

Solicitation 12257-095

Records Storage, Retrieval & Disposal Services

Bid Designation: Public



CITY OF FORT LAUDERDALE

City of Fort Lauderdale

Bid 12257-095

Records Storage, Retrieval & Disposal Services

Bid Number 12257-095
Bid Title Records Storage, Retrieval & Disposal Services

Bid Start Date Mar 14, 2019 11:20:41 AM EDT
Bid End Date Apr 3, 2019 2:00:00 PM EDT
Question &
Answer End Mar 27, 2019 5:00:00 PM EDT
Date

Bid Contact Teresa Wright
Procurement Specialist I
Finance
954-828-5963
twright@fortlauderdale.gov

Description

Purpose

The City of Fort Lauderdale, Florida (City) is seeking qualified, experienced and licensed firm(s) to provide hereinafter referred to as the Contractor, to provide records storage, retrieval and disposal services of its City's Records as well as their destruction based on State of Florida retention schedules for the City, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP). The Contractor's storage facility is required to be located within the Tri-County area of Miami-Dade, Broward and Palm Beach Counties, FL.

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SERVICES OVERVIEW

VRC is at its heart a service company that prides itself of superior customer services with rapid time-certain performance options. VRC has tracked its customer satisfaction through (a) daily No Reason Customer Call surveys conducted by a different VRC facility (to insure objectivity) and (b) annual written Customer Satisfaction Surveys conducted by a third-party service. The written surveys have been conducted for over twenty years and every VRC facility has maintained a 95% customer satisfaction rating (good or excellent) on at least a 40% response rate for every surveyed.

At VRC, we focus only on information management as we are not a moving company, warehousing company or other side-line company. To support that, we have highlighted several features we offer our customers to make information management even easier.

DELIVERY/PICKUP SERVICES

- Any box needed may be requested thru VitalWeb or by phone, fax or e-mail and delivered that same day.
- If you call by 10:00 am, you will receive the requested items the same day
- If you call by 3:00 pm, you will receive the requested item by noon the next day
- Additional delivery is available during normal business hours for same day service for requests made after 10:00 am
- Emergency delivery is available for items required a committed two hour turnaround during normal hours or for delivery services after hours
- VitalScan provides other delivery options including scan on demand or faxing of records
- VRC provides the option for the client to pick-up requested items at VRC with proper government issued identification
- VRC offers Viewing Rooms for its clients to review large groups of records on-site at a VRC location at no additional cost
- Vital Records Control can deliver records 24 hours a day, seven days a week.

VITALWEB

Vital Records Control offers the best in desktop information management thru our web-based information management tool; VitalWeb.

- Access is controlled by the client and can vary from user to user to insure that each user only has access to the section(s) of your inventory you want them to be able to see/access
- You can sort/index your inventory in a variety of ways
- Conduct key word searches through your database
- Print a variety of reports
- Order boxes for delivery or retrieval
- Order supplies including flat boxes
- Check the status on boxes
- Edit information on the box such as number, description, destruction date, etc.
- Place a box on hold so it cannot be destroyed,
- Make notes in a blind box that only you (the customer) can see
- All changes and edits happen in real time.
- There is no cost for the initial administrative user for VitalWeb.

REPORTING

The following reports are available in VitalWeb

- Storage Report detailing all boxes/files in storage for a the entire account or a given sub-part
- A report of specific search results within your database
- Destruction Reports
- Recent Invoices
- Storage Report listing boxes currently under legal hold

The following reports are available upon request from VRC

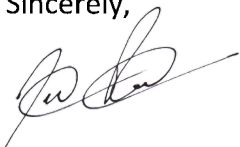
- A listing of all boxes accessed 'out' to the client
- A historical listing of all activity related to a given box/file or a given group fo boxes/files
- Specialty Storage Reports
- Detailed delivery summary report
- Detailed billing activity summary report
- Customized reports
- Scores of other reports

ADDITIONAL SERVICES

VRC also offer imaging services, inventorying of your boxes, office bin destruction, flat boxes for sale, and much more.

