33161

THIS IS NOT AN ORDER

QUOTATION NO.: 62-13-14 ITQ

TITLE: Business Card Services

DUE DATE: Wednesday, October 22, 2014
EMAIL QUOTATIONS: ljulien@northmiamifl.gov

TIME: 2:00 PM

CONTACT PERSON: Linda Julien
PHONE: (305) 895.9886
E-MAIL: ljulien@northmiamifl.gov

- NOTES:
1. All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified
2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award

Table with 5 columns: ITEM, QUANTITY, UNIT, DESCRIPTION, TOTAL PRICE. Rows include items 1-5 and a TOTAL row.

Deliver Time: \_\_\_\_\_ (Days)

Method of Award: Award will be made to the lowest bidder in the aggregate whose proposal is in the best interest of the City. This quote is not a guarantee of services.

Local preference will be applied as applicable (see below)

Addenda Received: [ ] Yes [ ] No If yes, please indicate the number of addenda received: \_\_\_\_\_
All Addenda are posted on the City's website at www.northmiamifl.gov

It is hereby certified and affirmed that the bidder shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted will remain fixed for a period of sixty (60) days from date quotation is due.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Firm Name: \_\_\_\_\_ F.E.I. ID No.: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

- LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a “local business” is a business that has a valid local business tax receipt, issued by the City of North Miami at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased **AND**; a business that has a physical business address located within the limits of the City of North Miami from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.

**OR**

- WORKFORCE LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to firms with a least ten percent (10%) of its total workforce residing within the geographical boundaries of the City. Place a check mark here [ ] only if affirming bidder meets requirements for workforce Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Bidder ineligible for Workforce Local Preference.**

**OR**

- SUBCONTRACTOR LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to firms that subcontract at least ten percent (10%) of the contractual amount of a City project to subcontractor who are physically located within the City of North Miami. **(Must complete forms A-3a Statement of Intent & A-3b Participation Schedule.)** Place a check mark here [ ] only if affirming bidder meets requirements for Subcontractor Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Bidder ineligible for Subcontractor Local Preference.**

All referenced forms can be found on the City’s website at  
<http://www.northmiamifl.gov/departments/purchasing/forms.asp>

## SCOPE OF WORK

The City of North Miami is seeking a qualified Company to perform services in accordance with the degree of care and skill ordinarily exercised by reputable member of its profession. This shall include standard business cards for use by representatives of North Miami (including employees and elected officials).

1. Provide pricing on a new design to include double sided with a UV spot varnish of the logo on the back.
2. Tone made from recycled material
3. Color/Bleeds: 3 color with bleed (Black, Green and Blue, as follows)  
Color formulas are:  

Green:	PANTONE PMS 384C	Blue:	PANTONE PMS 653C				
R	148	C	28	R	14	C	95
G	182	M	0	G	84	M	60
B	25	Y	100	B	153	Y	0
		K	21			K	0
4. Stock: 80# matte or textured
5. Proof should be sent via facsimile or digital proof to department of origin
6. Artwork template to be provided by the City’s graphics designer. Set- must include Futura Light font. All black text is in raised (therma-tec) lettering and shall be formatted as to the sample below.

**Sample:**



7. Project Delivery: Length of time it will take to print and deliver each card order and any costs associated with delivery

**CUT OFF FOR QUESTIONS:**

The cut off for question on this project is Wednesday, October 15, 2014 by 2 PM. All questions must be submitted in writing to Linda Julien via email to [Ljulien@northmiamifl.gov](mailto:Ljulien@northmiamifl.gov) .

**TECHNICAL SPECIFICATIONS:**

Vendor shall provide services for business card needs of the City.

1. Provide pricing for business card standard city logo, 2"x 3½
2. Provide pricing for business card, gold foil logo, 2" x 3½
3. Provide pricing for business card, Police Logo, 2 x 3½
4. Other business card or print services as identified by the City

**ADDITIONAL INFORMATION:**

Award of this bid will be made to the lowest responsive responsible bidder, whose proposal is in the best interest of the City. All vendors must be registered with the State of Florida and required to submit a copy of an active State of Florida business license in the requested file of work.