

***CITY OF FORT LAUDERDALE
SPECIFICATIONS PACKAGE***

592-10270

**PARKING PERMIT DECALS AND
HANGTAGS**



AnnDebra Diaz

954-828-5949

Bid 592-10270 PARKING PERMIT DECALS AND HANGTAGS

Bid Number 592-10270
Bid Title PARKING PERMIT DECALS AND HANGTAGS

Bid Start Date In Held
Bid End Date Apr 21, 2009 2:00:00 PM EDT
Question & Answer End Date Apr 17, 2009 2:00:00 PM EDT

Bid Contact AnnDebra Diaz
Procurement Specialist II
Procurement
954-828-5949
adiaz@fortlauderdale.gov

Contract Duration 1 year
Contract Renewal 4 annual renewals
Prices Good for 90 days

Bid Comments The City of Fort Lauderdale, Florida (City) is seeking Bids from qualified firms, hereinafter referred to as the Contractor, to provide Parking Permit Decals and Hangtags for the City's Parking and Fleet Services Department, in accordance with the terms, conditions, and specifications contained in this Invitation To Bid (ITB).

All pricing MUST include delivery and be quoted FOB: Destination.

Delivery is required within 25 business days after receipt of purchase order. Failure to meet this delivery date may be deemed as non-responsive.

Item Response Form

Item 592-10270-1-01 - HANGTAG PERMITS (REGULAR)
Quantity 2000 each
Unit Price
Delivery time after receipt of PO
Permit material size offered
Delivery Location City of Fort Lauderdale
Parking and Fleet Services
290 NE 3 Avenue
Fort Lauderdale FL 33301
Qty 2000

Description
EGULAR HANGTAG PERMITS PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item 592-10270-1-02 - HANGTAG PERMITS (SCRATCH OFF)

Quantity 150 each
 Unit Price
 Delivery time after receipt of PO
 Permit material size offered
 Delivery Location City of Fort Lauderdale
Parking and Fleet Services
 290 NE 3 Avenue
 Fort Lauderdale FL 33301
 Qty 150

Description
 SCRATCH OFF HANGTAG PERMITS PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item 592-10270-1-03 - HANGTAG PERMITS (WRITE ON)
 Quantity 150 each
 Unit Price
 Delivery time after receipt of PO
 Permit material size offered
 Delivery Location City of Fort Lauderdale
Parking and Fleet Services
 290 NE 3 Avenue
 Fort Lauderdale FL 33301
 Qty 150

Description
 WRITE ON HANGTAG PERMITS PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item 592-10270-1-04 - MYLAR DECAL PERMITS (OPTION 1 - 48,000 EACH)
 Quantity 48000 each
 Unit Price
 Delivery time after receipt of PO
 Permit material size offered
 Delivery Location City of Fort Lauderdale
Parking and Fleet Services
 290 NE 3 Avenue
 Fort Lauderdale FL 33301
 Qty 48000

Description
 MYLAR DECAL PERMITS PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item 592-10270-1-05 - MYLAR DECAL PERMITS (OPTION 2 - 4,000 EACH)
 Quantity 4000 each
 Unit Price
 Delivery time after receipt of PO

Permit material size offered

Delivery Location City of Fort Lauderdale
Parking and Fleet Services
290 NE 3 Avenue
Fort Lauderdale FL 33301
Qty 4000

Description
MYLAR DECAL PERMITS PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

Item 592-10270-1-06 - MONTHLY VALIDATORS (OPTION 2 - 48,000 EACH)

Quantity 48000 each

Unit Price

Delivery time after receipt of PO

Permit material size offered

Delivery Location City of Fort Lauderdale
Parking and Fleet Services
290 NE 3 Avenue
Fort Lauderdale FL 33301
Qty 48000

Description
MONTHLY VALIDATORS PER COMPLETE SPECIFICATIONS CONTAINED IN THIS ITB.

