

# RFP #575-11786 - Scanning, Indexing, Imaging and Media Conversion Services



City of Fort Lauderdale

## Proposal

1. Date: 11/10/2016
2. Name of the Firm: **GRID SYSTEMS USA, LLC**
3. Contact Person: Jose Perales - Operating Manager
4. Telephone Number: 954.603.74.54
5. Email Address: [jose@gridsystemsusa.com](mailto:jose@gridsystemsusa.com)



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## LETTER OF INTEREST

November 10, 2016

Procurement Services Division  
The City of Fort Lauderdale

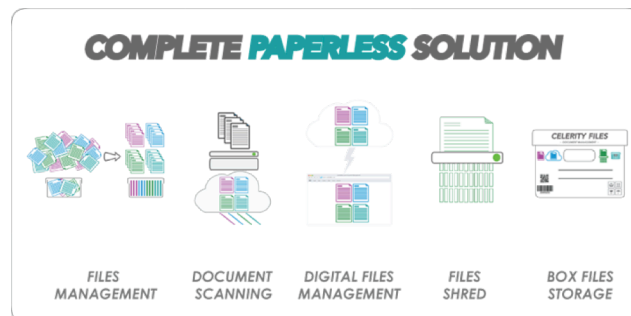
Dear

Grid Systems USA, LLC ([www.gridsystemsusa.com](http://www.gridsystemsusa.com)) are pleased to submit herewith our letter of interest to participate in **RFP # 575-11786 Scanning, Indexing, Imaging and Media Conversion.**

When We Know from BidSync about this exciting opportunity, our team members have collaborated to produce a preliminary plan to

- Provide document **scanning, indexing and media conversion.**
- Provide **quicker and easier records retrieval. Find Documents Super-Fast using our Own App called Celerity Files.**
- **Win Office Space.**
- **Save Cost** and time looking for documents, Lost Documents and Space.
- **Disaster Recovery:** You can buy computer anywhere so not your Data.
- Have **Paperless Office.**
- Strengthen Information **Security.**
- Produce long-term **benefits** for the entire **City of Fort Lauderdale.**

We are able to provide a Complete Document Management Solution under a Turnkey project delivery covering entire Services, Applications and Hardware Support. We use the Best Scanning Equipment required for the Object or Document Size and Type. *Let us explain each step by step in Additional information section.*



We have 1 year and 3 Months in US so We count with extensible experience in South America (Colombian & Venezuelan) where from the last ten (10) years we have been making Document management in different Business like Banks, Oil Companies, Automotive, between others. Our firstly customer in US was Adventure tires, LLC ([www.adventure-tires.com](http://www.adventure-tires.com)) currently with six locations in Florida is a company that was Our customer too in South America. There we made a Document Scanning for all Administration Documents.

Part of Our Plan is to perform most of the Job Off-Site and to rent a Location in the City of Fort Lauderdale or more close possible, in order to have more trust, give best customer Support, Better Customer Prices, get better results and to be in *City of Fort Lauderdale!!*

Also We count with an App called Celerity Files, developed in house, where the customer can see the documents organized for Scanning, documents Scanned, Physical Document Box, Physical

Document Expiration Date, Physical Document Destroy Date, Documents Color Tags, Documents Comments, between other.

When we make Document management we strive to be the best professional as possible using globe for Physical document handle, Security First Not Cameras, Not Videos, Super Clean Area and We treat your Documents like our Babes.

As you know, we are a team of professionals with a proven track record that has the ability to successfully transform our plan into reality. Our team is comprised of members who have worked together on numerous successful projects. You can be assured that the lead partners in our group will manage the project closely and carefully, and accountability for results will never be delegated.

In the weeks ahead, we look forward to receiving comments from **City of Fort Lauderdale** about our proposal during the public consultation process. We therefore look forward to using their input to develop a comprehensive integrated final development plan.

Thank you for giving us the opportunity to participate.

Sincerely,

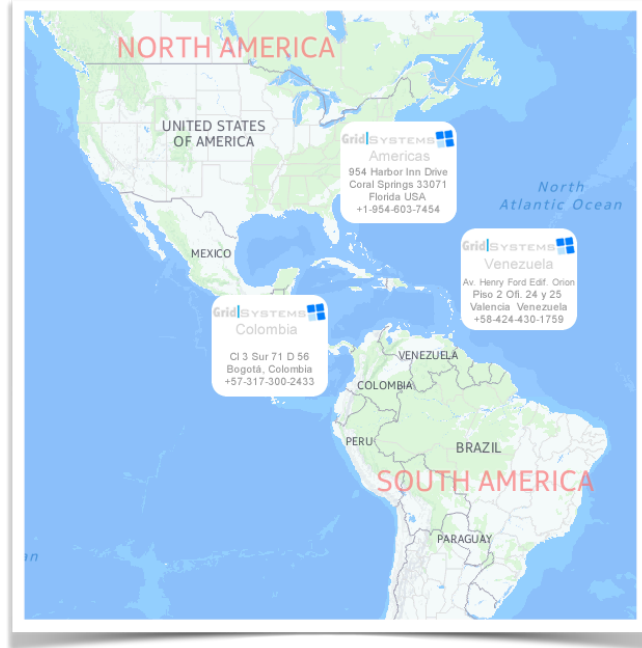
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Carolina Kuzma  
President  
Grid Systems USA, LLC

## EXECUTIVE SUMMARY

GRID SYSTEMS USA, LLC, we are Small Business Company registered in Broward County in the City of Coral Springs, sincerely we can appear a young company so we have a team of Systems Engineer and Accountants with more than Ten years of experience in Document Management and IT Area. For us Customer is undoubtedly, the reason of being our business and the principal aim towards which there go all the efforts of our Human Resources.

We have presence in three countries with Satisfied Customer and where we are giving great solutions and technologies that produce great results and reducing cost.



***Your Documents Are Our Babies*** and We must keep them carefully and always available. Giving Better Prices, Faster Results, Better Technologies.



### **Security**

The Number One is Security and confidentiality of Your Documents.



### **Responsibility**

It is one of our first guidelines and especially in the pursuit of excellence.



### **Organization**

We use a very strict and meticulous process Organization.



### **Quality**

We apply Quality Assurance all are examined to ensure that meets the requirements.

