AGREEMENT FOR
RECORDS STORAGE, RETRIEVAL & DISPOSAL SERVICES

THIS AGREEMENT, made this 5th day of July 2013, is by and between the City of Fort Lauderdale, a Florida municipality, ("City"), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and U & Me Transfer Inc, a Florida corporation, ("Contractor" or "Company"), whose address and phone number are 2626 Electronics Way, West Palm Beach, FL 33407, Telephone: 561-832-6156, Fax: 561-655-6985, Email: Staff@UandMeRecords.com.

NOW THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

WITNESSETH:

I. DOCUMENTS

The following documents (collectively "Contract Documents") are hereby incorporated into and made part of this Agreement:

(1) Request for Proposal 133-11150, Records Storage, Retrieval and Disposal services, including any and all addenda, prepared by the City of Fort Lauderdale, ("RFP" or "Exhibit A").

(2) The Contractor's response to the RFP, dated March 22, 2013, ("Exhibit B").

All Contract Documents may also be collectively referred to as the "Documents." In the event of any conflict between or among the Documents or any ambiguity or missing specifications or instruction, the following priority is established:

A. First, specific direction from the City Manager (or designee)
B. Second, this Agreement dated July 5, 2013, and any attachments.
C. Third, Exhibit A
D. Fourth, Exhibit B

II. SCOPE

The Contractor shall perform the Work under the general direction of the City as set forth in the Contract Documents.

Unless otherwise specified herein, the Contractor shall perform all Work identified in this Agreement. The parties agree that the scope of services is a description of Contractor's obligations and responsibilities, and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the work described that exclusion would render performance by Contractor impractical, illogical, or unconscionable.

Contractor acknowledges and agrees that the City's Contract Administrator has no authority to make changes that would increase, decrease, or otherwise modify the Scope of Services to be provided under this Agreement.

By signing this Agreement, the Contractor represents that it thoroughly reviewed the documents incorporated into this Agreement by reference and that it accepts the description of the Work and the conditions under which the Work is to be performed.

III. TERM OF AGREEMENT

The initial contract period shall commence on August 1, 2013, and shall end on July 31, 2016. In the event the term of this Agreement extends beyond the end of any fiscal year of City, to wit, September 30, the continuation of this Agreement beyond the end of such fiscal year shall be subject to both the appropriation and the availability of funds.

IV. COMPENSATION

The Contractor agrees to provide the services and/or materials as specified in the Contract Documents at the cost specified in Exhibit B. It is acknowledged and agreed by Contractor that this amount is the maximum payable and constitutes a limitation upon City's obligation to compensate Contractor for Contractor's services related to this Agreement. This maximum amount, however, does not constitute a limitation of any sort upon Contractor's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services. Except as otherwise provided in the solicitation, no amount shall be paid to Contractor to reimburse Contractor's expenses.

V. METHOD OF BILLING AND PAYMENT

Contractor may submit invoices for compensation no more often than monthly, but only after the services for which the invoices are submitted have been completed. An original invoice plus one copy are due within fifteen (15) days of the end of the month except the final invoice which must be received no later than sixty (60) days after this Agreement expires. Invoices shall designate the nature of the services performed and/or the goods provided.

City shall pay Contractor within forty-five (45) days of receipt of Contractor's proper invoice, as provided in the Florida Local Government Prompt Payment Act.

To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted on the form and pursuant to instructions prescribed by the City's Contract Administrator. Payment may be withheld for failure of Contractor to comply with a term, condition, or requirement of this Agreement.

Notwithstanding any provision of this Agreement to the contrary, City may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work that has not been remedied or resolved in a manner satisfactory to the City's Contract Administrator or failure to comply with this Agreement. The amount withheld shall not be subject to payment of interest by City.

VI. GENERAL CONDITIONS

A. Indemnification

Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City and the City's officers, employees, volunteers, and agents from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensee of the Contractor. The provisions and obligations of this section shall survive the expiration or earlier termination of this Agreement. To the extent considered necessary by the City Manager, any sums due Contractor under this Agreement may be retained by City until all of City's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by City.

B. Intellectual Property

Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, royalties, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any infringement or allegation of infringement of any patent, copyright, or other intellectual property right in connection with the Contractor's or the City's use of any copyrighted, patented or un-patented invention, process, article, material, or device that is manufactured, provided, or used pursuant to this Agreement. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

C. Termination for Cause

The aggrieved party may terminate this Agreement for cause if the party in breach has not corrected the breach within ten (10) days after written notice from the aggrieved party identifying the breach. The City Manager may also terminate this Agreement upon such notice as the City Manager deems appropriate under the circumstances in the event the City Manager determines that termination is necessary to protect the public health or safety. The parties agree that if the City erroneously, improperly or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

This Agreement may be terminated for cause for reasons including, but not limited to, Contractor's repeated (whether negligent or intentional) submission for payment of false or incorrect bills or invoices, failure to perform the Work to the City's satisfaction; or failure to continuously perform the work in a manner calculated to meet or accomplish the objectives as set forth in this Agreement.

D. Termination for Convenience

The City reserves the right, in its best interest as determined by the City, to cancel this contract for convenience by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. In the event this Agreement is terminated for convenience, Contractor shall be paid for any services performed to the City's satisfaction pursuant to the Agreement through the termination date specified in the written notice of termination. Contractor acknowledges and agrees that he/she/it has received good, valuable and sufficient consideration from City, the receipt and adequacy of which are hereby acknowledged by Contractor, for City's right to terminate this Agreement for convenience.

E. Cancellation for Unappropriated Funds

The City reserves the right, in its best interest as determined by the City, to cancel this contract for unappropriated funds or unavailability of funds by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise provided by law.

F. Insurance

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The commercial general liability insurance policy shall name the City of Fort Lauderdale, a Florida municipality, as an "additional insured." This MUST be written in the description section of the insurance certificate, even if there is a check-off box on the insurance certificate. Any costs for adding the City as "additional insured" shall be at the Contractor's expense.

The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any required insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

The Contractor's insurance must be provided by an A.M. Best's "A-"rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this solicitation shall be deemed unacceptable, and shall be considered breach of contract.

Workers' Compensation and Employers' Liability Insurance

Limits: Workers' Compensation – Per Chapter 440, Florida Statutes
Employers' Liability - $500,000

Any firm performing work for or on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed, by the City's Risk Manager, if they are in accordance with Florida Statutes.

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage $1,000,000.

This coverage must include, but not limited to:

a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
b. Coverage for Premises/Operations
c. Products/Completed Operations
d. Broad Form Contractual Liability
e. Independent Contractors

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	$250,000 each person, $500,000 each occurrence
Property damage	$100,000 each occurrence

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement Services Division
100 N. Andrews Avenue, Room 619
Fort Lauderdale, FL 33301

G. <u>Environmental, Health and Safety</u>

Contractor shall place the highest priority on health and safety and shall maintain a safe working environment during performance of the Work. Contractor shall comply, and shall secure compliance by its employees, agents, and subcontractors, with all applicable environmental, health, safety and security laws and regulations, and performance conditions in this Agreement. Compliance with such requirements shall represent the minimum standard required of Contractor. Contractor shall be responsible for examining all requirements and determine whether additional or more stringent environmental, health, safety and security provisions are required for the Work. Contractor agrees to utilize protective devices as required by applicable laws, regulations, and any industry or Contractor's health and safety plans and regulations, and to pay the costs and expenses thereof, and warrants that all such persons shall be fit and qualified to carry out the Work.

H. Standard of Care

Contractor represents that he/she/it is qualified to perform the Work, that Contractor and his/her/its subcontractors possess current, valid state and/or local licenses to perform the Work, and that their services shall be performed in a manner consistent with that level of care and skill ordinarily exercised by other qualified contractors under similar circumstances.

