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LETTER OF TRANSMITTAL

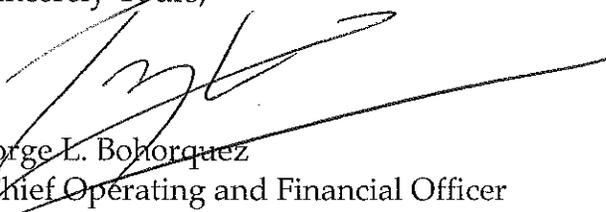
April 2, 2019

Mrs. Teresa Wright
Procurement Specialist
City of Fort Lauderdale
100 N. Andrews Avenue, Suite 619
Fort Lauderdale, FL 33301

Dear Mrs. Wright,

Please find enclosed the response for Invitation to Bid #12257-095 for Records Storage and Retrieval Services dated March 14, 2019. The only individuals authorized on behalf of International Data Depository to directly negotiate with the City of Fort Lauderdale, FL are Dr. Joel Schenkman and Mr. Jorge L. Bohorquez. Mr. Bohorquez will be having direct responsibility for the project and overall lead negotiations. If you have any questions, please feel free to contact us at your earliest convenience.

Sincerely Yours,



Jorge L. Bohorquez
Chief Operating and Financial Officer



Executive Summary

International Data Depository is dedicated to delivering first class Document Management and Document Imaging Solutions for Global 1000, Fortune 500, Local 100 companies. We also serve State and Municipal governments with their document management and document imaging projects. We are located in Miami-Dade County and have been in business since 1996. Our management team includes experienced professionals from the consulting industry that understand how to evaluate customer needs in order to deliver customized solutions. In addition, we are the largest independent records and data management Company servicing the South Florida market.

Document management and imaging processes continue to become increasingly complex as new technologies emerge and companies change the way they do business. This is why it is important to consider new and alternative ways to manage your company's information. As a partner, we can help organizations improve the level of service for imaging and managing your documents at a lower overall cost.

International Data Depository has four business units:

Records Management and Storage

As your document partner, we offer secure, convenient off-site storage. We provide a variety of professional services, including pick-up and delivery, inventory and retrieval, storage and destruction. We can index (inventory) your files for quick retrieval or set up an entire storage facility complete with a bar coded retrieval system. In addition, you can track your stored documents via the web. We safeguard your valuable documents under ideal conditions while eliminating the high cost of real estate to you. Our goal is to make your information is easy to access, easy to use, at the lowest possible cost.



Document Imaging Conversion Services

As your document imaging solution provider, we convert hardcopy documents into digital images and searchable databases. Back file and ongoing conversions from and to a wide variety of media including scanning to various type of media are available with emphasis on quality and cost efficiency. We capture information from hard copy utilizing a combination of highly skilled staff and the most cost-effective technology available. We can upload your digital images into your resident technology platform or ERP system for fast and easy access throughout your organization. We work with multiple viewer applications and can make your images accessible via the web.

Media Storage and Rotation

Your computer files and other media may be the most important assets that your company possesses. Safeguarding those assets is a top priority for you. We can store all type of media under the most sophisticated temperature & humidity-controlled vault in South Florida. Our vault is built and equipped to withstand hurricanes and has a state-of-the-art fire suppressing system. We provide daily, weekly or monthly pick-up and delivery schedules to and from our climate-controlled vault. We can make your media available to you within a few hours of your request. We can play an integral part in your disaster recovery plan and in assuring your business continuity in case of a hurricane, fire, flooding, or any other type of disaster.

Onsite Secure Destruction Services

International Data Depository provides a safe, convenient, solution for securely destroying your confidential information. Our services help you reduce your risk for exposure by ensuring proper compliance with privacy laws and regulation. We ensure you act in accordance with corporate ethics programs, help safeguard your public image and protect customers and employees from identity theft.

Our experienced, uniformed personnel collect your materials in specifically designed security containers and transfer your materials to one of our state-of-the-art facilities for destruction or we could destroy your documents on-site via our fleet of state-of-the-art mobile shredding units. On a regularly scheduled basis we destroy all materials whether stapled, clipped, or bound using premium



industrial shredders. We can shred virtually anything including but not limited to binders, computer disks, cartridges, videotapes, hard drives and CD's. International Data Depository (IDD) always provides accountability receipts and a certificate of destruction .

International Data Depository also offers a full array of consulting services related to document management and imaging. Consulting is utilized to develop customized solutions for document management and imaging issues. We can deliver all of our document management and imaging services on an outsourcing basis. Our outsourcing solutions are built from the ground up by taking the time to learn and understand our customers' operations first. Our focus is on the quality of our service at the lowest possible cost to our customers.

Why are we different from your competitors? What makes us stand out in the crowd?

At International Data Depository we are committed to building valuable, long-term relationships with our customers. We are focused on helping our customers manage, organize and protect their information assets. With over nineteen years in the records and data management industry, you can feel 100% confident in our expertise and ability to deliver state of the art information management solutions.

You can expect proven solutions to help manage, store, secure and destroy information effectively. International Data Depository has the ability to customize information management solutions on as needed basis. We will understand your business and regulatory environment as well as tailor and implement a solution that will provide the highest standards of records management services in the industry.



Therefore, we would like for you to consider some of the features that has allowed IDD to successfully differentiate itself:

- Proven information management solutions experience
- An account base that exceeds over two thousand active accounts in the South Florida market alone
- The largest privately held independent Information Management Company servicing the South Florida market and the State of Florida
- Collaborative approach that assures project success
- Impeccable track record in the industry
- An account base that reflects the most sophisticated and respected Companies in the South Florida market
- The capability of extending our service offering nationally via the National Records Centers organization, <http://www.nationalrecordscenters.com>
- Facilities are strategically located and thus able to closely work with the client on all their stated needs
- NAID AAA Certified
- SOC Compliant
- State of the art facilities
- Project Management Approach
- Proven expertise in all the key project areas that include implementation, conversion, technology, consulting, quality assurance
- Highly experienced and dedicated staff
- Seasoned Management Team
- Technology Infrastructure that would support your various business requirements
- Ample of experience in transferring, integrating, implementing, training and executing large volume of records into our facilities
- System in place that guarantees the highest level of accuracy during the conversion process
- Our core values of Integrity, Value & Reliability in the services that we provide



Our company attributes and values:

Trust: For over twenty two years our clients have trust us with their information management in both a physical or electronic format. Our impeccable track record and growth are a true testament in how we safeguard this information with the highest standards of service in the South Florida market circle.