## How We Works

We Orientate Ways



- Take advantage of multiple practices
- Create a process that produces great performance at lower cost.
- Get big things done Quickly.

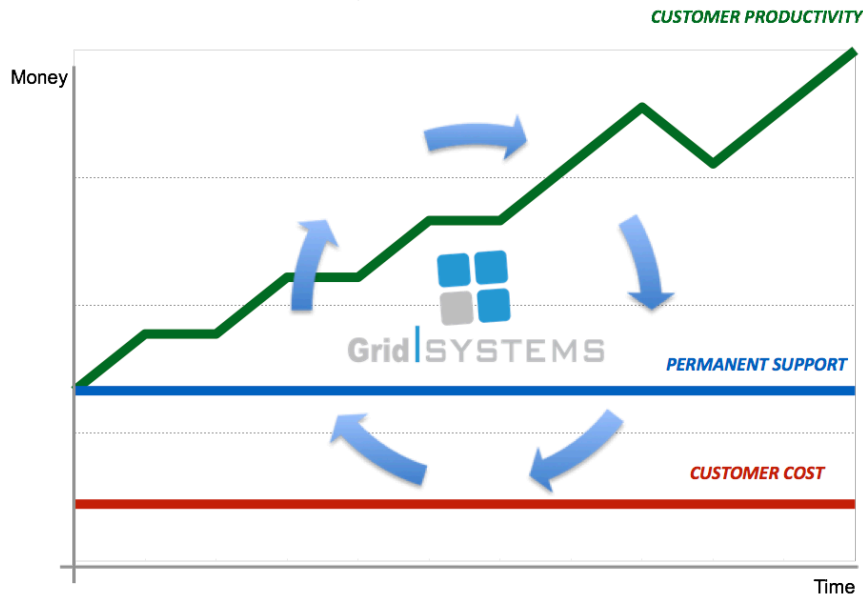
We Create *Super* highways = *Innovations*



- Establish an effective way that allows the growth of our customers.
- Create a common way of communication.
- Generate enthusiasm.

## Our Business Life Cycle

We strive to keep Our Customer productivity always up and growing, giving the best class support and keeping the customer cost low.



## Our Goals

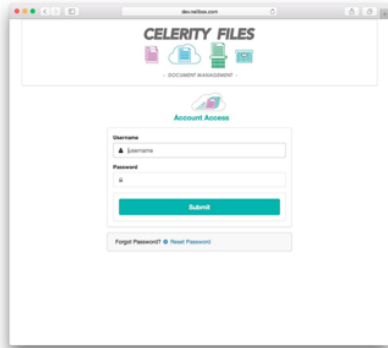
Our team make the best efforts every day to keep and reach better results.



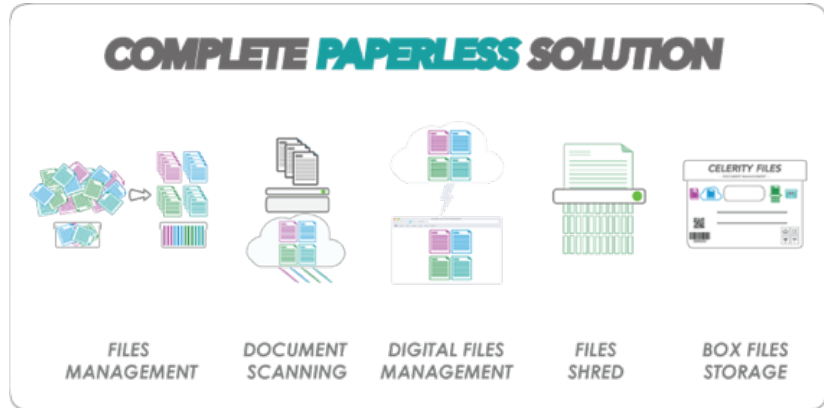
- Total Customer Satisfaction.
- Strong Document Security.
- Fast and Reliable Services.
- Global Recognition.
- Team Work

## What We Offer Document Management

### Software for Document Management



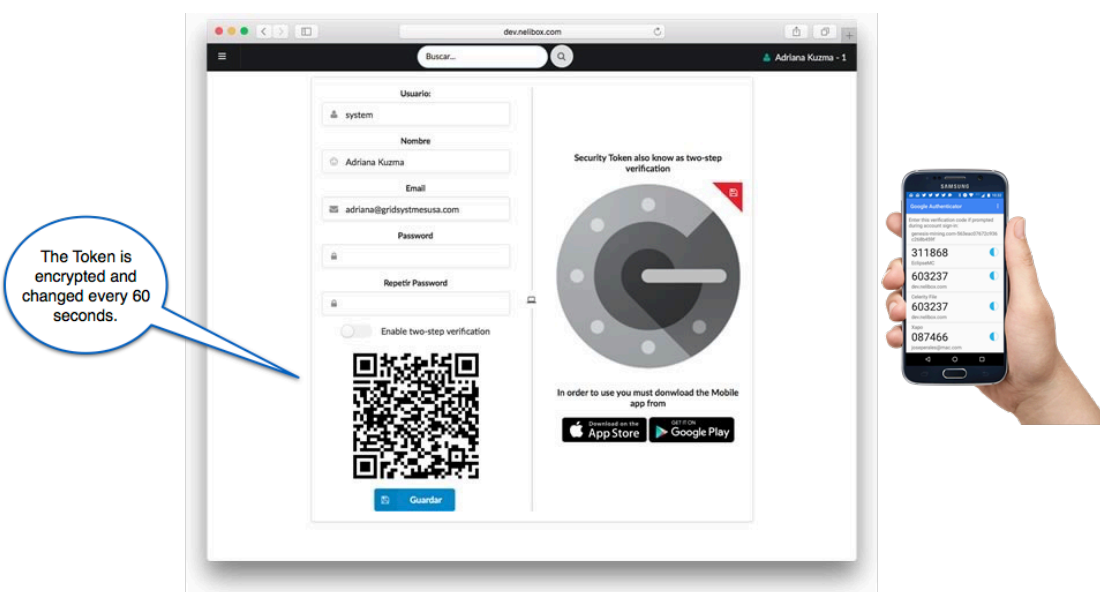
### All Services for Document Management