I. Rights in Documents and Work

Any and all reports, photographs, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of City; and Contractor disclaims any copyright in such materials. In the event of and upon termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by Contractor, whether finished or unfinished, shall become the property of City and shall be delivered by Contractor to the City's Contract Administrator within seven (7) days of termination of this Agreement by either party. Any compensation due to Contractor shall be withheld until Contractor delivers all documents to the City as provided herein.

J. Audit Right and Retention of Records

City shall have the right to audit the books, records, and accounts of Contractor and Contractor's subcontractors that are related to this Agreement. Contractor shall keep, and Contractor shall cause Contractor's subcontractors to keep, such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement. All books, records, and accounts of Contractor and Contractor's subcontractors shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, Contractor or Contractor's subcontractor, as applicable, shall make same available at no cost to City in written form.

Contractor and Contractor's subcontractors shall preserve and make available, at reasonable times for examination and audit by City in Broward County, Florida, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida public records law, Chapter 119, Florida Statutes, as may be amended from time to time, if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida public records law is determined by City to be applicable to Contractor and Contractor's subcontractors' records, Contractor and Contractor's subcontractors shall comply with all requirements thereof; however, Contractor and Contractor's subcontractors shall violate no confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for City's disallowance and recovery of any payment upon such entry.

Contractor shall, by written contract, require Contractor's subcontractors to agree to the requirements and obligations of this Section.

The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract.

K. Public Entity Crime Act

Contractor represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, as may be amended from time to time, which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to City, may not submit a bid on a contract with City for the construction or repair of a public building or public work, may not submit bids on leases of real property to City, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with City, and may not transact any business with City in excess of the threshold amount provided in Section 287.017, Florida Statutes, as may be amended from time to time, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid by City pursuant to this Agreement, and may result in debarment from City's competitive procurement activities.

L. Independent Contractor

Contractor is an independent contractor under this Agreement. Services provided by Contractor pursuant to this Agreement shall be subject to the supervision of the Contractor. In providing such services, neither Contractor nor Contractor's agents shall act as officers, employees, or agents of City. No partnership, joint venture, or other joint relationship is created hereby. City does not extend to Contractor or Contractor's agents any authority of any kind to bind City in any respect whatsoever.

M. Inspection and Non-Waiver

Contractor shall permit the representatives of CITY to inspect and observe the Work at all times.

The failure of the City to insist upon strict performance of any other terms of this Agreement or to exercise any rights conferred by this Agreement shall not be construed by Contractor as a waiver of the City's right to assert or rely on any such terms or rights on any future occasion or as a waiver of any other terms or rights.

N. Assignment and Performance

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other party. In addition, Contractor shall not subcontract any portion of the work required by this Agreement, except as provided in the Schedule of Subcontractor Participation. City may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, by Contractor of this Agreement or any right or interest herein without City's written consent.

Contractor represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

Contractor shall perform Contractor's duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of Contractor's performance and all interim and final product(s) provided to or on behalf of City shall be comparable to the best local and national standards.

In the event Contractor engages any subcontractor in the performance of this Agreement, Contractor shall ensure that all of Contractor 's subcontractors perform in accordance with the terms and conditions of this Agreement. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend at Contractor's expense, counsel being subject to City's approval or disapproval, and indemnify and hold City and City's officers, employees, and agents harmless from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment, including any award of attorney fees and any award of costs, by or in favor of any of Contractor's subcontractors for payment for work performed for City by any of such subcontractors, and from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment, including any award of attorney fees and any award of costs, occasioned by or arising out of any act or omission by any of Contractor 's subcontractors or by any of Contractor's subcontractors' officers, agents, or employees. Contractor's use of subcontractors in connection with this Agreement shall be subject to City's prior written approval, which approval City may revoke at any time.

O. Conflicts

Neither Contractor nor any of Contractor's employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Contractor's loyal and conscientious exercise of judgment and care related to Contractor's performance under this Agreement.

Contractor further agrees that none of Contractor's officers or employees shall, during the term of this Agreement, serve as an expert witness against City in any legal or administrative proceeding in which he, she, or Contractor is not a party, unless compelled by court process. Further, Contractor agrees that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of City in connection with any such pending or threatened legal or administrative proceeding unless compelled by court process. The limitations of this section shall not preclude Contractor or any persons in any way from representing themselves, including giving expert testimony in support thereof, in any action or in any administrative or legal proceeding.

In the event Contractor is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, Contractor agrees to require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as Contractor.

P. Schedule and Delays

Time is of the essence in this Agreement. By signing, Contractor affirms that it believes the schedule to be reasonable; provided, however, the parties acknowledge that the schedule might be modified as the City directs.

Q. Materiality and Waiver of Breach

City and Contractor agree that each requirement, duty, and obligation set forth herein was bargained for at arm's-length and is agreed to by the parties in exchange for *quid pro quo*, that each is substantial and important to the formation of this Agreement and that each is, therefore, a material term hereof.

City's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

R. Compliance With Laws

Contractor shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing Contractor's duties, responsibilities, and obligations pursuant to this Agreement.

S. Severance

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the provisions not having been found by a court of competent jurisdiction to be invalid or unenforceable shall continue to be effective.

T. Limitation of Liability

The City desires to enter into this Agreement only if in so doing the City can place a limit on the City's liability for any cause of action for money damages due to an alleged breach by the City of this Agreement, so that its liability for any such breach never exceeds the sum of $1,000. Contractor hereby expresses its willingness to enter into this Agreement with Contractor's recovery from the City for any damage action for breach of contract or for any action or claim arising from this Agreement to be limited to a maximum amount of $1,000 less the amount of all funds actually paid by the City to Contractor pursuant to this Agreement.

Accordingly, and notwithstanding any other term or condition of this Agreement, Contractor hereby agrees that the City shall not be liable to Contractor for damages in an amount in excess of $1,000 which amount shall be reduced by the amount actually paid by the City to Contractor pursuant to this Agreement, for any action for breach of contract or for any action or claim arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended to be a waiver of the limitation placed upon City's liability as set forth in Article 768.28, Florida Statutes.

U. Jurisdiction, Venue, Waiver, Waiver of Jury Trial

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for any lawsuit by either party against the other party or otherwise arising out of this Agreement, and for any other legal proceeding, shall be in the Seventeenth Judicial Circuit in and for Broward County, Florida, or in the event of federal jurisdiction, in the Southern District of Florida, Fort Lauderdale Division.

In the event Contractor is a corporation organized under the laws of any province of Canada or is a Canadian federal corporation, the City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada of a judgment entered by a court in the United States of America.

V. Amendments

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the Mayor-Commissioner and/or City Manager, as determined by City Charter and Ordinances, and Contractor or others delegated authority to or otherwise authorized to execute same on their behalf.

W. Prior Agreements

This document represents the final and complete understanding of the parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. The parties agree that there is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written.

X. Payable Interest

Except as required and provided for by the Florida Local Government Prompt Payment Act, City shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Contractor waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim based on or related to this Agreement.

Y. Representation of Authority

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

AA. Uncontrollable Circumstances ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion,

strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non-performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

BB. Scrutinized Companies

Subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), and *Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 24 Fla. L. Weekly C252 (Fla. May 6, 2013), and their progeny, this Section applies to any contract for goods or services of $1 million or more:

The Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2012), as may be amended or revised. The City may terminate this Contract at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2012), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has been engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2012), as may be amended or revised.

