

# City of Fort Lauderdale

Records Storage, Retrieval & Disposal Services

Solicitation #12143-885

Bid Opening: June 12<sup>th</sup> 2018 2pm

**Vendor: GRM Information Management Services of Miami LLC**

**Vendor Contact:** Navindra Singh, Vice President

15801 NW 49<sup>th</sup> Avenue, Miami Gardens FL 33014

Telephone: 305-302-2158/786-236-4360

Email: [nsingh@grmdocument.com](mailto:nsingh@grmdocument.com) / [jduboulay@grmdocument.com](mailto:jduboulay@grmdocument.com)

**Attn: Laurie D Platkin, Procurement Specialist II**

Finance-Procurement Division

100 N. Andrews Avenue, #619, Fort Lauderdale FL 33301

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## EXECUTIVE SUMMARY

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With 30 years of experience, GRM Document Management is a leading provider of lifecycle records and information management solutions. The company brings proprietary innovation, blended integration and new levels of cost efficiency to document storage, data protection, digital/electronic document management and certified destruction. Our growing network of facilities serves Atlanta, Austin, Baltimore, Boston, Chicago, Dallas, Houston, Indianapolis, Los Angeles, Miami, New York/New Jersey, Philadelphia, San Francisco, Washington D.C., China, Peru, Columbia and Brazil. GRM employs approximately 500 employee company wide. Our Miami Location is staffed with roughly 30 employees.

Our office location to service the City of Fort Lauderdale is located at 15801 NW 49<sup>th</sup> Avenue, Miami Gardens FL 33014.

Our Key Staff who will be directly involved with the project work:

- Navindra Singh, *Vice President*
- Lennox White – *Operations Manager*
- Jenna Du Boulay, PMP® – *Certified Project Manager, Account Manager*
- Carolyn Calderon – *Customer Service/Operations*
- Janet Garcia – *Accounting*

This proposal demonstrates GRM's ability to provide offsite Records Storage and Disposal Services as outlined in the approach to scope of work after having done similar projects in scope and size.

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# EXPERIENCE & QUALIFICATIONS

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GRM is an S Corporation, licensed to do business within Miami Dade & Broward County (W9 & License(s) can be provided upon request by the City)

1801 NW 1<sup>st</sup> Avenue, Miami FL 33136

Telephone: 305-573-3336

Fax: 305-573-3340

eMail: [nsingh@grmdocument.com](mailto:nsingh@grmdocument.com)/[jduboulay@grmdocument.com](mailto:jduboulay@grmdocument.com)

Website: [www.grmdocumentmanagement.com](http://www.grmdocumentmanagement.com)

Contact Person: Navindra Singh/Jenna Du Boulay

**GRM Address to service the City of Fort Lauderdale:** 15801 MW 49<sup>th</sup> Avenue, Miami Gardens Florida 33014

GRM has made investments as far owning our vehicles and facilities in order for us to be able to pass savings on to our clients. We are staffed with an elite group of seasoned industry professionals, from our Executive Management team to our local office team. GRM has a very low turnover of key staff. Below are key personnel that will be involved with the City's account:

- **Navindra Singh**, Vice President has over 15 years of industry experience.
- **Lennox White**, Operations Manager has over 18 years of industry experience.
- **Jenna Du Boulay, PMP®**, has over 10 years of overall project management and client relations experience and over 6 years of experience within records management industry experience.
- **Carolyn Calderon**, Customer Service Rep/Operations Assistant has 10 years of records management industry experience

## **PAST PROJECTS**

### **School District of Palm Beach Schools**

In 2014, we transitioned 20,000+ boxes in under a year from the school district's prior vendor. We used the old vendors barcode as cross reference and moving forward we provide data entry services from transmittal sheets at a cost for new inventory coming into our facility. We also provide shredding services for the individual schools on an as need basis.

### **Florida Department of Children & Families**

In 2015 we moved approximately 20,000 boxes for Circuit 15 & 19 (West Palm Beach, St. Lucie & Martin County). In 2017 we move another ~20,000 boxes for Circuit 17 (Broward County). We were able to transition the boxes in under 6 months due to the incumbent vendor released boxes every day to expedite the process. Again, using the old vendor barcode, we cross referenced that information with GRM's barcode. DCF Staff use our online portal eAccess to log information for all new inventory.

### **City of Miami Beach**

In 2013 we transitioned 40,000 boxes across all departments for the city. This project took about a year to complete the initial transfer. We provide storage, shredding and scanning services to the City. Each department has their own designated personnel who utilise eAccess for inventorying new records. The city is also able to retrieve their old boxes using their previous vendor barcode.

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## APPROACH TO SCOPE OF WORK

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GRM is well versed in providing records management services over the last 30 years. We have done similar vendor transfers for accounts 40,000+ boxes. GRM employs its PrecisionPLUS methodology in order to ensure the proper handling and storage of every document. PrecisionPLUS, GRM's Full-Cycle, Chain-of-Custody, Workflow Process; designed to achieve 100% accuracy and accountability for all the information stored and managed for our clients and employed each time we perform a delivery, pickup and/or transfer from another vendor. As a part of PrecisionPLUS, each container is assigned a unique barcode number. We use the old vendor barcode as an "Alternate Code" in our system, so users will be able to request boxes using their old vendor number. (*PrecisionPLUS Brochures attached*)

The timeline with which we can transfer the City's inventory, relies solely upon the number of boxes your incumbent vendor will agree to release daily or weekly. GRM has the resources (vehicles and personnel) to undertake this project. Prior to transfer, we acquire a list of inventory and create a schedule of the number of boxes to be picked up on designated days as agreed by both vendors. We carefully reconcile all the boxes that are received on a daily basis to make sure the numbers match up. Our records storage, O'Neil RSQL software allows us to track when the boxes were added to storage. This enables 24/7 online access, via eAccess, to your inventory and fosters service requests while virtually guaranteeing no item will ever be lost (*Our Transition Guidelines document attached*)

The city will be able to request records via telephone but preferably through GRM's E-Access Web Portal. Order can be placed online 24/7. Our cut off time for regular Next Day Delivery is 4:30 pm. Emergency orders are dispatched for delivered between 2-3 hours for the time the request was received. Once the request is received a work order is created with the requestor's name, delivery address specific instructions for dispatch, date and time required.

City personnel will be able to pick up and return records at our facility. A request for access for records must be placed via our web portal. GRM can make records available for viewing at our facility in a secured area. Usually we required 24-48-hour notice prior to making arrangements to come to the facility. We must factor in the time it takes to pull the amount of boxes requested by the client so they will be ready by the proposed date and time the client wishes to view them.

GRM facilities meet heat/smoke detection and fire suppression best practices. Our facilities are all strategically located for rapid disaster recovery (Category 5 buildings), and guarded by motion detectors and 24-hour CCTV system and required key pad entry. Our facilities are strictly used for records storage purposes, built with specialized racking systems to accommodate the size and weight of boxes. We conduct monthly maintenance for pest control.

