



June 6<sup>th</sup>, 2018

To whom it may concern,

Please find attached all Bid Documents pertaining to "Records Storage, Retrieval and Disposal Services"

The binder will give you a short narrative on our company and facility that is located in Pompano Beach, where we currently operate our Record Storage/Retrieval and Disposal Services along with our Self Storage Operation

We have included the Bid documents inserted into the back half of the binder for your review.

We are open Monday through Saturday from 9am until 6pm and Sundays 10am to 2pm

If you have any question's, please feel free to call me at 954-946-6262

Mark Lynch Facility Manager

Value Store it

500 South Andrews Ave

Pompano Beach Fl.

33069

# Value store it

DOCUMENT MANAGEMENT  
**SOLUTIONS**

Account Representative:

Mr. Joseph D. Byrne, 301ce

Technology Solutions Expert

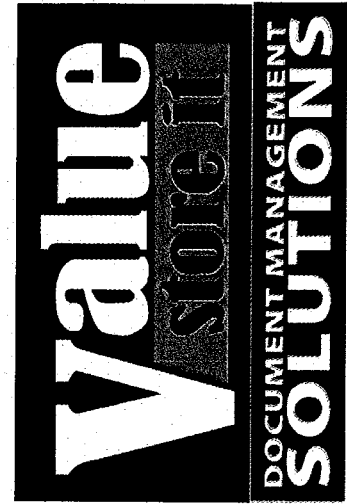
Email: [jbyrne@valuestoreitsolutions.com](mailto:jbyrne@valuestoreitsolutions.com)

Phone: 877-346-6262

[www.valuestoreit.com](http://www.valuestoreit.com)

# **You can count on Value Store It to Deliver Reliable Protection & Enhance Productivity True Business Partners:**

- ▶ **Becoming a trusted, reliable resource who follows through consistently on the promises we make**
- ▶ **Securely housing, retrieving and delivering your information when and where you need it**
- ▶ **Ensuring compliance with specific industry regulations**
- ▶ **Incorporating advanced technologies to respond to your needs quickly and accurately**
- ▶ **Establishing and implementing stringent security measures to protect your information every step of the way**

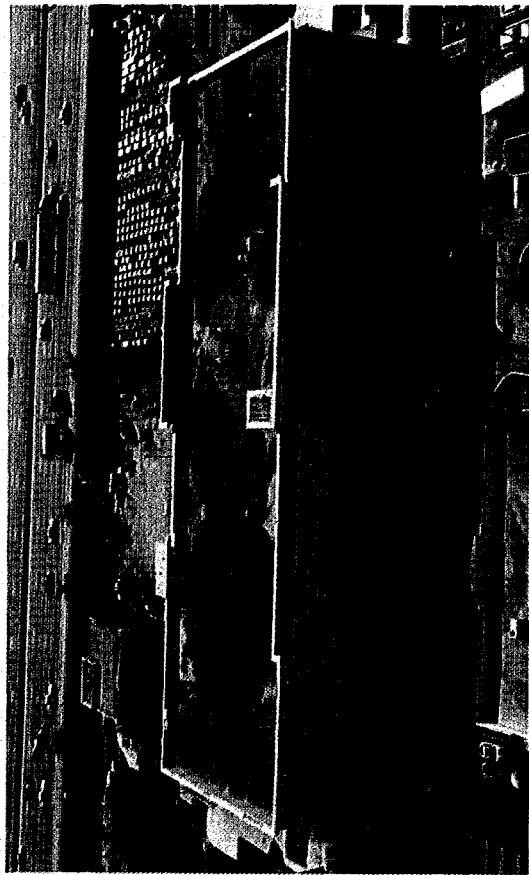


# Our Facilities



**We maximize the integrity of your critical data by:**

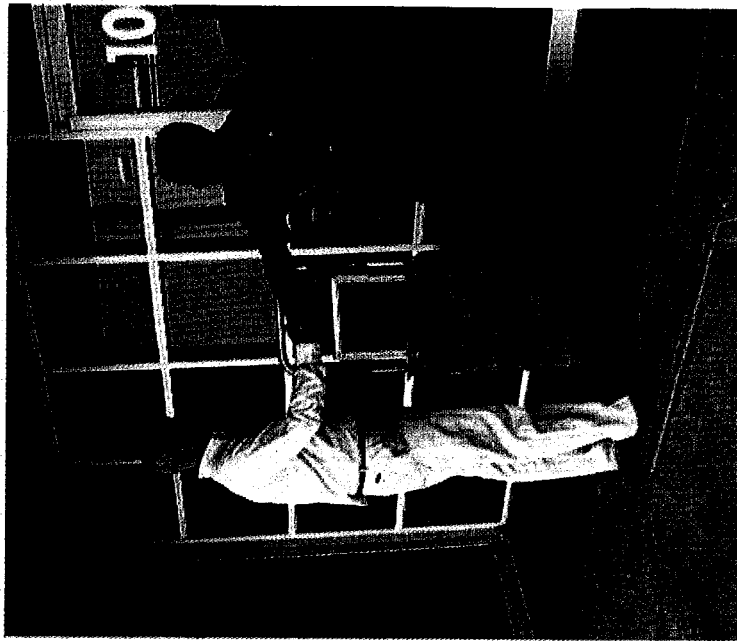
- ▶ **rigorous visitor protocols and standard operating procedures**
- ▶ **Closed circuit color external and internal cameras with DVR backup**
- ▶ **Entry systems include keypad access with motion sensor alarm**
- ▶ **Climate control systems protect the integrity of temperature and humidity sensitive documents and similarly sensitive items**



