

**City of Pembroke Pines
Purchasing Matrix**

Req. #		Project Desc.		Coding:	
Vendor 1:	Office Depot	Phone:	561-523-8215	Contact Name:	Tammy Mannarino
Vendor 2:	FedEx Office	Phone:	954-392-6460	Contact Name:	Beverly Raos
Vendor 3:	Southeastern	Phone:	305-885-8707	Contact Name:	Stephen Meltzer
				Address:	6600 N. Military Trail, Boca Raton, FL 33496
				Address:	15920 Pines Blvd., Pembroke Pines, FL 33027
				Address:	950 S.E. 8th St., Hialeah, FL 33010

Item #	Item Description	Qty	V1: Office Depot		V2: FedEx Office		V3: Southeastern		Lowest Vendors	
			Per Unit	Total	Per Unit	Total	Per Unit	Total	Vendor Name	Total
1	G.R.A.D.E. Workbooks	3000	\$ 1.1071	\$ 3,321.330	\$ 1.4573	\$ 4,371.810	\$ 2.1147	\$ 6,344.000	Office Depot	\$ 3,321.330
2				\$ -		\$ -		\$ -	No Bid	\$ -
3				\$ -		\$ -		\$ -	No Bid	\$ -
4				\$ -		\$ -		\$ -	No Bid	\$ -
5				\$ -		\$ -		\$ -	No Bid	\$ -
6				\$ -		\$ -		\$ -	No Bid	\$ -
7				\$ -		\$ -		\$ -	No Bid	\$ -
8				\$ -		\$ -		\$ -	No Bid	\$ -
9				\$ -		\$ -		\$ -	No Bid	\$ -
10				\$ -		\$ -		\$ -	No Bid	\$ -
11				\$ -		\$ -		\$ -	No Bid	\$ -
12				\$ -		\$ -		\$ -	No Bid	\$ -
13				\$ -		\$ -		\$ -	No Bid	\$ -
14				\$ -		\$ -		\$ -	No Bid	\$ -
15				\$ -		\$ -		\$ -	No Bid	\$ -
16				\$ -		\$ -		\$ -	No Bid	\$ -
17				\$ -		\$ -		\$ -	No Bid	\$ -
18				\$ -		\$ -		\$ -	No Bid	\$ -
19				\$ -		\$ -		\$ -	No Bid	\$ -
20				\$ -		\$ -		\$ -	No Bid	\$ -
21				\$ -		\$ -		\$ -	No Bid	\$ -
22				\$ -		\$ -		\$ -	No Bid	\$ -
23				\$ -		\$ -		\$ -	No Bid	\$ -
24				\$ -		\$ -		\$ -	No Bid	\$ -
25				\$ -		\$ -		\$ -	No Bid	\$ -
Total		3000		\$ 3,321.330		\$ 4,371.810		\$ 6,344.000		\$ 3,321.330

Comments:

I certify that these are the prices quoted by the above firms:

Name: Signature:

Approved By: Signature:

Date Printed: Tuesday, April 20, 2021

Notes: Purchases greater than \$5,000 require at least 3 telephone quotes. Purchases greater than \$7,500 require at least 3 written quotes. Purchases greater than \$25,000 require Commission approval.

Department Head approval is only necessary if your Department Head requires it, as requisitions are approved by Departments Heads in the SmartStream approval process, prior to becoming a Purchase Order.

PEMBROKE PINES POLICE DEPARTMENT

EQUIPMENT/EXPENDITURE/CHECK REQUEST FORM

REQUEST FOR:
(Check one)

- ☐ IN-STOCK SUPPLIES/EQUIPMENT
- ☐ UNIFORMS
- ☐ OTHER EQUIP < \$5,000
- ☐ CHECK

(Check one)

- ☐ RETURN TO INITIATOR
- ☐ MAIL TO VENDOR/SUPPLIER

Object Code

Was this budgeted? ☐ YES ☐ NO

If yes, amount in budget for this purchase

VENDOR/SUPPLIER:

Office Depot

6600 N. Military Trail

Boca Raton, FL 33496

REQUEST INITIATOR:

Officer Victoria Lima

DATE: 03/25/2021

QTY	DESCRIPTION	UNIT COST	EXTENDED AMOUNT
3,000	G.R.A.D.E. Workbooks 8 1/2 X 11	1.11	\$3,321.33
TOTAL			\$3,321.33

Note: This form is for total expenditures up to \$5,000.00.