# PRECISION<sup>+</sup>PLUS



## STEP-BY-STEP PICK UP PROCESS

### Step 1

GRM Client places order by phone, fax or online via eAccess

### Step 2

GRM Customer Service Associate creates Work Order

### Step 3

GRM vehicle and personnel dispatched to client site

### Step 4

GRM Driver scans and validates items prior to loading vehicle

### Step 5

GRM and client co-sign Work Order; client receives copy of Work Order and Delivery Validation Receipts

### Step 6

At GRM loading dock, GRM Dispatcher physically counts all items to confirm quantity picked up

### Step 7

Items shelved within 24 hours of pickup and scanned to shelf locations

### Step 8

GRM Pickup Auditor verifies Pickup vs. Database vs. Shelving Totals

### Step 9

Client info will be applied based upon account profile

# PRECISION<sup>+</sup>PLUS



## STEP-BY-STEP DELIVERY PROCESS

### Step 1

GRM Client places order by phone, fax or online via eAccess

### Step 2

GRM Customer Service Associate creates Work Order

### Step 3

GRM Records Center Staff retrieves item from shelf location

### Step 4

GRM Driver scans and validates items prior to loading vehicle

### Step 5

At client site, GRM Driver scans and validates items prior to completing delivery

### Step 6

GRM delivers items to client

### Step 7

GRM & Client co-sign Work Order

### Step 8

Client receives copy of work order and delivery validation receipt

### Step 9

GRM Client Services conduct a survey to measure performance



## Transition Guidelines

The migration of large quantities of documents and boxes, although potentially problematic, can be a smooth and simple process when properly managed. This guide is intended to help customers understand the process so that they can ensure it is managed properly.

### Pre-Move Planning

The key to a successful transition is pre-move planning. The following are some suggestions for formulating a successful plan.

A rate of transfer must be established. GRM can handle several thousand boxes per day at our receiving dock. To establish the transfer rate, find out what the previous vendor can handle per day and communicate that to GRM. We are able to receive inventory as fast as any vendor can pull.

We recommend that an agreement with your previous vendor and GRM be put in writing, stating the quantity of boxes to be pulled per day.

A method of transporting the boxes from the previous vendor to GRM must be in place. We have large trucks that can handle loads of 1000 boxes at a time. Several trips can be made per day if necessary. If you wish to make your own transportation arrangements, feel free to do so. Generally, it is more cost effective to have GRM handle this aspect of the transition.

**Data verification** is the most important consideration in a transfer of records. As a customer, you want to be certain all of your boxes are a part of the inventory with your new vendor. To verify that the boxes get transferred, it is important to have a record of what is to be moved.

Most vendors can provide an electronic version of a customer's inventory. It is highly recommended that an electronic file be obtained, as it is easier to perform validations using an electronic file.

If an electronic inventory can not be provided, a printed inventory list can be used. However, using a printed version of inventory may result in extra labor and increase in error. An electronic file can be easily used to validate inventory against GRM's database and any discrepancies will be reported back to you. More importantly, the electronic file will be used to update our database with any descriptive information it may contain about your boxes, such as file range, destruction date, department, etc. When providing this file to GRM, the following formats are preferred: **Comma Delimited, ASCII, Access or Excel.**



### **In Transition Monitoring**

During the transition, if you need to request an item, it is vital to know which vendor is in possession of the item. At GRM, we understand the importance of having access to your records. We will be happy to answer any questions about the status of your inventory. As a general rule, always request service from GRM first. If we don't have the item, we will notify you so you can contact your previous vendor

When an item is in transit from one vendor to another, getting access can be difficult. In order to help you, our customer, we can alert our receiving crew to immediately search a truckload as soon as the items arrive on our dock. Once we have located the item(s), we will let you know.

We encourage our customers to take advantage of our web application- **eAccess**; you will have 24 hour access to your inventory in our GRM database at click of a button during the transition. At the end of each business day, all inventory received at our dock is scanned into our database which means that you are able to see every record that was brought to GRM the previous day. Should you choose not to be an online customer, we can make arrangements to send electronic files via email, summarizing the previous day's pickups and/or the total inventory in your account.

### **Post Transition Reconciliation**

You will receive periodic notifications of the inventory that has been received by GRM. Once the transfer is complete, we will perform the final reconciliation of your inventory. GRM will report any boxes listed that are not yet in our possession and likewise boxes that we did receive and were not listed.

We recommend that you have a list of any boxes you requested from you previous vendor prior to the transition. This is important in the event those boxes are not at the GRM facility after the transition.

With 25 years of experience in the records management industry, the GRM team strives to make the transition as smooth as possible. We are always here to assist with any issues arising prior to, during and after the transition and look forward to doing business with you!

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# REFERENCES

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## **SCHOOL DISTRICT OF PALM BEACH COUNTY**

Nadeen Duhaney

*Records Management Specialist*

Information Technology Enterprise Applications/Records Management

Phone: (561) 434-7373

eMail: [Nadeen.duhaney@palmbeachschools.org](mailto:Nadeen.duhaney@palmbeachschools.org)

Transfer of all initial inventory completed and we are still currently contracted to provide records management for all the district's new records.

Estimate Cost of initial move to customer - \$0

Actual Cost- \$0

## **FLORIDA DEPARTMENT OF CHILDREN & FAMILIES (BROWARD, WEST PALM BEACH, ST. LUCIE & MARTIN COUNTY)**

Balkaharan Ramsumair

*General Services Specialist*

Phone: (954)-849-2274

eMail: [Balkaharan.Ramsumair@myflfamilies.com](mailto:Balkaharan.Ramsumair@myflfamilies.com)

Transfer of all initial inventory completed and we are still currently contracted to provide records management for the DCF for all new records.

Estimate Cost of initial move to customer - \$0

Actual Cost-\$0

## **CITY OF MIAMI BEACH**

Maria Estevez

*Assistant Director, Procurement Department*

Phone: (305)673-7000

eMail: [mariaestevez@miamibeachfl.gov](mailto:mariaestevez@miamibeachfl.gov)

Transfer of all initial inventory completed and we are still currently contracted to provide records management for the City for all new records.

Estimate Cost of initial move to customer-\$0

Actual Cost- \$0

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## M/WBE PARTICIPATION

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GRM is not a certified minority business. We are a privately held company.

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## SUBCONTRACTORS

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GRM will not be utilizing any subcontractors for document storage and shredding services during the term of the contract.

## 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) GRM Information Management Services of Miami LLC EIN (Optional): 13-3468713

Address: 15801 NW 49th Avenue

City: Miami Gardens State: FL Zip: 33014

Telephone No. 305-573-3340 FAX No. 305-573-3340 Email: nsingh@grmdocument.com/jduboulay@grmdocument.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 28 Days

Total Bid Discount (section 1.05 of General Conditions): \$14,813.95 (First 6 months Free of storage charges)

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

**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>5/15/2018</u>	<u>3</u>	<u>5/17/2018</u>	<u>          </u>	<u>          </u>
<u>2</u>	<u>5/15/2018</u>	<u>4</u>	<u>5/29/2018</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.**

Our Vice President, per our corporate office will submit a letter to address item no.22 from the questionnaire

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.