IN WITNESS WHEREOF, the City and the Contractor execute this Contract as follows:

CITY OF FORT LAUDERDALE

By: _____
City Manager

Approved as to form:

_____
Senior Assistant City Attorney

ATTEST:

By: _____
Print Name: Ryan Spencer
Title: Secretary

CONTRACTOR

By: _____
Print Name: Jerry L. Spencer
President President

(CORPORATE SEAL)

STATE OF Florida :
COUNTY OF Palm Beach :

The foregoing instrument was acknowledged before me this 1 day of July, 2013, by Jerry L Spencer as president for U & Me Transfer Inc, a Florida corporation.

(SEAL)

NATALIE M. REMSEN
MY COMMISSION # DD 952088
EXPIRES: April 27, 2014
Bonded Thru Notary Public Underwriters

Natalie M Remsen
Notary Public, State of Florida
(Signature of Notary Public)

Natalie M Remsen
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known ✓ OR Produced Identification _____
Type of Identification Produced _____

EXHIBIT A

Solicitation 133-11150

Records Storage, Retrieval & Disposal Services

Bid designation: Public

CITY OF FORT LAUDERDALE

City of Fort Lauderdale

Bid 133-11150
Records Storage, Retrieval & Disposal Services

Bid Number	**133-11150**
Bid Title	**Records Storage, Retrieval & Disposal Services**
Bid Start Date	**Mar 5, 2013 2:59:57 PM EST**
Bid End Date	**Mar 27, 2013 2:00:00 PM EDT**
Question & Answer End Date	**Mar 19, 2013 2:00:00 PM EDT**
Bid Contact	**Michael F Walker** **Procurement & Contracts Manager** **Procurement** **954-828-5677** **mwalker@fortlauderdale.gov**
Pre-Bid Conference	**Mar 12, 2013 1:00:00 PM EDT** **Attendance is optional** **Location: ONE-TIME OPTIONAL ONLY - Pre-Bid Conference Starting date,time and location stated below.** **Starting Location:** **City of Fort Lauderdale - City Hall** **100 N. Andrews Avenue** **7th floor conference room** **Fort Lauderale, FL 33312**

Changes made on Mar 20, 2013 3:30:23 PM EDT

New Documents **CURRENT CONTRACT PRICING AND LATEST INVOICE.pdf**

Changes were made to the following items:
Records Storage, Retrieval & Disposal Services

Description
The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposers, hereinafter referred to as the Contractor, from the Tri-County area of Miami-Dade, Broward and Palm Beach Counties, FL, to provide records storage, & retrieval services of its City's Records as well as their destruction based on State of Florida retention schedules and in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).The Contractor's storage facility is required to be located within the Tri-County area of Miami-Dade, Broward and palm Beach Counties, FL.
For information concerning procedures for responding to this solicitation , contact Manager of Procurement and Contracts, Michael F. Walker at (954) 828-5677 or email atmwalker@fortlauderdale.gov . Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com . Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site).
Contractor's please note: Proposals shall be submitted as stated in PART VI – Requirements of the Proposal. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

Added on Mar 20, 2013:
See attached Current Contract pricing and latest Invoice.

Changes made on Mar 20, 2013 3:30:23 PM EDT

RFP # 133-11150
TITLE: Records Storage, Retrieval & Deposal Services

PART I – INTRODUCTION/INFORMATION

01. PURPOSE

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

02. INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this solicitation, contact Manager of Procurement and Contracts, Michael F. Walker at (954) 828-5677 or email atmwalker@fortlauderdale.gov . Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com. Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VI – Requirements of the Proposal. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

03. TRANSACTION FEES

The City of Fort Lauderdale uses BidSync (www.bidsync.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor.

04. PRE-PROPOSAL CONFERENCE AND SITE VISIT

There will be a pre-proposal conference and/or site visit scheduled for this Request for Proposal as stated in PART II – RFP Schedule. While it is not mandatory, it is strongly suggested that all Contractor's attend the pre-proposal conference and/or site visit.

While attendance is not mandatory, it is the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. It is strongly suggested that all Contractor's attend the pre-proposal meeting and/or site visit.

05. ELIGIBILITY

To be eligible for award of a contract in response to this solicitation, the Contractor must demonstrate that they have successfully completed services, as specified in the Technical Specifications / Scope of Services section of this solicitation are normally and routinely engaged in performing such services, and are properly and legally licensed to perform such

work. In addition, the Contractor must have no conflict of interest with regard to any other work performed by the Contractor for the City of Fort Lauderdale. Also Contractor's storage facility must be located within the Tri-County (Miami-Dade, Broward, and Palm Beach)

06. PRICING/DELIVERY

All pricing should be identified in PART VII - PROPOSAL PAGES – COST PROPOSAL. No additional costs may be accepted, other than the costs stated on the Proposal pages.

Contractor must quote a firm, fixed price for all services stated in the RFP, which includes all materials, equipment, labor, transportation, pick-up, re-delivery of City records, and record storage facilities, destruction of records based on State of Florida retention schedules, and any travel associated with coming to the City of Fort Lauderdale.

07. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

08. AWARD

Contractor should bid on all items. Partial bids will be scored accordingly, based on Contractor's ability to provide services as identified in this RFP. The City reserves the right to award to that proposer who will best serve the interests of the City, for the product/service that will best serve the needs of the City of Fort Lauderdale.

The City also reserves the right to waive minor variations in the specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all proposals and to award or not award a contract based on this bid solicitation.

09. PRICE VALIDITY

Prices provided in this Request for Proposal (RFP) are valid for 120 days from time of RFP opening. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

PART II - RFP SCHEDULE

EVENT	DATE/TIME
Release of RFP	03/05/13
Pre-Proposal Meeting: City of Fort Lauderdale – City Hall 100 N. Andrews Avenue 7th floor conference room Fort Lauderdale, FL 33301	03/12/13 at 1:00pm EST.
Deadline for Questions/Request for Clarifications	03/19/13
Addendum(s), if required	03/20/13
Proposal Due Date/Time (Deadline)	03/27/13, prior to 2:00pm EST.

PART III - SPECIAL CONDITIONS

01. GENERAL CONDITIONS
RFP General Conditions Form G-107 Rev. 11/12 (GC) are included and made a part of this RFP.

02. NEWS RELEASES/PUBLICITY
News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

03. RFP DOCUMENTS
The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.

04. CONTRACTORS' COSTS
The City shall not be liable for any costs incurred by Contractor in responding to this RFP.

05. RULES AND PROPOSALS
The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal Contractor.

06. CONTRACT PERIOD
The initial contract term shall commence upon date of award by the City or August 1, 2013 whichever is later, and shall expire three years from that date. The City reserves the right to extend the contract for two, additional one-year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

07. COST ADJUSTMENTS
Prices quoted shall be firm for the initial contract term three years. No cost increases shall be accepted in this initial contract term. Please consider this when providing your pricing for this request for proposal.

Thereafter, any extensions which may be approved by the City shall be subject to the following: Costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

08. CONTRACT COORDINATOR

The City may designate a Contract Coordinator whose principal duties shall be:

Liaison with Contractor.
Coordinate and approve all work under the contract.
Resolve any disputes.
Assure consistency and quality of Contractor's performance.
Review and approve for payment all invoices for work performed or items delivered.

09. CONTRACTOR PERFORMANCE REVIEWS AND RATINGS

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contact.
Non-compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

10. INVOICES/PAYMENT

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice with regard to the accepted schedule for that task or project. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City.

11. RELATED EXPENSES/TRAVEL EXPENSES
All costs including travel are to be included in your proposal. The City will not accept any additional costs.

12. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES
While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Contractor agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Contractor.

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method, which is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

13. DELETION OR MODIFICATION OF SERVICES
The City reserves the right to delete any portion of the Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

14. SUBSTITUTION OF PERSONNEL
It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

15. INSURANCE
The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. **The City is to be added as an "additional insured" with relation to General Liability Insurance.** This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

Workers' Compensation and Employers' Liability Insurance

Limits: Workers' Compensation – Per Florida Statute 440
Employers' Liability - $500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage $1,000,000.

