

Solicitation 12143-885

Records Storage, Retrieval & Disposal Services

Bid Designation: Public



CITY OF FORT LAUDERDALE

City of Fort Lauderdale

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City of Ft Lauderdale:

Thank you for the opportunity to submit this information to manage your active & inactive business records.

U & Me Records Management is a division of U & Me Moving & Record Storage, a trusted name in Southeast Florida since 1923. With 4 generations of serving Southeast Florida, our primary focus has always been providing quality service at a reasonable price and within a timely manner. U & Me services including but are not limited to professional records management services, local/long distance & overseas moving and professional packing & crating services.

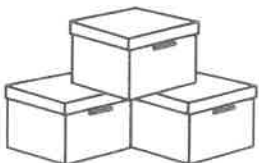
Our Records Management division offers a unique approach to managing business, government and healthcare records. We offer solutions ranging from the creation of a records (file folders, supplies & shelving), inexpensive off-site records storage programs (internet access, 24/7 full service), document imaging solutions (scanning, e-forms & e-workflow) and final disposition of your records (certified destruction and/or archival retention).

Over the past 10 years, we have provided all of your document management needs. Many things have changed in the past 10 years, including economic uncertainty, and government constraints. U & Me has continued to provide a high level of services to all of our clients. If chosen we will strive to provide the same if not better services to the City and its affiliates. I hope this bid allows us to continue our services with you.

You can be assured that we will provide the level of service you expect from a professional organization. U & Me Records Management looks forward to serving you.

Sincerely,

Ryan Spencer
Operations – Sales Manager



U & Me Records Management
2626 Electronics Way, West Palm Beach, Florida 33407
561-832-6156 ext. 3 Fax 561-655-6985



APPROACH TO SCOPE OF WORK

U & Me has a through understanding of the City's needs. We have been the city's vendor for the past 10 years, and have handled any situation that has come our way. Our staff is also well versed in the city's needs because besides a few additions, the same staff has handled the city's account over that time span. Our approach will be to provide the same if not better standard of service the City has been accustomed to over the past 2 contracts.

REFERENCES

1. **ST ATTORNEY'S OFFICE**
401 N Dixie Highway
West Palm Beach, FL 33401
CONTACT: Debby Thomas / 561-355-7262
Services: Record Storage / Records Destruction / Records Retrieval
2. **TIRE KINGDOM**
823 Donald Ross Road
Juno Beach, FL 33408
CONTACT: Tony Charles / 561-291-2429
Services: Record Storage / Records Destruction / Records Retrieval
3. **DEPT OF TRANSPORTATION**
3400 W Commercial Blvd
Ft Lauderdale, FL 33309
CONTACT: Claudia Salazar / 954-777-4113
Services: Record Storage / Records Destruction / Records Retrieval
4. **HAILE, SHAW, PFAFFENBERGER**
660 US Hwy 1
North Palm Beach, FL 33408
CONTACT: Devika Peters / 561-627-8100
Services: Record Storage / Records Destruction / Records Retrieval
5. **Palm Beach County Building & Zoning**
2300 N Jog Rd
West Palm Beach, FL 33411
CONTACT: Denise Perez / 561-233-5013
Services: Record Storage / Records Destruction / Records Retrieval
6. **Gray Robinson**
401 E Las Olas Blvd
Ft Lauderdale, FL 33301
CONTACT: Yollie Diaz / 954-761-8111
Services: Record Storage / Records Destruction / Records Retrieval

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) V & Me Transfer EIN (Optional): _____

Address: 2626 Electronics Way

City: West Palm Beach State: FL Zip: 33407

Telephone No. 561-832-6156 FAX No. 561-655-6985 Email: STAFF@VANDMERCIADOS.COM

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

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

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

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

Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued
<u>1</u>	<u>05/15</u>	<u>3</u>	<u>05/15</u>	_____	_____
<u>2</u>	<u>05/17</u>	<u>4</u>	<u>05/29</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.**

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Name (printed)

06-06-2018

Date:

Signature

Title

SECTION VI - COST PROPOSAL PAGES

Proposer Name: U & me Records Management

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:

\$ 39,589.¹⁰

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

Include in Additional services, the cost for
C-Bin storage.

Submitted by:

RYAN SPENCER

Name (printed)

06-06-2018

Date

[Signature]