Financial Stability: Our Company and principals have the financial stability and resources to satisfy any growth or future need. We actively invest of all our proceeds in the business in the form of assets, infrastructure and most importantly human resources.

Security: Our Company has the facilities and processes in place to properly safeguard our client's information and comply with several regulations such as HIPAA, HITECH, Sarbanes-Oxley ACT of 2002, Gramm-Leach Billey and FACTA.

Expertise: At IDD, our team has hundreds of years of combined information management experience. We will help you design, implement and test a customized cost effective regulatory compliant records and information management program that will guide your organization in an effective / efficient manner. In addition, we have the network and resources with the NRC, PRISM and BRG Group to further train and develop our internal resources.

Customer Service: The IDD story begins and ends with superior service. This is why virtually everyone who becomes and IDD client stays and IDD client. Far more than a secure and data management solutions facility, IDD is a full-service information management Company.



Company Facilities

International Data Depository (IDD) South Florida facility is located within Miami Dade County at 3450 112th Street, Miami, FL 33167.

Facility Summary

Operations: Records Management Storage, Records Management AC Storage, Vault Storage, Mobile Shredding, Document Imaging & Corporate Headquarters
Square Footage: 200,000 Square Feet

Layout Design: Ladder Picking System and Order Picker System

Fire Protection: Wet Sprinkler System / FM-200 Fire Suppression Vault

Market Focus: Document Imaging, Vault, Mobile Shredding & Records Management

Geographic Coverage: State of Florida

Security: 24 Hour Burglar Alarm/ Fire Monitoring System/ Card & Key Access / Video Surveillance



Security

Access requirements for individuals attempting to enter our site: A chain link fence, topped by barbed wire in the rear surrounds our facility. Visitors, in their vehicles are admitted by way of a motorized gate after identifying themselves through an intercom. After parking, they again must identify themselves through a second intercom at the front door that must then be electronically unlocked to admit them. At this point they are in a small ante-room where an International Data Depository employee will greet them, have them sign in and issue them a visitor's badge. Only then are they admitted through one more locked door into the facility. In order to access any records visitors must also be listed on an authorization form filled out by the client and show picture ID.

Smoke/Fire/Heat detection:

A zone panel links smoke and heat detectors throughout the building to a central monitoring station. Horn strobes, pull stations, sprinkler flow and sprinkler tamper detectors all meet or exceed current code.

Alarm systems / Video Surveillance:

Our facilities are protected by a UL approved alarm system that is monitored 24 hour a day. All entry points have detectors. There is extensive use of motion detectors throughout. All openings and closings are automatically documented. All facilities have in place video surveillance with multiple cameras and images are stored for a period of two months.

Secure loading and unloading areas:

All loading and unloading are done within our private fenced property behind locked gates, beneath an overhang. We do not bring trucks into the building, since the fumes may be detrimental to document longevity and create a great deal of dirt as well as temperature fluctuations and most importantly, the risk of fire.



Employee Screening:

All International Data Depository employees undergo background checks performed by third party organizations, in addition to the customary rigorous interview process. They are also required to sign confidentiality agreements when they join the staff. All of our staff undergoes random drug checks conducted on a quarterly basis.

All client materials and information are treated as strictly confidential with access limited to designated employees only.

Protection Against Natural Disasters:

Hurricanes and floods can virtually wipe out years of important and confidential information. We know you cannot afford to have that happen. Our facility is designed with these concerns in mind to provide you with the ultimate in protection. Our all concrete facilities are high and dry. A 100KW generator provides auxiliary power. In the event of a major power outage. This will insure a secure storage of your records while they are in our possession.

Dunn & Bradstreet report:

International Data Depository D & B number is 96-480-1211.



Web Functionality

Retrieval: Users can request records via our web records management application. The user can request a specific bar code number, request a specific file or query the information needed to identify the record needed via our query functionality for containers / boxes or files. Once the records are identified, the user will select the type of service retrieval (regular or emergency) and this will trigger the order and response delivery for each specific request.

Retrieval Tracking: Users will receive an order confirmation upon order execution; tracking can be conducted via our customer service department. They can track vehicles and confirm execution via our operations managers within each facility.

Returns and Refiles: Users can request returns and refiles via our web records management application. The users can request the return of a specific bar code number container / box or refile of a file via our query functionality. Barcodes for both boxes and files will be entered into our web portal; our respective driver(s) will specifically pick-up those containers / files from the specific department. Order will arrive to our facility and will be located and scanned to a temporary location. They will be relocated to its original location no later than 24 hours after pick-up is conducted.

In addition, reporting capabilities, web indexing, new records can be created, web required fields can be available as well records series and records retention automated population based on records series type and record creation dates.



Project Approach

International Data Depository records management approach is based on the technical requirements, volume, locations, delivery locations and product mix assumptions provided by The City of Fort Lauderdale. We have based our information management approach on FTEs that include customer service personnel, warehouse personnel, distribution/logistics personnel, and existing asset base to comply with project scope requirements. Such asset base includes; vehicles, racking, real estate capacity, building infrastructure, IT support personnel, project managers & programmers.

By evaluating the projects from a holistic perspective, we have taken into consideration aspects along the whole value chain of the process in order to have a successful approach, design, implementation and conversion component.

Security in Transit:

International Data Depository personnel handle all transportation in secure, well-marked International Data Depository vehicles. They are equipped with both a traditional alarm system and the latest in satellite tracking technology. Drivers carry cellular telephones to ensure constant communications with our dispatcher. IDD has a fleet of vehicles that can effectively service the account. We have both vans and trucks. We do not outsource any of our transportation and logistics function; it is all conducted by IDD personnel.