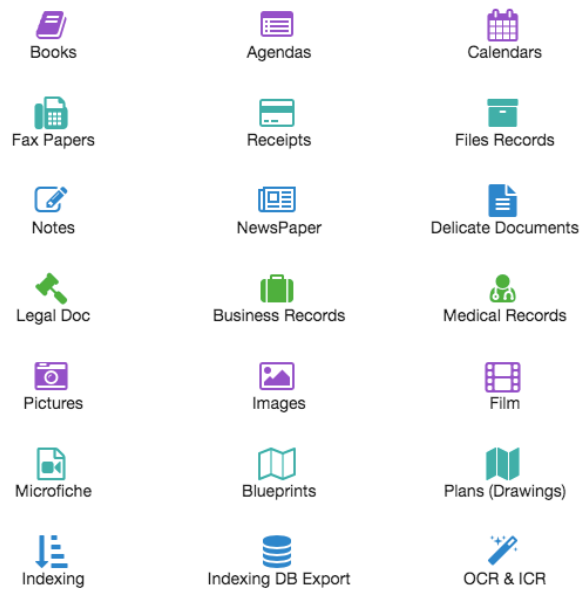
For Your Document Management We have a Great Software and our services for Files Management, Document Scanning, Document Destruction and Storage Document Management.

Celerity Files App is an Awesome Software where you can have all your Digital Documents and use tags for search, make comments for audit or any process, Send by Email, by pages or whole Document. We use this app to tracking Inventory from our customer's documents and knowing What Documents Are Pending for scanning or shred and where the physical documents is located inside the warehouse.

**Security** is the most important thing also is in Our Goal in order to Login to Celerity Files, 2 steps authentication known as 2AF is required, the user must provide a security token.



## Scanning & Indexing Different Types of Documents

	<p>We make <b>Scanning and Indexing</b> for <b>different types of Document</b> in the market like:</p> <ul style="list-style-type: none"> <li>- Retrieval of information from them.</li> <li>- Paper and Business Cards Scanning.</li> <li>- Agenda Scanning and Business Journal Indexing</li> <li>- Pictures, Photo and Image Scanning.</li> <li>- Large Format Scanning like Plans (Drawings) Scanning, Unusual size documents Scanning</li> <li>- Newspapers, Magazines, Delicate Documents, Original designs / notes or Books Scanning directly without cutting or damaging them.</li> <li>- Media Conversion Microfiche and Microfilm Scanning for rolled films, microfiche jackets and aperture cards.</li> <li>- Medical Record and Healthcare Record Scanning.</li> <li>- Indexing Services for Document, Books.</li> <li>- Contracts Student records and Legal Document.</li> <li>- OCR Optical character recognition and IC Intelligent character recognition.</li> <li>- Document Indexing with an index file in .CSV file and other formats.</li> <li>- All Scanning at Minimum of 300 dpi and up to 600 dpi.</li> </ul>
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### The Team for The Project

- **Carolina Kuzma** will be the contact person and supervisory personnel.
- **Ricardo Moreno** will be Document Analyst making Document Organization, Document Scanning, Document Transportation, Document Storage, Document Shred.
- **Alvaro Iribarren** will be Document Analyst making Document Organization, Document Scanning, Document Transportation, Document Storage, Document Shred.
- **Jose Perales** will be the contact person and supervisory personnel. Document Analyst making Document Organization, Document Scanning, Document Transportation, Document Storage.

Our team is committed to perform Awesome and Professional Job for the City of Fort Lauderdale in order to help to reduce cost with document management, saving office space and You will be able to use our Software Celerity Files for fast document search, document tag, have online document access over intranet, know where your physical and digital documents are storage, between others. And the More Important thing, Our Prices are great!



**EXPERIENCE AND QUALIFICATIONS**

Recently we have been performing jobs in Weston, city close to The City of Fort Lauderdale,

**Filing Information:**

- **Date Filed:** 06/29/2015
- **State:** Florida
- **FEI/EIN Number** 61-1764762
- **Name of the Firm:** **GRID SYSTEMS USA, LLC**

**Company Information:**

- **Address:** 954 Harbor inn Drive  
Coral Springs, FL 33071-5618
- **Telephone Number:** (954) 603-7454
- **Telephone Number:** (954) 604-5456
- **Fax Number:** (954) 827-2476
- **Email Address:** [sales@gridsystemsusa.com](mailto:sales@gridsystemsusa.com)
- **Web site:** <http://www.gridsystemsusa.com>
- **Contact Person** Jose Perales - Operating Manager

**Florida Tax Certificate:**



**2016 Florida Annual Resale Certificate for Sales Tax**

DR-13  
R. 10/15

**THIS CERTIFICATE EXPIRES ON DECEMBER 31, 2016**

Business Name and Location Address

Certificate Number

GRID SYSTEMS USA LLC  
954 HARBOR INN DR  
CORAL SPRINGS, FL 33071-5618

16-8016840706-7

**Provide details of past projects for agencies of similar size and scope:**

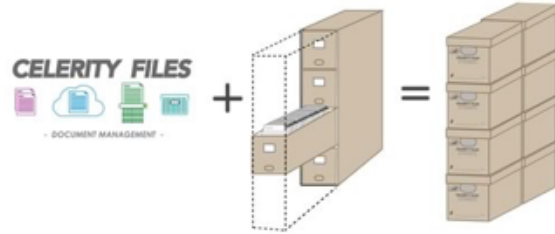
We give the Customer access (VPN Access) to see their job progress using the Web App Celerity Files that is a Software developed by GRID SYSTEMS USA, LLC, where the customer can see all the Scanned Documents, send large Documents by Email, Documents Tags, Documents Comments, Make Audits, tracking Digital and physical Documents, get the documents minutes after it had been scanned and a lot more.

With the app we reduce the meetings and got better customer communication, because if the customer need a physical Document it can be requested from the App. Or if the Customer need a quick scan, we pick up the document and the customer will be able to see the document inside the app after it was scanned.

Something the customer love from our job is that we produce a lot at great price, we prepare the documents for scanning keeping the order, clean and organized. Also we use the best equipment around the world to make scanning with great resolution and indexed meeting the customer requirement. In shred not only Shred we also make Pulping **Why Pulping?** Because paper into strips

won't keep someone from putting it back together. Hand ripping isn't a good idea either, especially on small documents (it takes 2 centimeters to find out a person's Social Security Number). This guarantee a more complete destruction of any secure information in your documents.