This coverage must include, but not limited to:

a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
b. Coverage for Premises/Operations
c. Products/Completed Operations
d. Broad Form Contractual Liability
e. Independent Contractors

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	$250,000 each person, $500,000 each occurrence
Property damage	$100,000 each occurrence

A copy of **ANY** current Certificate of Insurance should be included with your proposal.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement Services Division
100 N. Andrews Avenue, Room 619
Fort Lauderdale, FL 33301

16. SUBCONTRACTORS

If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, at Contractor's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

17. INSURANCE – SUBCONTRACTORS

Contractor shall require all of its subcontractors to provide the aforementioned coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

18. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse

of performance are excused as a result of the Force Majeure; and

D. The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

19. PUBLIC ENTITY CRIMES
NOTE: Contractor, by submitting a proposal attests she/he/it has not been placed on the convicted vendor list.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

20. DAMAGE TO PUBLIC OR PRIVATE PROPERTY
Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

21. SAFETY
The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their employees fully aware of these provisions, especially those applicable to safety.

22. CANADIAN COMPANIES
The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

23. LOBBYING ACTIVITIES
ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:
http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf .

24. BID TABULATIONS/INTENT TO AWARD

(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at http://www.fortlauderdale.gov/purchasing/bidresults.htm, or any interested party may call the Procurement Office at 954-828-5933.

25. SAMPLE CONTRACT AGREEMENT
A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website http://fortlauderdale.gov/purchasing/general/contractsample021412.pdf

26. LOCAL BUSINESS PREFERENCE
Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, (Ordinance No. C-12-04), provides for a local business preference.

In order to be considered for a local business preference, a proposer must include the Local Business Preference Certification Statement, Exhibit "A" of this RFP, as applicable to the local business preference class claimed **at the time of proposal submittal**:

Upon formal request of the City, based on the application of a local Business Preference the Proposer shall within ten (10) calendar days submit the following documentation to the Local Business Preference Class claimed:

A) Copy of City of Fort Lauderdale current year business tax receipt, **or** Broward County current year business tax receipt, **and**

B) List of the names of all employees of the proposer and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of proposal submittal shall result in the Proposer being found ineligible for the local business preference.

THE COMPLETE LOCAL BUSINESS PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: http:/www.fortlauderdale.gov/purchasing/index.htm

Definitions: The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **and** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time

employees within the limits of the City **or** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.

3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone **and** staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

PART IV - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

01. DEFINITIONS

Contractor – Vendor(s) who submit an Request for Proposal (RFP) including the Contractor who is currently servicing the contract.

Data Entry – The Contractor picks up a new box from the City, the Contractor inputs identifying information about the new box into the Contractor's Computer system.

New Box pickup – Contractor picks up a box from the City, which is a new box and hasn't been placed into records storage before

Destruction – The City requests that the Contractor permanently take a City Records box that has met its State Retention requirements, out of storage and then the Contractor cross shreds or shreds the box.

Reshelving - Reshelving means Contractor puts a box back on the Contractor's shelf after picking the box up from the City, to whom the box was originally delivered to by the Contractor.

Retrieval – Retrieval means taking a box from Contractor's storage facility and delivering the box to the City.

Returns – Returns means a box that has been retrieved and delivered to the City by the Contractor and can now be picked up by the Contractor and returned to the Contractor's records storage facility.

Standard Retrieval – means next business day delivery and/or pick up by the Contractor to/from the City.

Current City boxes – boxes that have already been placed into storage by the Contractor for the City.

Standard-size box – 12 1/2"x10 1/2"x16" - 1.2 cubic feet

C-bin – 48"x38"x25" – 26.4 cubic feet

Plan Bags – 2.4 cubic feet

PLAN Box 10x10x36 2.08 cubic feet

02. SCOPE OF WORK

The City of Fort Lauderdale is seeking a qualified Contractor to store the City's current and future records at Contractor's own facility and also provide records retrieval, return and destruction services to the City. If an award is made to a new Contractor, it is anticipated there may be a charge to move the boxes out of the current facility. The new Contractor shall indicate any and all charges associated with this move, in the bid response, in the Pricing section, under Initial Transfer Costs – New Contractor, Item 1. Also, if a new Contractor is

awarded this contract it is anticipated that there may be a charge by the current Contractor to assist in the removal of City records from their facility. The current Contractor shall indicate any and all charges, in the bid response, that may be applicable to these services, if records removal is required. This cost shall be indicated in the Pricing section, under Initial Transfer Costs – Current Contractor, Item 2. It is anticipated that the current Contractor and the new Contractor (if applicable), under the supervision of City's Records Management Liaison Officer Records Management Liaison Officer, shall coordinate this move.

2.1. Specifications for Records Storage:

a. The Contractor awarded this RFP shall be responsible for the initial pick-up and transfer of approximately 21,250 standard size boxes, (1.2 cubic feet), of City records to Contractor's storage facility from the City's current storage Contractor. The City also has approximately 370 check-size boxes, 50 plan-size (10"x10"x36") and odd-size boxes, ,30 C-bins (48"x38"x25") and 450 plan bags of records also on the site of the current contractor, which are also required to be moved if this contract is awarded to a new Contractor. These numbers are estimates and are for information and tabulation purposes only; no warranty or guarantee of quantities needed is given or implied. The Contractor will, if applicable, provide all equipment, materials, labor and transportation that may be necessary to unshelve, all existing City records from the City's current Contractor's storage facility, transfer, inventory (or catalog), and reshelve and/or relabel those records at the successful Contractor's storage facility. The current City Contractor's storage facility is located in West Palm Beach, Florida.

b. Security: Contractor shall be responsible, at its sole expense, for providing any and all precautions necessary to ensure the security and safety of the City's records, when transferring the City's records to Contractor's storage facility, while in storage at the Contractor's facility, when redelivering requested records to the City during the retrieval process, and when picking up those retrieved boxes to be returned to storage.

c. Contractor's storage facility must meet all of the State of Florida and local building and zoning regulations. The storage facility must meet the requirements of A.S.C.E. (American Society of Engineers) 7-02 as adopted by the 2004 Florida Code, for wind resistive standards of building construction, with particular attention to the exterior walls and roof structure. A letter from a licensed architectural or engineering firm, substantiating adherence to this criteria must be submitted with bid response for each of the Contractor's storage facilities. The letter should substantiate that the Contractor's storage facility where the City records will be stored, is at the minimum, constructed to withstand category three-hurricane force wind and impact. It is also desired that the Contractor's storage facility be located outside of a designated Hurricane Evacuation area and to be sufficiently secure to prevent potential flood damage to City records.

d. Contractor's storage facility will be air-conditioned, will have a security alarm system, will have fire sprinklers and will also have fire extinguishers placed and marked in accordance with Fire Department regulations throughout the facility. Contractor should also have regular (once a month) pest control services in the records storage area. Also, the storage of City boxes will start at no less than 2 feet from the floor. The Contractor must plan to have enough space at their storage facility to accommodate the projected City's needs during the course of this contract, while still providing the same services under the same conditions.

e. Contractor's storage facility must have a minimum of 37,400 cubic feet of additional storage for the City's present and future records storage needs. 37,400 cubic feet is just a measure of total volume, does not include the area around the boxes required by the State of Florida building code.

f. On Site Visit. The City reserves the right to make an on-site visit to the Contractor(s) the City deems as eligible for the final contract award. The on-site visit will be by qualified City Personnel to make sure the Contractor can perform up to the requirements listed in this RFP. If the proposed site is deemed unacceptable or the vendor is deemed unable to meet the bid specifications by the City, the bid submittal may be deemed non-responsible. The City also reserves the right to visit the Contractor's storage facility after the contract award, without prior notice to the Contractor.

g. Facility Access: Contractor shall ensure limited access to City records by Contractor's personnel and protect City records from theft, unauthorized reproduction or distribution, loss or damage.

h. Transport of City Documents: All City documents must be transported in closed, preferably air conditioned vehicles. If magnetic media is involved, all transport must be placed in magnetic media containers within the vehicles.

i. Ordering and delivery times: The City will have, at the minimum, until 4 pm on any business day to process orders through the Contractor and the Contractor will, when applicable, deliver/retrieve to the City its records by 3:30 pm the following business day. Over 90% of the orders requested from the City will be the standard next day retrieval/return type.

j. Records Retrieval/Return/New Box Storage Services: Contractor will provide Retrieval/Return and New Box Pickup service of City records from all City departments for storage. Pickup services may be on an as needed, weekly or bi- monthly service. Contractor shall not pick up any records that have not been authorized by the City's Records Management Liaison Officer or designee. Retrieval/Return and New Box Pickup service orders will be accomplished by email.