Signature

VP Sales & Operations

Title

Item #	Description	Estimated Quantity	Unit Price	Unit	Total Annual Price	Notes / Variances
1	Initial Transfer Costs – New Contractor , per specs.	24,578	\$ 0 -	Ea.	\$ 0 -	
2	Initial Transfer Costs – Current Contractor . Cost of providing assistance in records removal, per specs.	24,578	\$ 0 -	Ea.	\$ 0 -	
3	Storage Cost per Standard Box – Monthly Cost for 23,527 boxes times 12 months = 282,324 to be used for an annual cost. Boxes are the standard size of 1.2 cubic feet.	282,324	\$.135	Box	\$ 38,113. ⁰⁰	
4	Storage Cost per Plan Bag - Monthly Cost for 15 Bags times 12 months = 180 to be used for an annual cost. Bags are 2.4 cubic feet.	180	\$.15-	Bag	27. ⁰⁰	
5	Storage Cost per Box (Check) , per specs. Monthly Cost for 425 check boxes times 12 months = 5,100 to be used for an annual cost. (24" x 9" x 4")	5,100	\$.08-	Box	\$ 408. ⁰⁰	
6	Storage Cost per Plan Box (Odd Sizes) , 10" x 10" x 36" or other odd sizes, per specs. Monthly Cost for 540 plan and odd size boxes times 12 months = 6,480 Boxes to be used for an annual cost. Plan boxes are 2.08 cubic feet.	6,480	\$.15-	Box	\$ 972. ⁰⁰	
7	Vault Storage - Cost to store City records in fireproof/ waterproof vault. Unit cost per month times 12 mths.	12	\$.25	Mths.	\$ 3. ⁰⁰	
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	\$ 1.25	Box	\$ 1.25	
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	\$ 1. ⁰⁰	Box	\$ 1. ⁰⁰	
10	Handling – Cost of handling city records (retrievals/returns) per box.	1	\$ 1. ⁰⁰	Box	\$ 1. ⁰⁰	
11	Reshelving – Cost of reshelving City records, per box.	1	\$ 1. ⁰⁰	Box	\$ 1. ⁰⁰	
12	Retrieval /Pickup /Re-Delivery – Cost of retrieval service/pickup and re-delivery by City employee, per specs.	1	\$ 0 -	Box	\$ 0 -	
13	Rush Retrieval – 4-6 Hours , Cost for same day retrieval (4-6 hours), per specs.	1	\$ 28. ⁰⁰	Box	\$ 28. ⁰⁰	Maximum number of boxes included in Rush Retrieval
14	Record Destruction – Cost to destroy City records, all inclusive/per box, per specs.	1	\$ 1.75	Box	\$ 1.75	
15	Permanent Removal – Cost to permanently remove City records, including un-shelving the records, upon completion of contract.	1	\$ 2. ⁰⁰	Box	\$ 2. ⁰⁰	
16	Data Entry – New Contractor – Initial Move , Cost for data entry services, per box, per specs.	1	\$ 0 -	Box	\$ 0 -	
17	Data Entry – All Contractors – After Initial Move, Cost for Data Entry Services, per box, per specs.	1	\$ 0 -	Box	\$ 0 -	
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	\$ 2. ⁵⁰	Box	\$ 2. ⁵⁰	
19	Purchase Storage Boxes – C-Bin, 26.4 cubic feet, 48" x 38" x 25"	1	\$ 20. ⁰⁰	Box	\$ 20. ⁰⁰	
20	Purchase Storage Boxes – Plan Box, 2.08 cubic feet, 10" x 10" x 36"	1	\$ 3. ¹⁰	Box	\$ 3. ¹⁰	
21	Packing/Re-Packing – Initial Move – Cost for Contractor to provide packing/repacking services to City, per box, per specs.	1	\$ 3.50	Box	\$ 3.50	

Item #	Description	Estimated Quantity	Unit Price	Unit	Total Annual Price	Notes / Variances
22	Packing/ Re-packing – Other , Cost for Contractor to provide packing/repacking services to the City, per box, per specs.	1	\$ 3.50	Box	\$ 3.50	
23	Inventory – Initial Move , Cost for Contractor to provide assistance with inventorying City records, per box, per specs.	1	\$ 0 -	Box	\$ 0 -	
24	Inventory – After Initial Move , Cost for Contractor to provide assistance with inventorying City records, per box, per specs.	1	\$ 0 -	Box	\$ 0 -	
25	Employee Access – Cost for City employees access/ research at Contractors facility , per specs. If you have restrictions for this type of service, please provide details.	1	\$ 0 -	Ea.	\$ 0 -	
26	Training – Cost for training City's Records Management Liaison and his/her designee , if applicable, in accessing Contractors online system.	1	\$ 0 -	Ea.	\$ 0 -	
27	Standard Retrieval — Cost of "standard" retrieval per rack/file from C-bin (24 hr.) per specs. Est. quantity includes rack/file retrievals and returns. State any variation, if applicable, from City's "standard" definition.	1	\$ 1.00	Ea.	\$ 1.00	
28	Additional Services 1 storage (C-Bins)	1	\$ 12.00	Ea.	\$ -	
29	Additional Services 2 scanning (per page)	1	\$.08	Ea.	\$ -	
30	Additional Services 3	1	\$ -	Ea.	\$ -	
TOTAL					\$ -	



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

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: U & M Records Management
(please print)

Bidder's Signature: [Signature]

Date: 06-06-2018

ADDENDUM 2

PART VII - PROPOSAL PAGES – COST PROPOSAL

Cost to the City: Contractor must quote firm, fixed, costs for all services identified in this request for proposal. This firm fixed costs includes any costs for travel for pickup and delivery to the City. No other costs will be accepted. **IF THERE IS ZERO COST, PLEASE PUT \$0.00 In the Unit Price and Total Annual Price.**

Failure to use the City's COST PROPOSAL Page and provide costs as requested in this RFP, may deem your proposal non-responsive.

