

Commercial Records Management Services

RQID1400038 - Verification of Availability

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Invitation to Bid (ITB)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL & MINIMUM Requirements**”, being specified, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See **Sections 2.3.1. and 3.1 through 3.3**; paying very close attention to all Sections listed, and the “**minimum**” requirements of each. (While you are **not** proposing at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential **SBE Measure**). So please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

Are you able to satisfy the requirements as it relates of this contract?
YES_ NO_

Do you have prior experience consistent with the requirements of this contract?
YES_ NO_

Are you able to meet the requirements as it relates to the “**Minimum Qualifications**” for this contract, Section 2.3.1? YES_ NO_

Are you able to satisfy the “**Background**” requirements of this contract of Section 3.1? YES_ NO_

Are you able to satisfy the following “**Storage Facilities Requirements**” of this contract, Section 3.2? (See attached)

- Bullet a. YES_ NO_
- Bullet b. YES_ NO_
- Bullet b. YES_ NO_
- Bullet d. YES_ NO_
- Bullet e. YES_ NO_
- Bullet f. YES_ NO_
- Bullet g. YES_ NO_
- Bullet h. YES_ NO_
- Bullet i. YES_ NO_
- Bullet j. YES_ NO_
- Bullet k. YES_ NO_
- Bullet a. YES_ NO_

Are you able to satisfy the following “**Services to Be Provided**” of this contract, Section 3.3? (See attached)

- Bullet a. YES_ NO_
- Bullet b. YES_ NO_
- Bullet b. YES_ NO_

- Bullet d. YES _ NO _
- Bullet e. YES _ NO _
- Bullet g. YES _ NO _

Can you comply with the following regulations (Section 3.3)?

- Bullet f.:
- 1. Florida Administrative Code Rules 1B24 and 1B26 YES _ NO _
- 2. Florida Statute 119 – Public Records YES _ NO _

Are you able to satisfy the following “Pick-up, Delivery, Retrieval and New Additions” of this contract, Section 3.3.1? (See attached)

- Bullet a. YES _ NO _
- Bullet b. YES _ NO _
- Bullet b. YES _ NO _
- Bullet d. YES _ NO _
- Bullet e. YES _ NO _
- Bullet f. YES _ NO _
- Bullet g. YES _ NO _

Are you able to satisfy the requirements under “Monthly Warehouse storage” of Section 3.3.2? YES _ NO _

Are you able to satisfy the scopes of services under “Document Destruction” of Section 3.3.3? YES _ NO _

Are you able to satisfy the following requirements under “Retention Services” of Section 3.3.4?

- Bullet a. – scanning retention services YES _ NO _
- Bullet b. – digital storage services YES _ NO _

Do you have prior experience consistent with the requirements of this RFQ?
YES _ NO _

___ I am “NOT” interested in this solicitation.

Name of Firm: _____ SBE Exp. Date: _____

Owner’s Name: _____ Signature: _____

Please respond by 2:00pm, Tuesday January 21, 2014 – (Providing References)

Please complete the following **“Reference Requirements”**:

Project Title:
Client Name
Contact No.:
Scope Description:

Project Title:
Client Name
Contact No.:
Scope Description:

Project Title:
Client Name
Contact No.:
Scope Description:

Any questions, feel free to contact me at the number below.

(Respond to the **“Verification”** whether you are interested or not (choosing **“Yes”** or **“No”** as applicable); this helps SBD in the determination of measures).

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SECTION 2
SPECIAL CONDITIONS

COMMERCIAL RECORDS MANAGEMENT SERVICES

2.1 PURPOSE

The purpose of this Solicitation is to establish a Contract for commercial records management services including storage, retrieval, delivery of file folders/boxes archive boxes, vault storage, permanent out materials, and imaging/scanning, in conjunction with various Miami-Dade County departments, on an "as-needed" basis.

2.2 TERM OF CONTRACT: FIVE (5) YEARS

This Contract shall commence on the first calendar day of the month succeeding approval of the Contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter, which is distributed by the County's Procurement Management Services Division, and contingent upon the completion and submittal of all required Bid documents. The Contract shall expire on the last day of the sixtieth (60th) month of the Contract Term.

2.3 METHOD OF AWARD: TWO (2) LOWEST PRICED BIDDERS IN THE AGGREGATE

Award of this Contract will be made to up to two (2) responsive and responsible Bidders who submit an offer on all items listed in the Solicitation and whose offer represents the lowest price when all services and items are added in the aggregate. The lowest-priced responsive and responsible Bidder in the aggregate shall be designated as the Primary Awarded Bidder and the second-lowest priced responsive and responsible Bidder in the aggregate shall be designated as the Secondary Awarded Bidder. While the County will award to multiple Bidders to assure availability, for the County's convenience, the Primary Bidder shall have the primary responsibility to deliver under the Contract. This multiple award does not exempt awarded Bidders from fulfilling their contractual obligations. An Awarded Bidder, Primary or Secondary, that fails to perform in accordance with Contract requirements may be terminated in accordance with Sections 1.24 and/or 1.25 of the General Terms and Conditions and/or charged re-procurement costs.