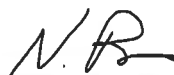
Submitted by:

Navindra Singh

Name (printed)

6/8/2018

Date:



Signature

Vp of Grm Miami

Title

## SECTION VI - COST PROPOSAL PAGES

**Proposer Name:** GRM Information Management Services of Miami LLC

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

Cost to the City: Contractor shall quote firm, fixed, costs for all services/products 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.

See following sheet and fill in pricing accordingly.

List Total from Cost Proposal Line Items Pages here: \$ 29,509.45

List any variances in the below section or on an additional sheet:

#3-7 We offer the first 6 months of the term free of storage charges

#14 - Any records from the City's existing inventory will be shred at a reduced rate of \$0.50 per box

Any new items picked up for shredding will be charged at the indicated rate.

#18 - Our 1.2 cubic foot box varies slightly in measurement ( 12x10x 15.5) but is still a 2 piece box.

#19 - GRM does not carry a 26.4 cubic feet box

#20 - GRM's Plans box varies in measurement (8X8X49)

### Submitted by:

Navindra Singh

Name (printed)

6/8/2018

Date



Signature

Vice President, GRM Miami

Title

Item #	Description	Estimated Quantity	Unit Price	Unit	Total Annual Price	Notes / Variances	
1	Initial Transfer Costs – New Contractor, per specs.	24,578	\$ -	Ea.	\$ -	We will pick and process inventory from current vendor at no cost to the City	
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	\$ 0.10	Box	\$ 28,232.40	Year 1-We offer the first 6 months free of storage charges. Free storage period begins upon receipt of the first shipment of boxes	
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	\$ 0.12	Bag	\$ 21.60	Year 1-We offer the first 6 months free of storage charges. Free storage period begins upon receipt of the first shipment of boxes	
5	Storage Cost per Box (Check), per specs. Monthly Cost for 425 check boxes times 12 months = 5,100 to be used for an annual cost. (24" x 9" x 4")	5,100	\$ 0.07	Box	\$ 357.00	Year 1-We offer the first 6 months free of storage charges. Free storage period begins upon receipt of the first shipment of boxes	
6	Storage Cost per Plan Box (Odd Sizes), 10" x 10" x 36" or other odd sizes, per specs. Monthly Cost for 540 plan and odd size boxes times 12 months = 6,480 Boxes to be used for an annual cost. Plan boxes are 2.08 cubic feet.	6,480	\$ 0.12	Box	\$ 777.60	Year 1-We offer the first 6 months free of storage charges. Free storage period begins upon receipt of the first shipment of boxes	
7	Vault Storage - Cost to store City records in fireproof/ waterproof vault. Unit cost per month times 12 mths.	12	\$ 0.20	Mths.	\$ 2.40	Year 1-We offer the first 6 months free of storage charges. Free storage period begins upon receipt of the first shipment of boxes	
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	\$ 0.80	Box	\$ 0.80	GRM's definition is " Delivery per item"	
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	\$ 0.80	Box	\$ 0.80	GRM's definition is " Pick up per item"	
10	Handling – Cost of handling city records (retrievals/returns) per box.	1	\$ 0.85	Box	\$ 0.85		
11	Reshelving – Cost of reshelving City records, per box.	1	\$ 0.85	Box	\$ 0.85	GRM's definition is " Refile"	
12	Retrieval /Pickup /Re-Delivery – Cost of retrieval service/pickup and re-delivery by City employee, per specs.	1	\$ -	Box	\$ -		
13	Rush Retrieval – 4-6 Hours, Cost for same day retrieval (4-6 hours), per specs.	1	\$ 3.50	Box	\$ 3.50	Maximum number of boxes included in Rush Retrieval	1
14	Record Destruction – Cost to destroy City records, all inclusive/per box, per specs.	1	\$ 1.00	Box	\$ 1.00	We offer a rate of \$0.50 per box for shredding from inventory that comes from current vendor	
15	Permanent Removal – Cost to permanently remove City records, including un-shelving the records, upon completion of contract.	1	\$ 1.50	Box	\$ 1.50		
16	Data Entry – New Contractor – Initial Move, Cost for data entry services, per box, per specs.	1	\$ -	Box	\$ -	We will capture information for the existing inventory at no cost to the City	
17	Data Entry – All Contractors – After Initial Move, Cost for Data Entry Services, per box, per specs.	1	\$ 0.40	Box	\$ 0.40	Cross Reference of Box description	
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	\$ 1.75	Box	\$ 1.75	Our 1.2 cubic foot box vary slightly in measurement - 12x10x15-1/2	
19	Purchase Storage Boxes – C-Bin, 26.4 cubic feet, 48" x 38" x 25"	1	\$ -	Box	\$ -	GRM does not carry this size	
20	Purchase Storage Boxes – Plan Box, 2.08 cubic feet, 10" x 10" x 36"	1	\$ 1.75	Box	\$ 1.75	GRM carries a plan box with dimensions - 8X8X49	
21	Packing/Re-Packing – Initial Move – Cost for Contractor to provide packing/repacking services to City, per box, per specs.	1	\$ -	Box	\$ -	No cost for boxes coming from current vendor	

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	\$ 2.75	Box	\$ 2.75	\$1.75 Box + \$1.00 per box/labor
23	<b>Inventory – Initial Move</b> , Cost for Contractor to provide assistance with inventorying City records, per box, per specs.	1	\$ -	Box	\$ -	We will pick and process inventory from current vendor at no cost to the City
24	<b>Inventory – After Initial Move</b> , Cost for Contractor to provide assistance with inventorying City records, per box, per specs.	1	\$ 0.40	Box	\$ 0.40	Cross Reference of Box description
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.	\$ -	An access request must be placed via webportal so that boxes can be pulled and staged for City personnel
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.	\$ -	There is no cost for training City Employees on GRM's eAccess
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	\$ 0.90	Ea.	\$ 0.90	Retrieval for a file or item out of a box. A delivery request using the Item Description function should be used to facilitate this type of retrieval.
28	<b>96 Gallon Shredding Console</b>	1	\$ 55.00	Ea.	\$ 55.00	This is an optional service should the city require this service during the length of the contract
29	<b>Executive Cabinet- Shredding rotation(once monthly)</b>	1	\$ 45.00	Ea.	\$ 45.00	This is an optional service should the city require this service during the length of the contract
30	<b>GRM Box Barcode Labels</b> (per sheet of 16 labels)	1	\$ 1.60	Ea.	\$ 1.60	These are GRM's barcode labels the city must use on their boxes
<b>TOTAL</b>					<b>\$ 29,509.85</b>	

**NON-COLLUSION STATEMENT:**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

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

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

**NAME**

**RELATIONSHIPS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**



**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.

  
\_\_\_\_\_  
Authorized Signature

Navindra Singh, Vice President GRM Miami  
Print Name and Title

6/8/2018  
\_\_\_\_\_  
Date

## 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) n/a  
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) n/a  
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) GRM Information Management Services of Miami LLC  
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) n/a  
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) n/a  
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) n/a  
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: GRM Information Management Services of Miami LLC

AUTHORIZED COMPANY PERSON: Navindra Singh

NAME

SIGNATURE

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:

☐ Master Card

☒ Visa Card

Company Name: GRM Information Management of Miami LLC

Navindra Singh

Name (Printed)

  
Signature

6/8/2018  
Date

Vice President, GRM Miami  
Title



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/1/2018

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 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).