We make consulting and recommend Techniques, Special Equipment and Materials for Effective File Management. Also our Software will handle all Document process and operations, customizable as yours needs.



**List of ongoing projects.**

Customer	Website	Country	Job	Amount	Projected Termination Date
Adventures Tires, LLC	<a href="http://www.adventure-tires.com">www.adventure-tires.com</a>	USA	Digital Document Management	US\$ 22,345.45	10/30/2016

## APPROACH TO SCOPE OF WORK

We are going to pick up, transport, document preparation, scanning, indexing, ultimately record destruction, and media conversion services, (primarily scanning and indexing).

We are planning to create an inventory for all rolls of microfilm, boxes, folder and each document, and acknowledge the receipt of all items received, in order to be familiar with the information and know how damage or good the documents are for scanning because in order to get better scanning results, all documents must be without staples, paperclips or folded.





We are planning to pick up 2 per week or 3 per week depending of the volume, the requirement and instructions from the customer, when transporting we are going to use our own closed vehicles identified with our logos and brands to transport documents with Air Conditioned. When transporting all document are in waterproof container and magnetic media in magnetic containers within the vehicles.



For Document preparation we are going to use Special Glove, Mouth Cover and Surgical Gown to help to handle the documents carefully and professional. **Preparation include the removal of all staples, fasteners, and paperclips**; Repair all torn or deteriorated edges with non-reflective tape or other method as accepted. Ordering/proper orientation of documents, examination of back sides for additional information to be scanned, straighten all folded plans and mount any irregular size memorandum on standard 8 1/2" x 11" paper and other wise make the documents ready for Scanning processing.



Our Scanners meet the paper size requirements for large formats, Microfilms, Standard, between others, also we have special scanners for books, agendas, newspaper or another delicate document. Below the scanner per function or Job according to the Document type.

	<p><b>Digital microfilm and microfiche image capture</b> The MIC8 features an ultra-high resolution 18MP imager and 7-54x zoom lens for full-screen quality viewing, printing and capture of images on 35mm microfiche, jackets and aperture cards</p>
	<p>Microfilm Microfiche Jackets Aperture cards</p>
	<p><b>High Volume Scanner, Pure scanning speed &amp; Great dpi</b> The fi-6400 performs robust scanning with great results</p>
	<p><b>Big Format Scanner in Color, Great resolution &amp; Fast</b> The SmartLF SG 44" scanner are perfect for capturing sharply defined detail on technical drawings and maps as well as the vibrant, accurate colors.</p>
	<p><b>Overhead scanning for Special Format</b> Fujitsu Image Scanner ScanSnap SV600 Scan newspapers, magazines, or books directly without cutting or damaging them.</p>
	<p>Newspapers, magazines, books, agenda</p>

All converted images with metadata will be provided in a TIFF compressed Zip or LZW depending of the image detail and tones. For Documents we are going to provide in PDF, PDF/A, TIFF or another format required by the City of Fort Lauderdale. All files and data will be meet the Laserfiche Rio 10.0 format and will be ready to be exported to the Laserfiche Rio 10.0.

We are going to use our software Celerity Files for document administration and inventory tracking, Our software meet store the records in accordance with a published International Organization for Standardization (ISO) open standard image format.

In General we are going to perform:

- We are planning to pick up 2 per week or 3 per week depending the volume and the requirement.
- All Boxes and Documents will be identified.
- All Documents must be prepared without staples, paperclips, fix folded papers to be scanned.
- All Microfilms and Microfiche must be identified and know exactly which will be together.
- Inventory updated, we need to have an Exactly inventory of all documents and keep a relation between documents ready and documents pending for scanning in order to keep informed City of Fort Lauderdale’s Contact.
- All Documents must be indexing according to the requirements.
- Keep Communication with City of Fort Lauderdale’s Contact for pick up documents, tracking, delivers, Document’s request and any information related.
- Security First, all data will be safe and protected, Monitored by surveillance and ADT.
- For us all documents are confidential and very delicate.

Proposal scheduling methodology (time line) for effectively managing and executing the work in the optimum time

**Time Line**

#	Item Description	Estimated Quantity	Time Line Graph
1	Unit cost/per scanned image, letter and legal sized documents, up to 11" x 17"	8,089,900	Page 14
2	Unit cost/per scanned image, for E size shop drawings.	1,096,700	Page 15
3	Unit cost/per scanned image, of 35mm building plans including drawings, permits, letter, etc. 100 rolls of microfilm required to be converted to scanned images (average of 1100 images per roll).	110,500	Page 16
4	Unit cost/per scanned image, of 16mm rolls, 2923 rolls of microfilm required to be converted to scanned images (average 2000 images per roll).	5,846,100	Page 17
5	Destruction documents after scanning and review of scanned images by the City is complete. Unit price per pound	30,000	Page 18
6	Cost per character for indexing above 30 characters. The quantity of 100 is an estimate of number of characters over and above 30 characters per document.	100	Page 14













## REFERENCES

Customer	Website	Contact	Phone	Country	Job	Amount	Date
Centro Medico MegaSalud, C.A.	+58-242-3621019	Elsa Tovar	+58 4241313721	Venezuela	Health Records Scanning and Document Management	US\$ 50,255.00	2014,2015,2016
Centro Clinico Social Miranda, C.A.	+58-241-8340462	Jenny Velasquez	+58 4127532482	Venezuela	Health Records Scanning and Document Management	US\$ 31,169.00	2015,2016
Ford Motor de Venezuela	<a href="http://www.ford.com.ve">www.ford.com.ve</a>	Antonio Gonzalez	+58 4244990929	Venezuela	Document Management Celerity Files	US\$ 88,155.00	2015
Adventures Tires, LLC	<a href="http://www.adventure-tires.com">www.adventure-tires.com</a>	Belen Elizabeth	(954) 822-1018	USA	Digital Document Management	US\$ 22,345.45	2016
Indigo Technologies, INC	<a href="http://www.indigotechnology.net">www.indigotechnology.net</a>	Yelka Mikolji	(954) 667-9351	USA	Digital Document Management	US\$ 4,260.00	2016
Adventures Tires 2, LLC	<a href="http://www.adventure-tires.com">www.adventure-tires.com</a>	Belen Elizabeth	(954) 822-1018	USA	Scan and Index Invoices	US\$ 980.00	2016



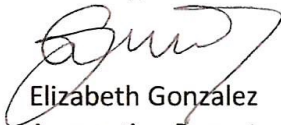
September 02, 2016

To: Whom May concern

We are pleased to write this letter of recommendation for Grid Systems USA, LLC. During the last six (6) months we have received services from them on different kinds of projects and Grid Systems USA, LLC offers High Quality Services and We can say that we have always been satisfied by their Work.