- Indexing Services - What is in your boxes from front to back? Did that temporary employee label your boxes according to your directions? We can help alleviate the cost of retrieving a box that does not contain what its label states. Through auditing the contents, file by file, we verify and inventory the contents to ensure they match your description.
- Flat Boxes - Vital Records Control offers the very best in boxes for your records long-term storage. These boxes are designed at the highest weight ratings for half the cost of office supply prices. We offer all standard record box sizes with no minimum purchase requirements and volume discounts.
- Office Destruction / Shredding Services - In today's regulated business climate, document confidentiality and destruction are more important than ever. Vital Records Control offers secure office bin and/or industrial bin rotation destruction services for your office or facility on a daily, weekly, or monthly schedule customized for your specific needs.
- Imaging Services / Equipment and Software Sales - Convert your paper documents to electronic images that can be instantly accessed, printed or e-mailed. Your data can be sorted and indexed in any manner you require. Imaging is the most convenient and cost effective way to store information that requires immediate retrieval and long-term storage. We also offer microfilm and microfiche services and in addition we can handle any type of media data conversions including blueprints and drawings.

Sincerely,



Jason Randall
Area Vice President

APPROACH TO SCOPE OF WORK

Vital Records Control having merged with U&Me Records Management has a thorough understanding of the City's needs. U&Me had been the city's record management vendor for the past 10 years and handled many situations that had arisen. The staff has largely remained the same since the merger and they are well versed in the city's needs. Our approach will be the same if not more improved service that the City of Fort Lauderdale has grown accustomed to with regards to U&Me Records Management.

REFERENCES

1. LEE COUNTY CLERK
1700 Monroe St
Ft Myers, FL 33901
CONTACT: Cindy Giavannozzi / 239-533-9112
Services: Records Storage/Records Destruction/Records Retrieval

2. STATE ATTORNEY
2000 Main Street 6th Floor
Ft Myers, FL 33902
CONTACT: Debbie Stanbro / 239-533-1121
Services: Records Storage/Records Destruction/Records Retrieval/Scanning

3. REGIONS BANK
2090 Parkway Office Circle
Birmingham, AL 35244
CONTACT: Cindy Rexrode / 205-261-5498
Services: Records Storage/Records Destruction/Records Retrieval/Scanning

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	\$.135	Box	\$ 38,113.00	
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	\$.15-	Bag	27.00	
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	\$.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	\$.15 -	Box	\$ 972.00-	
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	\$12.00	Box	\$ 10224.00	
8	Vault Storage - Cost to store City records in fireproof/ waterproof vault. Unit cost per month times 12 mths.	12	\$.25 -	Mths.	\$ 3.00 -	
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	\$1.25	Box	\$ 1.25 -	
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	\$1.25	Ea.	\$ 1.25 -	
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	\$1.00-	Box	\$ 1.00 -	
12	Courier / Driver - Handling – Cost of handling city records (retrievals/returns) per box.	1	\$1.00-	Box	\$ 1.00 -	
13	Reshelving – Cost of reshelving City records, per box.	1	\$1.00	Box	\$ 1.00 -	
14	Retrieval /Pickup /Re-Delivery – Cost of retrieval service/pickup and re-delivery by City employee, per specs.	1	\$N/A-	Box	\$ N/A -	
15	Rush Retrieval – 4-6 Hours , Cost for same day retrieval (4-6 hours), per specs.	1	\$28.00	Box	\$28.00 -	Maximum number of boxes included in Rush Retrieval
16	Record Destruction – Cost to destroy City records, all inclusive/per box, per specs.	1	\$ 1.75	Box	\$ 1.75 -	
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	\$ 2.00	Box	\$ 2.00 -	
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	\$2.50	Box	\$ 2.50 -	