<b>PRODUCER</b> World Insurance Associates, LLC 656 Shrewsbury Ave, Suite 200 Tinton Falls NJ 07701	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 732-380-0900 <b>FAX (A/C, No):</b> 732-380-0909 <b>E-MAIL ADDRESS:</b> certificates@worldins.net
<b>INSURED</b> GRM Information Management Services Inc. 215 Coles Street Jersey City NJ 07310	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hartford Casualty Insurance Co <b>INSURER B:</b> Natl Union Fire Ins of Pitt PA <b>INSURER C:</b> Markel Insurance Company <b>INSURER D:</b> LIBERTY INS CORP <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** 333328834**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	13UENBJ7159	9/30/2017	9/30/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS DESCRIPTION OF OPERATIONS / LOCATIONS: VEHICLES	Y	Y	13UENBJ7159	9/30/2017	9/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	TH7-611-261696-036	9/30/2017	9/30/2018	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	Y	13WEAA0OQR	3/24/2018	3/24/2019	<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
B C C	Cyber / Network Security Motor Truck Cargo Warehouse Legal			021432072 MKML6IM0051590 MKML6IM0051589	9/30/2017 3/30/2018 3/30/2018	9/30/2018 3/30/2019 3/30/2019	Per Occurrence Limit \$10,000,000 Limit \$400,000 Limit \$5,000,000

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
SAMPLE CERTIFICATE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**RFP# 12143-885 - QUESTIONNAIRE**

Name of proposing firm: GRM Information Management Services of Miami 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?

7 - /days /ARO

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

2 /days /ARO

3. As a part of the initial hand-off of the estimated 24,578 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.

Same address as provided on the Bid/Proposal

Signature Page:

15801 NW 49th Avenue, Miami Gardens FL 33014

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, preferably air conditioned 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.)

Via our web portal, eAccess.

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

Days  Hrs.  Minutes

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

Days  Hrs.  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:

Air conditioned Yes ☒ No ☐

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. 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.)*  
4:30 pm is our cut off time to deliver items the following day before 5pm

14. 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 ☒

15. 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 ☒

16. Scenario 2: The Public Works Department is located at 100 N. Andrews Avenue, but they are located on both the 4<sup>th</sup> and 5<sup>th</sup> 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 ☒

17. 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.

18. 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.

GRM can pick up as many boxes as the incumbent vendor is willing to release on a weekly basis until all the inventory is moved. An exact timeline can be established when we know how many boxes will be released per day/week. Industry standard is 500 boxes at a time.

19. 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.

n/a

20. 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.

When we assume boxes that have barcodes from prior vendors we typically use the last vendor's barcode as the client's "Alternate Code".

Customer can request boxes using this alternate code. Any codes prior to the old vendor can be logged into other fields for reference.

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

Client request destruction through our web portal; a destruction work order is provided the customer to review and authorize. Items are typically destroyed within 48 hours of customer approval. A certificate of destruction is issued with number of boxes and references the work order number associated with the destruction.

23. Provide a sample copy of your company's monthly inventory report, transaction report and new box input report. - SEE ATTACHED
21. Provide a sample of your company's invoice. SEE ATTACHED
22. 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. SEE ATTACHED

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.



# **SAMPLE INVENTORY REPORT**

\*\*\*THIS CAN BE DOWNLOADED AT ANY TIME VIA OUR WEBPORTAL, EACCESS\*\*\*  
*There are additional fields which can also be customised for the City's Specific Use.*

GRM #	Alt.#	Status	Status Date	Add Date	Destroy Date	Long Description
000000001	GRM-01	In	2/1/2001	7/22/1999	7/22/1904	Susan Duran
000000002	GRM-02	In	12/8/1999	7/28/1999	7/28/1905	GRM
000000003	GRM-03	In	8/17/1999	8/17/1999		JOHN
000000004	678	In	7/26/2000	8/17/1999	8/17/1906	011002100099
000000005	345	In	8/17/1999	8/17/1999	8/17/1905	WYNDHAM
000000008		In	6/18/2002	6/18/2002		Duran Ana 2222 08/17/1983
000115543		In	4/5/2005	4/5/2005		Mar-05
000115545		In	4/5/2005	4/5/2005		FEBRUARY 2005 AND SOME FROM JANUARY
000115546		In	5/2/2005	5/2/2005		Apr-05
000115547		In	4/5/2005	4/5/2005		MARCH 2005 AND SOME FROM FEBRUARY
000115548		In	5/2/2005	5/2/2005		Apr-05
000115549		In	6/8/2005	6/8/2005		May-05
000115551		In	6/8/2005	6/8/2005		May-05
000115552		In	7/11/2005	7/11/2005		Jun-05
000115553		In	8/3/2005	8/3/2005		Jul-05
000115554		In	7/11/2005	7/11/2005		Jun-05
000115555		In	8/3/2005	8/3/2005		Jul-05
000115556		In	9/14/2005	9/14/2005		Aug-05
000142369		In	10/19/2004	10/19/2004		INVOICE COPIES (AUG/2004 & SEPT 2004)
000142370		In	10/19/2004	10/19/2004		INVOICES (FEB/2004)
000142371		In	10/19/2004	10/19/2004		WORKORDERS (AUG-SEPT/2002)
000142372		In	10/19/2004	10/19/2004		REQUEST FORMS (01/01/02 TO 07/01/02)
000142373		In	10/19/2004	10/19/2004		WORKORDERS (NOV-DEC / 2002)
000142374		In	10/19/2004	10/19/2004		WORKORDERS (JAN-DEC / 2001)
000142375		In	10/19/2004	10/19/2004		WORKORDERS (JUN/2002)
000142376		In	10/19/2004	10/19/2004		WORKORDERS (MARCH/2002)
000142377		In	10/19/2004	10/19/2004		REQUEST FORMS (OCT/2003)
000142378		In	10/19/2004	10/19/2004		WORKORDERS (SEPT TO OCT/2002)
000142379		In	10/19/2004	10/19/2004		REQUEST FORMS (AUG TO SEPT/2002)

## BOXES ADDED REPORT

This can be run at any time specifying a date range. The results can also be exported to Excel. This is the tool the City would use to keep track of boxes coming in from their current vendor during the transition period.