Executive Team/ Experience & Qualifications

Joel H. Schenkman
CEO, President, Principal & Founder

Joel is the CEO, President and founder of IDD. The Company was founded in 1996 with the objective of expanding the family portfolio of businesses and real estate assets. Joel graduated from Emory University in Atlanta, GA. He later obtained his Doctors degree in Medicine, from the University of Miami School Of Medicine. He was an orthopedic surgeon in private practice for over 22 years and has practiced medicine for over 25 years. He retired from Medicine in 2004. In addition, he was also a Clinical Instructor and Clinical Associate Professor with the University of Miami School of Medicine in the Department of Orthopedics and Rehabilitation. Joel has been an active Board of Directors member for the Baptist Hospital Foundation for the last 25 years. He is also the Chairman and President for Old Bridge Park Corporation (real estate development, land acquisition, office buildings and shopping centers), Sun River Utility, Inc., and International Data Depository. Joel is also the Chairman and CEO for Healthcare Environmental Services LLC.

Jorge L. Bohorquez
CFO, COO & Principal

Jorge is responsible for sales, operations and the finance / administration functions for IDD, he joined the Company in 2001. He has over 30 years of experience in the manufacturing, distribution, warehousing. real estate, operations and logistics industries. Before joining IDD, he was a manager at Andersen Business Consulting, and prior to that he was an Operations Associate for the International Packaging Division at Union Camp Corp. Jorge holds a BS in Industrial Engineering from the University of Toledo, Ohio and an MBA from the University of Miami, Coral Gables, Florida. Jorge is also the President for Anajor Properties, Accesa Spain and Healthcare Environmental Services LLC.



Records Transfer Methodology - Approach to Scope of Work

IDD will drive to your current vendor storage facility and load records storage boxes into our truck and relocate them to our facilities for archival storage and maintenance. Basic account information will be entered into our tracking software system and a unique bar-coded number will be assigned to each box.

Finally, each box will be placed on bar-coded shelving within IDD's Customer Center.

1. Your current storage personnel will pull approximately 400 boxes per business day for pick-up and place the boxes on pallets and shrink-wrap each pallet prior to relocation. You also provide a daily manifest of the inventory being released.
2. IDD will have a truck at your current vendor's records storage daily to pick up the pallets and relocate them to IDD's Customer Center.
3. As the boxes arrive at IDD's dock, we will immediately assign a team of record center specialists to barcode each box with an IDD unique number. The bar-coded boxes will be cross-referenced with your daily manifest and your electronic records inventory forwarded to IDD. The IDD barcode number will be cross-referenced with your barcode number.
4. The newly bar-coded boxes will be transferred to bar-coded shelving where they will be scanned to a location for archival maintenance.
5. The data from the scanned boxes will be downloaded into our computer software tracking system, and the information will be available on our Web server via the Internet.
6. You will be able to audit the boxes received against its electronic inventory report on a daily basis. At the conclusion of the relocation, all discrepancies will be resolved.
7. Assuming your current vendor's records storage facility personnel pull 400 boxes per day, IDD estimates the relocation of 21,000 boxed records to take approximately 11 weeks.



Overview

The following plan outlines the transfer of The City of Fort Lauderdale, FL records from their existing location to the IDD South Florida Facilities. Driving the plan is the achievement of three primary goals:

1. No interruption of service or downtime.
2. Absolute control is maintained throughout the relocation.
3. All records and related information is converted to our Total Recall system.

Action Steps

1. **Training:** IDD's Customer Support Team will facilitate training sessions regarding the process and form changes, if any, associated with implementing the Total Recall system. All aspects of security and services will be established during this process.

2. **Database Transfer:** On an agreed upon date, all data on your system will be transferred electronically to IDD's Total Recall system. Manual systems will be converted by keying inventory from source records or converted from an electronic file. During each transfer scenario, a unique bar coded number will be assigned to each carton. Also, on this date, all users will be directed to forward service requests to IDD. IDD will manage the fulfillment of requests regardless of where the records may currently be located. A listing of all records, which reflect an "out" status, will be generated for future reconciliation purposes. The conversion plan issues are as follows:

Carton Identifier

* The City of Fort Lauderdale, FL cartons id number / barcode numbers can be accommodated by Total Recall. We have proven this due to many previous transfers / conversions.

* Ascertaining whether the City of Fort Lauderdale, FL has duplicated numbers and planning for logically creating unique identifiers.



Carton History

- Determining how much history for each carton will be transferred to Total Recall.

Mapping Label Data

- Existing fields within the present electronic database need to be mapped to Total Recall.

Pre-Conversion Clean up

- Determine the validity of data in the system that needs to be mapped to Total Recall.
- Clean-up database before actual conversion.

Transition Planning

- Schedule conversion after all work has been completed on present system.
- Develop the schedule for the data conversion so that the ongoing operation will not be disrupted.

The Conversion

Audit

- Audit access of location and carton history data.

3. *Redirection of New and Refile Cartons:* As of the date of data transfer, new and refile cartons will be sent to IDD. The originating department will affix a bar-coded label to each carton. Refile cartons will be treated as new cartons if bar coded information has not been previously assigned. Any carton located at your facility not yet entered in the current system will be assigned and affixed a bar coded identification label and will be transferred immediately to the IDD facility.



4. **Carton Transfer Preparation:** IDD will generate an appropriate bar coded label for each carton to be transferred. A pick list will be generated (excluding cartons which become eligible for destruction during the transfer period) in location sequence and a label applied to each carton as it arrives at IDD. Each label will also reflect the City of Fort Lauderdale, FL identification number for verification purposes. Pallets will be created with an appropriate number of cartons each with label facing out. Before they are shrink-wrapped, an identifier will be assigned to each pallet, cartons will be verified and bar coded as soon as they arrive at IDD, and that data will then be transmitted to the IDD facility.

5. **Transportation:** IDD will utilize trucks for major volume pick-ups. These pick-ups will be scheduled accordingly and the trucks can accommodate up to 10 pallets (400 boxes). As soon as the cartons are unloaded, IDD can readily facilitate the retrieval of cartons in-transit for next day delivery, (same day delivery if an emergency arises). Before departing the vendor's facility, each trailer will be sealed and locked.

6. **IDD Receipt:** Upon receipt at IDD, the Operations Manager will verify load and pallet information utilizing the City of Fort Lauderdale, FL listing. Any discrepancy will be communicated to representative and resolved immediately. Following the receipt verification, cartons will immediately be placed in permanent locations. Carton numbers and locations will be scanned into the Total Recall system. The carton numbers will be matched against your listing to verify the receipt.