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	\$ -	Box		
22	Purchase Storage Boxes – C-Bin, 20.8 cubic feet, 48" x 30" x 35"	1	\$ 20.00	Box	\$ 20.00 -	
23	Purchase Storage Boxes – Plan Box, 2.08 cubic feet, 10" x 10" x 36"	1	\$3.10	Box	\$3.10 -	
24	Cost to Purchase Plan Bag -- Bags are 2.4 cubic feet. Plastic Sealable Bag - 15" x 48"	1	\$ -	Bag		
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	\$ 3.50	Box	\$3.50 -	
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	\$ 17.00	Ea.	17.00	
32	Trip Charge - RUSH Delivery -- Cost of trip to City location for RUSH, same day delivery per specs.	1	\$ 28.00	Ea.	28.00	
33	Storage Cost - Monthly Cost to store empty, unused, Standard Storage boxes, all in one or 2-piece, corrugated, banker storage box.	12	\$ 0.00	Mths.	0.00	
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	\$ 0.00	Ea.	0.00	
35	Additional Goods / Services 1 Scanning (per page)	1	\$.08 -	Ea.	\$ -	
36	Additional Goods / Services 2	1	\$ -	Ea.	\$ -	
37	Additional Goods / Services 3	1	\$ -	Ea.	\$ -	
TOTAL					\$ 49,858.35	

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).

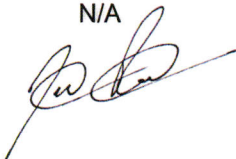
3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

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

N/A



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.

**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

Jason Randall Area Vice President

 Print Name and Title

04/08/2019

 Date

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?nodetd=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) VRC Companies LLC [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: VRC Companies, LLC

AUTHORIZED COMPANY PERSON: Jason Randall

[Handwritten Signature]

04/08/2019

NAME

SIGNATURE

DATE

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:

Vital Records Control

Signature:



Print Name Title:

Jason Randall Area Vice President

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) EIN (Optional):
 Address:
 City: State: Zip:
 Telephone No. FAX No. Email:

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

Total Bid Discount (section 1.05 of General Conditions):

Check box if your firm qualifies for MBE / SBE / WBE (section 1.09 of General Conditions):

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


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.**

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)

 Date



 Signature

 Title



CERTIFICATE OF LIABILITY INSURANCE

7/1/2019

DATE (MM/DD/YYYY)

4/8/2019

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 LOCKTON COMPANIES 3657 BRIARPARK DRIVE, SUITE 700 HOUSTON TX 77042 866-260-3538	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Valley Forge Insurance Company	NAIC # 20508
	INSURER B : The Continental Insurance Company	35289
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

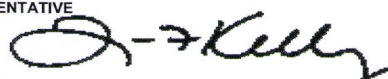
COVERAGES CERTIFICATE NUMBER: 16010253 REVISION NUMBER: XXXXXXXX

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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	6046431608	7/1/2018	7/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 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 <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	6046431611	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 10,000	Y	Y	6046431639	7/1/2018	7/1/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
A	<input checked="" type="checkbox"/> 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	6046431625	7/1/2018	7/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER CANCELLATION See Attachment

16010253 City of Fort Lauderdale Procurement Services Division 100 N Andrews Avenue Fort Lauderdale FL 33301	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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All policies (except Workers' Compensation/EL) include a blanket automatic additional insured [provision] that confers additional insured status to the certificate holder only if there is a written contract between the named insured and the certificate holder that requires the named insured to name the certificate holder as an additional insured. In the absence of such a contractual obligation on the part of the named insured, the certificate holder is not an additional insured under the policy.

All policies include a blanket automatic waiver of subrogation endorsement [provision] that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. In the absence of such a contractual obligation on the part of the named insured, the waiver of subrogation feature does not apply.

All policies include a blanket notice of cancellation to certificate holders endorsement, providing for 30 days' advance notice if the policy is cancelled by the company other than for nonpayment of premium, 10 days' notice if the policy is cancelled for nonpayment of premium. Notice is sent to certificate holders with mailing addresses on file with the agent or the company. The endorsement does not provide for notice of cancellation if the named insured requests cancellation.