GRM <sup>eAccess</sup> English (USA) Welcome GRM Admin! LOGOUT

INVENTORY ORDER SETTINGS REPORTS HELP ADMIN

2100000 GRM INFORMATION MANAGEMENT SEARCH BROWSE DELIVERY SCAN ON PICKUP MATERIALS

REPORT BOXES ADDED Date From 1/1/2004 Date To 12/31/2004

Scroll to Page 1 of 1

Level 1	Level 2	Level 3	Account Name	Item Code	Alt. Code	User Field 1	User Field 2	User Field 3	From Date	To Date	RS Code	Destroy Date	Add Date	Cubic Feet
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142403									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142404									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142405									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142406									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142407									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142408									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142409									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142410									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142411									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142412									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142413									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142414									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142415									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142416									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142417									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142418									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142419									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142420									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142421									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142422									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142423									10/19/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142424									11/01/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142425									11/01/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142426									12/01/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142427									12/01/2004	1.2
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142428	00013								12/21/2004	.0
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142429	00013								12/21/2004	.0
2100000			GRM INFORMATION MANAGEMENT SERVICES	000142430	00014								12/22/2004	.0
TOTAL COUNT: 43														72.0

## TRANSACTION REPORT

### Order History ( Transaction Report)

This report can be ran at any time by authorised Users via our web portal in eAccess

User can filter date ranges, action type or requestor name

Action	Request Number	Work order Code	Request Time	Requestor	Account Code	Account Name
MATERIALS	6M1396039	00211919	2018-05-16 09:32	John Smith	2100000	GRM
PICKUP	6P1395046	00211831	2018-05-14 12:00	John Smith	2100000	GRM
MATERIALS	6M1385130	00210976	2018-04-18 14:09	John Smith	2100000	GRM
MATERIALS	6M1376187	00210192	2018-03-27 08:40	John Smith	2100000	GRM
MATERIALS	6M1374553	00210049	2018-03-22 08:27	John Smith	2100000	GRM
PICKUP	6P1367235	00209383	2018-03-02 09:02	John Smith	2100000	GRM
MATERIALS	6M1276990	00201880	2017-06-19 08:53	John Smith	2100000	GRM
MATERIALS	6M1272914	00201554	2017-06-07 11:35	John Smith	2100000	GRM
PICKUP	6P1270607	00201347	2017-06-01 08:41	John Smith	2100000	GRM



1801 NW 1st Ave\* Miami, FL 33136  
(305) 573-3336\* (305) 573-3340  
www.grmdocumentmanagement.com

**Remit Payment to:**

GRM Information Management Services of Miami, LLC\* PO Box  
744494 \* Atlanta, GA 30374-4494

**INVOICE SUMMARY**

SAMPLE

Invoice 123456

Date 03/31/2018

Account 02100000

ADDRESS LINE 1

PO# 1236548

ADDRESS LINE 2

Period 03/01/2018 - 03/31/2018

Amount \$536.80

STORAGE: 03/01/2018 through 03/31/2018	RATE	QUANTITY	AMOUNT
2 CUBIC FOOT BOX	0.1000	4.00	\$ .40
ARCHIVE BOX 1.2 CU FT	0.1000	4,351.20	\$435.12
LETTER BOX 2.4 CU FT	0.1000	4.80	\$ .48
<b>TOTAL</b>		<b>4,360.00</b>	<b>\$436.00</b>

SERVICES	RATE	QUANTITY	AMOUNT
ACCESSION OF NEW BOX	0.8000	18.00	\$14.40
REFILE CONTAINERS	0.8000	60.00	\$48.00
<b>TOTAL</b>		<b>78.00</b>	<b>\$62.40</b>

WO #00209276 03/01/2018	RATE	QUANTITY	AMOUNT
Fuel Surcharge	0.0000	1.00	\$ .00
Next Day Standard Service	0.0000	1.00	\$ .00
PICK-UP/ DELIVERY PER ITEM	0.8000	15.00	\$12.00
RETRIEVAL	0.8000	15.00	\$12.00
<b>TOTAL</b>		<b>32.00</b>	<b>\$24.00</b>

WO #00209332 03/02/2018	RATE	QUANTITY	AMOUNT
Fuel Surcharge	0.0000	1.00	\$ .00
Next Day Standard Service	0.0000	1.00	\$ .00
PICK-UP/ DELIVERY PER ITEM	0.8000	18.00	\$14.40
<b>TOTAL</b>		<b>20.00</b>	<b>\$14.40</b>

Total amount due: \$536.80



**Secure. Reliable. Easy.**

1801 NW 1st Avenue • Miami, FL 33136  
T. 305.573.3336  
F. 305.573.3340

June 8<sup>th</sup>, 2018

**Laurie Platkin**

*Procurement Specialist II*  
City of Fort Lauderdale  
Finance-Procurement Division  
100 N. Andrews Avenue, #619  
Fort Lauderdale FL 33301

RE: Question #22 *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.*

Dear Ms. Platkin:

Regarding the above item, our facilities are all constructed of non-combustible materials. All our buildings are equipped with fully-functional sprinkler and pre-action smoke detection systems that conform to local building and fire codes. Our building where the City's records would be stored can withstand up to Category 5 hurricane force wind and impact.

Our buildings have been inspected by other municipality officials for cities we service in Miami Dade County to ensure we are up to Florida Code. Our building is strategically located outside of a designated hurricane evacuation area

If GRM is awarded the contract to store the City's Records, a site visit can be scheduled for City officials to view by the City's qualified personnel.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Singh", written over a light blue horizontal line.

Navindra Singh  
Vice President, GRM Miami

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

Atlanta | Baltimore | Boston | Chicago | Houston | Indianapolis | Los Angeles | Miami | New York | New Jersey  
Philadelphia | San Francisco | Washington, D.C. | Shanghai | Beijing | Guangdong

CAM #18-0863  
Exhibit 2  
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## ADDITIONAL EXPLANATIONS FROM QUESTIONNAIRE

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**Question 1-** The 7 business days stated is just an estimate as it will take a few days to do a full reconciliation of the account to ensure we received all the inventory for your current vendor. As GRM receives the inventory the customer is able to see boxes added within 24-48 hours once we have done the cross referencing with the old vendor barcode or what was received.

**Question 2-** Once the contract is executed, we will need a day to two to set up the account in our system before initiating the transfer of boxes and giving the city access to our web portal to begin using the services.

**Question 15- 17**

In any of these scenarios, the City will be charged by the number of boxes delivered or picked up for that specific order(s) at the location(s) requested for regular 24 hour turn around. A same day or emergency retrieval will result in the quoted fee per box, and would be applied to that specific request. On our invoices, it normally states which work order number incurred a priority charge.