**City of Fort Lauderdale
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Department. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including

Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.09 **MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION**

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 BIDDING DEFINITIONS** The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
BID – a price and terms quote received in response to an ITB.
PROPOSAL – a proposal received in response to an RFP.
BIDDER – Person or firm submitting a Bid.
PROPOSER – Person or firm submitting a Proposal.
RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
 The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.
- 2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible

- property. Exemption number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 85-8013875578C-1.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Department immediately. Such notification must be received by the Procurement Services Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., the Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.
- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding

process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

- 3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

PART IV BONDS AND INSURANCE

- 4.01 PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Department original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All City Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.

- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder will, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of three (3) years beyond the last day of the contract term.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
 2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
 3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this

section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

INVITATION TO BID #592-10270

Parking Permits Decals and Hangtags

PART I - INFORMATION/SPECIAL CONDITIONS

1.01 PURPOSE

The City of Fort Lauderdale, Florida (City) is seeking Bids from qualified firms, hereinafter referred to as the Contractor, to provide Parking Permit Decals and Hangtags for the City's Parking and Fleet Services Department, in accordance with the terms, conditions, and specifications contained in this Invitation To Bid (ITB).

1.02 INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this ITB, technical specifications, etc., utilize the question / answer feature provided by BidSync. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum (See addendum section of BidSync Site). No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the bidder has familiarized himself with the nature and extent of the work, and the equipment, materials, and labor required.

1.03 TRANSACTION FEES

The City of Fort Lauderdale uses BidSync (www.bidsync.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor. Refer to www.bidsync.com for further information.

1.04 ELIGIBILITY

To be eligible to respond to this ITB, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully provided products of a similar project size and scope to those specified in the Scope of Services section of this ITB. Proposer should include as a part of the ITB submittal sufficient documentation, client references and qualifications to support their ability and experience to perform the services contained in this ITB.

1.05 CONTRACT PERIOD

The initial contract term shall commence upon date of award by the City and shall expire one year from that date. The City reserves the right to extend the contract for four additional one (1) year terms providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Director of Procurement Services. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

1.06 AWARD

Award may be by Group or Item, whichever is determined to be in the best interest of the City. Award will be made to the responsive and responsible bidder, quoting the lowest price, for that product that will best serve the needs of the City of Fort Lauderdale.

The City reserves the right to award to that bidder who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all bids and to award or not award a

contract based on this bid proposal.

1.07 WARRANTIES OF USAGE

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

1.08 PRICING

All pricing MUST include delivery and be quoted FOB: Destination.

1.09 DELIVERY

Delivery is required within 25 business days after receipt of purchase order. Failure to meet this delivery date may be deemed as non-responsive.

1.10 APPROVED EQUAL OR ALTERNATE PRODUCT PROPOSALS

The Technical Specifications contained in this ITB are to be used as a reference only and are not to be considered of a proprietary nature. These specifications represent a level of quality and features which are desired by the City of Fort Lauderdale. The City is receptive to any product which would be considered by qualified City personnel as an approved equal.

The bidder must state clearly in his Bid pages any variance to the specifications. If proposing an approved equal or alternate product, it will be the bidder's responsibility to provide adequate information in his Bid to enable the City to ensure that the Bid meets the required criteria. If adequate information is not submitted with the Bid, it may be rejected.

The City of Fort Lauderdale will be the sole judge in determining if the product proposed qualifies as approved equal. The City reserves the right to award to that Bid which will best serve the interest of the City as determined by the City. The City further reserves the right to waive minor variations to specifications and in the bidding process.