RFP# 12257-095 - QUESTIONNAIRE

Name of proposing firm: VRC Companies LLC

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? 0 /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? 0 /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. 2626 Electronics Way, West Palm Beach FL 33407

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.) Either web order or email

9. What is the anticipated response time to a general customer service request via email? Days _____ Hrs. 1-2 Minutes _____

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

Days _____ Hrs. 1-2 Minutes _____

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.)

Orders need to be placed by 3:30pm to be fulfilled the following business day. Orders placed after 3:30pm will be processed the next business day and fulfilled the day after that.

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.

- 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.

We will set up a seamless transition, where the new contractor will be able to pick up boxes on a weekly schedule. All pick ups will have an inventory of what is being picked up so the city will know which vendor has possession of certain boxes at all times.

- 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, the city can use old vendor numbers as a cross reference.

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

request to final destruction.

Once the request is made the boxes are ordered, retrieved and scanned out to insure the correct box is being destroyed. The boxes are then sent to one of our in house shredding facilities to be destroyed.

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

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.

BG	SRG	DEPARTMENT	BOX ID	SITE_DATE	DESCRIPTION
Default	58115125	POL BURGLARY	C0001029232	11/25/2008	Recall Barcode: 1029252PAWN SHOP / 2ND HAND DEALER TRANSACTION REPORTS, GS2, #79, 3AY PAAR-2003-12-31 - 2003-01-01-10161016C00024507644AFLO0422652
Default	58182529	CITY ATTY	C0001250218	10/5/2010	Recall Barcode: 1039984FINANCIAL REPORTS ANNUAL (LOCAL GVT), G51-SL, #23, 1FY PAAR-2007-12-31 - 2007-01-01-159115910609
Default	58120373	POLICE	C0001039984	12/11/2008	Recall Barcode: 1039984FINANCIAL REPORTS ANNUAL (LOCAL GVT), G51-SL, #107, 10FY (PAAR)-2005-12-31 - 2005-01-01-13691369521868779
Default	58149889	PARKS & REC	C0001053740	6/15/2009	Recall Barcode: 103740AUDITS: STATE/FEDERAL-2007-10-01 - 2007-01-01-0016
Default	58215098	BLOG PALLET	C0001513451	10/10/2012	Recall Barcode: 1513451PERSONNEL HEARING CASE FILES, G51-SL, #236, 5AY-2012-08-31 - 2010-01-01-176617660101
Default	58214619	HR	C0001513567	10/10/2012	Recall Barcode: 1513567PERSONNEL RCD: NON FL RETIREMENT - G51-SL, #162, 50CY-2006-12-31 - 2005-01-01-176817680007