Standard Retrieval/Returns of current City boxes in storage have averaged approximately 25-30 separate transactions per month for the last few years; almost all of these transactions were requested on an as needed basis. (The City has averaged 175 boxes delivered monthly from and returned to storage in the year 2012). The Contractor will charge the City one standard delivery retrieval/return charge (if applicable when boxes are delivered and picked up at the same City location on the same date and time).

New Box pickup services will be scheduled on an as needed, weekly or bi-monthly basis. All pickups will be coordinated through the City's Records Management Liaison Officer or designee. Based on departmental estimates, the Contractor may be requested to pick up and deposit into their storage facility 1,600 new boxes per year. Based on historical activity, the Contractor may be requested to pick up and deposit into their storage facility 50 plan bags and 10 C-bins annually.

The figures for Records Retrieval/Returns and New box pickup are estimates and are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied.

k. Inventory Reports: Contractor will be responsible for maintaining a current inventory of all City records stored at Contractor's facility and will provide the City's Records Management Liaison Officer with a monthly inventory report, including a current inventory list, new box input report and a monthly transaction report. Contractor will be required to work with the City's Records Management Liaison Officer or designee in developing an inventory report, which will best serve the City's needs. Bidders are required to provide a sample of their inventory reports with their bid.

l. Contractor will be responsible for retrieving records for City personnel and delivering those records to specified City Departments. The City's Records Management Liaison Officer or designee will coordinate all City requests for records from the Contractor and the delivery of such records to the requesting departments by the Contractor. Contractor will not accept any requests for records retrieval from any other person except the City's Records Management Liaison Officer or designee. Request requirements may vary with regard to quantity of records and deadlines. See Proposal Page – Cost Proposal, Item 8 Standard Retrieval.

m. The City will supply the Contractor with a retention schedule to be followed for its records. Contractor shall be responsible for providing the City with a list of records that are nearing their maximum retention period (not less than one hundred and twenty (120) days in advance) and which may be ready for destruction.

n. Contractor will provide records destruction services at Contractor's facility upon receipt of written permission from the City of Fort Lauderdale's Records Management Liaison Officer. The City's Records Management Liaison Officer will coordinate all records destruction activities with Contractor. No records shall be destroyed without prior written approval. The City's Records Management Liaison Officer will provide all appropriate documentation for City Departmental approvals and forward all approvals to the Contractor in order to proceed with records destruction. The Contractor must provide the City with a signed Destruction Certificate detailing the amount of records destroyed with Department name and the date of destruction when destruction is complete. Contractor will also provide as a part of their bid submittal, a detailed description of the proposed records destruction method that will be for the City's records. The successful Contractor's method of destruction is subject to modification and approval by the City.

o. The Contractor will be required to have Internet capabilities that would enable the City's Records Management Liaison Officer access to check on the availability of records in storage and facilitate records requests, if needed. Contractor shall provide the City's Records Management Liaison Officer and his/her designee with training in how to access this information. If there is a charge for this training, Contractor shall indicate that cost in the Proposal Page – Cost Proposal, Item 29.

p. The Contractor will provide with each retrieval/return to the City a packing slip/delivery ticket. The packing slip/delivery ticket will detail the account number, work order number, number of boxes retrieved/returned, box number(s) delivered, pick up

location, date and time.

q. The City of Fort Lauderdale is currently using a standard 12-1/2x1o-1/2x16", 1.2 cubic feet, 200#, 2-piece bottom, corrugated storage box with insert handles and lid, which it purchases from a vendor. The City may continue to supply its Departments with these boxes. Bidder is requested to submit as a part of its bid, a price for a box of equal quality, in the Proposal Page – Cost Proposal, Item 19. Bidder shall submit a price based on an estimated quantity of 2,000 boxes per year. Bidder will be required to provide a sample box to the City, after bid opening, if the City should request it. The City reserves the right to accept or reject Bidders box, if in the City's determination, it is not in the best interests to accept.

r. Contractor will assist the City's Records Management Liaison Officer in inventorying City records during the initial move and after the initial move, if needed. If there is a charge for assisting the City Records Management Liaison Officer in inventorying City records, please indicate in the Proposal Page – Cost Proposal, Items 24 & 25.

s. The Contractor will provide to the City "off-hours" emergency contact phone numbers in case an emergency arises and access to City records stored at the Contractor's facility is needed.

t. Transfer of documents at the end of the contract – Should the City decide to transfer the documents to another Contractor, the current Contractor will be required to retrieve from its facility, at a minimum, 1000 City record boxes per pickup, three (3) pickups per week. The current Contractor would place these City records on its loading dock for the new Contractor to pick up. The three (3) weekly pickups will continue until all City boxes have been removed from the current Contractors facility. The current Contractor will be required to place the City boxes on pallets, have the boxes shrink wrapped and also product a manifest indexing each box on each pallet. The new Contractor will be required to supply the pallets, at no charge for the transfer of the documents.

03. PRICING

The Contractor will be responsible for all costs incurred in the performance of all Contract services as detailed in the RFP. These costs include, but are not limited to: all materials, equipment, labor, transportation, pick-up, re-delivery of City records, and records storage facilities. **The total cost to the City of Fort Lauderdale shall be based on the following considerations: cost monthly and yearly/per box of stored records; cost for standard retrievals; costs for reshelving a box (including unshelve, return, and reshelve, if applicable); cost for new box pick-ups; box handling costs; data entry costs - (after initial move); box destruction costs; permanent removal costs.**

Bidders shall submit pricing as detailed below. Bids shall reflect the total cost to the City per unit and the total extended cost, where applicable. **Contractor shall complete this information on the Pricing pages included in the RFP.**

a. Initial cost of the transfer, inventorying and reshelving of an estimated 21,250 boxes, that includes 20,380 standard-size boxes, 370 check-size boxes, 24 plan-size boxes and odd-size boxes, 26 C-bins and 450 plan bags of records to the Contractors storage facility. These costs should include all Contractors' costs

including all equipment, labor, materials and transportation.

b. Cost for the current Contractor to remove the estimated 21,250 boxes that includes 20,380 standard-size boxes, 370 check-size boxes, 24 plan-size boxes and odd-size boxes, 26 C-bins and 450 plan bags from the storage facility.

c. Cost for "emergency" (2 hour) retrieval services, all inclusive (from the time request is received by the Contractor), and the maximum number of boxes included in this price.

d. Cost for "same day" (4-6 hour) retrieval service, all inclusive (from the time request is received by Contractor), and the maximum number of boxes included in this price.