1.11 CONTRACT COORDINATOR

The City will designate a Contract Coordinator whose principal duties shall be :

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

1.12 CONTRACTOR PERFORMANCE REVIEWS AND RATINGS

The City Contract Coordinator shall develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contract.
Non compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or

cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

1.13 COST ADJUSTMENTS

Prices quoted shall be firm for the initial contract term (one year). Thereafter, any extensions which may be approved by the City shall be subject to the following: Costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available prior to the end of the contract year then in effect, as compared to the index for the comparable month one year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

1.14 INVOICES/PAYMENT

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the hourly costs and all related costs and shall specify the status of the particular task or project as of the date of the invoice as regards the accepted schedule for that task or project. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City. This negotiated payment shall be based on the overall task or project breakdown, relative to the projected number of hours for each task element, and the percentage of work completed.

1.15 DELETION OR MODIFICATION OF SERVICES

The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

1.16 ADDITIONAL ITEMS/DUTIES

The City may require additional items/duties of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items/duties, and shall provide the City prices on such additional items or duties based upon a formula or method which is the same or similar to that used in establishing the prices in this Bid. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

1.17 SERVICE TEST PERIOD

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor.

1.18 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

1.19 SELLING, TRANSFERRING OR ASSIGNING CONTRACT

No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the City Manager, or designee.

1.20 UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

1.21 DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

1.22 PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or

perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

1.23 LOBBYING ACTIVITIES

ALL BIDDERS/PROPOSERS PLEASE NOTE: Any bidder or proposer submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf>.

1.24 BID TABULATIONS/INTENT TO AWARD

(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at <http://www.fortlauderdale.gov/purchasing/bidresults.htm>, or any interested party may call the Procurement Office at 954-828-5933.

PART II - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

2.01 SPECIFICATIONS FOR "REMOVABLE MYLAR" AND "HANGTAG" PARKING PERMITS

The City of Fort Lauderdale is inviting vendors to submit bids for removable mylar parking permits and polyvinyl hangtag permits to be displayed inside the windows of vehicles parked in the City's lots, garages, and/or on-street.

The contract will be for approximately 48,000 mylar permits and approximately 2,000 hangtag permits annually.

The City of Fort Lauderdale's current business practice is the use of mylar monthly and annual decals and polyvinyl hangtag permits.

The City of Fort Lauderdale is considering changing our current business practice and permit format for cost effectiveness.

We are requesting that you provide separate pricing for each of the following;

A. Current Practice:

Mylars: 48,000, example attached, 4 ½ by 2 ½ inches, or as close to size as possible and

Hangtags: 2,000, example attached, approximately 2.75 inches X 6 inches, or as close to size as possible.

B. Possible New Practice:

Mylars: 4,000 3 ½ by 2 ½ inches, or as close to size as possible and

Mylar monthly validators: 48,000 1 ½ inch Horizontal by 2 ½ Vertical inches, or as close to size as possible.

Each order will be accompanied by a chart similar to the attached, with month effective date indicator (1,2,3, etc), location, barcode, and serial number sequences. The attached chart represents one month of permits with an approximation of the typical order by month. Most orders will be for three (3) or more consecutive permit months (for example, March permits, April permits, and May permits) but may be less than three months of permits from time to time,. In addition, the City may place orders for special event permits and in small quantities-. The permit number sequence of the prefix, serial number, and suffix are to be in the scannable barcode as well as printed on the permit. Please see sample diagram of permit layout, showing print copy on both front and back of permit. Proof to be supplied for approval prior to production, either by email or fax.

SPECIAL NOTE: South Florida experiences intense sunlight, humidity, and high heat for most of the year. All materials and inks must be able to withstand the intense Florida heat and humidity and be usable on and visible through dark tinted windows. Nearly all vehicles in this area have tinted windows and many are dark tint.

MYLAR DECAL PERMITS

MATERIAL: "Removable Mylar" material, 35 mil polyvinyl with a clear see-through liner (to be placed on the inside of vehicle window, printed side facing out) and must be of sufficient quality to be removed and reapplied by customers as they move the decals between and among their vehicles. The peel-off permit backing is to be printed with instructions for the use of the permit and will be provided with the initial order. NOTE: Some types of permits have instructions that require placing the permit inside the front windshield and some types will be printed with instructions that require displaying the permit inside the rear window. Include hologram, serial numbering, and scannable barcode. (see specs below). Mylar material **MUST** be safe to use without leaving adhesive residue or otherwise damaging interior vehicle windows including window tint and window defoggers.