Default	58230428	POLICE COMM	C0001590669	8/30/2013	Recall Barcode: 1590669COMPLAIN / INCIDENT REPORTS, GS2, #25-2012-12-31 - 2012-01-01-184118410002
Default	58111914	BLOG PLN & ZC	C0001021109	11/13/2008	Recall Barcode: 1021109ZONING VARIANCE RECORDS: G51-SL, #312, PERMANENT-1990-12-31 - 1989-01-01-3090909000325746AFLO0276606
Default	58184064	PW WATER WC	C0001250384	11/16/2010	Recall Barcode: 1250384LITIGATION CASE FILES: G51-SL, #27, 5AY-2013-12-31 - 2008-01-01-198819880004
Default	58253525	CITY PROS	C0001738516	4/16/2015	Recall Barcode: 1738516PURCHASING RECORDS: G51-SL, #42, 5FY PAAR-1993-12-31 - 1987-01-01-245245C0000332923AFLO0279910
Default	58116039	ECO DEV	C0001030956	11/28/2008	Recall Barcode: 1030956PROJECT FILES: CAPITAL IMPROVEMENT, G51-SL, #136, 10FY PAAR-2007-12-31 - 2007-01-01-177917792012/10
Default	58216235	ADM SVC RADI	C0001514256	11/20/2012	Recall Barcode: 1514256LITIGATION CASE FILES, F51-SL, #27, 5AY PAAR-2000-12-31 - 2000-01-01-704704C00000311714AFLO0279042
Default	58112446	CITY PROS	C0001022088	11/15/2008	Recall Barcode: 1022088LITIGATION CASE FILES, F51-SL, #27, 5AY PAAR-2000-12-31 - 2000-01-01-704704C00000311714AFLO0279042
Default	58119675	FIRE	C0001038407	12/8/2008	Recall Barcode: 1038407FIRE INVESTIGATION RECORDS: DAMAGE FIRE DETECTION/SUPPRESSION MECHANISM, GS8, #62, 6AY--C0000355105AFLO0289964
Default	48533916	FIN / UTILITY	48533916	1/11/2019	
Default	58332645	POL / CRIMINIA	C0002999793	9/5/2018	Recall Barcode: 2999793CRIMINAL INVESTIGATIVE RECORDS: CAPITAL / LIFE FELONY, GS2 #31, 100 AY AFTER CRIME COMMITTED-2017-12-31 - 1960-01-01-22872287EXTRAS-70
Default	58165151	POLICE DEPT W	C0001130902	10/12/2009	Recall Barcode: 1130902POLICE OFFENSE REPORTS 2006 - 06-089802 - 06-098902 - 06-098902-1999PERMANENT -2006-01-01 - 2006-01-01-1508150806-52
Default	58115332	ADMIN SVT IT	C0001029705	11/25/2008	Recall Barcode: 1029705---C00000325177AFLO0276442
Default	58110357	POLICE	C0001017915	11/8/2008	Recall Barcode: 1017915CRIMINAL INVEST RECORDS: 1ST DEGREE FELONY, GS2, #125, PERMANENT-2001-12-31 - 2001-01-01-1321323B8B000188638491487178
Default	581181273	FLEET	C0001248032	8/24/2010	Recall Barcode: 1248032BUDGET RECORDS: SUPPORTING DOCUMENTS, G51-SL, #88, 3FY (PAAR)-2008-12-31 - 2007-01-01-157915790002
Default	581175673	BLOG MAIN	C0001230058	3/29/2010	Recall Barcode: 1230058PERMITS: BUILDING, G51-SL, #286, 10AY PAAR-1999-12-01 - 1999-01-01-154715470047
Default	58115044	PW ADMIN	C0001028992	11/24/2008	Recall Barcode: 1028992PROJECT FILES: FEDERAL, G51-SL, #137, 5FY (PAAR)-1977-12-31 - 1965-01-01-2742742C0000354917AFLO0289777
Default	58117612	CITY CLERK	C0001018702	12/3/2008	Recall Barcode: 1018702MEETING: OFFICIAL, RECORDINGS / AUDIO / VISUAL, G51-L, #4, 2CY-1998-12-31 - 1997-01-01-865865C0000643241AFLO0327579