One of the projects that we worked on pointed out the concern for quality and attention to detail that the Company has. For Designs, Building our IT Network.

Sincerely,

  
Elizabeth González  
Accounting Department  
954-385-0049

# INDIGO TECHNOLOGIES, INC.

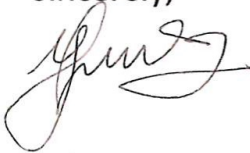
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To Whom It May Concern:

Supplier Reference - Grid Systems USA, LLC

We are writing this letter of reference Grid Systems USA, LLC who has been one of our very valued supplier for the last six months. They are accredited in the line of their activities and it is my pleasure in recommending them as company to do business with.

Sincerely,



Yelka Mikolji  
CEO  
(305)-2191526

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829 N FEDERAL HWY  
FT LAUDERDALE, FL 33304

**MINORITY/WOMEN (M/WBE) PARTICIPATION**

We are small business in The City of Coral Spring, Florida, and registered supplier in the Broward county.

**SUBCONTRACTORS**

We are not going to use any Subcontractor.

**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) GRID SYSTEMS USA, LLC

Address: 954 Harbor Inn Drive

City: Coral Springs State: FL Zip: 33071

Telephone No. (954)-603-7454 FAX No. (954) 827-2476 Email: sales@gridsystemsusa.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 24 Months

Total Bid Discount (section 1.05 of General Conditions): 0

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
<u>1</u>	<u>09/29/2016</u>	<u>1</u>	<u>10/31/2016</u>	<u>    </u>	<u>    </u>
<u>2</u>	<u>10/04/2016</u>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>

**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:  
Jose Perales

Name (printed)  
11/10/2016

Date:

Signature  
Operating Manager

Title

revised 04/10/15

ADDENDUM NO. 1  
RFP No. 575-11786

TITLE: Scanning, Indexing, Imaging and Media Conversion Services

ISSUED: October 31, 2016

This addendum is being issued to make the following change(s):

1. Section 2.16.6 has been added to Minimum Qualifications as follows:

2.16.6 This RFP is for City-wide scanning services, and will include City Departments that possess data ranging from restricted, private, and public. Since the handling of this data in certain instances could contain Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI) and Classified Law Enforcement data, certain background clearances will be necessary for these data classes, and handled by those who are familiar with safeguarding the collection, storage and destruction of the data. The contractor or subcontractor and facility that will be handling data classified as restricted and private data classes when applicable will require the following additional requirements:

- PCI Data- Background Checks and an understanding of Payment Card Industry Data Security Standards (PCI-DSS)
- Restricted Police Data- Security levels to provide National Institute of Standards and Technology (NIST) and Department of Justice (DOJ) classified conversion. Scanning is preferable onsite, if offsite must meet Criminal Justice Information Services (CJIS) compliance standards of physical security and appropriate staff clearances for the handing, processing, and destruction of data.

Prospective vendors must be able to furnish documentation that staff has appropriate background clearances and appropriate physical and logical security to handle classified data classes. This documentation shall be included in the proposal submittal.

2. Section VI - Cost Proposal Page has been revised. Proposers shall use the revised page included with this addendum.

3. The bid end date has been changed to Thursday, November 10, 2016.

All other terms, conditions, and specifications remain unchanged.

AnnDebra Diaz, CPPB  
Senior Procurement Specialist

Company Name: GRID SYSTEMS USA, LLC (please print)

Bidder's Signature: \_\_\_\_\_

Date: 11/10/2016



**SECTION VI - COST PROPOSAL PAGE - REVISED**

**Proposer Name:** GRID SYSTEMS USA, LLC

Proposer agrees to supply the services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor must quote firm, fixed, costs for all services identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

**PRICING FOR SCANNING/IMAGING SERVICES:**

Pricing for scanning/imaging must include prepping and indexing of up to 30 characters. For indexing above 30 characters, provide per character cost below.

**TRANSPORTATION COSTS**

Proposers must include any transportation costs in the unit price per image.

#	Item Description	Estimated Quantity	Unit Price	Total Price
1	Unit cost/per scanned image, letter and legal sized documents, up to 11" x 17"	8,089,900	0.023	186,067.70
2	Unit cost/per scanned image, for E size shop drawings.	1,096,700	0.20	219,340.00
3	Unit cost/per scanned image, of 35mm building plans including drawings, permits, letter, etc. 100 rolls of microfilm required to be converted to scanned images (average of 1100 images per roll).	110,500	0.034	3,757.00
4	Unit cost/per scanned image, of 16mm rolls, 2923 rolls of microfilm required to be converted to scanned images (average 2000 images per roll).	5,846,100	0.034	198,767.40
5	Destruction documents after scanning and review of scanned images by the City is complete. Unit price per pound	30,000	0.005	150.00
6	Cost per character for indexing above 30 characters. The quantity of 100 is an estimate of number of characters over and above 30 characters per document	100	0.00015	0.015
	Grand Total			608,082.10

**Submitted by:**

Jose Perales

\_\_\_\_\_  
Name (printed)

11/10/2016

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Operating Manager

\_\_\_\_\_  
Title

**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.**

<u>NAME</u>	<u>RELATIONSHIPS</u>
<u>Not Applicable</u>	<u>Not Applicable</u>
_____	_____
_____	_____
_____	_____

**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.**

**LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT**

The Business identified below certifies that it qualifies for the local BUSINESS 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) \_\_\_\_\_ is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. 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.  
 Business Name

(2) \_\_\_\_\_ is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. 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.  
 Business Name

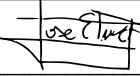
(3) \_\_\_\_\_ is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.  
 Business Name  
 GRID SYSTEMS USA, LLC