SIZE: 4 ½ by 2 ½ inches, or as close to size as possible

MYLAR DECAL VALIDATORS:

Monthly validators to be placed next to a permit that has the year and valid permit parking location imprinted.

For example, there will be a permit that has the year of 2009 with the valid parking location imprinted and we will order separately monthly validators to place next to the permit .. Once each year the customer will buy the year/location permit and will purchase a validator permit monthly.

SIZE: 1 ½"H x 3 ½"W , or as close to size as possible

HANGTAG PERMITS (regular)

MATERIAL: Polyvinyl 35 gauge. Include hologram, serial numbering, and scannable barcode. (see specs below)

SIZE: Approximately 2.75 in. X 6 in., or as close to size as possible

HANGTAG PERMITS (scratch-off)

MATERIAL: Polyvinyl 35 gauge or similar, with 12 months (Jan, Feb, etc) and 31 numeric days (1,2,3,) printed on scratch-off material. Include hologram, serial numbering, and barcode. (see specs below)

SIZE: Approximately 2.75". X 6 "or as close to size as possible

HANGTAG PERMITS (write-on)

MATERIAL: Polyvinyl 35 gauge or similar, with white area with protective features that allow user to hand-write a date or other information, cover it with a clear permanently sealable flap that resists attempts to alter the date. Include hologram, serial numbering, and barcode. (see specs below)

SIZE: Approximately 2.75 in. X 6 in., or as close to size as possible

DELIVERY: Time is of the essence; delivery is preferred within twenty working days of receipt of order but must be received no later than 30 working days after receipt of the order. Mylar permits shall be delivered in a continuous roll, in poly bagging, and each line item to be boxed separately - according to the location, type (mylar or hangtag) and the month of the permit. The decals must be packaged with the lowest number to the outside of the roll so that they may be sold in numeric order.
The first order must be delivered within 25 working days from receipt of the Purchase Order.

COLORS: Permits will all be same color for a particular month but may change from month to month, quarterly, or annually. Please supply actual color samples on actual material to be used. Must be easily visible through dark tinted vehicle windows and in garages with low light levels.

INK COLORS: All copy to be in BLACK ink or OTHER COLOR as requested, on front and a lighter color back of permit

HOLOGRAM: Hologram to be in upper right, circular with the City logo in black on gold-color foil (sailboat silhouette). Logo will be provided.

BARCODE: Alpha-numeric barcode to be on lower left corner: prefix, serial number, and suffix. Language 3 of 9 with human readable numbers

NUMBERING: Numbering at the bottom right to be an eight-digit number, in sequential order, starting number to be supplied prior to print

PRICING: A. Provide per-piece pricing for approximately 48,000 mylar permits with continuous Poly Bagging and separate per-piece pricing for approximately 2,000 hangtag permits annually to be ordered as needed. Shipping shall be included in per-piece pricing. Price must include all artwork, set-up, and any other applicable fees. No overruns.

and

B. Provide per-piece pricing for 4,000 mylar permits with continuous Poly Bagging and separate per-piece pricing for approximately 4,000 monthly validators for each month (48,000 total). For example 4,000 monthly validators for January, 4,000 monthly validators for February, and so on. No overruns

Due to the nature of our business and potential City Commission action, Parking Services' permit programs are subject to change and may require additional locations to be added or other locations to be deleted during the term of the contract. Pricing shall be a flat-rate per piece (separate pricing for mylars and hangtags), regardless of the number of permits ordered on any one order or in any one location. Parking Services will be mindful of production costs and will attempt to minimize small runs to the extent possible.