7. **Reconciliation:** Following completion of the transfer, a listing of cartons received after they have been data entered will be provided. We will then verify any "out" status cartons not received. IDD will then provide assistance as necessary to insure a complete and final reconciliation of entire inventory.



South Florida References

- City of Sunrise
- City of Hollywood
- Carnival Corp.
- Royal Caribbean Cruise Lines
- BankUnited
- Carlton Fields
- Burger King

Our personnel are the most important component for IDD's success. We apply the highest standards when considering someone for employment at IDD. Our personnel consist of the most professionally trained and skilled individuals in the industry. That is why we feel that our personnel are the reason we are successful. We hold:

- Highly trained staff in all processes
- Comprehensive employment screening
- Uniformed drivers with ID cards
- Staff cross-trained on all scanning activities
- Mandatory compliance with the IDD "No Tolerance Substance Abuse Policy"

Because the City of Fort Lauderdale information is vital to its business, it is essential that you make the most knowledgeable decision possible when contracting information management services. IDD understands the importance of these decisions and believes that the proper protection and handling of The City of Fort Lauderdale valuable information is critical. An even more important part of your purchasing decision is the assurance that you will obtain the highest quality level of service from IDD.

All individuals that will be conducting the day to day servicing of the account are qualified and properly trained to effectively provide exceptional / accurate services. If we were awarded the contract, we will introduce our customer service manager, administrative manager, operations manager, vault operations manager and IT Web Support Applications Manager.

Supplier Response Form BID/PROPOSAL CERTIFICATION

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. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you 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/>).

Company: (Legal Registration) International Data Depository, Inc.

Address: 3450 NW 112th Street

City: Miami State: FL Zip: 33167

Telephone No. (305) 477-7388 FAX No. (305) 477-1841 Email: bonorquezj@intcid.net

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 7

Total Bid Discount (section 1.05 of General Conditions): N/A

Does your firm qualify for MBE or WBE status (section 1.09 of General Conditions): MBE WBE

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

| Addendum No. | Date Issued | Addendum No. | Date Issued | Addendum No. | Date Issued |
|--------------|-------------|--------------|-------------|--------------|-------------|
| | | | | | |
| | | | | | |

VARIANCES: If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. **If submitting your response electronically through BIDS SYNC you must also click the "Take Exception" button.**

N/A

The below signatory 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/proposal. 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. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Name (printed)

Signature

Date:

Title

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **jlbintdd**

Password *

[Save](#) [Take Exception](#) [Close](#)

* Required fields

| Item # | Description | Estimated Quantity | Unit Price | Unit | Total Annual Price | Notes / Variances |
|--------|---|--------------------|------------|-------|--------------------|--|
| 1 | Initial Transfer Costs – New Contractor, per specs. | 24,578 | \$0.00 | Ea. | \$ 0.00 - | |
| 2 | Initial Transfer Costs – Current Contractor. Cost of providing assistance in records removal, per specs. | 24,578 | \$0.00 | Ea. | \$ 0.00 - | |
| 3 | Storage Cost per Standard Box – Monthly Cost for 23,527 boxes times 12 months = 282,324 to be used for an annual cost. Boxes are the standard size of 1.2 cubic feet. | 282,324 | \$0.11- | Box | \$31,055.64 | |
| 4 | Storage Cost per Plan Bag - Monthly Cost for 15 Bags times 12 months = 180 to be used for an annual cost. Bags are 2.4 cubic feet. Plastic Sealable Bag - 15" x 48" | 180 | \$0.14 | Bag | \$25.20 | |
| 5 | Storage Cost per Box (Check), per specs. Monthly Cost for 425 check boxes times 12 months = 5,100 to be used for an annual cost. (24" x 9" x 4") | 5,100 | \$0.08 | Box | \$408.00 | |
| 6 | Storage Cost per Plan Box (Odd Sizes), 10" x 10" x 36" or other odd sizes, per specs. Monthly Cost for 540 plan and odd size boxes times 12 months = 6,480 Boxes to be used for an annual cost. Plan boxes are 2.08 cubic feet. | 6,480 | \$0.14 | Box | \$907.20 | |
| 7 | Storage Cost per C-Bin -- Monthly Cost for 71 C-Bins times 12 months = 852 to be used for an annual cost. C-Bins are the standard size of 20.8 cubic feet. | 852 | \$3.00 | Box | \$2556.00 | |
| 8 | Vault Storage - Cost to store City records in fireproof/waterproof vault. Unit cost per month times 12 mths. | 12 | \$0.24 | Mths. | \$ 2.88- | |
| 9 | Standard Retrieval – Cost of "standard" retrieval per box (any size) (24 hr.) per specs. Est. quantity includes box retrievals and returns. State any variation, if applicable, from City's "standard" definition. | 1 | \$0.95 | Box | \$ 0.95- | |
| 10 | Standard Retrieval — Cost of "standard" retrieval per rack/file from C-bin (24 hr.) per specs. Est. quantity includes rack/file retrievals and returns. State any variation, if applicable, from City's "standard" definition. | 1 | \$5.00 | Ea. | \$ 5.00 | |
| 11 | New Pickup for Storage – Cost to pick up new City records for storage, per specs, weekly, for various city locations. This includes plan boxes (10" x 10" x 36") & C-BINS (48"x30"x35"). | 1 | \$0.95 | Box | \$ 0.95- | |
| 12 | Courier / Driver - Handling – Cost of handling city records (retrievals/returns) per box. | 1 | \$0.95 | Box | \$ 0.95 | |
| 13 | Reshelving – Cost of reshelving City records, per box. | 1 | \$0.95 | Box | \$ 0.95 | |
| 14 | Retrieval /Pickup /Re-Delivery – Cost of retrieval service/pickup and re-delivery by City employee, per specs. | 1 | \$0.00 | Box | \$ 0.00 | |
| 15 | Rush Retrieval – 4-6 Hours, Cost for same day retrieval (4-6 hours), per specs. | 1 | \$3.00 | Box | \$ 3.00- | Maximum number of boxes included in Rush Retrieval |
| 16 | Record Destruction – Cost to destroy City records, all inclusive/per box, per specs. | 1 | \$1.50 | Box | \$ 1.50 | |
| 17 | Permanent Removal – Cost to permanently remove City records, including un-shelving the records, during the length of the contract and at the end of the contract. | 1 | \$1.75 | Box | \$ 1.75 | |
| 18 | Data Entry – New Contractor – Initial Move, Cost for data entry services, per box, per specs. | 1 | \$0.00 | Box | \$ 0.00- | |
| 19 | Data Entry – All Contractors – After Initial Move, Cost for Data Entry Services, per box, per specs. | 1 | \$0.00 | Box | \$ 0.00 | |
| 20 | Purchase Standard Storage Boxes – All in one or 2-piece, corrugated, banker storage box - 1.2 cubic foot, 12-1/2" x 10-1/2" x 16" | 1 | \$2.25 | Box | \$ 2.25 | |