APPROVED:

APPROVED:

UNIT SUPERVISOR

CAPTAIN / MAJOR / ASSISTANT CHIEF



Quote# 10956

Retail- Store #2595 Victoria
Lima-bookletsDate
02-26-2021Status
Customer Review Pending

Quote Details

Products	Additional Information		Quantity & Amount
Books/Booklets - Saddle Stitched (Victoria Lima)	Product Sizes	Book - 8 1/2 x 11	3000 Quantity : \$3,321.33 [Production Days: 5]
	Pages and Colors	4 Total Pages - All 4 Pages Full Color (4/4)	
	Cover Paper/Stock	80 Lb. Cover - Gloss - White - (4 Cover Pages/2 Leaves)	
	Cover Top Coating	None	
	Bindery	fold saddle stitch	
	Flat Size	11x17	
	Bleed	No	
	Shrink Wrapping	None	
	Additional Details	40 inside pages, to yield 10 signatures, all black and white- 60 # bond, combine with cover to yield 3000 saddle stitch booklets, include frt to zip 33024	

Quote History Details

Date	Comments	Quote Status	Comment By
03-03-2021 12:35	Additional Emails : tammy.mannarino@officedepot.com	Customer Review Pending	Admin
03-01-2021 13:44	No Comment	Quotation	Admin



FedEx Office Number: 1736

Center Address: 15920 Pines Blvd

Pembroke Pines, FL 33027

Phone: (954) 392-6460

Center Email: usa1736@fedex.com, mgr1736@fedex.com

Print Quote

Prepared for: V Lima

Phone: (954) 410-7085

Bid Name:

Description: booklets

Quote: 671146

Date: 03.19.2021 11:23am

Team Member: Beverly Raos

Items*

Description	Quantity	Unit Price	Sub-Total
671146-A Booklets (Stitched)	3000	\$1.46	\$4,371.81
Production Days: 5 Day			
Size: 8-1/2 X 11			
Cover / Cover Pages: 4			
Cover / Cover w/Presentation Pockets: no			
Cover / Paper: 100# Gloss Cover			
Cover / Color: 4/4			
Cover / Coating: None			
Cover / Binding Dimensions: Short Edge			
Text / Text Pages: 44			
Text / Paper: 80# Matte Text			
Text / Color: 0/0 b/w			
Text / Coating: none			
Bleed: no			
Binding: Saddle Stitch			
Additional: None			
Colors / PMS Color (additional PMS # not printing as 4/c):			
Text / PMS Color:			
Proof Type: Free In-Store Proof (\$0.00)			

Ship to: FedEx Office #1736
15920 Pines Blvd
Pembroke Pines, FL 33027

*This quote does not include taxes. Taxes based on jurisdiction at the time of the order.

** Price not to exceed the sub-total above

Thank you for your interest in FedEx Office. We appreciate the opportunity to provide a quote on your project. This quote is valid for 45 days.

Please bring this letter to any FedEx Office location to place your order. If we can be of any further assistance, please do not hesitate to contact us.

Accepted by: _____

QUOTATION

Estimate: 41694 A

3/19/2021

Customer ID:

City Of Pembroke Pines

Phone: () - Fax: () -

Rep: Stephen Meltzer 116D

smeltzer@seprint.com



Miami

950 SE 8th Street
Hialeah, FL 33010

305.885.8707 Phone

305.888.9903 Fax

seprint.com

Description:

GANG RESISTANCE & DRUG EDUCATION

40 PAGES + POCKET FOLDER AS COVER - REPRINT

3M / 3.5M / 4M / 5M

FOLDER - 4/1 PROCESS/BLK

TEXT - 4/4 - PRO + PERF

FOLDER FLAT - 16 x 19-1/4; TEXT PAGE SIZE 8-3/8 x 10-7/8

FOLDER - 12PT C1S COVER

TEXT - 50LB WHITE OFFSET

DIECUT + GLUE FOLDER; HAND STITCH ON 12" SIDE

CARTON PACK, LOCAL DELIVERY

FOLDER - 9 x 12 WITH 2 GLUED 4" POCKETS

*USE EXISTING DIES.