UNDERSTANDING OF JOB SCOPE: It is the Proposer's responsibility to become fully informed as to the nature and extent of the work required and to understand the environment in which these permits will be used. Proposer, by virtue of submitting a proposal certifies that he understands the scope of this ITB and the requirements of the permits to be supplied.

CITY OF FORT LAUDERDALE
ANNUAL PERMITS

QTY	CLASSIFICATION	Month	EXP. DATE	Start #	End #	Prefix	Start #	End #
DECAL (RED)								
INSTRUCTIONS: FRONT OF VEHICLE								
				Sequential #			Barcode	
5	COOLEY'S LANDING	ANN	10/08-09/09	000001	- 000005	09CYLR	000001	- 000005
5	GEORGE ENGLISH RAMPS	ANN	10/08-09/09	000006	- 000010	09GEYR	000006	- 000010
5	DISTRICT III RESIDENT	OCT-MAR	2009	000011	- 000015	09DIS3	000011	- 000015
5	DISTRICT III RESIDENT	APR-SEPT	2009	000016	- 000020	09DIS3	000016	- 000020
15	15TH STREET BOAT RAMP15TH STREET BOAT RAMP	ANN	10/08-09/09	000021	- 000035	0915YR	000021	- 000035
14	H LOT	ANN	10/08-09/09	000036	- 000049	09HLOT	000036	- 000049
9	SE 2ND COURT	ANN	10/08-09/09	000050	- 000058	09SE2C	000050	- 000058
10	P LOT	ANN	10/08-09/09	000059	- 000068	09PLOT	000059	- 000068
10	E LOT RESIDENT	ANN	10/08-09/09	000069	- 000078	09ELRS	000069	- 000078
5	CROSSROADS	ANN	10/08-09/09	000079	- 000083	09CRRA	000079	- 000083
6	BEACH COMMUNITY CTR	ANN	10/08-09/09	000084	- 000089	09BCH	000084	- 000089
20	BRIDGESIDE	OCT-MAR	2009	000090	- 000109	09BGSD	000090	- 000109
20	BRIDGESIDE	APR-SEPT	2009	000110	- 000129	09BGSD	000110	- 000129
92	A&S	ANN	10/08-09/09	000001	- 000092	09ASAA	000001	- 000092
HANGTAG (dark blue)								
100	WATERWORKS 2011	ANN	2009	00201	000300	09water	000201	000300

**OCT-
MAR
2007**



DIST III RESIDENT



07 0 0 0 0 0 1 D I S 3 000001

**12
2007**



INTRACOASTAL RESIDENT



07 0 0 0 0 0 1 E L R S 000001

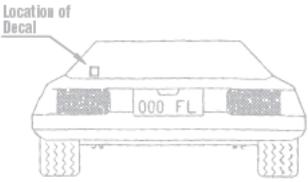
**ANN
2007**



H LOT



07 0 0 0 0 0 1 H L O T 000001



Location of Decal

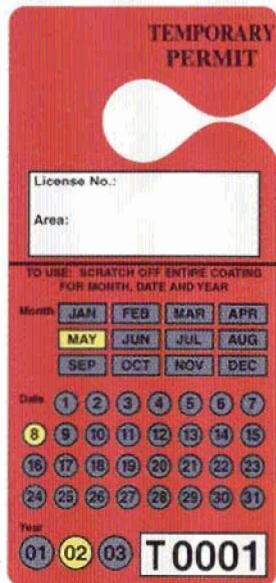
Place the decal on the driver's side of the rear window. Decal is printed to adhere to the inside of window facing out. Make sure surface where decal is to be mounted is clean and dry. Peel off protective paper. Position decal and rub down. Only one decal will be issued. Persons using more than one vehicle must remove the decal and reapply it to the new vehicle. To reapply the decal, insure surface where decal is to be mounted is clean and dry.
LOCK YOUR CAR. DO NOT LEAVE ANY VALUABLES INSIDE YOUR CAR.