| Item # | Description | Estimated Quantity | Unit Price | Unit | Total Annual Price | Notes / Variances |
|--------------|---|--------------------|--------------------------------------|-------|--------------------|-------------------|
| 21 | Purchase Standard Storage Boxes with City Logo -- All in one or 2-piece, corrugated, banker storage box with 1-color City name and logo - 1.2 cubic foot, 12-1/2" x 10-1/2" x 16" | 2000 | \$2.25 | Box | \$4,500.00 | |
| 22 | Purchase Storage Boxes -- C-Bin, 20.8 cubic feet, 48" x 30" x 35" | 1 | \$14.75 | Box | \$14.75 | |
| 23 | Purchase Storage Boxes -- Plan Box, 2.08 cubic feet, 10" x 10" x 36" | 1 | \$3.00 | Box | \$3.00 | |
| 24 | Cost to Purchase Plan Bag -- Bags are 2.4 cubic feet. Plastic Sealable Bag - 15" x 48" | 1 | \$ N/A | Bag | N/A | |
| 25 | Packing/Re-Packing -- Initial Move -- Cost for Contractor to provide packing/repacking services to City, per box, per specs. | 1 | \$0.00 | Box | \$0.00 | |
| 26 | Packing/ Re-packing -- Other, Cost for Contractor to provide packing/repacking services to the City, per box, per specs. | 1 | \$ 2.25 (box) - 0.75 (1st box) | Box | \$ 3.00 | |
| 27 | Inventory -- Initial Move, Cost for Contractor to provide assistance with inventorying City records, per box, per specs. | 1 | \$0.00 | Box | \$0.00 | |
| 28 | Inventory -- After Initial Move, Cost for Contractor to provide assistance with inventorying City records, per box, per specs. | 1 | \$0.00 | Box | \$0.00 | |
| 29 | Employee Access -- Cost for City employees access/research at Contractors facility, per specs. If you have restrictions for this type of service, please provide details. | 1 | \$0.00 | Ea. | \$0.00 | |
| 30 | Training -- Cost for training City's Records Management Liaison and his/her designee, if applicable, in accessing Contractors online system. | 1 | \$0.00 | Ea. | \$0.00 | |
| 31 | Trip Charge - Standard Delivery -- Cost of trip to City location for standard 24 hr. delivery per specs. | 1 | \$5.00 | Ea. | \$5.00 | |
| 32 | Trip Charge - RUSH Delivery -- Cost of trip to City location for RUSH, same day delivery per specs. | 1 | \$23.00 | Ea. | \$23.00 | |
| 33 | Storage Cost - Monthly Cost to store empty, unused, Standard Storage boxes, all in one or 2-piece, corrugated, banker storage box. | 12 | \$0.11 | Mths. | \$1.32 | |
| 34 | Delivery of Empty Standard Storage Boxes -- Cost to deliver empty storage boxes (Line item 18/34) from storage on an as needed basis to City Employees, per order. | 1 | \$0.95 | Ea. | \$0.95 | |
| 35 | Additional Goods / Services 1 | 1 | \$ - | Ea. | \$ - | |
| 36 | Additional Goods / Services 2 | 1 | \$ - | Ea. | \$ - | |
| 37 | Additional Goods / Services 3 | 1 | \$ - | Ea. | \$ - | |
| TOTAL | | | | | \$39,523.24 | |

Supplier Response Form

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.

NAME

RELATIONSHIPS

-

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.

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **jlbtdd**

Password *

[Save](#) [Take Exception](#) [Close](#)

* Required fields

Supplier Response Form

CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH NON-DISCRIMINATION PROVISIONS OF THE CONTRACT

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-187(c), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

The Contractor shall not, in any of his/her/its activities, including employment, discriminate against any individual on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender, gender identity, gender expression, or marital status.

1. The Contractor certifies and represents that he/she/it will comply with Section 2-187, Code of Ordinances of the City of Fort Lauderdale, Florida, as amended by Ordinance C-18-33 (collectively, "Section 2-187").
2. The failure of the Contractor to comply with Section 2-187 shall be deemed to be a material breach of this Agreement, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
3. The City may terminate this Agreement if the Contractor fails to comply with Section 2-187.
4. The City may retain all monies due or to become due until the Contractor complies with Section 2-187.
5. The Contractor may be subject to debarment or suspension proceedings. Such proceedings will be consistent with the procedures in section 2-183 of the Code of Ordinances of the City of Fort Lauderdale, Florida.


Authorized Signature

Jorge L. Bohorquez - CFO/COO
Print Name and Title

4/1/19
Date

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

Supplier Response Form

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Authorized Signature

Print Name and Title

Date

Please enter your password below and click Save to update your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

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- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **jlbintdd**

Password *

[Save](#) [Take Exception](#) [Close](#)

* Required fields

Supplier Response Form
LOCAL BUSINESS PRICE PREFERENCE

Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, (Ordinance No. C-12-04), provides for a local business preference.

In order to be considered for a local business preference, a bidder must include the Local Business Preference Certification Statement of this ITB, as applicable to the local business preference class claimed **at the time of bid submittal**:

Upon formal request of the City, based on the application of a Local Business Preference the Bidder shall within ten (10) calendar days submit the following documentation to the Local Business Preference Class claimed:

A) Copy of City of Fort Lauderdale current year business tax receipt, **or** Broward County current year business tax receipt, **and**

B) List of the names of all employees of the bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of bid submittal shall result in the bidder being found ineligible for the local business preference.