We understand that you will be providing:

USE EXISTING FILES

Quantity (circle one)	3,000	3,500	4,000	5,000	
Price	\$6,344	\$6,816	\$7,304	\$8,272	PRICES REMAIN IN EFFECT FOR 30 DAYS
Per Unit	\$2.11	\$1.94	\$1.82	\$1.65	

Thank you for the opportunity to provide you with this estimate. We look forward to exceeding your expectations.

Standard minimum turn time is 6 business days from proof approval. Additional charges may occur if an accelerated schedule is request

This quotation is subject to the terms and conditions in our Standard Terms of Sale set forth on the back side hereof and which are , by reference, made a part hereof. Prices quoted are based on details furnished to our estimating department and are subject to revision if, upon receipt of copy it is determined that the material deviates from original specifications. Any such price revision will be confirmed before the order is processed. We reserve the right to reject any order upon receipt without liability on our part .

All orders are subject to underruns or overruns of up to 10% and the deficiency or excess credited or charged proportionately.

Payment terms:

Please Initial: _____ The item(s) ordered are for resale and not subject to sales tax.

_____ The item(s) ordered are for internal use. Please charge sales tax.

Please read, sign and return to place your order:

Signature	Print Name	Title / Date
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SOUTHEASTERN STANDARD TERMS OF SALE