- R-04 Yellow or per specs
- R-37 Dk Blue
- Black
- Hologram
- Die line will not print



The colors on this proof are for representational purposes only.



Remove permit from rear view mirror when vehicle is in motion.

INSTRUCTIONS

Place the permit (using the hole provided) on the rearview mirror. The front of the permit must face the front of the windshield to be valid. On vehicles without a suspended mirror, place face up on the driver's side of the dash.

VALID ONLY IN SPACE/AREA INDICATED. MONTH, DATE, YEAR AND CATEGORY MUST BE SCRATCHED OFF TO BE VALID. PERMIT IS INVALID IF MORE THAN ONE DATE IS SCRATCHED OFF.

THE DATE MARKED IS THE PERMIT EXPIRATION DATE.

WARNING:

POSSESSION OF A LOST, STOLEN, FORGED, OR ALTERED PERMIT WILL RESULT IN FINE AND REVOCATION OF PARKING PRIVILEGES.

SCRATCH-OFF HANG TAGS

...Looking for an additional security feature in your temporary parking permits?

Our scratch-off hang tags allow you to assign an expiration date at the time the permit is issued. If more than one date is exposed, the permit becomes invalid.

Custom sizes available.
Backprint/Instructions optional.

City of Ft. Lauderdale July, 09 rev. 4/08

Sequential # Barcode

CLASSIFICATION	Month	EXP. DATE	Start #	End #	Prefix	Start #	End #
UCTIONS: BACK (RED COLOR)							
BRIDGESIDE	07	2009	002881	003120	09BGSD	002881	003120
CITY PARK GARAGE	07	2009	020501	022300	09PG24	020501	022300
CPG MALL TENANT 1E/D	07	2009	000133	000143	09CPG1	000133	000143
CPG MALL TENANT 2E	07	2009	000133	000143	09CPG2	000133	000143

UCTIONS: FRONT (RED COLOR)

A & S GARAGE	07	2009	001001	001100	09ASGA	001001	001100
ANDREWS AVENUE	07	2009	000031	000033	09SA13	000031	000033
CROSSROADS	07	2009	000201	000220	09CRRD	000201	000220
E-Lot Residents	07	2009	000751	000825	09ELRS	000751	000825
E-Lot - PM	07	2009	000201	000220	09ELPM	000201	000220
E-Lot - AB	07	2009	000501	000550	09ELAB	000501	000550
E-Lot - AM	07	2009	002001	002200	09ELAM	002001	002200
E CLAY SHAW - EAST	07	2009	000101	000110	09CLAE	000101	000110
E CLAY SHAW - WEST	07	2009	000101	000110	09CLAW	000101	000110
GEO. ENGLISH	07	2009	000301	000330	09GENG	000301	000330
G LOT GALT OCEAN DR	07	2009	000501	000550	09GALT	000501	000550
NORTH GALT	07	2009	001351	001485	09NGAL	001351	001485
ONE STOP SHOP	07	2009	000501	000550	09OSSL	000501	000550
N LOT	07	2009	000071	000077	09NLOT	000071	000077
N LOT RESIDENT	07	2009	000041	000044	09NRES	000041	000044
P LOT	07	2009	000041	000044	09NRP	000041	000044
R LOT	07	2009	000201	000220	09RLOT	000201	000220
S BEACH LOT	07	2009	001001	001100	09SBCH	001001	001100
SE 2ND COURT	07	2009	000261	000286	09SE2C	000261	000286
NE 25TH AVENUE	07	2009	000061	000066	09NE25	000061	000066
SW 13TH STREET	07	2009	000301	000330	09SW13	000301	000330
TUNNEL	07	2009	000161	000176	09TUNL	000161	000176
V LOT	07	2009	000121	000132	09VLOT	000121	000132

UCTIONS: FRONT (RED COLOR)