(4) \_\_\_\_\_ requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
 Business Name

(5) \_\_\_\_\_ requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
 Business Name

(6) \_\_\_\_\_ is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration.  
 Business Name

BIDDER'S COMPANY: \_\_\_\_\_ GRID SYSTEMS USA, LLC

AUTHORIZED COMPANY PERSON: \_\_\_\_\_  
 NAME SIGNATURE DATE  
 Jose Perales  10/28/2016

**CONTRACT PAYMENT METHOD BY P-CARD**

THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE

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

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

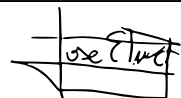
Please indicate which credit card payment you prefer:

  X   Master Card

  X   Visa Card

Company Name:   GRID SYSTEMS USA, LLC  

Jose Perales



\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

  10/25/2016  

  Operating Manager  

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Title

## Sample Insurance

Honestly we don't have a sample insurance, so we contacted three insurance suppliers (AAMI, Allstate, Geico, Wells Fargo Insurance) to quote us about the insurances requested for this RFP, and three (AAMI, Geico, Wells Fargo Insurance) send a quote and confirm that they can covered and sell the insurance.

Business License

850-617-6381

6/30/2015 12:16:19 PM PAGE 1/001 Fax Server



June 30, 2015

FLORIDA DEPARTMENT OF STATE  
Division of Corporations

GRID SYSTEMS USA, LLC  
954 HARBOR INN DRIVE  
CORAL SPRINGS, FL 33071

The Articles of Organization for GRID SYSTEMS USA, LLC were filed on June 29, 2015, and assigned document number L15000110238. Please refer to this number whenever corresponding with this office.

This document was electronically received and filed under FAX audit number 115000159949.

To maintain "active" status with the Division of Corporations, an annual report must be filed yearly between January 1st and May 1st beginning in the year following the file date or effective date indicated above. If the annual report is not filed by May 1st, a \$400 late fee will be added. It is your responsibility to remember to file your annual report in a timely manner.

A Federal Employer Identification Number (FEI/EIN) will be required when this report is filed. Apply today with the IRS online at:

<https://sa.www4.irs.gov/modiein/individual/index.jsp>.

Please be aware if the limited liability company address changes, it is the responsibility of the limited liability company to notify this office.

Should you have any questions regarding this matter, please contact this office at the address given below.

Teresa Brown  
Regulatory Specialist II  
New Filing Section  
Division of Corporations

Letter Number: 815A00013690

P.O BOX 6327 - Tallahassee, Florida 32314

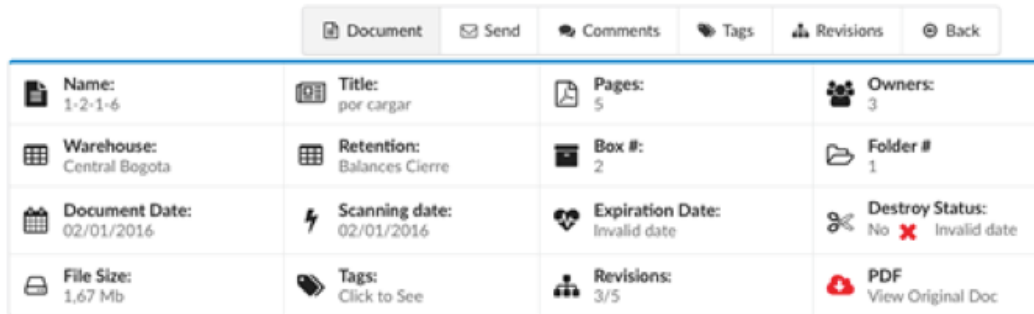
## Questionnaire

1. Please indicate percentage of total revenues from document management related activities.  
A: Percentage of total revenues from document management related activities the per country  
USA: 98%  
Colombia: 65%  
Venezuela: 25%
2. How many years have you been in the business?  
A: USA: 1 Year 2 Months  
Colombia: 2 Years  
Venezuela: 10 Years
3. Where are your main, branch offices and/or service centers located?  
A: Main Office in Corals Springs Florida, USA and We also have Offices in Bogota, Colombia and Valencia, Venezuela.
4. Please provide a list of security measures your company follows to safeguard the information contained within your customer's documents; i.e., does your company use security badges for its employees, are background checks performed on your employees and are your employees bonded? How often are your servers/workstations backed up? Please elaborate.  
A: For us Security is First, all data must be safe and protected. We strive to do:
  - All documents are confidential.
  - All Our employees must use security badges.
  - Security of the information, when performing with sensitive records all our employees cannot use cameras or videos in order to avoid copy or information leaks.
  - We Backup two time per Day at lunch and Midnight. We use local Backup and Cloud Backup in different locations.
  - All members of the companies know how to operate the scanners for different kind of documents like standard formats or big documents.
  - Also Each member of the team knows how to operate Scanner for Books, Magazine, Delicate documents, Original designs / notes, A3-size documents, between others.
  - Each member has been trained to understand Quality when Scanning and making Document Organization or preparation for Scanning.
  - Each member has been trained about ISO in Document Management.
5. Please describe in detail the security devices and technologies currently deployed in your computer network and how are your servers/workstations protected from intrusion originating from either inside or outside?  
A: GRID SYSTEMS USA is a technology company. We strive to use the best technologies for security and fast performance. We use:
  - WatchGuard Firewalls to control access to our network.
  - Every user must be authenticated to a Windows 2012 Domain Controller with strong credentials.
  - We create a specific Group of User per project in order to be sure that only user authorized can handle each that project.
  - Our App Celerity Files to tracking Documents inventory use 2FA, two factor authentication (Need a token a third party to access).
  - Our facilities count with surveillance with more than 45 days of backup.
6. Please provide your company's procedures for tracking inventory (your customer's

documents) once they are picked up from your customers. Please elaborate.