Item#	Description	Unit Price	Quantity/Unit	Total Annual Price
1	Initial Transfer Costs – New Contractor, per specs.	0	21,250 / Each	0
2	Initial Transfer Costs – Current Contractor. Cost of providing assistance in records removal, per specs.	0	21,250 / Each	0
3	<u>Monthly Storage Cost per Standard Box</u> – Monthly Cost for 20,380 boxes times 12 months = 244,560 to be used for an annual cost. Boxes are the standard 1.2 cubic feet box.	0.11	244,560 / Box	26,901.6
4	<u>Monthly Storage Cost per Plan Bag</u> . Monthly Cost for 450 Bags, times 12 months = 5,400 to be used for an annual cost. Bags are (2.4 cf.)	0.15	5,400 / Bag	810.00
5	<u>Monthly Storage Cost per Box (Check)</u> , per specs. Monthly Cost for 370 monthly check boxes times 12 months = 4,440 to be used for an annual cost.	0.08	4,440 / Box	355.2
6	<u>Monthly Storage Cost per Plan Box (Odd Sizes)</u> , 10x10x36 or other odd sizes, per specs. Monthly Cost for 50 plan and odd size boxes times 12 months = 600 Boxes to be used for an annual cost.	0.15	600 / Box	90

	Plan boxes are 2.08 cubic feet.			
7	Monthly Vault Storage - Cost to store City records in fireproof/waterproof vault. Cost per month times 12 months.	.25	12 / Months 1	.25
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.	1.00	1,500 / Box	1,500
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 (10x10x36) & C-BINS (48x36x25).	1.00	1,630 / Box	1630.00
10	Handling - Cost of handling city records (retrievals/returns) per box.	1.00	1,500 / Box	1,500
11	Reshelving - Cost of reshelving City records, per box.	1.00	1,500 / Box	1,500
12	Retrieval/Pickup/Re-Delivery - Cost of retrieval service/pickup and re-delivery by City employee, per specs.	0	1 / Box	0
13	Rush Retrieval - 2 Hour , Cost of emergency retrieval (2 hour), per specs.	35.00(delivery) 4.00(per box)	10 / Box	390.00
14	Rush Retrieval - 4-6 Hours , Cost for same day retrieval (4-6 hours), per specs.	25.00(delivery) 3.00(per box)	10 / Box	280.00
15	Record Destruction - Cost to destroy City records, all inclusive/per box, per specs.	1.75	1 / Box	1.75
16	Permanent Removal - Cost to permanently remove City records, including un-shelving the	2.00	1 / Box	2.00

	records, upon completion of contract.			
17	Data Entry - New Contractor - Initial Move, Cost for data entry services, per box, per specs.	0	1 / Box	0
18	Data Entry - All Contractors - After Initial Move, Cost for Data Entry Services, per box, per specs.	0	1 / Box	0
19	Purchase Standard Storage Boxes - 1.2 cubic foot. 12-1/2x10-1/2x16	2.50 (High quality, Double walled, with city logo)	1,600 / Box	4,000
20	Purchase Storage Boxes - C-Bln, 28.4 cubic feet, 48x38x25	15.00	10 / Box	150.00
21	Purchase Storage Boxes - Plan Box, 2.08 cubic ft., 10x10x36.	3.10	100 / Box	310.00
22	Packing/Re-Packing - Initial Move, Cost for Contractor to provide packing/repacking services to City, per box, per specs.	0	1 / Box	0
23	Packing/ Re-packing - Other, Cost for Contractor to provide packing/repacking services to the City, per box, per specs.	2.50 - box 1.00 - labor	1 / Box	3.50
24	Inventory - Initial Move, Cost for Contractor to provide assistance with inventorying City records, per box, per specs.	0	1 / Box	0
25	Inventory - After Initial Move, Cost for Contractor to provide assistance with inventorying City records,	0	1 / Box	0

	per box, per specs.			
26	Employee Access – Cost for City employees access/research at Contractors facility, per specs. If you have restrictions for this type of service, please provide details.	0	1 / Each	0
27	Retrieval/Fax per Retrieval, Cost to retrieve/fax, per records,, per specs. Note any limitations to this service.	1.00	1 / Each	1.00
28	Retrieval/Fax per Fax, Cost to retrieve/fax, per fax, per specs. Note any limitations to this service.	1.00 – per page	1 / Each	1.00
29	Training – Cost for training City's Records Management Liaison and his/her designee, if applicable, in accessing Contractors online system.	0	1 / Each	0
30	Evaluation Sample Inventory, Cost to the City for an Evaluation Sample Inventory.	0	1 / Each	0
TOTAL				39,426.3



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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: U & Me Records Management
(please print)

Bidder's Signature: Rygar

Date: 06-06-2018



RFP PRE-PROPOSAL MEETING SIGN-IN SHEET



AM PM

PROCUREMENT CONTACT:
Laurie Platkin

RFP TITLE: Records Storage, Retrieval & Disposal Services

EMAIL

954-828-5138

iplatkin@fortlauderdale.gov

U & Me Records Management

56-837-151

Score 44.8

CRM Information Man

786 236 4360

iduboulandrim

City of FTI

0109-888-5010

Disorder & Factor

City of Ft. Lauderdale

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City of Fort Lauderdale

9005-828-5006

modelli di fattori

CAM #18-0863
Exhibit 3
Page 16 of 40

Form approved By: **Jodi S. Hart**, Manager of Procurement and Contracts | Page: 1 of 1 | Rev: 3 | Revision Date: 04/16/2018 | Author: LP



City of Fort Lauderdale • Procurement Services Division
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purchase@fortlauderdale.gov

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: V & Me Records Management
(please print)

Bidder's Signature: [Signature]

Date: 06-06-2018

Question and Answers for Bid #12143-885 - Records Storage, Retrieval & Disposal Services

Overall Bid Questions

Question 1

Our Facility is located in Martin County about 17 miles north of Jupiter, FL. Could you make an exception on the facility location requirements so that we may submit a bid response?