2PM -2AM							
E CLAY SHAW EAST (2PM - 2AM)	07	2009	000352	000381	09CLAP	000352	000381
8AM -5PM							
E CLAY SHAW EAST (8AM - 5PM)	07	2009	000101	000110	09CLAA	000101	000110

City of Ft. Lauderdale August 09 rev. 4/08

Sequential # Barcode

QTY	CLASSIFICATION	Month	EXP. DATE	Range Begin	Range End	Prefix	Start #	End #
INSTRUCTIONS: BACK								
240	BRIDGESIDE	08	2009	03121	03360	09BGSD	003121	003360
1700	CITY PARK GARAGE	08	2009	22301	24000	09PG24	022301	024000
11	CPG MALL TENANT 1E/D	08	2009	00144	00154	09CPG1	000144	000154
11	CPG MALL TENANT 2E	08	2009	00144	00154	09CPG2	000144	000154

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INSTRUCTIONS: FRONT

100	A & S GARAGE	08	2009	01101	01200	09ASGA	001101	001200
3	ANDREWS AVENUE	08	2009	00034	00036	09SA13	000034	000036
20	CROSSROADS	08	2009	00221	00240	09CRRD	000221	000240
75	E-Lot Residents	08	2009	00826	00900	09ELRS	000826	000900
20	E-Lot - PM	08	2009	00221	00240	09ELPM	000221	000240
50	E-Lot - AB	08	2009	00551	00600	09ELAB	000551	000600
200	E-Lot - AM	08	2009	02201	02400	09ELAM	002201	002400
10	E CLAY SHAW - EAST	08	2009	00111	00120	09CLAE	000111	000120
10	E CLAY SHAW - WEST	08	2009	00111	00120	09CLAW	000111	000120
30	GEO. ENGLISH	08	2009	00331	00360	09GENG	000331	000360
50	G LOT GALT OCEAN DR	08	2009	00551	00600	09GALT	000551	000600
135	NORTH GALT	08	2009	01486	01620	09NGAL	001486	001620
50	ONE STOP SHOP	08	2009	00551	00600	09OSSL	000551	000600
7	N LOT	08	2009	00078	00084	09NLOT	000078	000084
4	N LOT RESIDENT	08	2009	00045	00048	09NRES	000045	000048
4	P LOT	08	2009	00045	00048	09NRP	000045	000048
20	R LOT	08	2009	00221	00240	09RLOT	000221	000240
100	S BEACH LOT	08	2009	01101	01200	09SBCH	001101	001200
26	SE 2ND COURT	08	2009	00287	00312	09SE2C	000287	000312
6	NE 25TH AVENUE	08	2009	00067	00072	09NE25	000067	000072
30	SW 13TH STREET	08	2009	00331	00360	09SW13	000331	000360
16	TUNNEL	08	2009	00177	00192	09TUNL	000177	000192
12	V LOT	08	2009	00133	00144	09VLOT	000133	000144

978

2940

30	E CLAY SHAW EAST (2PM - 2AM)	08	2009	00382	00411	09CLAP	000382	000411
10	E CLAY SHAW EAST (8AM - 5PM)	08	2009	00111	00120	09CLAA	000111	000120

City of Ft. Lauderdale Sept. 09 rev. 4/08

Sequential # Barcode

QTY	CLASSIFICATION	Month	EXP. DATE	Start #	End #	Prefix	Start #	End #
INSTRUCTIONS: BACK								
240	BRIDGESIDE	09	2009	03361	03600	09BGSD	003361	003600
1700	CITY PARK GARAGE	09	2009	24001	25700	09PG24	024001	025700
11	CPG MALL TENANT 1E/D	09	2009	00155	00165	09CPG1	000155	000165
11	CPG MALL TENANT 2E	09	2009	00155	00165	09CPG2	000155	000165