A: We use our own App called Celerity Files where we tracking inventory from our customer's documents:

- We identified each Box of Document and set a Box Id in the Celerity Files app where we identified the warehouse for the Box, Rack and position in the Rack.
- We also identified and make inventory for the documents inside each Box, in order to know what documents will be scanned.
- With Boxes and Documents created inside the Celerity Files App, we start scanning and uploading the image that correspond to the file created in Celerity Files.
- During this process we able to know How many Boxes Are Scanned, what are pending for indexing, What Boxes and Documents Are Done also with the Celerity Files we can set documents Destroy Status.
- With Celerity Files we can know Who Employee Scanned, Indexed, Destroyed the Document.
- Also with Celerity Files we can know the status of Physical Documents in Boxes and the Digital Documents. Yes, you can also use the App.
- Attached small detail of Celerity Files' Screen.



7. Please provide a list of equipment your company uses for Scanning and Media Conversion from Microfilm to Scanned Images. Include the make and model number of the equipment, how many of each and also the current version of scanning software being utilized. Also, explain your process of creating tagged TIFF images, performing indexing, and quality control process.

A:

#	Brand	Model #	Qty	Software	Comments
1	Micro-Image	Micro-Image Capture 8	3	MIC8 system & Exiftool 10.31	Microfilms & Microfiches

Creating tagged TIFF images, performing indexing, and quality control process, Mic8 System let us Convert microfilm or microfiche to digital image and process Image Enhancement making De-skew, increase digital quality and making image clean up. Also We perform Quality control specifically to reduce error with these Quality criteria:

- Overall legibility
- Smallest detail legibility captured
- Dimensional accuracy compared with the original
- Density
- Image skew
- Image orientation



- Index data accuracy
- Image and index format compliance
- Completeness of detail

We apply Quality Assurance all are examined to ensure that the quality criteria initially established in the pre-production test are met.

The Image Formats will be Group IV TIFF compressed 300 dpi. And using Exiftool 10.31 we set tag like date information, Comment, keywords name, date, type, document number, ID and more. We can set Multiple tags to multiple or single file, also let us to export all tags in xml, cvs, between others.

8. The City desires no loss of quality in converting microfilm images to scanned images. Also, the City has observed in the past that converting microfilm to scanned images increased the size of the file images; what method(s) does your company use to reduce the size of the file image when performing media conversion from microfilm? Please elaborate.

A: We have learned that Compression algorithms are most efficient when they can group a lot of similar data together. So images low on detail and with few tones will compress much more than images with lots of detail and lots of different tones. So to give you what method we use let us give an example, below you will see a table and two images exactly with the same dimensions and aspect ratio (4200px x 2800px), same number of embedded metadata and both have the same color profile (sRGB).

	Image #1	Image #2
<b>8-bit No Compression</b>	35.3 Mb	35.3 Mb
8-bit LZW	<b>12.9 Mb</b>	<b>11.5 Mb</b>
8-bit ZIP	<b>12.6 Mb</b>	<b>11.6 Mb</b>
<b>16-bit No Compression</b>	70.6 Mb	70.6 Mb
16-bit ZIP	<b>54.3 Mb</b>	<b>53.6 Mb</b>
16-bit LZW	<b>87.0 Mb</b>	<b>76.2 Mb</b>



As you can see, image #2 compresses the most because It has the least detail and the fewest tones and The image that compresses least, is image #1 because it has most detail and lots of different tones. And in the table above you can see LZW compression does not work well with 16-Bit, so LZW plays well with 8-Bit on images with low tones and least details. We suggest to use the Zip TIFF Compression Schemes for 8-Bit (Image with most detail and lots of different tones) and 16-bit (All Images), and just use LZW Compression for 8-Bit (low tones and least details).

9. Do your company shred documents on its site or do you hire an outside shredding vendor to perform the shredding on your site? If you do hire an outside vendor, what is the name of the company, their location and are they bonded? Describe the entire destruction process in detail, include any safeguarding measures and include where the documents are sent once they are shredded.

A: We use **Shredder** and **Pulping** in order to be sure everything is destroyed, **Why Pulping?** Because paper into strips won't keep someone from putting it back together. Hand ripping isn't a good idea either, especially on small documents (it takes 2 centimeters to find out a person's Social Security Number). We have a crosscut shredder machines that creates strips less than or equal to 1/32nd of an inch with a 1/2 inch crosscut.

- For **Shredder**, we have a crosscut shredder machines that creates strips less than or equal to 1/32nd of an inch with a 1/2 inch crosscut.
- We protect our Hands with specialized gloves in order to send all papers to the shredder's mouth.
- Separate the pieces into separate bags. Beyond reducing them to unrecognizable small pieces, this is one further security measure. We take a portion of each document and place them in separate bags. This way, any would be thieves cannot find matches within the same bag; they will have to sort through everything.
- After We got Paper strips, the **Pulping** process begin We place the documents in a container with tall and wide enough to easily put all of the documents and liquids. We put water and Domestic Bleach in small concentration that help break down the paper and it will also destroy the colorants of ink. This will guarantee a more complete destruction of any secure information in your documents. All the documents need to be submerged so they are completely saturated and can be broken down. Always we use a lot more water than bleach.
- We let the documents sit for 24 Hours, effectively break down the sensitive documents and make them easy to pulp.
- We Blend the documents with a turbine mixer until it becomes a soft, uniform mash. During the process we use Glove hands and Eyes Security Protection.
- We put the pulp Lay out in sunlight to dry.
- We send the pulp in garbage bags to a paper recycling companies.

10. How many square feet is your storage facility where the documents will be stored, scanned and media conversion services performed? What is the address of the facility?

A: In order to have more trust, give the best customer Support, Better Customer Prices and get better results We are going to have an exclusive Warehouse of approx. 2440sq ft. in the City of Fort Lauderdale or Plantation for all Operations related with the City of Fort Lauderdale.

11. Please indicate 'yes' or 'no' to the following requirements about the facility where the documents will be stored and scanned and media conversion services performed:

- |  |   |
|--|---|
| Air conditioned  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Security Alarm system with recorded video surveillance | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 30 days minimum retention of recorded surveillance     | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Fire Sprinkler system                                  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

Is your fire sprinkler system a wet or dry system Wet\_\_\_Dry X

Fire Extinguishers marked in accordance with  
Fire Department regulations throughout the facility Yes X No\_\_\_

Will all City records be kept at least 2 feet above  
the floor while stored in your facility? Yes X No\_\_\_

12. Does your company use its own vehicles to transport documents?

A: Yes, Our own Vehicles identified with our Company Logos and Brands.