500 S. Andrews Avenue Pompano Beach, FL 33069 954-946-6262

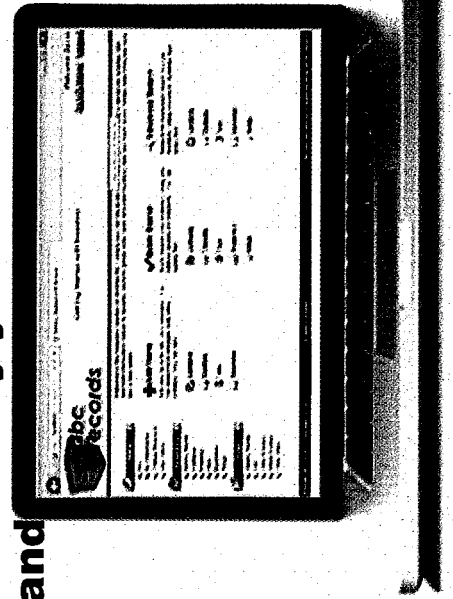
# Rapid Retrieval

- ▶ Value Store It offers a range of services to ensure your information is well-protected yet securely available when you need it, where you need it, and in a format in which you can use it.
- ▶ Routine (next day), Urgent (by close of business), and Priority (2 hours) retrieval options are available for both physical and digital delivery.



# O'Neil rsweb™ software

- ▶ **Online, encrypted access to your inventory 365 days a year**
- ▶ **Access levels so only authorized users can place orders, update inventory and approve pending items.**
- ▶ **Setting preferences for contact information, searches and reporting**
- ▶ **Options to request delivery, collection, permanent retrieval, or destruction**
- ▶ **Direct control to update inventory**
- ▶ **Inventory/Audit features such as tracking orders and item history**
- ▶ **With RSWeb™, you have the power, flexibility, and security you need to manage your inventory cost-effectively and strategically!**



**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>
N/A	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. 2-17(a)(i)(ii), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

- (a) Contractors doing business with the City shall not discriminate against their employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law.

Contracts. Every Contract exceeding \$100,000, or otherwise exempt from this section shall contain language that obligates the Contractor to comply with the applicable provisions of this section.

The Contract shall include provisions for the following:

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.

Bryan Lekas  
Authorized Signature

BRYAN LEKAS V.P. Operations  
Print Name and Title

6-6-2018  
Date



**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:

\_\_\_\_\_ MasterCard

X \_\_\_\_\_ Visa Card

Company Name: Value Store it

BRYAN LEKAS  
Name (Printed)

Bryan Lekas  
Signature

6-6-2018  
Date

V.P. Operations  
Title

# 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 it's 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) Value Store it  
Pompano LLC  
Business Name

is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(2) \_\_\_\_\_  
Business Name

is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(3) \_\_\_\_\_  
Business Name

is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.

(4) \_\_\_\_\_  
Business Name

requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(5) \_\_\_\_\_  
Business Name

requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(6) \_\_\_\_\_  
Business Name

is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186 and does not qualify for Local Preference consideration.

BIDDER'S COMPANY:

Value Store it

AUTHORIZED COMPANY PERSON:

BRYAN LEKAS  
NAME

Bryan Lekas  
SIGNATURE

6-6-2018  
DATE

**Proposer Name:** VALUE STORE IT DOCUMENT MANAGEMENT SOLUTIONS

\$ 198460.70

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

V.P. Operations  
Title

Item #	Description	Estimated Quantity	Unit Price	Unit	Total Annual Price	Notes / Variances
1	Initial Transfer Costs – New Contractor, per specs.	24,578	\$ 1.25	Ea.	\$30722.50	
2	Initial Transfer Costs – Current Contractor. Cost of providing assistance in records removal, per specs.	24,578	\$ -	Ea.	\$ -	N/A
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	\$ 1.55	Box	\$155219.00	
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.	180	\$ .75	Bag	135.00	
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	\$ 1.00	Box	\$5100.00	
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	\$ 1.00	Box	\$6480.00	
7	Vault Storage - Cost to store City records in fireproof/ waterproof vault. Unit cost per month times 12 mths.	12	\$ .55	Mths.	\$ 79.20	
8	Standard Retrieval – Cost of "standard" retrieval per box (24 hr.) per specs. Est. quantity includes box retrievals and returns. State any variation, if applicable, from City's "standard" definition.	1	\$ 2.00	Box	\$ 24.00	
9	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"x38"x25").	1	\$ 3.50	Box	\$ 42.00	
10	Handling – Cost of handling city records (retrievals/returns) per box.	1	\$ 2.00	Box	\$ 24.00 -	
11	Reshelving – Cost of reshelving City records, per box.	1	\$ 1.00	Box	\$ 12.00 -	
12	Retrieval /Pickup /Re-Delivery – Cost of retrieval service/pickup and re-delivery by City employee, per specs.	1	\$ 2.00	Box	\$ 24.00 -	
13	Rush Retrieval – 4-6 Hours, Cost for same day retrieval (4-6 hours), per specs.	1	\$ 20.00	Box	\$240.00	Maximum number of boxes included in Rush Retrieval 20
14	Record Destruction – Cost to destroy City records, all inclusive/per box, per specs.	1	\$ 4.00	Box	\$ 48.00	
15	Permanent Removal – Cost to permanently remove City records, including un-shelving the records, upon completion of contract.	1	\$ 4.00	Box	\$ 48.00-	
16	Data Entry – New Contractor – Initial Move, Cost for data entry services, per box, per specs.	1	\$ 1.50	Box	\$ 18.00	
17	Data Entry – All Contractors – After Initial Move, Cost for Data Entry Services, per box, per specs.	1	\$ 1.50	Box	\$ 18.00	
18	Purchase Standard Storage Boxes – 2-piece bottom, corrugated, banker storage box - 1.2 cubic foot, 12-1/2" x 10-1/2" x 16"	1	\$ 3.00	Box	\$ 36.00	
19	Purchase Storage Boxes – C-Bin, 26.4 cubic feet, 48" x 38" x 25"	1	\$ -	Box	\$ -	N/A
20	Purchase Storage Boxes – Plan Box, 2.08 cubic feet, 10" x 10" x 36"	1	\$ 5.00	Box	\$ 60.00	
21	Packing/Re-Packing – Initial Move – Cost for Contractor to provide packing/repacking services to City, per box, per specs.	1	\$ 1.00	Box	\$ 12.00	

Item #	Description	Estimated Quantity	Unit Price	Unit	Total Annual Price	Notes / Variances
22	<b>Packing/ Re-packing – Other</b> , Cost for Contractor to provide packing/repacking services to the City, per box, per specs.	1	\$ 1.00	Box	\$ 12.00	
23	<b>Inventory – Initial Move</b> , Cost for Contractor to provide assistance with inventorying City records, per box, per specs.	1	\$ 1.00	Box	\$ 12.00 -	
24	<b>Inventory – After Initial Move</b> , Cost for Contractor to provide assistance with inventorying City records, per box, per specs.	1	\$ 1.00	Box	\$ 12.00	
25	<b>Employee Access</b> – Cost for City employees access/ research at Contractors facility, per specs. If you have restrictions for this type of service, please provide details.	1	\$ -	Ea.	\$ -	NOT ALLOWED
26	<b>Training</b> – Cost for training City's Records Management Liaison and his/her designee, if applicable, in accessing Contractors online system.	1	\$ -	Ea.	\$ -	N/A
27	<b>Standard Retrieval</b> — 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	\$ 2.00	Ea.	\$ 24.00-	
28	<b>Additional Services 1</b>	1	\$ -	Ea.	\$ -	
29	<b>Additional Services 2</b>	1	\$ -	Ea.	\$ -	
30	<b>Additional Services 3</b>	1	\$ -	Ea.	\$ -	
<b>TOTAL</b>					<b>\$179460.70</b>	



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
954-828-5933 Fax 954-828-5576  
[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

## ADDENDUMS NO. 1 & 2

RFP No. 12143-885  
Records Storage, Retrieval & Disposal Services

ISSUED: May 15, 2018

This addendums 1 and 2 have been issued to make the following change(s):

1. Title correction in the bid solicitation.
2. Replaced line item pricing page with updated information.
3. Submitted pricing to current contract
4. Updated with Bid Proposal Certification Page

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin  
Procurement Specialist II

Company Name: VALUE STORE IT DOCUMENT MANAGEMENT SOLUTIONS  
(please print)

Bidder's Signature: Bryan Pekar

Date: 6-6-2018



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
954-828-5933 Fax 954-828-5576  
[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

### ADDENDUMS NO. 3

RFP No. 12143-885  
Records Storage, Retrieval & Disposal Services

ISSUED: May 17, 2018

This addendum 3 has been issued to make the following change(s):

1. Pre-bid meeting Sign-in Sheet
2. Update to section 3.1.14 - Rack
3. Update to section 3.3 – Rack/File retrieval Service
4. Updated Line Item Pricing Sheet - Rack/File retrieval Service

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin  
Procurement Specialist II

Company Name: VALUE STORE IT DOCUMENT MANAGEMENT SOLUTIONS  
(please print)

Bidder's Signature: Bryan Lekan

Date: 6-6-2018