Archives Management centers, Inc.

4385 SW Port Way

Palm City, FL 34990 (Submitted: May 11, 2018 2:13:11 PM EDT)

Answer

- No (Answered: May 11, 2018 3:38:29 PM EDT)

Question 2

Could you please provide the current rates that you have in place with your existing vendor? (Submitted: May 15, 2018 12:28:10 PM EDT)

Answer

- Please see Addendum 2 (Answered: May 15, 2018 4:13:10 PM EDT)

Question 3

What are the costs associated to remove the entire inventory from your existing vendor? (Submitted: May 15, 2018 12:28:34 PM EDT)

Answer

- Proposing vendor will fill in the pricing of this on line item 1 of the cost proposal page. (Answered: May 15, 2018 4:13:10 PM EDT)

Question 4

How fast can your existing vendor remove the cartons from storage? (Submitted: May 15, 2018 12:28:49 PM EDT)

Answer

- See Section 3.2.1 (s) of solicitation for minimum expectations. (Answered: May 15, 2018 4:13:10 PM EDT)

Question 5

How many cartons could we transfer on a daily basis from your existing vendor? (Submitted: May 15, 2018 12:29:06 PM EDT)

Answer

- Each proposer would make their own determination depending on their capabilities. (Answered: May 15, 2018 4:13:10 PM EDT)

Question 6

The storage must be AC? Please confirm. (Submitted: May 15, 2018 12:29:28 PM EDT)

Answer

- Yes. See Section 3.2.1 (d) of solicitation (Answered: May 15, 2018 4:13:10 PM EDT)

Question 7

Is it a condition of participating in the RFP submitting the architect letter that states the facility is a category three (3) structure? (Submitted: May 15, 2018 12:29:44 PM EDT)

Answer

- See Section 3.2.1 (c) of solicitation for minimum requirements. (Answered: May 15, 2018 4:13:10 PM EDT)

Question 8

Where is the existing inventory located? (Submitted: May 16, 2018 1:33:26 PM EDT)

Answer

- West Palm Beach, FL (Answered: May 16, 2018 1:39:33 PM EDT)

Question 9

How long after the winning bid is announced will the boxes have to be picked up at the location in West Palm Beach. (Submitted: May 17, 2018 2:44:11 PM EDT)

Answer

- Transition will be worked out once contract is signed. Transition will take place at the end of current contract. (Answered: May 17, 2018 2:46:56 PM EDT)

Question 10

Is the City's inventory currently separated by department in the current vendor system? (Submitted: May 17, 2018 3:28:54 PM EDT)

Answer

- No, they are stored in numerical order based on the box label number. (Answered: May 18, 2018 10:00:04 AM EDT)

Question 11

Will the current vendor provide an electronic file of the inventory to be transferred to the awarded vendor? (Submitted: May 17, 2018 3:29:55 PM EDT)

Answer

- Yes, a list of the current inventory will be provided. (Answered: May 18, 2018 10:00:04 AM EDT)

Question 12

In Section 4.1.2, it says that Proposers must provide a response to each requirement of the RFP. Does this refer to answering/acknowledging the sections under the Scope of work (3.2) individually ? (Submitted: May 18, 2018 11:30:44 AM EDT)

Answer

- The Scope of Work section highlights what we expect from the storage facility. These concerns may be answered in written form or by simply stating that you meet all of our requirements. If anything differs, please make mention of that in the proposal. (Answered: May 18, 2018 12:23:37 PM EDT)

Question 13

It states that the City prefers no more than 50 pages double sided; Is it ok to submit as single side once it does not exceed the 100 pages? (Submitted: May 18, 2018 1:29:31 PM EDT)

Answer

- Yes, the City prefers but does not require no more than 50 pages double sided. (Answered: May 18, 2018 2:05:55 PM EDT)

Question 14

Under proposal content- 4.2.5 References, When the City asks for cost of the project estimated and actual does this refer to the estimated cost of initial move in for these accounts or is this estimated/actual contract value? (Submitted: May 23, 2018 4:17:00 PM EDT)

Answer

- This cost is referring to the initial move. (Answered: May 23, 2018 5:07:49 PM EDT)

Question 15

1. In the Cost Proposal Line Item document V2, is there any way to get a version with the notes/variance cells unprotected so text can be entered?

2. Also Cell F5 in the spreadsheet does not calculate the unit price * quantity is it a protected cell as well. Hence throwing off the final number on the bottom. (Submitted: May 24, 2018 3:48:30 PM EDT)

Answer

- See addendum 4 and revised Pricing Sheets (Answered: May 29, 2018 4:10:00 PM EDT)

Question Deadline: May 25, 2018 5:00:00 PM EDT

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.