e. Cost for "standard" (24 hour) retrieval service, all inclusive (from the time request is received by Contractor), and how many boxes are included in this price. If your service is different from the time frames above, please state what your turnaround service time is and how many boxes are included in this price. The City has under its current contract requirements, the ability to have box returns picked up at the same location and at the same time as when a box retrieval is delivered, if needed. Example, if a City Department has a standard delivery retrieval scheduled, the contractor will also be required to pick up any box returns or new box pickups, at the same time, if requested, by the City Department. Any deviation to this requirement must be explained in your proposal as it relates to the Proposal Page – Cost Proposal, Item 8.

f. Cost for retrieval, all inclusive, if records are picked up from and re-delivered to Contractor's storage by a City employee. This cost should be broken down to reflect Contractor charge to pull the box off the shelve and reshelve box.

g. Cost to store per/box of records: monthly and annually.

h. Cost for Contractor to assist the City's Records Management Liaison Officer in packing/repacking boxes of records, if necessary, at some other City departmental location. Please quote a price for the above on a per box basis for: 1) the initial move, or, 2) any time during the length of the contract.

i. Cost for Contractor to assist the City's Records Management Liaison Officer in inventorying City records. Please quote, in the Pricing section, numbers 22 & 23, a price for the above on a per box basis for: 1) the initial move, or, 2) any time during the length of the contract.

j. The City estimates that an annual volume of 2,000 boxes of new City records will need to be stored per year. The City is requesting that Bidder's provide the City with pick-up prices of 45 boxes per week from various City departments.

k. Sometimes, it may be necessary for designated City employees to have frequent access to large volumes of records. To minimize the costs in those cases, the City, may elect to send that employee directly to the Contractor's storage facility to perform their research and retrieve any box(s)/file(s) as necessary.

Please quote in the Proposal Page – Cost Proposal, Item 26, on this type of service and include any restrictions your company may require. No City employee will be given access to City records at the Contractor's facility without prior written permission from the City's Records Management Liaison Officer, or his/her designee. The City's Records Management Liaison Officer, or his/her designee, will coordinate all requests for records including requests by City employees to visit the Contractor's facility and will notify the Contractor of such an occurrence.

l. Cost for retrieving records and faxing copies of documents. Please quote on per retrieval basis and a per fax basis. Please state if quantities are limited and what those limits are. The City's Records Management Liaison Officer or his/her designee will coordinate all fax requests. **No fax or e-mail copies of any City records will be sent to anyone without the express permission of the City's Records Management Liaison Officer, or his/her designee.** The Contractor shall also supply the City's Records Management Liaison Officer with a monthly fax report which includes: date faxed, number of documents faxed, corresponding charges, Department name and fax telephone number of recipient.

m. Cost for training City's Records Management Liaison Officer and his/her designee, if applicable, in accessing Contractor's Internet system.

n. Cost to destroy City records, all inclusive (per box), upon receipt of written approval. City reserves the right to be present at time of destruction and inspect records that are being destroyed.

o. Contractor to provide a price per box to permanently remove records from their inventory and storage facility at the end of this contract. Permanent removal shall include the un-shelving of the cartons.

p. Cost for Data Entry of City Records, both the initial move (New Contractors) and and after the initial move (All Contractors). Cost for after the initial move is Data Entry for all new boxes.

04. TIME FOR PERFORMANCE/PENALTIES FOR CONTRACTOR DELAYS

Contractor shall have a turnaround time for pick-up and delivery of City Records as indicated on the requests sent by the City's Records Management Liaison Officer in accordance with bid specifications, i.e.: emergency, same day, or standard (next day) service. The Contractor at his/her sole expense shall correct contractor errors within two (2) working days of notification of such errors by the City. Compliance to these deadlines is essential and any delays on the part of the Contractor will be subject to a penalty of $100.00/per day, beyond the normal deadlines as outlined in this bid. Any delay caused by "force majeure", or circumstances beyond the Contractor's control will be exempt from this penalty, provided the Contractor provides the City with proof of such a delay.

05. SAMPLE REQUIREMENT

The City will require a sample of the Contractor's inventory report that will be provided to the City's Records Management Liaison Officer on a monthly basis. This inventory report should include a current monthly inventory, also a new box input monthly report and a total monthly

transaction report. This inventory sample shall be provided as a part of the Contractor 's ITB response.

It is the City's intent to pay the awarded Contractor for their inventory sample, if a charge is applicable; however, if Contractor will charge the City to provide the required sample, this should be so indicated in the space provided in the Pricing section. The City will retain the samples as the standard of quality to be provided by the Contractor throughout the Contract period.

PART V – PROPOSAL EVALUATION CRITERIA

The award of the contract will be based on certain objective and subjective considerations listed below:

Understanding of the overall needs of the City for such services, as presented in the narrative proposal and questionnaire to accomplish the work required, accurately and efficiently. This will include pro-active problem identification and effective solutions.	35%
Experience, qualifications and past performance of the proposing firm, including persons proposed to provide the services, facilities, resources and references.	35%
Cost to the City	30%
TOTAL PERCENT AVAILABLE:	**100%**

An evaluation committee of qualified City Staff or other persons selected by the City will conduct evaluations of proposals. It may be a two-step process. In step one, the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee shall review each proposal and rank each proposer's evaluation criteria as stated in this RFP (i.e. criteria 1, 2, 3, 4), and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. In step two, the committee may conduct discussions (oral presentations), for clarification purposes only, with the finalists and re-score and re-rank the finalists' proposals. The evaluation committee may then make a recommendation, resulting from this process, to the City Manager for award of a contract.

The City may require visits to customer installations or demonstrations of product by Contractor's, as part of the evaluation process.

The City of Fort Lauderdale reserves the right, before awarding the contract, to require a Proposer to submit any evidence of its qualifications as the City may deem necessary, and to consider any evidence available of financial, technical and other qualifications and capabilities, including performance experience with past and present users.

The City of Fort Lauderdale reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right based upon its deliberations and in its opinion, to accept or

reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City uses a mathematical formula for determining allocation of evaluation criteria including cost points, to each responsive, responsible proposer. Each evaluation criteria stated in the RFP has an identified weighted factor. Each evaluation committee member will rank each criteria, from each proposer, giving their first ranked proposer as number 1, and second proposer as number 2 and so on. The City shall average the ranking for each criteria, for all evaluation committee members, and then multiply that average ranking by the weighted criteria identified in the RFP. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

PART VI - REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified on the proposal pages, which follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference material included in the additional documents. The City prefers all responses to this RFP to be less than 50 pages and that the Contractor utilize recyclable materials as much as possible. Expensive or fancy binders are not preferred.

All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

THIS IS A PAPER RFP WITH CD's. All proposals must be received by the City of Fort Lauderdale, in the Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 prior to 2:00 pm on the date specified in PART II – RFP SCHEDULE. Submittal of response by fax or e-mail will NOT be acceptable.

PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL HARD COPY, PLUS (4) ADDITIONAL HARD COPIES OF THEIR PROPOSAL PAGES INCLUDING ANY ATTACHMENTS.

THE ABOVE REQUIREMENTS TOTAL (5) HARD COPIES OF YOUR PROPOSAL. CONTRACTORS SHOULD SUBMIT YOUR PROPOSAL ALSO ON A CD. CONTRACTOR SHOULD PROVIDE (2) CD COPIES OF YOUR PROPOSAL. CD COPIES MUST MATCH THE ORIGINAL HARDCOPY. IN CASE OF ANY DISCREPENCY BETWEEN THE ORIGINAL HARD COPIES AND THE CD, THE ORIGINAL HARD COPY PREVAILS. FAILURE TO PROVIDE PROPOSALS AS STATED ABOVE, MAY BE GROUNDS TO FIND CONTRACTOR NON-RESPONSIVE.

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, 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.