THE COMPLETE LOCAL BUSINESS PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK:

https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-186LOBUPRPR

Definitions: The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **and** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **or** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone **and** staffed with full-time employees within the limits of Broward County.

4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

LOCAL BUSINESS PRICE PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local business price preference classification as indicated herein, and further certifies and agrees that it will re-affirm its local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

- (1)
Business Name is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the City of Fort Lauderdale current year Business Tax Receipt **and** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.
- (2)
Business Name is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Business Tax Receipt **or** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.
- (3)
Business Name is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.
- (4)
Business Name requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.
- (5)
Business Name requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.
- (6)
Business Name is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186 and does not qualify for Local Preference consideration.

BIDDER'S
COMPANY:
AUTHORIZED
COMPANY
PERSON:

NAME

SIGNATURE

DATE

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

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By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **jbintdd**

Password *

[Save](#) [Take Exception](#) [Close](#)

* Required fields

Supplier Response Form
CONTRACT PAYMENT METHOD

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City is transitioning from traditional paper checks to credit card payments via MasterCard or Visa as part of this program.

This allows you as a vendor of the City of Fort Lauderdale, to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

In accordance with Article 7, item 7.6 of the contract, payments on this contract will be made utilizing the City's P-Card. Accordingly, bidders must presently have the ability to accept these credit cards or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

Please indicate with which credit card you prefer to be paid:

Master Card

Visa Card

Company Name:

Signature:

Print Name Title:

| |
|---|
| International Data Depository |
|  |
| |

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

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By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **jlbintdd**

Password *

[Save](#) [Take Exception](#) [Close](#)

* Required fields



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|--|--|--|
| PRODUCER Marsh & McLennan Agency LLC 9850 N.W. 41st Street Suite 100 Miami FL 33178 | CONTACT NAME: PHONE (A/C, No, Ext): 305-591-0090 FAX (A/C, No): 212-948-5665 E-MAIL ADDRESS: certsmiami@mma-fl.com | |
| | INSURER(S) AFFORDING COVERAGE NAIC # | |
| INSURED International Data Depository 3450 NW 112 Street Miami FL 33167 | INSURER A: Travelers Indemnity Company 25658 | |
| | INSURER B: FCCI Insurance Company 10178 | |
| | INSURER C: Brierfield Insurance Company 10993 | |
| | INSURER D: AXIS Insurance Company 37273 | |
| | INSURER E: INSURER F: | |

COVERAGES **CERTIFICATE NUMBER:** 1857587190 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|-----------------|-------------------------|-------------------------|--|
| C | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | CPP10003396101 | 1/17/2019 | 1/17/2020 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY | | | BA8649R55618SEL | 9/7/2018 | 9/7/2019 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | UMB10002024602 | 1/17/2019 | 1/17/2020 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | Y/N | N/A | | | PER STATUTE OTH-ER E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$ |
| D | Professional Liability Claims-Made | | | MCN000038021801 | 7/21/2018 | 7/21/2019 | Each Claim/Aggregate Retention \$ 1,000,000 Retro Date: 07/21/09 \$ 25,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Warehouse Legal Liability Coverage:
 Policy# MX193047289; Policy Term: 01/17/2019-1/17/2020; Carrier: AGCS Marine Insurance Co., NAIC# 22837
 Limits - (3350-3450 NW 112th St): \$1,162,000
 Deductibles - \$2,500

Proof of Insurance only.

| | |
|--|---|
| CERTIFICATE HOLDER City of Fort Lauderdale Procurement Services Division 100 N. Andrews Avenue Fort Lauderdale FL 33301 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE |

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CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
03/28/2019

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

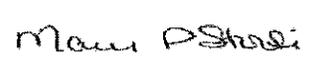
| | | |
|---|---|---------------------------------------|
| PRODUCER PAYCHEX INSURANCE AGENCY, INC. 150 SAWGRASS DRIVE ROCHESTER, NY 14620 | CONTACT Paychex Insurance Agency Inc NAME: | |
| | PHONE (A/C, NO. EXT): 877-266-6850 | FAX (A/C, No): 585-389-7426 |
| E-MAIL ADDRESS: Certs@paychex.com | | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # |
| INSURED Paychex Business Solutions LLC INTERNATIONAL DATA DEPOSITORY 911 PANORAMA TRAIL SOUTH ROCHESTER, NY 14625-0397 | INSURER A: ILLINOIS NATIONAL INSURANCE COMPANY 23817 | |
| | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| INSURER F: | | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|---|
| | GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ | |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ | |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ | |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | 039713730 | 06/01/2018 | 06/01/2019 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER | E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Worker's Compensation coverage is provided to only those employees leased to, but not subcontractors of the named insured.

| | |
|--|---|
| CERTIFICATE HOLDER City of Fort Lauderdale 100 N Andrews Ave Fort Lauderdale, FL 33301 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE  |

RFP# 12257-095 - QUESTIONNAIRE

Name of proposing firm: International Data Depository

1. After Receipt of Order (ARO) how many days will it take to perform all services, including but not limited to providing inventory of the boxes to City, of the estimated 30,140.6 cubic feet of City records from the current Contractor's facility to your facility for storage?

7 /days /ARO

2. After City approval of the new contract, how many days will be required before you are able to begin the retrieval, return and destruction services required?

7 /days /ARO

3. As a part of the initial hand-off of the estimated 24,578 30,140.6 cubic feet of current City records, will your company incorporate the existing multiple numbering systems in your newly created numbering system?

Yes No

If no, how long before the new numbering system be ready for use? _____ /days

4. Provide the location/address of the facility at which these services will be performed, if different from your company address, as provided on the Bid/Proposal Signature Page.

5. Is the Contractor's storage facility where the City records will be stored located outside of a designated Hurricane Evacuation Area?

Yes No

6. Does the storage facility where the City records will be stored have a minimum of 37,400 cubic feet of records storage space available to accommodate the current and projected City's storage needs, while providing the same services under the same conditions?

Yes No

Note: 37,400 cubic feet is just a measure of total volume. It does not include the area around the boxes required by the State of Florida building code.