E.g. If an order is placed to have 5 boxes picked up on the 5<sup>th</sup> floor and 10 boxes on the 2<sup>nd</sup> floor, the City would be charged the per box rate for pick up for a total of 15 boxes.



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: GRM Information Management Services of Miami LLC  
(please print)

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

Date: 5/17/2018



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
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[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: GRM Information Management Services of Miami LLC  
(please print)

Bidder's Signature: 

Date: 5/17/2018



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
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#### **ADDENDUM NO. 4**

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

**ISSUED: May 29, 2018**

This addendum 4 has been issued to make the following change(s):

1. In response to Question 15, Updated Line Item Pricing Sheet.

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin  
Procurement Specialist II

Company Name: GRM Information Management Services of Miami LLC  
(please print)

Bidder's Signature: 

Date: 6/8/2018





## WE DELIVER



### Security

GRM vaults meet heat/smoke detection and fire suppression best practices. Facilities are strategically located for rapid Disaster Recovery and guarded by trained, uniformed personnel, key pad entry, motion detectors and CCTV.



### Cost-effective Flexibility

Letting GRM handle your document storage is less costly than doing it yourself. Offsite storage also frees up valuable space for the expansion of core business activities.



### Customer Responsiveness

Clients receive 24/7 accessibility and live customer service, including dependable deliveries/pickups and emergency/special request services. Customers draw upon 25 years of GRM Document Management expertise.

## Compliance

### Full Legal Compliance

GRM is SOC 2 Certified. SOC 2 is a Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy.

## KEY DOCUMENT STORAGE SERVICES



### PrecisionPLUS Barcode Tracking

Our advanced, chain-of-custody barcode tracking ensures accuracy and accountability, eliminating the possibility of lost or misplaced documents pounds of paper per hour.



### Scan-On-Request

The cost-effective alternative to imaging an entire physical inventory. By request, select paper documents are quickly scanned and digitally delivered as needed.



### Digital Dispatch

This innovative software application enables our Dispatch Group to reliably expedite and monitor pickups, deliveries and other requests, including emergency rapid response.



### Offsite Relocation

GRM offers complete origin to destination relocation management expertise. We have the capability to provide accelerated timeframe moves when needed.



### eAccess

GRM's FREE web-based portal that allows all of our customers to manage and access documents remotely; clients can place orders, run reports, check the status of an item and handle billing from any computer with a web browser.



### The Blended Solution

Maintains vital paper and digital records, but eliminates unnecessary information in both formats; provides a seamless bridge transition from physical documents to digital.

## EACCESS CAPABILITIES/CLIENT BENEFITS



### REMOTE INVENTORY CONTROL AND MANAGEMENT PORTAL FOR DOCUMENTS AND DATA

- Easy and intuitive to set up and use
- Powered by O'Neil Software and continuously updated
- On demand access, 24/7
- Free to any GRM customer
- Log in with secure password
- Allows you to place and track orders, handle billing and run a variety of reports
- Works from any location, from any computer with a web browser
- Add or remove users from departments at will
- Assign users view only and editing permission as you wish
- Access departments
- Edit or update personal information
- Order materials and get confirmation
- Add new items to inventory
- Add tapes or file folders to a container
- Browse, search, edit and download inventory at will
- Check an order's status
- Create, customize and apply templates
- Request delivery for non-indexed file folders by item descriptions
- Request pickups
- Run and save reports in Excel for:
  - ❖ Destruction Eligibility
  - ❖ Boxes Added
  - ❖ Financials
  - ❖ Financial By Item Audit
  - ❖ GRM Invoices
  - ❖ Outcards
  - ❖ Refiling
  - ❖ Searches
  - ❖ And more



## PROVEN VALUE



### Lower Risk

Reduces your exposure to risks associated with identity and intellectual property theft, sabotage and legal liability.



### Digital Dispatch

This innovative software application enables our Dispatch Group to reliably expedite and monitor pickups, deliveries and other requests, including emergency rapid response.



### Lower Costs

Save through lower information storage costs and GRM's competitive pricing. Our advanced equipment allows us to offer secure, certified destruction at prices well below the industry average.

## Compliance

### Full Legal Compliance

GRM is SOC 2 Certified. SOC 2 is a Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy.



### Security

Complete pickup to destruction security. Containers are locked at all times and never opened or emptied at your facility. Drivers and vehicles are fully insured.



### Environmentally Friendly

All destruction is done in accordance with our Go Green Sustainability Initiative. Shredded documents are baled, sent to a paper mill, pulped and completely recycled.



### eAccess

GRM's FREE web-based portal that allows all of our customers to manage and access documents remotely; clients can place orders, run reports, check the status of an item and handle billing from any computer with a web browser.



### Best Practices

As an Affiliate of NAID (National Association for Information Destruction), GRM meets the highest standards for destruction products, equipment, processes and service.

## KEY DESTRUCTION SERVICES



### Offsite Shredding

Destruction occurs in secure locked down facilities within 48 hours of pickup. All work is performed by Certified Destruction Specialists. High-speed shredders handle thousands of pounds of paper per hour.



### Retention Schedule Development

We can follow your existing retention schedule or help you develop a new, updated schedule that better serves your needs.



### eWaste Destruction

Sensitive information contained within computers and electronic devices is especially vulnerable. In addition to paper, we destroy all forms of eWaste, including hard drives, data tapes, CDs, microfilm, credit cards, identity badges and more.



### Proof of Destruction

A Certificate of Destruction is issued upon completion. GRM also allows a company witness to view destruction and can provide video proof of destruction if needed.



## CERTIFIED DESTRUCTION

### Offsite Shredding

- AAA Certified by NAID
- Destruction occurs in secure, locked down facilities within 48 hours of pick-up
- Proof of Destruction Certificate issued after requested materials are properly destroyed



