



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

**THIS IS NOT
 AN ORDER**

QUOTATION NO.: 62-13-14-A ITQ

TITLE: Business Card Services

DUE DATE: Wednesday, November 19, 2014

TIME: 2:00 PM

EMAIL QUOTATIONS: ljulien@northmiamifl.gov

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

80 lb Card stock

ITEM	DESCRIPTION	TOTAL PRICE (Box of 500)	TOTAL PRICE (Box of 1,000)
General city card double sided	Business Card Services	\$	\$
Gold foil card Single Sided	Business Card Services	\$	\$
Police card single sided	Business Card Services	\$	\$
Miscellaneous Full color design single sided cards	Business Card Services	\$	\$

100 lb Card stock

ITEM	DESCRIPTION	TOTAL PRICE (Box of 500)	TOTAL PRICE (Box of 1,000)
General city card double sided	Business Card Services	\$	\$
Gold foil card Single Sided	Business Card Services	\$	\$
Police card single sided	Business Card Services	\$	\$
Miscellaneous full color design single sided cards	Business Card Services	\$	\$

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).

PRICING

Provide pricing for the printing of business cards in the following General City, Police Card, Mayor and Council, and misc full color on 80lb and 100lb paper or a heavier stock paper.

PAPER

Printing on card stock shall contain a minimum of 25% post consumer recycled content.

COLOR AND PROCESS

Color/Bleeds: 3 color with bleed

General City card: **Green:** PANTONE PMS 384C **Blue:** PANTONE PMS 647C **DOUBLE SIDED with Spot UV varnish of Logo on back**

Police Card: **Red:** 186 **Blue:** Reflex Blue **SINGLE SIDED**

Mayor and Council card is gold foil and Black text **SINGLE SIDED**

TEMPLATE AND TYPESETTING

Artwork template to be provided by the City’s Graphics Designer. Font Sets- must include Myriad Pro and Agency font.
 Each order shall be typeset by vendor. For example name, title, department name drop, address, phone number with ext, fax number, email. The logo, website and design elements are items that stay constant and may move according to the typesetters’ digression.
 Police cards: Individual information will need to be entered by the vendor's typesetter.
 Additionally, to the badge graphic also changes based on rank. Template with each badge will be provided.
 Mayor and Council cards: City can provide the Seal Graphic and a basic template will be provided for each order.
 Individual information will need to be entered by the vendor's typesetter.

PROOFING

Proofs will be required. Proof should be sent via email or digital proof system to department of origin. Prior to initial order color match proofs will be required.
 Project Delivery: Bidder shall indicate the length of time it will take to print and deliver each card order and any costs associated with delivery. Please indicate any costs associated with a rush order (48 Hours or less.)

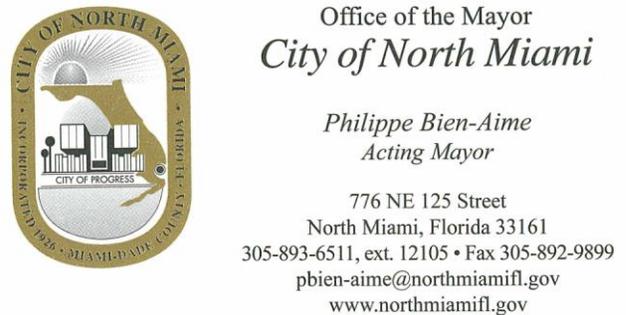
General City Card Sample:



Police Card Sample:



Mayor and Council Card Sample:



Single sided

Single sided

CUT OFF FOR QUESTIONS:

The cut off for question on this project is Wednesday, November 12, 2014 by 2 PM. All questions must be submitted in writing to Linda Julien via email to 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 + .125 bleed
2. Provide pricing for business card, Police Logo, 2 x 3½ + .125 bleed
3. Provide pricing for business card, gold foil logo, 2” x 3½ + .125 bleed
4. Other business card or print services as identified by the City

ADDITIONAL INFORMATION:

Within bid submittal, bidder shall provide the following:

1. Description of how the job will be produced
 - Pre-printed shells of each card (color/design only, no text) on a press with spot colors vs 4 color process **or**
 - Printed upon order on a 4 color Digital Press **or**
 - A combination of both processes, depending on the order quantity and frequency.
(if a combination we would like colors to match as best possible color proofs will be needed for color matching)

Additional Comments:

2. Provide samples of printed work on 80# and 100# card stock paper of single sided and doubled sided designs with spot varnish for both. (does not have to be city design)

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.