7. Does your company deliver and pick up records in closed and secured vehicles?

Yes No

8. Please indicate how your company prefers to receive orders/requests for box retrievals and or returns. (Examples: email orders, phone orders, etc)

web orders / email secure

9. What is the anticipated response time to a general customer service request via email?

Days _____ Hrs. 4 maximum Minutes _____

10. What is the anticipated response time to a general customer service request via phone?

Days _____ Hrs. 90 Minutes _____ *business day*

11. Does your company provide internet access to check on box availability?
Yes No

If yes, does this system provide order request capabilities?
Yes No

12. Please check Yes or No to the below requirements for the Contractor's storage facility where the City records will be stored:

Security alarm system Yes No

Regular (once a month) Pest Control Services Yes No

In the records storage area City records will be stored no less than 2 feet above the floor. Yes No

Fire Extinguishers marked in accordance with Fire Department regulations throughout the facility. Yes No

Fire sprinkler system Yes No

Is your fire sprinkler system a wet or dry system Wet Dry

13. Is the Contractor's storage facility where the City records will be stored air-conditioned?
Yes No

If no, does your company offer other climate control options to preserve the City records in storage? Please specify.

14. Please indicate the latest time (EST) your company will accept orders for standard retrievals and returns for next business day delivery by 3:30 pm? (Example: 4 pm is the latest time your company will accept orders for standard retrieval and return on one business day and 3:30 pm, is the latest time the next business day the City expect service.)
3:00pm

15. Does your company provide as standard services, delivery of new boxes, retrieval and return of boxes from the same location at the same date and time for one standard delivery charge? (Example: Two different recipients, in the same building, on different floors are charged with one standard delivery fee.)
Yes No

16. Scenario 1: The Sustainable Development Department has the Planning and Zoning Division and Code Enforcement Division located at the same address, 700 NW 19th

Avenue, but they are located in different parts of the building.

If both the Planning and Zoning Division and the Code Enforcement Division have deliveries scheduled for the same day and time would one Standard Retrieval charge be applicable or two?

One _____ Two

17. Scenario 2: The Public Works Department is located at 100 N. Andrews Avenue, but they are located on both the 4th and 5th floors.

If Public Works requires having deliveries on both floors does your company charge one retrieval and/or pickup fee for delivery to one address even if there are separate orders for the same department on different floors of the same address?

Yes No _____

18. Scenario 3: The City Clerk's Office and the Procurement Department are located at 100 N. Andrews Avenue, and they are located on two different floors.

Does your company charge one retrieval and/or pickup fee for delivery to one address even if more than one department has separate orders on different floors of the same address?

Yes No _____

Does your company request separate charges for each Department and/or floor of an address?

Yes No _____

*Please note: Under variances in the Pricing Section if there is a fee for separate orders at the same address that are delivered on the same day.

19. This question is for all new Contractors.
If your Company is awarded the RFP please indicate how your company plans on moving the estimated 24,578 boxes of City records from the current facility where they are stored in West Palm Beach, Florida to your facility.

Via our trucks.

20. This question is for the current Contractor.
Should a new Contractor be awarded the new contract please explain how your company plans to provide a seamless hand-off of the 24,578 boxes at the current facility including organized preparation of inventory for removal/pickup by awarded Contractor.

Via our inventory transfer methodology.

21. Please indicate if your company has experience with a customer's boxes that have multiple tracking numbers. Does your company enter multiple tracking numbers for a box and use all of the numbers for retrieval purposes based on the customer's preference? Explain.

yes we do, we would correlate to your inventory that is manage internally.

22. Provide your company's procedures for on-site records destruction including timeline of

request to final destruction.

Onsite via shredding trucks
NAID AAA & SOC Compliant

23. Provide a sample copy of your company's monthly inventory report, transaction report and new box input report.

see attached

24. Provide a sample of your company's invoice. see attached

25. Provide a letter from a licensed architectural or engineering firm substantiating that the storage facility where the City records will be stored meets the requirements of American Society of Engineers (A.S.C.E), 7-02 as adopted by the Florida Code, for wind and resistive standards of building construction, with particular attention to the exterior walls and roof structure. The letter should substantiate that the Contractor's facility where the City records will be stored, is at the minimum, constructed to withstand category three-hurricane force wind and impact.

we are engaging an engineering firm to do so

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 and all requested documents provided. Attach additional sheets if necessary. The City may deem your firm non-responsive for failure to provide all requested answers and documentation.

Container Inventory by Customer Sorted By Item Code

International Data Depository

Customer: INT001 - International Data Depository

Department: ACCOUNTING - ACCOUNTING

Item Type: BOX

| Box #: | Item Code | Description | Location | # of #: | Date Range | Storage Code | Effective Date | Expire Date | Retrieved Date |
|--------|-----------|---------------|----------|---------|------------|--------------|----------------|-------------|----------------|
| | C00048992 | TESTING AGAIN | | | | SR1 | 09/10/2004 | 09/10/2009 | 11/11/2011 |
| | 98 | | | | | | | | |
| | C00048992 | TESTING AGAIN | | | | SR1 | 09/10/2004 | 09/10/2009 | 11/11/2011 |
| | 99 | | | | | | | | |
| | C00048993 | TESTING AGAIN | | | | SR1 | 09/10/2004 | 09/10/2009 | 11/11/2011 |
| | 00 | | | | | | | | |
| | C00048993 | TESTING AGAIN | | | | SR1 | 09/10/2004 | 09/10/2009 | 11/11/2011 |
| | 01 | | | | | | | | |
| | C00048993 | TESTING AGAIN | | | | SR1 | 09/10/2004 | 09/10/2009 | 11/11/2011 |
| | 02 | | | | | | | | |

Department Total: 27

SAMPLE



Container Inventory by Customer Sorted By Item Code

International Data Depository

Customer: INT001 - International Data Depository
Department: COMPUTER INFO - COMPUTER INFO

