



Request for Quote
#2016-01

Printing Services

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking **Printing Services** for early childhood education programs. In order to select a vendor to deliver the above-referenced services, The Coalition requests a quote for services based on the specifications listed below. The quote for services will include the following information: company name and address with year incorporated, if applicable; total amount for services; and the quote should be signed and dated by an authorized representative of the vendor. Upon receipt of all quotes, the Coalition will review and make a decision based on the best value offered. Most importantly, the selected vendor will be required to enter into an agreement with the Coalition so to guarantee the specifications listed, as well as to ensure adherence to all applicable state and/or federal laws.

Description of Services:

1. ELCMDM requires printed materials to support its programs and services. This includes envelopes, brochures, information flyers etc. These items are used throughout the collation supporting all aspects of the organization.

2. A printing service is needed to reproduce a high volume of assorted educational material to be shared with parents and community members about ELCMDM services and programs.

3. Please see chart below for specific items and quantities requested:

Items Requested:	Amount/Quantity:
#10 Color Printed Envelopes	20,000
#10 B&W Printed Envelopes	20,000
#10 B&W Printed Window Envelopes	10,000
9 x 12 Color Printed Envelopes	10,000
9 x 12 B&W Printed Envelopes	10,000
3 x 6 Two Sided Color Bookmarks	10,000
5 x 8 (Approx.) Color Notepad (25 sheets)	100
2 In. Round Stickers	5,000

2 x 3 Stickers	5,000
11 x 17 Laminated Foam Core Color Posters	1
2 x 3 Laminated Foam Core Poster	1
3 x 4 Laminated Foam Core Poster	1
Embossed Color Printed Two Pocket w/ Business Card Die Cut Presentation Folders	5,000
5.5 x 8.5 Two Sided Color Postcard	10,000
8.5 x 11 Color Static Window Clings	1,500
8.5 x 11 Trifold Color Brochure	5,000
8 x 11.5 Color Printing Per Side	1,000
8 x 11.5 B&W Printing Per Side	1,000
Business Cards (Two Sided Color)	250 per person Approx. 80 people
2 x 2 Square Color Two Sided Cards	1,000 (3 designs)

It is the Proposer's responsibility to understand the Coalition's requirements and to submit its proposal in a timely, complete, and procedurally correct manner.

The Coalition shall conduct a comprehensive review of the responses to the solicitation by convening a proposal evaluation committee.

Selected vendor will be awarded through written notice to qualified and responsive Proposer(s) who(se) proposal is determined to be most advantageous to the Coalition, taking into consideration price, quality, and other criteria. See Evaluation Criteria attached.

Please submit your quote no later than **Monday, September 27, 2016** to Early Learning Coalition, by email.

Julissa Perez
Procurement Office Support Specialist
2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134
Email: jperez@elcmdm.org
Phone: 305-646-7220 ext. 2536

2555 Ponce de Leon Blvd. 5th Floor Coral Gables, FL 33134 Tel: (305) 646-7220 Fax: (305) 447-1608 Web: www.elcmdm.org



RFQ Evaluation Criteria

This form has been designed to guide the RFQ vendor selection committee on how to choose the most qualified vendor to fulfill the request. Please rate the vendor on a scale of 1-5; 1 being the least qualified and 5 being the best qualified.

	Insert Vendor 1	Insert Vendor 2	Insert Vendor 3
Was the estimate/proposal submitted by deadline?			
Was the estimate/proposal submitted in a presentable/professional manner (letterhead, contact info, etc)?			
Was the estimate/proposal submitted clear and concise?			
Was the estimate/proposal relative to the request?			
Does the vendor have relative experience in the market?			
Does the vendor have the capacity to fulfill the request?			
TOTAL:			

There is an allowable 30 pts max. per vendor, the vendor with the highest point value will be selected based on scoring

Selected Vendor: _____
Comments: _____
Evaluator Name: _____
Signature: _____
Date: _____