1. This proposal is made and, if accepted by Southeastern ("Printer"), order will be entered subject to the following trade customs and any other conditions expressed herein, which are hereby understood to be binding on both parties. Terms of this proposal shall be limited to thirty (30) days from date to proposal. It is to be clearly understood that such terms constitute the entire agreement of the parties, can be amended or altered only pursuant to writing signed by both parties, and in any event not by any stipulation, representation or agreement not contained in this contract, or by parol evidence, and that these terms shall govern the order contrary to prior or subsequent writings by Customer notwithstanding.
2. Orders regularly entered cannot be cancelled except upon terms that will compensate Printer against loss. All orders are subject to final acceptance by Printer, and it shall not be liable for any loss or damage resulting from its reasonable failure to accept orders, ship products ordered or notify Customer of its non-acceptance of orders.
3. Experimental work performed at the Customer's request, such as, but not limited to sketches, drawings, composition, plates, presswork and materials shall be charged for at current rates.
4. Artwork, sketches, copy, dummies, and all preparatory work, plates, engravings and other manufacturing tools or items created or furnished by Printer shall remain its exclusive property, no use of same shall be made nor may any ideas obtained therefrom be used, except by written permission of Printer and upon compensation to be determined by Printer.
5. Original artwork, photos, plates, engravings and other manufacturing items when supplied by Customer are accepted at the Customer's risk and Printer shall not be liable for damage or loss in excess of out-of-pocket cost for raw materials or value agreed to in writing between Printer and Customer.
6. Author's alterations (AA): All changes from original specifications made by Customer shall entitle Printer to additional charges at the current rates for the additional work performed.
7. Errors: Printer shall not be liable for errors if printed matter conforms to files furnished by Customer. Proofs will be submitted if requested by Customer. Corrections, if any, are to be made thereon and returned with Proof/Print Authorization form marked "O.K." or "O.K. with corrections", and signed by duly authorized representative of Customer. If revised proofs are desired, request must be made when proof returned. Printer shall not be responsible for errors if work is performed as per Customer's "O.K."
8. Press: Press proofs incur additional charges. Printer shall charge for additional press time arising from Customer delay during make-ready press check or for change orders received after job is plated. Because of the difference in equipment and conditions between color proofing and the pressroom operations, a reasonable variation in color between color proofs and the completed job shall constitute an acceptable delivery.
9. Customer's Property: All Customer's property that is stored with Printer is at the Customer's risk, and Printer shall not be liable for any loss or damages thereto caused by fire, theft, water leakage, rodents, insects, or any other cause beyond Printer's control. It is understood that the storage of Customer's property is solely for the benefit of the Customer.
10. Terms: Unless otherwise arranged for, a deposit of 50% is requested upon the signing of proposal, 25% upon delivery of the job proof, and the balance upon completion of this order or upon delivery of the first copy or copies. All accounts not paid for within forty-five (45) days of invoice shall be charged interest at the rate of eighteen per cent (18%) per annum. If such rate shall be precluded by local law, this such rate shall be the highest rate allowable pursuant to such law.
11. Warranty: Printer warrants that its work will meet applicable specifications and other specific product work requirements and will be of good quality and free from defects in material and workmanship. All claims must be made within five (5) days of receipt of goods. Defective items must be held for Printer's inspection and returned to the original F.O.B. point upon request. The foregoing is expressly in lieu of all other warranties whatsoever, expressed, implied, and statutory, including, without limitation, and implied warranties of merchantability and fitness. Upon Customer's submission of a claim and its substantiation, Printer shall at its option either (1) replace its product or work at either the original F.O.B. point of delivery or (2) refund an equitable portion of the purchase price determined by Printer. All work performed will be done during normal working hours of normal working days. The foregoing is Printer's only obligation and Customer's only remedy of breach of warranty, and except for gross negligence and willful misconduct, the foregoing is Customer's only remedy hereunder by way of breach of contract, tort, or otherwise. In no event shall Customer be entitled to incidental or consequential damages. Any action for breach of this proposal must be commenced within two (2) years after the cause of action has occurred.
12. Title and Risk of Loss: Title to products which Printer sells to Customer shall pass to Customer upon delivery of the products to Customer, or to a carrier consigned to Customer, and Printer shall not be liable for loss of, delay in shipment, or damage of any products after title thereto has passed. Printer, however, retains title for security purposes only to all products until paid for in full in cash and may, at Printer's option, repossess the same from Customer's default in payment hereunder and charge Customer with any deficiency. It is expressly agreed that Printer shall not be held liable for loss or damage on account of delays due to strikes, wars, fires, floods, accidents, governmental or municipal laws, rules or regulations, acts of providence, its inability to secure specified materials, or other causes beyond Printer's reasonable anticipation or control.
13. No obscene or illegal literature will be printed by Printer under this contract, nor shall Printer be liable for any damages arising out of violation of copyright laws or illegal use of trade names or slogans. The Customer guarantees the legal property of all matter submitted to Printer for printing and/or publication; and will defend and indemnify Printer from and against all claims and responsibility arising from the printing and/or publication of such matter, including the legal expenses and disbursements incurred by Printer in connection therewith.
14. Unless otherwise specified, Printer shall use such style, type, size and composition as, in its discretion, seems to be the best interest of Customer.
15. Any and all mailing costs incurred by Printer in the performance of the specifications hereinabove set forth shall be in addition to the contract price hereinabove set forth and shall be at the then current rates of the United States Postal Service and/or common carrier.
16. Taxes: Customer shall pay all excise or other taxes, if any, that may be levied on the products sold under the contract upon or in connection with the sale or shipment thereof.
17. Delivery Dates: Promised delivery date is contingent upon Customer's meeting its established schedule responsibilities. Printer shall not be responsible for consequential damages for late deliveries.
18. Prices quoted are based on straight time work. Overtime work caused by Customer's failure to meet deadline, a delay in turning in proofs, or other material necessary to complete the work within the time specified, shall be charged for at current overtime rates, over and above the price quoted herein.
19. Unless otherwise stated in writing, overruns or underruns, not to exceed ten (10%) percent of the amount ordered, shall constitute an acceptable delivery and the excess or deficiency shall be charged or credited to the customer proportionally.
20. Customer Furnished Materials: Any work required on files or materials furnished by the Customer shall be performed at Customer's risk and billed at current market rates. Responsibility for quality of material supplied will not be assumed by Printer when Customer furnished such material used in production of the printed order.
21. If it becomes necessary to institute suit in any court of law to enforce any of the provisions of quotation, including an action for collection or to enforce any of the standards terms for sale, customer agrees to pay all legal expenses and disbursements incurred by Printer in connection therewith.
22. In the event actual delivery extends beyond the date set forth on Printers acknowledgement of order entry, Printer shall have the further right to revise prices upon the application of a fraction, the numerator of which shall be the Consumer Price Index at the time of actual delivery and the denominator of which shall be such index at the proposed time of delivery set forth by the Printer in his acknowledge to customer of order entry.

Based on Trade Customs Adopted by Printing Industry of America, Inc.