CONSOLE



64 GALLON SECURITY CONTAINER



96 GALLON SECURITY CONTAINER



174 GALLON SECURITY CONTAINER



Item #	Service Description	Estimated Quantity	Unit Price	Unit	Total Annual Price	Notes / Variances	
1	<b>Initial Transfer Costs – New Contractor</b> , per specs.	24,578	\$ -	Ea.	\$ -	We will pick and process inventory from current vendor at no cost to the City. This includes the cost of the barcode labels used	
2	<b>Initial Transfer Costs – Current Contractor</b> . Cost of providing assistance in records removal, per specs.	24,578	\$ -	Ea.	\$ -	N/A	
3	<b>Storage Cost per Standard Box</b> – Monthly Cost for <b>23,527</b> boxes times 12 months = 282,324 to be used for an annual cost. Boxes are the standard size of 1.2 cubic feet.	282,324	\$ 0.10	Box	\$ 28,232.40	Year 1-We offer the first 6 months free of storage charges. Free storage period begins upon receipt of the first shipment of boxes	
4	<b>Storage Cost per Plan Bag</b> - Monthly Cost for <b>15</b> Bags times 12 months = 180 to be used for an annual cost. Bags are 2.4 cubic feet. Plastic Sealable Bag - 15" x 48"	180	\$ 0.13	Bag	\$ 22.50	Year 1-We offer the first 6 months free of storage charges. Free storage period begins upon receipt of the first shipment of boxes	
5	<b>Storage Cost per Box (Check)</b> , per specs. Monthly Cost for <b>425</b> check boxes times 12 months = 5,100 to be used for an annual cost. (24" x 9" x 4")	5,100	\$ 0.07	Box	\$ 357.00	Year 1-We offer the first 6 months free of storage charges. Free storage period begins upon receipt of the first shipment of boxes	
6	<b>Storage Cost per Plan Box (Odd Sizes)</b> , 10" x 10" x 36" or other odd sizes, per specs. Monthly Cost for <b>540</b> plan and odd size boxes times 12 months = 6,480 Boxes to be used for an annual cost. Plan boxes are 2.08 cubic feet.	6,480	\$ 0.12	Box	\$ 777.60	Year 1-We offer the first 6 months free of storage charges. Free storage period begins upon receipt of the first shipment of boxes	
7	<b>Vault Storage</b> - Cost to store City records in fireproof/ waterproof vault. Unit cost per month times 12 mths.	12	\$ 0.20	Mths.	\$ 2.40	Year 1-We offer the first 6 months free of storage charges. Free storage period begins upon receipt of the first shipment of boxes	
8	<b>Standard Retrieval</b> – 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	\$ 0.80	Box	\$ 0.80		
9	<b>New Pickup for Storage</b> – 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	\$ 0.80	Box	\$ 0.80	Pick up includes the first item	
10	<b>Courier / Driver - Handling</b> – Cost of handling city records (retrievals/returns) per box.	1	\$ 0.80	Box	\$ 0.80		
11	<b>Reshelving</b> – Cost of reshelving City records, per box.	1	\$ 0.80	Box	\$ 0.80	GRM's Definition is Refile which is the same as reshelving a box	
12	<b>Retrieval /Pickup /Re-Delivery</b> – Cost of retrieval service/pickup and re-delivery by City employee, per specs.	1	\$ -	Box	\$ -	No Charge	
13	<b>Rush Retrieval – 4-6 Hours</b> , Cost for same day retrieval (4-6 hours), per specs.	1	\$ 3.00	Box	\$ 3.00	Maximum number of boxes included in Rush Retrieval	1
14	<b>Record Destruction</b> – Cost to destroy City records, all inclusive/per box, per specs.	1	\$ 1.00	Box	\$ 1.00	For any boxes shred from old vendor's inventory, we will charge a reduced rate of \$0.50. For all new inventory, \$1.00 each applies	
15	<b>Permanent Removal</b> – Cost to permanently remove City records, including un-shelving the records, upon completion of contract.	1	\$ 2.30	Box	\$ 2.30	All inclusive price	
16	<b>Data Entry – New Contractor – Initial Move</b> , Cost for data entry services, per box, per specs.	1	\$ -	Box	\$ -	We will capture information for the existing inventory based on the old vendor's barcode at no cost to the City	
17	<b>Data Entry – All Contractors</b> – After Initial Move, Cost for Data Entry Services, per box, per specs.	1	\$ 0.40	Box	\$ 0.40	Cross Reference of Box description written outside of the box	
18	<b>Purchase Standard Storage Boxes</b> – All in one or 2-piece, corrugated, banker storage box - 1.2 cubic foot, 12-1/2" x 10-1/2" x 16"	2000	\$ 1.75	Box	\$ 3,500.00		

Item #	Service Description	Estimated Quantity	Unit Price	Unit	Total Annual Price	Notes / Variances
19	<b>Purchase Storage Boxes C-Bin</b> – 26.4 cubic feet, 48" x 38" x 25"	1	\$ 8.00	Box	\$ 8.00	
20	<b>Purchase Storage Boxes Plain Box</b> – 2.08 cubic feet, 10" x 10" x 36"	1	\$ 1.75	Box	\$ 1.75	GRM carries a plain box with dimensions - 8X8X49
21	<b>Packing/Re-Packing – Initial Move</b> – Cost for Contractor to provide packing/repacking services to City, per box, per specs.	1	\$ -	Box	\$ -	No cost for boxes coming from current vendor
22	<b>Packing/ Re-packing – Other</b> , Cost for Contractor to provide packing/repacking services to the City, per box, per specs.	1	\$ 2.75	Box	\$ 2.75	\$1.75 Box + \$1.00 per box/labor
23	<b>Inventory – Initial Move</b> , Cost for Contractor to provide assistance with inventorying City records, per box, per specs.	1	\$ -	Box	\$ -	We will pick and process inventory from current vendor at no cost to the City
24	<b>Inventory – After Initial Move</b> , Cost for Contractor to provide assistance with inventorying City records, per box, per specs.	1	\$ 0.40	Box	\$ 0.40	Cross Reference of Box description
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.	\$ -	An access request must be placed via webportal. The cost that will apply is the retrieval and of the boxes
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.	\$ -	There is no cost for training City Employees on GRM's eAccess. The Branch Account Manager will facilitate training.
27	<b>Standard Retrieval C-Bin</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	\$ 0.90	Ea.	\$ 0.90	Retrieval for a file or item out of a box. A delivery request using the Item Description function should be used to facilitate this type of retrieval.
28	<b>Trip Charge - Standard Delivery</b> — Cost of trip to City location for standard 24 hr. delivery per specs.	1	\$ 0.80	Ea.	\$ 0.80	This includes the first item
29	<b>Trip Charge - RUSH Delivery</b> — Cost of trip to City location for RUSH, same day delivery per specs.	1	\$ 3.00	Ea.	\$ 3.00	This is a trip Surcharge
30	<b>Storage Cost per C-Bin</b> – Monthly Cost for 71 C-Bins times 12 months = 852 to be used for an annual cost. C-bins are the standard size of 26.4 cubic feet.	852	\$ 2.20	Box	\$ 1,874.40	Year 1-We offer the first 6 months free of storage charges. Free storage period begins upon receipt of the first shipment of boxes
31	<b>Storage Cost</b> – Monthly Cost to store empty, unused, Standard Storage Boxes – 2-piece bottom, corrugated, banker storage box with City name and logo.	12	\$ 9.00	Mths.	\$ 108.00	This is a per pallet charge of empty boxes stored per month.
32	<b>Delivery of Empty Standard Storage Boxes</b> -- Cost to deliver empty logo storage boxes (Line item 18) from storage on an as needed basis to City Employees, per order.	1	\$ -	Ea.	\$ -	There is no delivery cost, only the cost state per box in either Line #18 or Line #34
33	<b>Cost to Purchase Plan Bag</b> - Bags are 2.4 cubic feet. Plastic Sealable Bag - 15" x 48"	1	\$ -	Bag	\$ -	We do not carry sealable plastic bags. Our best option for this would be our plan size box.
34	<b>Purchase Standard Storage Boxes with City Logo</b> – All in one or 2-piece, corrugated, banker storage box with 1-color City name and logo - 1.2 cubic foot, 12-1/2" x 10-1/2" x 16"	2000	\$ 2.25	Box	\$ 4,500.00	This includes the cpsy of getting labels printed with the City's Logo and name and labor to place logo on all the boxes.
35	<b>96 Gallon Shredding Console (Optional)</b>	1	\$ 55.00	Ea.	\$ 55.00	This is an optional service should the city require it during the length of the contract