A representative who is authorized to contractually bind the Contractor shall sign the Bid/Proposal Signature page. Omission of a signature on that page may result in rejection of your proposal.

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.		21,250 / Each	
2	**Initial Transfer Costs – Current Contractor**. Cost of providing assistance in records removal, per specs.		21,250 / Each	
3	**Monthly Storage Cost per Standard Box** – 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.		244,560 / Box	
4	**Monthly Storage Cost per Plan Bag**. Monthly Cost for 450 Bags times 12 months = 5,400 to be used for an annual cost. Bags are (2.4 cf.)		5,400 / Bag	
5	**Monthly Storage Cost per Box (Check),** per specs. Monthly Cost for 370 monthly check boxes times 12 months = 4,440 to be used for an annual cost.		4,440 / Box	
6	**Monthly Storage Cost per Plan Box (Odd Sizes),** 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. Plan boxes are 2.08 cubic feet.		600 / Box	

7	**Monthly Vault Storage** - Cost to store City records in fireproof/waterproof vault. Cost per month times 12 months.		12 / Months	
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.		1,500 / Box	
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 (48x38x25).		1,630 / Box	
10	**Handling** – Cost of handling city records (retrievals/returns) per box.		1,500 / Box	
11	**Reshelving** – Cost of reshelving City records, per box.		1,500 / Box	
12	**Retrieval/Pickup/Re-Delivery** – Cost of retrieval service/pickup and re-delivery by City employee, per specs.		1 / Box	
13	**Rush Retrieval – 2 Hour**, Cost of emergency retrieval (2 hour), per specs.		10 / Box	
14	**Rush Retrieval – 4-6 Hours**, Cost for same day retrieval (4-6 hours), per specs.		10 / Box	
15	**Record Destruction** – Cost to destroy City records, all inclusive/per box, per specs.		1 / Box	
16	**Permanent Removal** – Cost to permanently remove City records, including un-shelving the records, upon completion of contract.		1 / Box	

17	**Data Entry – New Contractor – Initial Move,** Cost for data entry services, per box, per specs.		1 / Box	
18	**Data Entry – All Contractors** – After Initial Move, Cost for Data Entry Services, per box, per specs.		1 / Box	
19	**Purchase Standard Storage Boxes - 1.2 cubic foot. 12-1/2x10-1/2x16**		1,600 / Box	
20	**Purchase Storage Boxes – C-Bin, 26.4 cubic feet, 48x38x25**		10 / Box	
21	**Purchase Storage Boxes – Plan Box, 2.08 cubic ft., 10x10x36.**		100 / Box	
22	**Packing/Re-Packing – Initial Move,** Cost for Contractor to provide packing/repacking services to City, per box, per specs.		1 / Box	
23	**Packing/ Re-packing – Other**, Cost for Contractor to provide packing/repacking services to the City, per box, per specs.		1 / Box	
24	**Inventory – Initial Move**, Cost for Contractor to provide assistance with inventorying City records, per box, per specs.		1 / Box	
25	**Inventory – After Initial Move**, Cost for Contractor to provide assistance with inventorying City records, per box, per specs.		1 / Box	

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.		1 / Each	
27	**Retrieve/Fax per Retrieval**, Cost to retrieve/fax, per records,, per specs. Note any limitations to this service.		1 / Each	
28	**Retrieve/Fax per Fax**, Cost to retrieve/fax, per fax, per specs. Note any limitations to this service.		1 / Each	
29	**Training** – Cost for training City's Records Management Liaison and his/her designee, if applicable, in accessing Contractors online system.		1 / Each	
30	**Evaluation Sample Inventory**, Cost to the City for an Evaluation Sample Inventory.		1 / Each	
TOTAL				

PART VIII - PROPOSAL PAGES - TECHNICAL PROPOSAL

The following issues should be fully responded to in your proposal in concise narrative form. Additional sheets should be used, but they should reference each issue and be presented in the same order.

Tab 1: Bid/Proposal and Signature pages

Tab 2: Non-Collusion Statement

Tab 3: Letter of Interest, The letter of interest may contain any other information not in the proposal but should not exceed two (2) pages.

Tab 4: ITB 135-11167 Questionnaire document.

Tab 5: Business Licenses. Evidence that your firm and/or persons performing the work are licensed to do business in the State of Florida.

Tab 6: Evidence of Insurance. Certificate of Insurance showing coverage, forms, limits. Actual insurance certificates will be required from recommended contractor, prior to award.

Tab 7: Proposer's assessment of the City of Fort Lauderdale's needs and the quality of the proposal to meet those needs, including a plan/outline.

Tab 8: Proposer's ability to assign appropriate resources to the account in a timely manner.

Tab 9: List of five clients/references for whom you have provided similar services in the last three years; Provide agency name, address, telephone number, contact person, and date service was provided. Be prepared to provide, upon request, evidence of work product, ability to meet schedules, cooperation, and responsiveness. Attach additional sheets if necessary. **Please DO NOT include the City of Fort Lauderdale as a reference or any City employees.**

Tab 10: Letter from licensed architectural or engineering firm substantiating that the store facility where the City records will be stored meets the requirements of A.S.C.E. (American Society of Engineers) 7-02 as adopted by the Florida Code. (As asked for in the Questionnaire).

Tab 11: Sample copy off your company's monthly inventory report, transaction report and new input report. (As asked for in the Questionnaire).

Tab 12: Any additional attachments to your proposal.

RFP# 133-11150 QUESTIONNAIRE

PLEASE ATTACH ADDITIONAL PAGES AS NEEDED AND ANSWER THE QUESTIONS IN THE SAME ORDER AS PRESENTED

1.a. How many days will it take to perform all services, including but not limited to providing for inventory of boxes to City, connected with the initial hand-off to storage of the estimated 26,720 cubic feet of current City records from the current Contractor's facility to your facility for storage? After Receipt of Order (ARO)

____/days /ARO

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

____/days/ARO

c. As a part of the initial hand-off of the estimated 26,720 cubic feet of current City records, will your company incorporate the existing multiple numbering systems in your newly created numbering system? When will the new numbering system be ready for use?

2.a. Indicate the number of years your company has been in business providing these services.

____/years

b. Provide as an appendix to your bid, a list of principals and key employees and a summary of their experience including years of municipal experience. Provide three references of current customers, municipal preferred, with a minimum storage volume of 15,000 boxes and weekly retrieval frequency of 65 boxes.

3. Give the location of the facility at which these services will be performed, if different from your company address, as provided on the Bid/Proposal Signature Page.

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

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

6. 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.

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

8.a. Please check yes or no to the following requirements below for the Contractor's storage facility, where the City records will be stored:

Air conditioned - Yes_____ No_____

Security alarm system - Yes_____ No_____

Fire sprinkler system - Yes_____ No_____

Is your fire sprinkler system a wet or dry system – Wet_____ Dry_____

Regular 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 _____

b. Does the Contractor have 37,400 cubic feet of records storage space at their facility to accommodate the current and projected City's storage needs, while providing the same services under the same conditions?
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.

9. Please indicate how your company takes box retrieval/return orders, for example, email orders, fax orders, phone orders, all of the above, etc.

10. Please indicate what is the latest time your company will accept orders for standard retrievals and returns on one business day and what is the latest time the next business day can the City expect the retrieval/return? Example: 4 pm is the latest time your company will accept orders for standard retrieval/return on Monday and 3:30 pm, Tuesday, is the latest time the next business day the City can expect service.

11. 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? If your company does not provide this service at the same time, please indicate the difference in time between the two. If your company does not provide these same services at the same time, does it have a separate charge for retrievals and returns? Please indicate what the separate charges are.

