

**Solicitation FB-00001**

**Commercial Records Mgmt. Services**

**Bid designation: Public**



**Miami-Dade County**

## Bid FB-00001 Commercial Records Mgmt. Services

Bid Number **FB-00001**  
Bid Title **Commercial Records Mgmt. Services**

Bid Start Date **Jan 21, 2014 3:26:52 PM EST**  
Bid End Date **Feb 7, 2014 6:00:00 PM EST**  
Question & Answer  
End Date **Jan 30, 2014 5:00:00 PM EST**

Bid Contact **Connie Thame**  
**305-375-1078**  
**cthame@miamidade.gov**

Bid Contact **Vendor Services**  
**305-375-5289**  
**ISD-VABIDS@miamidade.gov**

Bid Contact **Clerk of the Courts**  
**305-375-5289**  
**CLERKBCC@miamidade.gov**

Bid Contact **Caroline Burgos**  
**ISD, PM**  
**305-375-2037**  
**ctburgo@miamidade.gov**

Contract Duration **5 years**  
Contract Renewal **Not Applicable**  
Prices Good for **Not Applicable**

Bid Comments 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 for various Miami-Dade County departments, on an "as-needed" basis.

**Added on Jan 23, 2014:**  
**Please see attached Addendum No. 1 titled FB-00001 ADD1.**  
**Added on Jan 27, 2014:**  
**Please see attached Addendum No. 2 titled FB-00001 ADD2.**  
**Added on Jan 30, 2014:**  
**Please see attached Addendum No. 3.**

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**Changes made on Jan 23, 2014 8:57:57 AM EST**

New Documents	<b>FB-00001 ADD 1.doc</b>
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**Changes made on Jan 27, 2014 4:09:23 PM EST**

New Documents	<b>FB-00001- ADD 2.pdf</b>
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**Changes made on Jan 30, 2014 4:37:09 PM EST**

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**Item Response Form**

Item **FB-00001--01-01 - Commercial Records Mgmt. Services**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **Miami-Dade County**  
No Location Specified

**Qty 1**

**Description**

NA

BID NO.: FB-00001  
OPENING: 2:00 P.M.  
Commercial Records Mgmt. Services  
Feb 7, 2014, 2014



**MIAMI-DADE COUNTY, FLORIDA**

**INVITATION  
T O B I D**

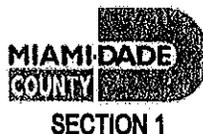
**TITLE:**  
Commercial Records Mgmt. Services

**BIDS WILL BE ACCEPTED UNTIL 6:00:00 PM EST PM  
ON Feb 7, 2014, 2014**

**FOR INFORMATION CONTACT:**  
Connle Thame, 305-375-1078,cthame@miamidadecounty.gov

**IMPORTANT NOTICE TO BIDDERS/PROPOSERS:**

- **READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.**
- **FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.**

**PROJECT OVERVIEW:**

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**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-8.pdf>

**NOTICE TO ALL BIDDERS/PROPOSERS:**

Electronic bids are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com) within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

**PLEASE NOTE THE FOLLOWING:**

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire

proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

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**SECTION 2 - SPECIAL TERMS AND 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 for 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 (60<sup>th</sup>) 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 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 company name, contact person's name, title address and telephone number, 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 Bidder 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.
- 2.3.1.3 Have storage facilities located in Miami-Dade County, Florida, that provide the record management services.

## 2.4 PRICES

The prices proposed by the Awarded Bidder(s) shall remain fixed for a period of one (1) year after the commencement of the Contract. After this period, the Awarded Bidder(s) may submit a price adjustment request annually to the County based on the most recent annual index of the following: Consumer Price Index (CPI), All Urban Consumers, All Items, Miami/Ft. Lauderdale Area.

It is the Awarded Bidder's responsibility to request any price adjustment under this provision. For any adjustment to be considered, it must be submitted ninety (90) days prior to expiration of the then one (1) year period. If no price adjustment request is received from the Awarded Bidder(s), the County will assume that the Awarded Bidder(s) has agreed to continue the Contract at the then current rate.

The County reserves the right to negotiate lower pricing for any subsequent one year (1) period based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the one (1) year period based on the downward movement of the applicable index. The County reserves the right to reject any price adjustments submitted by the Awarded Bidder(s).