Default	58111638	BLOG MAIN	C0001025176	11/12/2008	Recall Barcode: 1025176---C0000557104AFLO0312012
Default	58113555	POLICE	C0001230149	11/18/2008	Recall Barcode: 1230149CRIMINAL INVESTIGATIVE RECORDS: FRAUD, GS2, #201, 15AY-2005-12-31 - 2005-01-01-155115510209
Default	58176499	PIO RECORDS	C0001036410	4/26/2010	Recall Barcode: 1036410MICRIFICHE RECORDS - POLICE-1982-12-31 - 1969-01-01-10951095C0006260214AFLO00462941
Default	58118244	SUST DEV PLAN	C0001696943	12/14/2008	Recall Barcode: 1696943CBINS - ARCHITECTURAL / BLDG PLANS: RESIDENTIAL & COMMERCIAL, G51-SL, #216 & 252-2013-12-31 - 2013-01-01-18931893144
Default	58239549	PW ENG	C0001042838	4/24/2014	Recall Barcode: 1042838ENGINEERING RECORDS: INFRASTRUCTURE, G51-SL, #344, PERMANENT--10751075C0006241156AFLO0455968
Default	58117755	CITY ATTY	C0001034061	12/3/2008	Recall Barcode: 1034061LITIGATION CASE FILES, G51-SL, #27, 5AY PAAR-1984-12-31 - 1984-01-01-R-76R-76C0000337396AFLO0282406
Default	58241282	FIN UT BILLING	C0001697303	6/24/2014	Recall Barcode: 1697303UTILITY CUSTOMER REPORTS, GS14, #113, 3FY-2013-12-31 - 2013-01-01-190319030021
Default	58110324	CITY ATTY	C0001017802	11/8/2008	Recall Barcode: 1017802LITIGATION CASE FILES, G51-SL, #27, 5AY PAAR-1991-12-31 - 2005-01-01-1259125988000016362AFLO0021080
Default	58239868	P WORKS ENG	C0001856234	1/19/2010	Recall Barcode: 1856234PROJECT FILES: CAPITAL IMPROVEMENTS, G51-SL, #136, 10FY-2013-12-31 - 2003-01-01-214021400106
Default	58121775	FIRE ADMIN	C0001027095	12/15/2008	Recall Barcode: 1027095NEED CODE-1998-12-31 - 1998-01-01-603603C0000345275AFLO0285749
Default	58114508	SUS DEV HOUS	C0001738598	11/21/2008	Recall Barcode: 1738598REAL PROPERTY RECORDS: PROPERTY ACQUIRED, G51-SL, #172 (COPIES), 3FY-2009-12-31 - 1991-01-01-198919890255
Default	58260189	POLICE	C0002986633	9/18/2015	Recall Barcode: 2986633GRANT FILES: G51-SL, #422, 5FY AFTER COMPLETION-2014-08-31 - 2006-04-01-222922923054
Default	58110169	POLICE CID	C0001017318	11/7/2008	Recall Barcode: 1017318CRIMINAL INVESTIGATION RECORDS: FELONY, 1ST DEGREE, GS2, #125, 7AY-1999-12-31 - 1999-01-01-12411241C001550726AFLO0516895
Default	58114117	POLICE	C0001026153	11/20/2008	Recall Barcode: 1026153CRIMINAL INVESTIGATION RECORDS: SEIZED / ABANDONED / FORFEITED, GS2, #27, 4AY PAAR-1993-12-31 - 1993-01-01-597597C0000340024AFLO0283281
Default	58323481	POLICE	C0002986633	12/21/2018	Recall Barcode: 2986633EMPLOYEE BORS-1997-12-31 - 1996-01-01-146914690023
Default	58119195	POLICE	C0001036767	12/6/2008	Recall Barcode: 1036767PROPERTY RECORDS: EMPLOYEES BORS-1997-12-31 - 1996-01-01-146914690023
Default	48541414	FIRE RES	C0001053513	5/15/2009	Recall Barcode: 1053513DISCIPLINARY CASE FILES: EMPLOYEES BORS-1997-12-31 - 1996-01-01-146914690023
Default	58304914	PW WATER WC	C0001250575	11/30/2010	Recall Barcode: 1250575PROJECT FILES: CAPITAL IMPROVEMENTS, G51-SL, #136, 10FY PAAR--1988198810537