N/A



**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

RYAN SPENCER VI sales & operation
Print Name and Title

06-06-2018
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) _____ 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.
Business Name
- (2) _____ 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.
Business Name
- (3) _____ 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.
Business Name
- (4) _____ 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.
Business Name
- (5) _____ 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.
Business Name
- (6) U & Me Records 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.
Business Name

BIDDER'S COMPANY: U & Me Records MANAGER A

AUTHORIZED COMPANY PERSON: RYAN SPENCER Ry S 06-06-2018
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:

 X Master Card

 X Visa Card

Company Name: J & Me Recuras Management

RYAN SPENCER
Name (Printed)

[Signature]
Signature

06-06-2018
Date

VP Sales & Operations
Title



U&METRA-01

KPHILLIPS

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 03/28/2018

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

PRODUCER HUB International Midwest Limited 1117 Thomasville Road Tallahassee, FL 32303	CONTACT Kay Phillips CIC, CPCU NAME: PHONE (A/C, No, Ext): 0291 FAX (A/C, No): E-MAIL ADDRESS: kay.phillips@hubinternational.com														
INSURED U & Me Transfer Inc dba U & Me Moving & Storage Jerry Spencer 2626 Electronics Way West Palm Beach, FL 33407	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Transguard Insurance Company</td> <td>28886</td> </tr> <tr> <td>INSURER B : Insurance Company of the West</td> <td>27847</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Transguard Insurance Company	28886	INSURER B : Insurance Company of the West	27847	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

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"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			TCP000105101	04/01/2018	04/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			TCP000105101	04/01/2018	04/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			TCU000071401	04/01/2018	04/01/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WFL503264702	01/01/2018	01/01/2019	<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
A	Cargo Liability			TCP000105101	04/01/2018	04/01/2019	Cargo 100,000
A	Warehouse Legal			TCP000105101	04/01/2018	04/01/2019	Warehouse 3,050,000

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

CERTIFICATE HOLDER

CANCELLATION

For informational purposes only

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

Supplier Response Form

RFP# 12143-885 - QUESTIONNAIRE

Name of proposing firm: U & Me Records Managment

1.

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

0 /days /ARO
2.

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

0 /days /ARO
3.

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

Yes ☒ No ☐

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

4.

Provide the location/address of the facility at which these services will be performed, if different from your company address, as provided on the Bid/Proposal Signature Page.
2626 electronics way, west palm beach, fl 33407

5.

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

Yes ☒ No ☐
6.

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

Yes ☒ No ☐

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

7.

Does your company deliver and pick up records in closed, 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.)

Either Email, or Web order

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

Days Hrs. 1-2 Minutes

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

Days Hrs. 1-2 Minutes response

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.)

orders need to be placed before 3pm to be fulfilled the following business day. orders placed past 3pm will be processed the following day and fullfilled the day after that.

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 4th and 5th floors.

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

Yes ☒ No ☐

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.

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.

We will get on a seamless transition, where the new contractor will be able to pick up boxes on a weekly schedule. Each pickup will have a inventory of what is going so the city will know which vendor is in possession of certain boxes at any given time

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.

Yes, City can order using old vendor's numbers as a cross reference

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

Depending on the size of the destruction order, boxes are pulled scanned to make sure correct boxes are pulled, then destroyed upon completion of the order

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

21. Provide a sample of your company's invoice.

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.

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.

Please enter your password below and click Save to update your response.
Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See Electronic Signatures in Global and National Commerce Act for more information.)

To take exception:
1) Click Take Exception.
2) Create a Word document detailing your exceptions.
3) Upload exceptions as an attachment to your offer on BidSync's system.
By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **rspence86**

Password **.....** *

Save

Take Exception

Close

* Required fields

DATE: 06/16/2008
TIME: 11:13:15

U & ME Record Management
CONTAINERS BY CUSTOMER/DESCRIPTION

PAGE: 1
RTRP5500A

CUSTOMER:

DESCRIPTION	BOX NUMBER	REFERENCE 2	REFERENCE 3	LOCATION	TR CON #	CREATE DATE	EXPIRE DATE	RETRIEVE DATE
1997 - 1998 CHARTS	0314			1-4-01-19-04-07	768111	10/27/2006		
1999 - 2000 PT CHARTS - DECEASED	0340			1-4-02-19-08-03	768653	12/03/2007		
1999 - 2002 PT CHARTS A - Z	0343			1-4-02-17-08-01	768656	12/03/2007		
1999 - 2002 PT CHARTS MILLER - STO (PART 1 OF 2)	0342			1-4-02-17-08-01	768655	12/03/2007		
1999 - 2003 PT CHARTS	0215			1-4-02-19-08-08	768578	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0231			1-4-02-19-08-08	768594	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0229			1-4-02-19-08-08	768592	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0228			1-4-02-19-08-08	768591	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0214			1-4-02-19-08-08	768577	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0219			1-4-02-19-08-08	768582	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0218			1-4-02-19-08-07	768581	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0227			1-4-02-19-08-08	768590	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0223			1-4-02-19-08-07	768586	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0235			1-4-02-19-08-08	768598	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0232			1-4-02-19-08-08	768595	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0215			1-4-02-19-08-05	768579	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0234			1-4-02-19-08-06	768597	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0238			1-4-02-19-08-06	768601	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0237			1-4-02-19-08-07	768600	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0222			1-4-02-19-08-07	768585	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0220			1-4-02-19-08-07	768583	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0217			1-4-02-19-08-02	768580	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0240			1-4-02-19-08-02	768603	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0239			1-4-02-19-08-04	768602	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0226			1-4-02-19-08-03	768589	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0221			1-4-02-19-08-05	768584	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0230			1-4-02-19-08-03	768593	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0225			1-4-02-19-08-04	768588	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0236			1-4-02-19-08-04	768599	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0233			1-4-02-19-08-03	768596	12/03/2007	01/01/2010	
1999 - 2003 PT CHARTS	0246			1-4-02-19-08-05	768665	12/03/2007		
ABRAMS - AYALA								
1999 - 2003 PT CHARTS	0247			1-4-02-19-08-02	768666	12/03/2007		
BILLANTE - BONE								
1999 - 2003 PT CHARTS	0248			1-4-02-19-08-02	768667	12/03/2007		
GRIFFITHS - HASSELL								
1999 - 2003 PT CHARTS	0242			1-4-02-19-08-07	768661	12/03/2007		
HATFIELD - HIGBY)								
1999 - 2003 PT CHARTS	0243			1-4-02-19-08-05	768662	12/03/2007		
SABELLA - SCIRROTTA								
1999 - 2003 PT CHARTS SNIDER - STEBNOJ	0244			1-4-02-19-08-05	768663	12/03/2007		
1999 - 2003 PT CHARTS	0245			1-4-02-19-08-02	768664	12/03/2007		
STEELE - SULLIVAN								
1999 - 2003 PT CHARTS	0213			1-4-02-17-08-01	768097	12/03/2007	01/10/2010	
1999 - 2003 PT CHARTS	0212			1-4-02-19-08-07	768096	12/03/2007	01/10/2010	
1999 - 2003 PT CHARTS	0241			1-4-02-19-08-06	768604	12/03/2007	01/01/2010	
1999 AHM - BOY HAR - HER	0300			1-4-01-19-04-04	768098	10/27/2006		
1999 BAR - CHE	0301			1-4-01-19-04-05	768099	10/27/2006		
1999 CIA - DOW	0302			1-4-01-19-04-06	768100	10/27/2006		
1999 DOW - GEO RM3	0303			1-4-01-19-04-05	768101	10/27/2006		
1999 GHI - HOR	0304			1-4-01-19-04-03	768102	10/27/2006		
1999 HUB - KOC	0305			1-4-01-19-04-05	768103	10/27/2006		
1999 KOS - MAR MISC	0306			1-4-01-19-04-04	768104	10/27/2006		
1999 MAS - OWE	0307			1-4-01-19-04-03	768105	10/27/2006		
1999 PAC - RUP	0318			1-4-01-19-04-04	768116	10/27/2006		
1999 PT CHARTS BOO - CRA	0201			1-4-01-19-04-07	768085	10/27/2006	01/01/2008	
1999 PT CHARTS ACE - BLA	0200			1-4-01-19-04-07	768084	10/27/2006	01/01/2008	
1999 PT CHARTS CRI - ESS	0202			1-4-01-19-04-06	768086	10/27/2006	01/01/2008	
1999 PT CHARTS ETT - GER	0203			1-4-01-19-04-06	768087	10/27/2006	01/01/2008	
1999 PT CHARTS GIB - JAC	0204			1-4-01-19-04-06	768088	10/27/2006	01/01/2008	
1999 PT CHARTS JAG - LEW	0205			1-4-01-19-04-08	768089	10/27/2006	01/01/2008	
1999 PT CHARTS LAR - MAZ	0206			1-4-01-19-04-06	768090	10/27/2006	01/01/2008	
1999 PT CHARTS MED - PAL	0207			1-4-01-19-04-05	768091	10/27/2006	01/01/2008	
1999 PT CHARTS PAL - SAA	0208			1-4-01-19-04-05	768092	10/27/2006	01/01/2008	
1999 PT CHARTS SAR - SNY	0209			1-4-01-19-04-05	768093	10/27/2006	01/01/2008	
1999 PT CHARTS SOI - WEB	0210			1-4-01-19-04-05	768094	10/27/2006	01/01/2008	
1999 PT CHARTS WEB - YOU	0211			1-4-01-19-04-05	768095	10/27/2006	01/01/2008	
1999 RUS - TAA	0321			1-4-01-19-04-04	768119	10/27/2006		
1999 TAL - WRI	0322			1-4-01-19-04-04	768120	10/27/2006		
2000 - 2003 PT CHARTS A - CROWLEY & TOTO - Z (PART 1 OF 2)	0339			1-4-02-19-08-04	768652	12/03/2007		
2000 ABB - BIN	0308			1-4-01-19-04-03	768112	10/27/2006		

SAMPLE

INVENTORY REPORT

CAM #18-0863
Exhibit 3
Page 30 of 40

Date: 6/16/2008
Time: 11:18:19

ACRP0800A
Page: 1

U & ME RECORD MANAGEMENT
Service Code Range: IB4 - IB4
Invoice Date Range: 05/01/2008 - 05/31/2008

Customer:

<u>Service Code</u>	<u>Description</u>	<u>Trans</u>	<u>Rate</u>	<u>Tax</u>	<u>Amount</u>
IB4	Initial Handling Check Box	116.00	\$1.00	\$0.00	\$116.00
	Total	116.00			\$116.00

SAMPLE

**NEW BOX INPUT
MONTHLY REPORT**

U & ME Record Management
 2626 Electronics Way
 West Palm Beach, FL 33407
 (561) 832-6156

Invoice # 009075

Invoice To:

Invoice Date: 06/01/2008
Customer ID:

Service Cd	Service Description	Price	Quantity	Subtotal	Tax	Total
IB1	Initial Handling Standard Box	1.500	23.00	34.500	0.000	34.500
PR1	Pro Rated Storage Standard Box	0.350	23.00	8.050	0.000	8.050
RC1	Refile Standard Box	2.000	12.00	24.000	0.000	24.000
RN1	Retrieve Standard Box Next Day	2.000	7.00	14.000	0.000	14.000
RR1	Retrieve Standard Box Rush	3.000	2.00	6.000	0.000	6.000
SR1	Standard Record Storage Box	0.350	1657.00	579.950	0.000	579.950
SR3	Legal Banker Box	0.990	4.00	3.960	0.000	3.960
SR5	Flat Box	3.500	2.00	7.000	0.000	7.000
SUR	Fuel Surcharge	2.250	8.00	18.000	0.000	18.000
TR1	Del/Pick Up Each Add'l Std.	1.500	37.00	55.500	0.000	55.500
TRP	Trip Charge Next Day	17.000	6.00	102.000	0.000	102.000
TRR	Trip Charge Rush	25.000	2.00	50.000	0.000	50.000
Invoice Total:			1783.000	\$ 902.960	\$ 0.000	\$ 902.960

SAMPLE

MONTHLY INVOICE

DATE: 06/16/2008
TIME: 11:17:33

U & ME Record Management
CUSTOMER MONTHLY SERVICE REPORT
CUSTOMER:

PAGE: 1
RTRP4600A

ACTIVITY CODE CATEGORY	ACTIVITY CODE DESCRIPTION	CODE	QTY	UNIT PRICE	TOTAL PRICE
4 Item and Storage Type	Storage of X-Ray Boxes	S13	51	0.330	16.83
	Standard Record Storage Box	SR1	816	0.410	334.56
	Letter Banker Box	SR2	23	0.840	19.32
	Legal Banker Box	SR3	59	0.990	58.41
	Record Storage File	SRF	155	0.000	0.00
5 Transportation	Del/Pick Up Each Add'l Std.	TR1	6	1.500	9.00
	Trip Charge Next Day	TRP	3	17.000	51.00
	No Charge Transportation	TRX	5	0.000	0.00
9 Miscellaneous	SHRED BIN MONTHLY	BIN	1	25.000	25.00
	Facsimile Per Page	FAX	5	1.000	5.00
B Temporarily Retrieve File/Item	Retrieve Non-Indexed File Next	FN1	4	2.750	11.00
D Add New File/Item	No Find File Search Charge	NFF	2	2.750	5.50
F Return Retrieved File/Item	Return File	RTF	1	2.500	2.50

CUSTOMER TOTAL **\$538.12**
=====

SAMPLE
MONTHLY TRANSACTION
REPORT

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

June 16, 2008

To Whom It May Concern:

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

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

Thank you,

Mr. O'Donnell

Item #	Service Description	Estimated Quantity	Unit Price	Unit	Total Annual Price	Notes / Variances
1	Initial Transfer Costs – New Contractor , per specs.	24,578	\$ -	Ea.	\$ -	
2	Initial Transfer Costs – Current Contractor . Cost of providing assistance in records removal, per specs.	24,578	\$ -	Ea.	\$ -	
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	\$ 0.13	Box	\$ 36,702.12	
4	Storage Cost per Plan Bag - Monthly Cost for 15 Bags times 12 months = 180 to be used for an annual cost. Bags are 2.4 cubic feet. Plastic Sealable Bag - 15" x 48"	180	\$ 0.15	Bag	\$ 27.00	
5	Storage Cost per Box (Check) , per specs. Monthly Cost for 425 check boxes times 12 months = 5,100 to be used for an annual cost. (24" x 9" x 4")	5,100	\$ 0.08	Box	\$ 408.00	
6	Storage Cost per Plan Box (Odd Sizes) , 10" x 10" x 36" or other odd sizes, per specs. Monthly Cost for 540 plan and odd size boxes times 12 months = 6,480 Boxes to be used for an annual cost. Plan boxes are 2.08 cubic feet.	6,480	\$ 0.15	Box	\$ 972.00	
7	Vault Storage - Cost to store City records in fireproof/ waterproof vault. Unit cost per month times 12 mths.	12	\$ 0.25	Mths.	\$ 3.00	
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	\$ 1.25	Box	\$ 1.25	
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	\$ 1.00	Box	\$ 1.00	
10	Courier / Driver - Handling – Cost of handling city records (retrievals/returns) per box.	1	\$ 1.00	Box	\$ 1.00	
11	Reshelving – Cost of reshelving City records, per box.	1	\$ 1.00	Box	\$ 1.00	
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	\$ 1.25	Box	\$ 1.25	Maximum number of boxes included in Rush Retrieval
14	Record Destruction – Cost to destroy City records, all inclusive/per box, per specs.	1	\$ 1.75	Box	\$ 1.75	
15	Permanent Removal – Cost to permanently remove City records, including un-shelving the records, upon completion of contract.	1	\$ 2.00	Box	\$ 2.00	
16	Data Entry – New Contractor – Initial Move , Cost for data entry services, per box, per specs.	1	\$ -	Box	\$ -	
17	Data Entry – All Contractors – After Initial Move, Cost for Data Entry Services, per box, per specs.	1	\$ -	Box	\$ -	
18	Purchase Standard Storage Boxes – All in one or 2-piece , corrugated, banker storage box - 1.2 cubic foot, 12-1/2" x 10-1/2" x 16"	2000	\$ 2.50	Box	\$ 5,000.00	