13. Does your company transport the documents in closed vehicles? Are your vehicles air-conditioned?

A: Yes, we used Closed Vehicles with air-conditioned.

14. Do you transport magnetic media in magnetic containers within the vehicles?

A: Yes, we transport the magnetic media in magnetic containers within the our vehicles.

15. Do you transport in Waterproof containers?

A: Yes, we transport in Waterproof containers.

16. What method does your company use to straighten out the documents before scanning?

A: First we remove very carefully staples and paperclips, second using our hands we manually start to straighten the documents, third we verify that all paper corner are Ok and put the document in piles in order to help straighten the document by itself using the piles weight, Reaching Document ready for scanning.

17. Please provide an example of your company's invoices, the Purchase Order address and Remit Address if different. Is your company able to accept a City P-CARD (credit card) as payment?

A: Invoice sample attached and Yes We accept Credit Card Form P-CARD.

18. Please provide your standard turnaround times for various scanning and media conversion requests. The Proposer's response should include day of pickup and delivery; Please use a volume of 20,000 documents (10,000 standard size documents and 10,000 large formats [E Plans]) for example. This is strictly for example purposes and does not constitute an average City pick-up; the number of City documents to be picked up may be higher or lower depending on work prepared for pickup at that time. The Proposer awarded the contract will be expected to meet or exceed the proposed turnaround times listed here, if the Proposer awarded the contract cannot meet their proposed turnaround times, the City will have the option of canceling the contract.

A: We can process 10,000 of standard documents (Including pickup, delivery, organizing, scanning and indexing) from 60 Hours to 84 Hours. And We can process 10,000 of standard documents (Including pickup, delivery, organizing, scanning and indexing) from 72 Hours to 96 Hours. The idea to be close to the City is to improve this point between others.

19. What is the software product and version of scanning/capture tool used?

R: Fujitsu PaperStream Capture Pro 1.5 for Standard Documents, Colortrac SmartWorks

Pro for large format and Our App Celerity Files.

#	Brand	Model #	Qty	Software	Comments
1	Fujitsu	FI-7280 Document scanner	2	PaperStream Capture Pro 1.5	Standard Documents
2	Fujitsu	FI-6770 Document scanner	2	PaperStream Capture Pro 1.5	Standard Documents
3	Micro-Image	Micro-Image Capture 8	2	MIC8 system	Microfilms & Microfiches
4	Colortrack	SmartLF SC 42C Xpress Scanner	1	SmartWorks Pro	Large Format
5	Colortrack	SmartLF Scan! 36" Wide Format	2	SmartWorks Pro	Large Format
6	Fujitsu	Image Scanner ScanSnap SV600	2	ScanSnap Color Image	Books, A3, Business Cards

20. What types of images are supported? Examples, TIFF, CCITT Group 3 & 4, others please list?

A: PDF, searchable PDF, PDF/A, TIFF group 4 & 3, multipage TIFF, JPEG, JPEG2000, BMP, PNG, AutoCAD DWF, TIFF LZW.

21. Is the system able to provide images with the quality of a TIFF but have the compression capabilities of JPEG?

A: Yes we do it with our Celerity Files App, where you can see the files in different formats at the same time.

22. What size image documents can the system handle? Please indicate smallest to largest.

A: We can scan from small piece of paper like receipts or small notes very small less of 1 inches x 1 inches using overhead scanner and Drawings Plans up to wide format up to 44 inches.

23. Do you have the ability to produce **PDF Image Only, PDF/A or PDF Searchable** images, in accordance with a published International Organization for Standardization (ISO) open standard image format? Is the image file header Non-Proprietary?

A: Yes, we can produce and meet ISO requirements, Also the image file header is Non-Proprietary.

24. Does your scan software perform thresholding, deskewing, despeckling, dynamic image enhancement, and edge enhancement?

A: Yes

25. The City requests the Contractor to keep the City documents for up to 120 days in a secure archival environment during and after the scanning process is complete. Are you able to comply with this request? If not, what is the maximum amount of time your company will keep the City records?

A: Yes, we can storage the documents for up to 120 days and few more days if it is necessary with strong security.

26. Do you offer tiered pricing for volume image scanning services? If so, could you please

attach a description and the tiered pricing structures as an appendix to your response?

A: We are going to give the best prices for you because we love the City of Fort Lauderdale.

27. If you do offer tiered cost per image pricing structure, if so would you consider the tiered pricing for all future services for other departments?

A: We are going to give great prices and 3 months after started we can review with you the process where we can improve cost, in order to get better prices.

28. Does your company require all its employees, as a condition of continued employment, have criminal background checks and sign confidential non-disclosure agreements?

A: Yes

29. City can provide a data file of the folio, permit number and other data fields that would contain the remaining value for the metadata, which could reduce most of the data entry. Is this something your agency could support? If so, is this reflected in your price per index charge in your cost proposal?

A: Yes, if you provide a data file, it helps a lot and we can improve the prices in the proposal.

# Attachment

a. Invoice Model

**GRID SYSTEMS USA, LLC**  
 954 Harbor Inn Drive  
 Coral Springs, FL 33071  
 (954)603-7454  
 www.gridsystemsusa.com

Invoice 12345



<b>BILL TO</b> Hilltop Dry Goods, Inc. 123 Main Street City, CA 12345	<b>SHIP TO</b> John Smith 20637 Lincoln Drive Neighbor Town, CA 12345	<b>DATE</b> 03/01/2015	<b>PLEASE PAY</b> <b>\$724.19</b>	<b>DUE DATE</b> 03/15/2015
--	--	---------------------------	--------------------------------------	-------------------------------

SHIP DATE	SHIP VIA	TRACKING NO.	SALES PERSON	TERMS	INCOTERM	PMT METHOD
08/19/2013	FEDEX	12345678	CUSTOM-1	CUSTOM-2	CUSTOM-3	CHECK

ACTIVITY	QTY	RATE	AMOUNT
<b>Product name</b> Description of the product	2	225.00	450.00
<b>Service name</b> Description of the service	1	225.00	225.00

SUBTOTAL	675.00
TAX 8.25%	55.69
SHIPPING	3.50
<b>TOTAL</b>	<b>734.19</b>
DEPOSIT	10.00

<b>TOTAL DUE</b>	<b>\$724.19</b>
------------------	-----------------

THANK YOU.