Item #	Service Description	Estimated Quantity	Unit Price	Unit	Total Annual Price	Notes / Variances
36	Executive Cabinet- Shredding rotation(once monthly) (Optional)	1	\$ 45.00	Ea.	\$ 45.00	This is an optional service should the city require it during the length of the contract
37	GRM Box Barcode Labels	1	\$ 1.60	Ea.	\$ 1.60	Per Sheet of 16 labels. These are GRM's labels the city must used on their boxes for tracking and identification
38	Scan-on-Demand (For paper records in storage- Electronic Delivery Method- Optional)	1	\$ 15.00	Ea.	\$ 15.00	\$15.00 ( for the first 25 pages, \$0.12 per image thereafter)
39	Conversion (Optional)	1	\$ 0.06	Ea.	\$ 0.06	Includes document preparation, indexing up to 2 fields and scanning)
40	Digital Document Storage ( 5 users, 5 GBs)- Optional	1	\$ 330.00	Ea.	\$ 330.00	Per month cost plus Set up Fee
<b>TOTAL</b>					<b>\$ 39,518.40</b>	

GRM Document Management

7/18/2018

Company Name

Date

**Scenario 1:** Two separate divisions, Urban Design and Building Services, are in the same building and on the same floor. The two divisions are scheduled for deliveries/pickups on the same day. Urban Design has a pickup of 3 boxes for return to storage and a delivery of 2 boxes from storage. Building Services has a delivery only of 22 boxes from storage. Using the line items from our pricing sheet please fill out this sample invoice to indicate the applicable charges.

Service	Unit Price	Quantity	Cost
Retrieval - Box	\$ 0.80	2	\$ 1.60
Standard Delivery/Pick up( <i>includes first item</i> )	\$ 0.80	1	\$ 0.80
Courier Handling	\$ 0.80	4	\$ 3.20
Retrieval- Box	\$ 0.80	22	\$ 17.60
Standard Delivery( <i>includes first item</i> )	\$ 0.80	1	\$ 0.80
Courier Handling	\$ 0.80	21	\$ 16.80
			\$ -
			\$ -
			\$ -
<b>Total</b>			<b>\$ 40.80</b>

**Scenario 2:** Public Works is located at City Hall on both the 4th an 5th floors. Two employees from Public Works have deliveries/pickups scheduled for the same day. One employee is on the 4th floor and is scheduled to receive 2 boxes from storage. The other employee is on the 5th floor and is scheduled to have 6 new boxes picked up for storage. Using the line items from our pricing sheet please fill out this sample invoice to indicate the applicable charges.

Service	Unit Price	Quantity	Cost
Retrieval- Box	\$ 0.80	2	\$ 1.60
Standard Delivery( <i>includes first item</i> )	\$ 0.80	1	\$ 0.80
Courier Handling	\$ 0.80	1	\$ 0.80
			\$ -
Standard Pick up( <i>includes first item</i> )	\$ 0.80	1	\$ 0.80
Courier Handling	\$ 0.80	5	\$ 4.00
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total</b>			<b>\$ 8.00</b>



**Scenario 3:** The City Clerk and Procurement offices are located in in City Hall but on two different floors. Both have deliveries/pickups scheduled for the same day. The City Clerk's Office, on the 7th floor, requires a delivery of 15 new empty boxes, 100 box labels, and 2 boxes from storage. The Procurement Office, on the 6th floor, has a pick up of 7 boxes for return to storage. Using the line items from our pricing sheet please fill out this sample invoice to indicate the applicable charges.

Service	Unit Price	Quantity	Cost
Sheets of Barcodes	\$ 1.60	7	\$ 11.20
GRM-1 Archive Box	\$ 1.75	15	\$ 26.25
Retreival-Box	\$ 0.80	2	\$ 1.60
Standard Delivery ( <i>includes first item</i> )	\$ 0.80	1	\$ 0.80
Courier Handling	\$ 0.80	2	\$ 1.60
Standard Pick up ( <i>includes first item</i> )	\$ 0.80	1	\$ 0.80
Courier Handling	\$ 0.80	6	\$ 4.80
Reshelve ( Refile)	\$ 0.80	7	\$ 5.60
			\$ -
<b>Total</b>			<b>\$ 52.65</b>

**Scenario 4:** The City Clerk's Office has a scheduled delivery of 10 new empty boxes and 160 box labels. Using the line items from our pricing sheet please fill out this sample invoice to indicate the applicable charges.

Service	Unit Price	Quantity	Cost
Sheets of Barcodes(160 labels)	\$ 1.60	10	\$ 16.00
GRM-1 Archive Box	\$ 1.75	10	\$ 17.50
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total</b>			<b>\$ 33.50</b>

**Scenario 5:** The Police Department (located off Broward Blvd) has a scheduled delivery of 54 boxes from storage and a pick up of 44 boxes to be returned to storage. The City Attorney's Office (located off Andrews) has a **rush delivery** of 2 boxes from storage. Building Services Department (located off 19th Ave) has a scheduled delivery of 4 boxes and 2 racks/plans from storage. All three deliveries/pickups are scheduled for the same day. Using the line items from our pricing sheet please fill out this sample invoice to indicate the applicable charges.

Service	Unit Price	Quantity	Cost
Retrieval- Box	\$ 0.80	54	\$ 43.20
Standard Delivery/Pick up ( includes first item)	\$ 0.80	1	\$ 0.80
Courier Handling	\$ 0.80	97	\$ 77.60
Reshelve( Refile)	\$ 0.80	44	\$ 35.20
Retrieval- Box	\$ 0.80	2	\$ 1.60
Rush Retrieval ( <i>Rush Reference- per item-surcharge</i> )	\$ 3.00	2	\$ 6.00
Delivery- ( includes first item)	\$ 0.80	1	\$ 0.80
Courier Handling	\$ 0.80	1	\$ 0.80
Rush Delivery(Priority- Emergency- per trip Surcharge)	\$ 3.00	1	\$ 3.00
Retrieval - Box	\$ 0.80	4	\$ 3.20
Retrieval - File	\$ 0.90	2	\$ 1.80
Standard Delivery/Pick up ( includes first item)	\$ 0.80	1	\$ 0.80
Courier Handling	\$ 0.80	5	\$ 4.00
<b>Total</b>			<b>\$ 178.80</b>

GRM Information Management Services of Miami LLC

**Company Name**

7/16/2018

**Date**