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INSTRUCTIONS: FRONT

100	A & S GARAGE	09	2009	01201	01300	09ASGA	001201	001300
3	ANDREWS AVENUE	09	2009	00037	00039	09SA13	000037	000039
20	CROSSROADS	09	2009	00241	00260	09CRRD	000241	000260
75	E-Lot Residents	09	2009	00901	00975	09ELRS	000901	000975
20	E-Lot - PM	09	2009	00241	00260	09ELPM	000241	000260
50	E-Lot - AB	09	2009	00601	00650	09ELAB	000601	000650
200	E-Lot - AM	09	2009	02401	02600	09ELAM	002401	002600
10	E CLAY SHAW - EAST	09	2009	00121	00130	09CLAE	000121	000130
10	E CLAY SHAW - WEST	09	2009	00121	00130	09CLAW	000121	000130
30	GEO. ENGLISH	09	2009	00361	00390	09GENG	000361	000390
50	G LOT GALT OCEAN DR	09	2009	00601	00650	09GALT	000601	000650
135	NORTH GALT	09	2009	01621	01755	09NGAL	001621	001755
50	ONE STOP SHOP	09	2009	00601	00650	09OSSL	000601	000650
7	N LOT	09	2009	00085	00091	09NLOT	000085	000091
4	N LOT RESIDENT	09	2009	00049	00052	09NRES	000049	000052
4	P LOT	09	2009	00049	00052	09NRP	000049	000052
20	R LOT	09	2009	00241	00260	09RLOT	000241	000260
100	S BEACH LOT	09	2009	01201	01300	09SBCH	001201	001300
26	SE 2ND COURT	09	2009	00313	00338	09SE2C	000313	000338
6	NE 25TH AVENUE	09	2009	00073	00078	09NE25	000073	000078
30	SW 13TH STREET	09	2009	00361	00390	09SW13	000361	000390
16	TUNNEL	09	2009	00193	00208	09TUNL	000193	000208
12	V LOT	09	2009	00145	00156	09VLOT	000145	000156

978

2940

30	E CLAY SHAW EAST (2PM - 2AM)	09	2009	00412	00441	09CLAP	000412	000441
10	E CLAY SHAW EAST (8AM - 5PM)	09	2009	00121	00130	09CLAA	000121	000130

Questionnaire

Please print or type:

- 1. Provide three references for which you have performed similar services.

Company Name:

Address:

Contact Name:

Telephone:

Company Name:

Address:

Contact Name:

Telephone:

Company Name:

Address:

Contact Name:

Telephone:

- 2. Number of years experience the proposer has had in providing similar services:

Years

- 3. Have you ever failed to complete work awarded to you? If so, where and why?

- 4. List appropriate licenses as issued by Broward County.

- 5. Briefly describe the number of employees and supervisors available for this contract and the firm's ability to secure subcontractors, if necessary.

6. Briefly describe your firm's financial status and provide proof of adequate line of credit or other financial assets to access funds for construction of multiple projects during the same time period.



The proposer understands that the information contained in these proposal pages is to be relied upon by the City in awarding the proposed contract, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the City.

Please review the questionnaire to make sure all questions have been answered. Attach additional sheets if necessary. Failure to answer each question could result in the disqualification of your bid.

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

<u>NAME</u>	<u>RELATIONSHIPS</u>
-	

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.bidsync.com, unless otherwise stated in the bid packet. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version.

Submitted by (signature) (date)

Name (printed) Title:

Company: (Legal Registration)

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/doc/>).

Address:
City: State:
Zip:

Telephone No. FAX No.

E-MAIL:

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions):

Payment Terms (section 1.03): Total Bid Discount (section 1.04):

Does your firm qualify for MBE or WBE status (section 1.08): MBE cbb WBE cbb

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.	Date Issued
<input type="text"/>	<input type="text"/>

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.

Variances:



revised 11-12-08

Question and Answers for Bid #592-10270 - PARKING PERMIT DECALS AND HANGTAGS

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.