Default	58304914	PW ENGINEER	C0001932343	3/5/2017	Recall Barcode: 1932343ENGINEERING RECORDS: INFRASTRUCTURE, G51-SL, #344-2012-12-31 - 2001-01-01-215921590020
Default	58119942	FIRE RESCUE	C0001038993	12/9/2008	Recall Barcode: 1038993INVENTORY RECORDS - DRUG GS4, #127, 2CY-2001-12-31 - 1996-01-01-975975C0002160617AFLO0393849
Default	58267607	SUST DEV COM	C0001852813	5/11/2016	Recall Barcode: 1852813CODE ENFORCEMENT CASE FILES: G51-SL, #236, 5FY-2014-12-31 - 2011-01-01-208220820013
Default	58164405	WATER WORK	C0001130743	9/29/2009	Recall Barcode: 1130743PROJECT FILES: CAPITAL IMPROVEMENT BOX 5 OF 6 PROJ. 105438B-2007-01-02 - 2006-11-17-0031
Default	58322089	BLDG MAIN	C0002986320	1/26/2018	Recall Barcode: 2986320ARCHITECTURAL / BLDG PLANS: COMMERCIAL & RESIDENTIAL, G51-SL, #216 & #252--221322130409
Default	58317748	SUST DEV BLDG	C0001987614	10/6/2017	Recall Barcode: 1987614ARCHITECTURAL / BLDG PLANS: COMMERCIAL & RESIDENTIAL, G51-SL, #216 & 252, PERM--219021900395
Default	58120905	ADM SVC RADI	C0001040797	12/11/2008	Recall Barcode: 1040797---C0000343364AFLO0284910
Default	58110416	PW / ENG	C0001018104	11/8/2008	Recall Barcode: 1018104PROJECT FILES: CAPITAL IMPROVEMENTS, G51-SL, #136, 10FY PAAR-1996-12-31 - 1989-01-01-10411041C0002500528AFLO0440987
Default	58199162	POLICE	C0001445771	12/22/2011	Recall Barcode: 1445777EMPLOYMENT APPLICANT & SELECTION RECORDS: G51-SL, #24, 4AY-2009-12-31 - 2009-01-01-171117110009
Default	58308028	PW ENG	C0001249548	4/21/2017	Recall Barcode: 1249548DISPERSEM RECORDS - SUMMARY - G51-SL, #341, 10FY-2011-12-31 - 2001-01-01-216921690278
Default	58245694	PW SURVEY	C0001704485	9/30/2017	Recall Barcode: 1704485MAPS: ORIGINAL, G51-SL, #280, PERMANENT-1993-12-31 - 1952-01-01-193119310024
Default	48534759	POL / CRIM INV	C00022998509	11/22/2008	Recall Barcode: 22998509CRIMINAL INVESTIGATIVE RECORDS: CAPITAL/LIFE FELONY, GS2 #31, 100 AY AFTER CRIME CMVTD/ PERMANENT-2017-12-31 - 1960-01-01-PALM-131
Default	58114734	CITY ATTY	C0001027913	8/16/2018	Recall Barcode: 1027913CRIMINAL INVESTIGATIVE RECORDS: CAPITAL/LIFE FELONY, GS2 #31, 100 AY AFTER CRIME CMVTD/ PERMANENT-2017-12-31 - 1960-01-01-PALM-131
Default	58112773	POL / CRIM INV	C00022998509	11/14/2008	Recall Barcode: 22998509CRIMINAL INVESTIGATIVE RECORDS: DEGREE OF CRIME UNKNOWN GS2 #129, 4CY-1998-12-31 - 1998-01-01-825825C000059944AFLO0317848
Default	58268306	POLICE DEPT IV	C0001021190	6/16/2016	Recall Barcode: 1021190CRIMINAL INVESTIGATIVE RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER, G51-SL, #122, 10AY-2010-12-31 - 1992-01-01-208720870007
Default	58117793	SUS DEV /HCD	C000105476	12/9/2008	Recall Barcode: 105476CRIMINAL INVESTIGATIVE RECORDS: 1ST DEGREE FELONY, GS2, #125, PERM-2005-12-31 - 2005-01-01-1372137215286885