## 2.5 INDEMNIFICATION AND INSURANCE – GENERAL SERVICE AND MAINTENANCE

Awarded Bidder(s) shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the awarded Bidder(s) or its employees, agents, servants, partners principals or subcontractors. Awarded Bidder(s) shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Awarded Bidder(s) expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by awarded Bidder(s) shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The awarded Bidder(s) shall furnish to Vendor Assistance Section, Procurement Management Services, 111 NW 1<sup>st</sup> Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the awarded Bidder(s) as required by Florida Statute 440.
- B. Commercial General Liability Insurance on a comprehensive basis, in an amount not less than \$1,000,000 combined single limit per occurrence for

bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A" as to management, and no less than "Class VII" as to financial strength, by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Office of Insurance Regulation.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

**CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY  
111 NW 1<sup>st</sup> STREET  
SUITE 2340  
MIAMI, FL 33128**

## **2.6 METHOD OF PAYMENT: MONTHLY INVOICES**

The awarded Bidder(s) shall submit monthly invoices by the tenth (10th) calendar day of each month. These invoices shall be submitted to the County user department(s) that requested the service through a purchase order. The invoices shall reflect the type of service provided to the County in the prior month.

All invoices shall contain the following basic information:

I. Awarded Bidder(s) Information:

- The name of the business organization as specified on the Contract between Miami-Dade County and Awarded Bidder(s)
- Date of invoice
- Invoice number
- Awarded Bidder's Federal Identification Number on file with Miami-Dade County.

II. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

III. Pricing Information:

- Unit price of the goods, services provided
- Extended total price of the goods or services
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

**2.7 CONTACT PERSONS**

For any additional information regarding the terms and conditions of this Solicitation and resultant Contract, please contact Constance Thame at (305) 375-1078 or [cthame@miamidade.gov](mailto:cthame@miamidade.gov).

**2.8 SERVICES MAY BE ADDED OR DELETED**

It is hereby agreed and understood that additional goods/services may be added to this Contract at the County's option. It is also agreed and understood that the County may add or delete goods/services on this Contract at the County's option. Awarded Bidder(s) under this Contract shall be invited to submit price quotes for these additional goods/services. If these quotes are determined to be fair and reasonable, then the additional goods/services will be awarded to the current contracted Bidder(s) that offers the lowest acceptable pricing.

**SOLICITATION TITLE: COMMERCIAL RECORDS  
MANAGEMENT SERVICES****SOLICITATION NO.:****SECTION 3 – TECHNICAL SPECIFICATIONS****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 for 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. Have a controlled environment for temperature and humidity for paraffin tissue blocks (78°F). For security of the County files, the facility must be secure 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.

**SOLICITATION TITLE: COMMERCIAL RECORDS  
MANAGEMENT SERVICES****SOLICITATION NO.:**

- k. Provide for goods to be stored adequately, ventilated, and must have heat and smoke detectors in areas where County files are stored.

**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](http://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.

**SOLICITATION TITLE: COMMERCIAL RECORDS  
MANAGEMENT SERVICES****SOLICITATION NO.:**

- 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.
- g. Provide emergency delivery within twenty (24) hours per box/pallet upon the County's request.

**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.



**Miami-Dade County  
Procurement Management Services  
Solicitation Submittal Form**

111 NW 1<sup>st</sup> Street, Suite 1300, Miami, FL 33128

Solicitation No. FB-00001		Solicitation Title: Commercial Records Mgmt. Services	
Legal Company Name (include d/b/a if applicable): _____		Federal Tax Identification Number: _____	
If Corporation - Date Incorporated/Organized: _____		State Incorporated/Organized: _____	
Company Operating Address: _____	City _____	State _____	Zip Code _____
Remittance Address (if different from ordering address): _____	City _____	State _____	Zip Code _____
Company Contact Person: _____		Email Address: _____	
Phone Number (include area code): _____	Fax Number (include area code): _____	Company's Internet Web Address: _____	
<p>Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if Bidder/Proposer has such conviction to disclose to comply with this requirement.</p>			
<p><b>LOCAL PREFERENCE CERTIFICATION:</b> For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that has a valid local Business Tax receipt, issued by Miami-Dade County, has a physical business address located within the limits of Miami-Dade County from which business is performed; and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.</p> <p><input type="checkbox"/> Place a check mark here only if affirming Bidder/Proposer meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.</p>			
<p><b>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:</b> For the purpose of this certification, a "locally-headquartered business" is a local Business whose principal place of business is in Miami-Dade County.</p> <p><input type="checkbox"/> Place a check mark here only if affirming Bidder/Proposer meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP. LHP is not applicable to qualitative solicitations issued, including but not limited to, Requests for Proposals and Request for Qualifications.</p> <p>The address of the Locally-headquartered office is: _____</p>			
<p><b>LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:</b> A local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 0-0.0 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 000.000 of the Florida Statutes.</p> <p><input type="checkbox"/> Place a check mark here only if affirming Bidder/Proposer is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.</p>			
<p><b>SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (if Applicable)</b></p> <p>An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Bidder/Proposer provides</p>			

In accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes  No

If yes, please provide your Certification Number:

**SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:**

By executing this bid through a duly authorized representative, the Bidder/Proposer certifies that the Bidder/Proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder/Proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder/Proposer shall execute the proposal through a duly authorized representative and shall also initial this space: . In such event, the Bidder/Proposer shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder/Proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder/Proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.**

Bidder/Proposer's Authorized Representative's Signature:

Date

Type or Print Name:

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.**

**MINIMUM REQUIREMENTS:**

Reference Section	Summarized Requirements	Initial as completed
Section 2.3.1.1	Client Reference #1	_____
	Company Name:	_____
	Contact Name:	_____
	Contact Title:	_____
	Contract Address:	_____
	Contact Telephone Number:	_____
	Contact e-mail address:	_____
	Client Reference #2	_____
	Company Name:	_____
	Contact Name:	_____
	Contact Title:	_____
	Contract Address:	_____
	Contact Telephone Number:	_____
	Contact e-mail address:	_____
	Client Reference #3	_____
	Company Name:	_____
Contact Name:	_____	
Contact Title:	_____	
Contract Address:	_____	
Contact Telephone Number:	_____	
Contact e-mail address:	_____	
Section 2.3.1.2	Primary Contract Information	_____
	Primary Contact:	_____
	E-Mail Address:	
	Contact Telephone Number:	
	Cellular Phone Number (if applicable):	
	Company Main Telephone No.:	
Section 2.3.1.3	Facility shall be located in Miami-Dade County	_____
	Address of Facility:	_____

**Bid No. FB-00001**  
**Commercial Records Management Services**  
**PRICE PROPOSAL**  
**Revised 1/30/14**

No.	Estimated Quantity for Five Years	Unit	Description	Price Per Unit
			<b>DELIVERY, RETRIEVAL, REMOVAL AND NEW ADDITIONS (REFER TO SECTION 3.3.1)</b>	
1	13825	Box	Initial pick-up per box	\$
2	200	Pallet	Initial pick-up per pallet	\$
3	6,500	Box	Additional pick-up per box	\$
4	1,200	Pallet	Additional pick-up per pallet	\$
5	8,500	Box	Delivery of Boxes	\$
6	14,380	Sheet	Barcode sheet 16 barcode/sheet	\$
7	17,400	Box	Boxes for additional records to be stored	\$
8	16480	Box	Retrieval and re-file per box	\$
9	1000	Box	Emergency delivery per box	\$
10	1000	Pallet	Emergency delivery per pallet	\$
11	4,000	Box	Permanent removal of box	\$
			<b>MONTHLY WAREHOUSE STORAGE (REFER TO SECTION 3.3.2)</b>	
12	55242	Box	Regular warehouse storage per box	\$
13	7800	Pallet	Storage per pallet	\$
			<b>DOCUMENT DESTRUCTION (REFER SECTION 3.3.3)</b>	
14	6500	Box	Destruction of records per box (shredding)	\$
			<b>RETENTION SERVICES (REFER TO SECTION 3.3.4)</b>	
15	503000	Page	Scanning retention services	\$
16	2	User	Digital storage per user department (User)	\$



**FAIR SUBCONTRACTING PRACTICES**

**In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.**

**NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT**

Signature

Date



**SUBCONTRACTOR/SUPPLIER LISTING**  
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/Proposer: \_\_\_\_\_ FEIN No. \_\_\_\_\_

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommender Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.  
(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department at <http://www.miamidade.gov/business/business-development/contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/bidry/forms/subcontractors-payment.pdf>

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Proposer: \_\_\_\_\_ Print Name: \_\_\_\_\_ Print Title: \_\_\_\_\_ Date: \_\_\_\_\_