2.3.1 Minimum Qualifications:

To be considered for award, Bidder(s) must meet the following requirements:

2.3.1.1 Be regularly engaged in the business of providing commercial records management services as required in this Solicitation. As proof, Bidder(s) will provide three (3) references (see Section 4) to whom the Bidder has provided services as those described in this Solicitation for a period of at least two (2) years. The references must include the customer's name, contact person's name, title address and telephone number and the person's name that is able to verify that the Bidder has successfully provided the offered services. These references shall ascertain to the County's satisfaction that the Awarded Bidder(s) has sufficient experience and expertise in the commercial records management services.

2.3.1.2 Provide the firm's primary contact name, e-mail address, telephone number, fax number, cellular phone number and company main phone number.

SECTION 3
TECHNICAL SPECIFICATIONS

COMMERCIAL RECORDS MANAGEMENT SERVICES

3.1 BACKGROUND

The purpose of this Solicitation is to establish a Contract for commercial records management services including storage, retrieval, delivery of file folders/boxes archive boxes, vault storage, permanent out materials, and imaging/scanning, in conjunction with various Miami-Dade County departments, on an "as-needed" basis. Awarded Bidder(s) must also have designated staff, working telephones, separate facsimile lines and/or email addresses to expedite quotes.

3.2 STORAGE FACILITY REQUIREMENTS

Awarded Bidder(s) storage facility shall:

- a. Have floor space to accommodate a minimum of five hundred (500) cardboard boxes (boxes are approximately 12 ½" wide 16" long x 10" high) at any given time. The County reserves the right to change or alter the size and type of boxes.
- b. Be an individual structure separated from other buildings and external hazards to ensure a high degree of safety from fire, flood, and other potential hazards.
- c. Be located above the local flood plain and be constructed of concrete, masonry, or steel that meets all National Fire Prevention Standards (NFPS). All firewalls must be structurally sound and capable of withstanding impact and imposed loads if severe fire exposure would cause collapse of the framing on one wall. All openings in the firewalls must be protected on each side by fire doors suitable for immediate openings. All walls separating records storage areas from each other and from other portions of the facility shall consist of four (4) fire resistant walls.
- d. Maintain a controlled environment for humidity. For security of the County files, the facility must be secured and provide protection against unauthorized intrusion and access to the County's stored records.
- e. Have a fire sprinkler system that meets all national, County and Local Fire Code Standards, with smoke detectors and heat sensors, except for vault storage area, which must use inert gas suppression.
- f. Have no windows in any stack areas.
- g. Have shelving that must be of fire retardant, chemically neutral, steel construction. Bottom shelves shall be at least two and one fifth (2-1/5") inches from the floor.
- h. Be clean, well organized, and free of rodent and pest infestation.
- i. Possess a twenty-four (24) hour interior and exterior security system electronically linked to local police and fire departments.
- j. Be insured against damages or loss to stored property. Refer to Section 2.5 of this Solicitation.
- k. Provide for goods to be stored adequately, ventilated, and must have heat and smoke detectors in areas where County files are stored.

SECTION 3
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COMMERCIAL RECORDS MANAGEMENT SERVICES

3.3 SERVICES TO BE PROVIDED

Awarded Bidder(s) shall:

- a. Create/possess and utilize an in-house records indexing/cataloging system for expedited retrieval. Awarded Bidder(s) shall be required to work with the County in developing an inventory acceptable to the County and which will best service the County's needs.
- b. Have capability to dispose/destroy records and provide certification records of destruction requests to the County.
- c. Have an online base ordering system that allows the County to place orders electronically.
- d. Have the capability and ability to receive purchase orders/releases via e-mail or fax and provide goods/services as requested in the purchase order/release.
- e. Charge and invoice Miami-Dade County by box, item requested, and not by cubic feet.
- f. Comply with the following regulations:
 1. Florida Administrative code rules 1B24 and 1B26 for Public Records Scheduling and Deposition to include Electronic Recordkeeping
<http://info.florida.gov/barm/rules/1B24FAC.cfm>
www.flclerks.com/Pub_info/2003_pdf/1B26_003FAC.pdf
 2. Florida Statute 119 - Public Records
<http://www.flsenate.gov/Laws/Statutes/2010/Chapter119>
- g. Comply with a 30-60 day transition period, as the material kept in storage may need to be transferred from the incumbent facility to the Awarded Bidder's location. The transition period will minimize service interruptions to the County user departments.

3.3.1 PICK-UP, DELIVERY, RETRIEVAL AND NEW ADDITIONS

Awarded Bidder(s) shall:

- a. Provide initial pick-up per box/pallet from designated sites County owned and/or operated.
- b. Provide additional pick-up per box/pallet from designated sites County owned and/or operated.
- c. Provide deliveries per box to designated sites County owned and/or operated.
- d. Provide barcode sheet (16 barcode per sheet) record management.
- e. Provide boxes for additional records to be stored.
- f. Provide retrieval and refiling per box/pallet.

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COMMERCIAL RECORDS MANAGEMENT SERVICES

g. Provide emergency delivery per box/pallet.

3.3.2 MONTHLY WAREHOUSE STORAGE

The awarded Bidder(s) shall provide monthly warehouse storage per box/pallet.

3.3.3 DOCUMENT DESTRUCTION

The awarded Bidder(s) shall provide document destruction consisting of permanent out retrieval and materials.

3.3.4 RETENTION SERVICES

The awarded Bidder(s) shall:

- a. Provide scanning retention services.
- b. Provide digital storage per user department at Miami-Dade County's request.