Item Type: BOX

| Box #: | Item Code | Description | Location | # of #: | Date Range | Storage Code | Effective Date | Expire Date | Retrieved Date |
|--------|-----------|--------------------------|-------------|---------|------------|--------------|----------------|-------------|----------------|
| | C00006808 | IVAN OFFICE | 2-14-03-2-B | | | SR1 | 04/22/2015 | | |
| | 41 | | | | | | | | |
| | C00006808 | IVAN OFFICE BOX 1 | 2-14-03-2-B | | | SR1 | 04/22/2015 | | |
| | 42 | | | | | | | | |
| | C00006808 | IT SUPPLIES | 2-14-03-2-B | | | SR1 | 04/22/2015 | | |
| | 43 | | | | | | | | |
| | C00006808 | IVAN OFFICE BOX 3 | 2-14-03-2-B | | | SR1 | 04/22/2015 | | |
| | 45 | | | | | | | | |
| | C00006808 | OLD SCANNERS | J-04-01-2-C | | | SR1 | 04/22/2015 | | |
| | 46 | | | | | | | | |
| | C00006808 | IT SUPPLIES | J-04-01-2-D | | | SR1 | 04/22/2015 | | |
| | 47 | | | | | | | | |
| | C00006808 | SERVER RACK | 2-14-03-2-B | | | SR1 | 04/22/2015 | | |
| | 48 | | | | | | | | |
| | C00006808 | SERVER RACK | 2-14-03-2-B | | | SR1 | 04/22/2015 | | |
| | 49 | | | | | | | | |
| | C00006808 | SERVER RACK | 2-14-03-2-B | | | SR1 | 04/22/2015 | | |
| | 50 | | | | | | | | |
| | C00006808 | IT SUPPLIES | 2-14-03-2-B | | | SR1 | 04/22/2015 | | |
| | 51 | | | | | | | | |
| | C00006808 | IVAN OFFICE BOX 2 | 2-14-03-2-B | | | SR1 | 04/22/2015 | | |
| | 52 | | | | | | | | |
| 5 | C11250547 | Plastic Covers | 2-14-03-1-C | | | SR1 | 08/11/2010 | | |
| | 24 | | | | | | | | |
| 7 | C11250547 | APC Cables/Coaxial | 2-14-03-1-D | | | SR1 | 08/11/2010 | | |
| | 26 | Cables/Line | | | | | | | |
| 9 | C11250547 | Electrical Cords | 2-14-03-1-E | | | SR1 | 08/11/2010 | | |
| | 28 | | | | | | | | |
| 10 | C11250547 | Gigabit PCI Adapters/Bad | 2-14-03-1-E | | | SR1 | 08/11/2010 | | |
| | 29 | Hard | | | | | | | |

Department Total: 15

SAMPLE

Invoice



| | |
|----------|-------------|
| Date | Invoice # |
| 4/2/2019 | 040219Sampl |

PAID

| |
|---|
| Bill To |
| City of Fort Lauderdale Procurement Attn: Accounts Payable 100 N. Andrews Ave., #619 Fort Lauderdale, FL 33301 |

| |
|---|
| Ship To |
| City of Fort Lauderdale Procurement Attn: Accounts Payable 100 N. Andrews Ave., #619 Fort Lauderdale, FL 33301 |

| | | | |
|----------|----------------|-----|---------|
| P.O. No. | Terms | Rep | Cust. # |
| | Due on receipt | Hou | |

| Item | Description | Quantity | Rate | Amount |
|------|---|----------|-------|--------|
| AWO | Work Order To Print - Sample of Invoice | 1 | 0.00 | 0.00 |
| | Sales Tax - Dade County | | 7.00% | 0.00 |

| | | |
|------------------------------|--------------|--------|
| Thank you for your business. | Total | \$0.00 |
|------------------------------|--------------|--------|

3450 NW 112th St. - Miami, Florida 33167 - Tel: (305) 477-7388 - Fax: (305) 477-1841 - <http://www.intdd.com>

*PLEASE NOTE: To read this attachment, you must have Adobe Acrobat Reader installed on your computer. You can download it for free from <http://www.adobe.com>

State of Florida

Department of State

I certify from the records of this office that INTERNATIONAL DATA DEPOSITORY, INC. is a corporation organized under the laws of the State of Florida, filed on July 25, 1996.

The document number of this corporation is P96000062208.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on February 13, 2019, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Thirteenth day of February,
2019*



Randy Be
Secretary of State

Tracking Number: 6718019637CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

003352

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY



5821195

BUSINESS NAME/LOCATION
INTERNATIONAL DATA DEPOSITORY INC
3450 NW 112TH ST
MIAMI FL 33167

RECEIPT NO.
RENEWAL
6069595

EXPIRES
SEPTEMBER 30, 2019

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER
INTERNATIONAL DATA DEPOSITORY INC

SEC. TYPE OF BUSINESS
213 SERVICE BUSINESS

PAYMENT RECEIVED
BY TAX COLLECTOR

\$232.50 07/18/2018
CHECK21-18-070059

Employee(s) 31

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector



Tax Collector
200 NW 2nd Avenue
Miami, FL 33128

107_01-222 11/15

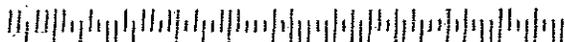
003352

For information regarding Transfer
of Business/Owner, please visit
www.miamidade.gov/taxcollector/



JOEL SCKENKMAN PRES
3450 NW 112 ST
MIAMI FL 33167

33167



Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

International Data Depository, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____
- Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
- Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

3450 NW 112th Street

6 City, state, and ZIP code

Miami, FL 33167

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| Social security number | | | | | | | | |
|------------------------|--|--|---|--|--|--|--|--|
| | | | - | | | | | |

or

| Employer identification number | | | | | | | | | |
|--------------------------------|---|---|---|---|---|---|---|---|---|
| 6 | 5 | - | 0 | 7 | 0 | 6 | 2 | 2 | 7 |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶ 1/24/2019

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



June 29, 2018

To Whom It May Concern:

In response to your request for a "bridge letter" to cover the period between May 31, 2018 the as of date of our Service Organization Control (SOC) Report and SOC Report issue date June 29, 2018, we can make the following statement:

"Our independent audit firm conducted a type SOC 3 audit and issued a report dated June 6, 2018. The report evaluated our controls as of May 31, 2018. During the period May 31, 2018 through June 29, 2018, we have not materially changed our controls or control environment as described in the report".

Should you require any additional information, please feel free to contact Jorge L. Bohorquez, CFO/COO at 305-477-7388 or via email at bohorquezj@intdd.net.

Sincerely,
Jorge L. Bohorquez
Jorge L. Bohorquez
CFO/COO
International Data Depository