Item #	Service Description	Estimated Quantity	Unit Price	Unit	Total Annual Price	Notes / Variances
19	Purchase Storage Boxes C-Bin – 26.4 cubic feet, 48" x 38" x 25"	1	\$ 20.00	Box	\$ 20.00	
20	Purchase Storage Boxes Plain Box – 2.08 cubic feet, 10" x 10" x 36"	1	\$ 3.10	Box	\$ 3.10	
21	Packing/Re-Packing – Initial Move – Cost for Contractor to provide packing/repacking services to City, per box, per specs.	1	\$ -	Box	\$ -	
22	Packing/ Re-packing – Other , Cost for Contractor to provide packing/repacking services to the City, per box, per specs.	1	\$ 3.50	Box	\$ 3.50	
23	Inventory – Initial Move , Cost for Contractor to provide assistance with inventorying City records, per box, per specs.	1	\$ -	Box	\$ -	
24	Inventory – After Initial Move , Cost for Contractor to provide assistance with inventorying City records, per box, per specs.	1	\$ -	Box	\$ -	
25	Employee Access – Cost for City employees access/ research at Contractors facility, per specs. If you have restrictions for this type of service, please provide details.	1	\$ -	Ea.	\$ -	
26	Training – Cost for training City's Records Management Liaison and his/her designee, if applicable, in accessing Contractors online system.	1	\$ -	Ea.	\$ -	
27	Standard Retrieval C-Bin — Cost of "standard" retrieval per rack/file from C-bin (24 hr.) per specs. Est. quantity includes rack/file retrievals and returns. State any variation, if applicable, from City's "standard" definition.	1	\$ 1.25	Ea.	\$ 1.25	
28	Trip Charge - Standard Delivery — Cost of trip to City location for standard 24 hr. delivery per specs.	1	\$ 17.00	Ea.	\$ 17.00	
29	Trip Charge - RUSH Delivery — Cost of trip to City location for RUSH, same day delivery per specs.	1	\$ 25.00	Ea.	\$ 25.00	
30	Storage Cost per C-Bin – Monthly Cost for 71 C-Bins times 12 months = 852 to be used for an annual cost. C-bins are the standard size of 26.4 cubic feet.	852	\$ 12.00	Box	\$ 10,224.00	
31	Storage Cost – Monthly Cost to store empty, unused, Standard Storage Boxes – 2-piece bottom, corrugated, banker storage box with City name and logo.	12	\$ -	Mths.	\$ -	
32	Delivery of Empty Standard Storage Boxes -- Cost to deliver empty logo storage boxes (Line item 18) from storage on an as needed basis to City Employees, per order.	1	\$ 17.00	Ea.	\$ 17.00	If nothing else is delivered or picked up from location
33	Cost to Purchase Plan Bag - Bags are 2.4 cubic feet. Plastic Sealable Bag - 15" x 48"	1	\$ 2.00	Bag	\$ 2.00	
34	Purchase Standard Storage Boxes with City Logo – All in one or 2-piece, corrugated, banker storage box with 1-color City name and logo - 1.2 cubic foot, 12-1/2" x 10-1/2" x 16"	2000	\$ 2.50	Box	\$ 5,000.00	
35	Additional Goods / Services 1	1	\$ -	Ea.	\$ -	

Item #	Service Description	Estimated Quantity	Unit Price	Unit	Total Annual Price	Notes / Variances
36	Additional Goods / Services 2	1	\$ -	Ea.	\$ -	
37	Additional Goods / Services 3	1	\$ -	Ea.	\$ -	
38	Additional Goods / Services 4	1	\$ -	Ea.	\$ -	
39	Additional Goods / Services 5	1	\$ -	Ea.	\$ -	
40	Additional Goods / Services 6	1	\$ -	Ea.	\$ -	
TOTAL					\$ 58,434.22	

U & Me Transfer, Inc.

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
Reshelving	\$ 1.00	3	\$ 3.00
handling	\$ 1.00	27	\$ 27.00
standard retrieval	\$ 1.25	24	\$ 30.00
trip charge	\$ 17.00	1	\$ 17.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total			\$ 77.00

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
Standard Retrieval	\$ 1.25	2	\$ 2.50
Handling	\$ 1.00	8	\$ 8.00
New Box to Storage	\$ 1.00	6	\$ 6.00
Trip Charge	\$ 17.00	1	\$ 17.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total			\$ 33.50

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
Purchase standard box	\$ 2.50	15	\$ 37.50
labels	\$ -	100	\$ -
handling	\$ 1.00	9	\$ 9.00
standard retrieval	\$ 1.25	2	\$ 2.50
reshelving	\$ 1.00	7	\$ 7.00
trip charge	\$ 17.00	1	\$ 17.00
			\$ -
			\$ -
			\$ -
			\$ -
Total			\$ 73.00

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
Trip Charge	\$ 17.00	1	\$ 17.00
New box Delivery	\$ 2.50	10	\$ 25.00
Labels	\$ -	160	\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total			\$ 42.00

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
Trip Charge	\$ 17.00	2	\$ 34.00
RUSH Trip	\$ 28.00	1	\$ 28.00
Handling	\$ 1.00	106	\$ 106.00
Standard Retrieval	\$ 1.25	60	\$ 75.00
Retrieve Plan	\$ 1.25	2	\$ 2.50
Reshelving	\$ 1.00	44	\$ 44.00
			\$ -
			\$ -
			\$ -
			\$ -
Total			\$ 289.50

U & Me Transfer, Inc.

Company Name

7/18/2018

Date