VRC

NEW BOX INVENTORY FILE REPORT
for Mar 01, 2019 -- Mar 01, 2019
Printed on 04/08/2019 @ 4:49 pm

Box Barcode	Media Size Code	Code	Location Code	Site Date	Destruction Flag / Date	Box Cust ID	Box Description
(01001978) NUVASIVE INC.							
(Default) NUVASIVE, INC.							
48087152	02		B41C19 A07A	2019-03-01	F 0000-00-00	48087152	DHR#39;s February 2019
48087153	02		B41C19 A06A	2019-03-01	F 0000-00-00	48087153	DHR#39;s February 2019
48087154	02		B41C19 A08B	2019-03-01	F 0000-00-00	48087154	DHR#39;s February 2019
48087155	02		B41C19 A08C	2019-03-01	F 0000-00-00	48087155	DHR#39;s February 2019
48087156	02		B41C19 A07B	2019-03-01	F 0000-00-00	48087156	DHR#39;s February 2019
48087157	02		B41C19 A07C	2019-03-01	F 0000-00-00	48087157	DHR#39;s February 2019

Department Totals: (Default) NUVASIVE, INC.

Number of Boxes: 6
Amount of Storage: 7.80

Customer Totals: (01001978) NUVASIVE INC.

Number of Boxes: 6
Amount of Storage: 7.80

V R C Companies LLC:

Accounts Payable
ACME
1 N Main St
Suite 234
West Palm Beach FL 33407

STORAGE SUMMARY:

150 BOXES IN STORAGE \$19.50

ACTIVITY SUMMARY:

1 RESHELVING \$1.00
1 STANDARD RETRIEVAL \$1.25
1 COURIER / DRIVER -HANDLING \$1.00
1 PERMANENT REMOVAL \$2.00

NEW BOX SUMMARY:

1 TOTAL NEW BOXES \$1.00

REMOVAL SUMMARY

1 RECORD DESTRUCTION \$1.75

DELIVERY SUMMARY:

1 TOTAL STANDARD DELIVERIES \$17.00
1 RUSH DELIVERY \$25.00

OTHER SERVICES:

1 TOTAL NEW - 1.3 FLAT BOX FEE \$0.00

INVOICE TOTAL \$69.50

This invoice represents charges in advance for the 'Standard Monthly Fee' which includes Contracted Storage and Services for 04/01/2019 to 04/30/2019 and charges in arrears for 'Additional Storage' and any Service Transactions with a date from 02/25/2019 to 03/31/2019 inclusive

Please Remit To:

Vital Records Control
Dept. 5874
PO Box 11407
Birmingham, AL 35246-5874

NET DUE: FIFTEEN (15) DAYS

MONTHLY TRANSACTION REPORT

Fee Type	Qty	Unit Price	Total Price
TUBES	25	\$0.15	\$3.75
STANDARD STORAGE BOX	564	\$0.13	\$73.32
LEGAL BANKER BOX	20	\$0.20	\$4.00
CHECK BOX	35	\$0.08	\$2.80
RESHELVING	79	\$1.00	79.00
STANDARD RETRIEVAL	164	\$1.25	\$205.00
COURIER/DRIVER HANDLIN	25	\$1.00	\$25.00
PERMANENTLY REMOVED	11	\$1.75	\$19.25
NEW BOXES	25	\$1.00	\$25.00
RECORD DESTRUCTION	1	\$2.00	\$2.00
STANDARD DELIVERIES	12	\$17.00	\$204.00
RUSH DELIVERY	1	\$28.00	\$28.00
	962		<u>\$671.12</u>

O'Donnell, Maccarato, Nisosna & Jacson Engineering
321 15th street, Suite #200
West Palm Beach, FL 33401
561-835-9994

June 16, 2008

To Whom It May Concern:

The following company has scheduled an inspection to verify this facility has met the requirements of the A.S.C.E. for wind and resistive standards of building construction, with particular attention to the exterior walls and roof structure.

Our letter will state that U&Me Records Management & Destruction is a the minimum, constructed to withstand category three-hurricane force wind and impact.

Thank you,

Mr. O'Donnell



SOC 2 TYPE 2

Report on VRC Companies, LLC's
Description of its Record Storage and
Vaulting Systems and on the Sustainability
of the Design and Operating Effectiveness
of Its Controls Relevant to Security,
Availability, and Confidentiality

*Throughout the Period June 1, 2017
to May 31, 2018*

LBMC



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