12.a. Does your company charge one retrieval and/or pickup fee for delivery to one address, even if there are separate orders on different floors of the same address or are there separate charges for each Department and/or floor of an address?

b. An example: the Sustainable Development Department has the Planning and Zoning Division and Code Enforcement Division located at the same address, (700 NW 19th Avenue, the same floor, (1st floor), but they are located in different parts of the building. If both the Planning and Zoning Division and the Code Enforcement Division had deliveries scheduled for the same day and time, would one Standard Retrieval charge be applicable or two?

13. Please indicate how your company plans on moving the estimated 21,250 boxes of City records from the current facility where they are stored in West Palm Beach, Florida to your facility, if your Company is awarded the RFP. This question is for all new Contractors. The current Contractor should explain how they plan to provide a seamless hand-off of the 21,250 boxes at the current facility, if a new Contractor is awarded the RFP, including preparing the boxes for removal/pickup by awarded Contractor with a current inventory and the boxes organized and ready for pickup.

14. 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.

15. Please indicate what your company's procedures are for on-site records destruction including timeline of request to final destruction

16. Does your company deliver and pick up records in closed, preferably air conditioned vehicles?

17. Does your company provide internet access to check on box availability and does this system provide order request capabilities?

18. How long will it take to respond to a general customer service request via email?, via telephone?

RFP NO. 135-11163

TITLE: Law Enforcement Transcription Services

ATTACHMENT "A"
LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this RFP. Violation of the foregoing provision may result in contract termination.

(1) _____ Business Name is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt **and** a complete list of full-time employees and their addresses shall be provided within 10 calendar days of a formal request by the City.

(2) _____ Business Name is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt **or** a complete list of full-time employees and their addresses shall be provided within 10 calendar days of a formal request by the City.

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

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

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

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

PROPOSER'S COMPANY: _____

AUTHORIZED COMPANY PERSON: _____
NAME SIGNATURE DATE

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____day of _____, 20__, by _____ and _____ as _____ and _____ respectively, of _____. They are ☐ personally known to me or ☐ have produced _____ as identification.

(SEAL)

_____
Notary Public, State of
(Signature of Notary taking Acknowledgment)

_____
Name of Notary Typed, Printed or Stamped

My Commission Expires: _____

_____
Commission Number

August 1, 2012

CITY OF FORT LAUDERDALE
GENERAL CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

1.01 **BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.

1.02 **DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.

1.03 **PACKING SLIPS:** It will be the responsibility of the awarded Contractor, to attach all packing slips to the OUTSIDE of each shipment. Packing slips must provide a detailed description of what is to be received and reference the City of Fort Lauderdale purchase order number that is associated with the shipment. Failure to provide a detailed packing slip attached to the outside of shipment may result in refusal of shipment at Contractor's expense.

1.04 **PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.

1.05 **TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.

1.06 **BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.

1.07 **VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.

1.08 **NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.

1.09 **MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than $1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.
HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.
NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.
ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.10 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION
It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

1.11 SCRUTINIZED COMPANIES
This Section applies to any contract for goods or services of $1 million or more:
The Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2011), as may be amended or revised. The City may terminate this Contract at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2011), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2011), as may be amended or revised.

1.12 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS
The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

2.01 BIDDING DEFINITIONS The City will use the following definitions in it's general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
BID – a price and terms quote received in response to an ITB.
PROPOSAL – a proposal received in response to an RFP.
BIDDER – Person or firm submitting a Bid.
PROPOSER – Person or firm submitting a Proposal.
RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

2.02 SPECIAL CONDITIONS: Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety.

PART III BIDDING AND AWARD PROCEDURES:

3.01 SUBMISSION AND RECEIPT OF BIDS: To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.

3.02 MODEL NUMBER CORRECTIONS: If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
Form G-107 Rev. 01/13

3.03 **PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.

3.04 **TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption **number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.**

3.05 **WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

3.06 **APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.

3.07 **MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.

3.08 **MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.

3.09 **SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.

3.10 **LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.

3.11 **BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.

3.12 **USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.

3.13 **QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.

3.14 **BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond or cashiers check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.

3.15 **PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:** The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold

harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP OR ANY PART THEREOF AS COPYRIGHTED.

3.16 **PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.

3.17 **RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

3.18 **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

3.19 **BID PROTEST PROCEDURE: ANY PROPOSER OR BIDDER WHO IS NOT RECOMMENDED FOR AWARD OF A CONTRACT AND WHO ALLEGES A FAILURE BY THE CITY TO FOLLOW THE CITY'S PROCUREMENT ORDINANCE OR ANY APPLICABLE LAW MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES DIVISION (DIRECTOR), BY DELIVERING A LETTER OF PROTEST TO THE DIRECTOR WITHIN FIVE (5) DAYS AFTER A NOTICE OF INTENT TO AWARD IS POSTED ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm**

THE COMPLETE PROTEST ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: http://www.fortlauderdale.gov/purchasing/protestordinance.pdf

PART IV BONDS AND INSURANCE

4.01 **PERFORMANCE BOND:** If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

4.02 **INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractors insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

5.01 **COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:

- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
- All City Departments being advised to refrain from doing business with the Bidder.
- All other remedies in law or equity.

5.02 **ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.

5.03 **SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).

5.04 **ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.

5.05 **OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.

5.06 **VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.

5.07 **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.

5.08 **INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.

5.09 **TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.

5.10 **TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

5.11 **CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

5.12 **RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor or designee, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract should be retained for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.

5.13 **PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.

5.14 **LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.

5.15 **NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.

5.16 **UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor,

and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.

2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.

3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

5.17 **ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.

5.18 **PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

5.19 **ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.

5.20 **LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

5.21 **LOCATION OF UNDERGROUND FACILITIES:** If the Contractor, for the purpose of responding to this solicitation, requests the location of underground facilities through the Sunshine State One-Call of Florida, Inc. notification system or through any person or entity providing a facility locating service, and underground facilities are marked with paint, stakes or other markings within the City pursuant to such a request, then the Contractor, shall be deemed non-responsive to this solicitation in accordance with Section 2-184(5) of the City of Fort Lauderdale Code of Ordinances.

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.

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: Proposals must be submitted by hard copy only. It will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Services Division, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed 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. 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.

Please Note: All fields below **must** be completed. If the field does not apply to you, please note N/A in that field.

Submitted by:_____
(signature) (date)

Name (printed)_____Title:_____

Company: (Legal Registration)_____

CONTRACTOR, IF FOREIGN CORPORATION, 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/).

Address:_____

City_____State:_____Zip_____

Telephone No._____FAX No. _____Email: _____

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

Payment Terms (section 1.04): _____ Total Bid Discount (section 1.05): _____

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

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

Addendum No.	Date Issued

P-CARDS: Will your firm accept the City's Credit Card as payment for goods/services?

YES _____ **NO**_____

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS. If this section does not apply to your bid, simply mark N/A in the section below.
Variances:

_____

_____

revised 11-29-11

U&ME RECORDS MANAGMENT & DESTRUCTION

Bid Contact **Kimberly Deveney**
kimberlyd@uandmemoving.com
Ph 561-832-6156

Address **2626 ELECTRONICS WAY**
WEST PALM BEACH, FL 33407

Bid Notes **We will pickup and relocate all intial inventory FREE of charge!**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Total Price	Attch.	Docs
782-10045-1-01	Initial Transfer Costs - New Contractor	**Supplier Product Code:** **Supplier Notes:** FREE RELOCATION FOR INITIAL TRANSFER	**First Offer - $0.00**	20500 / each	**$0.00**	Y	Y
782-10045-1-02	Initial Transfer Costs - Current Contractor	**Supplier Product Code:** **Supplier Notes:** FREE ASSISTANCE IN RECORDS REMOVAL FROM CURRENT VENDOR	**First Offer - $0.00**	20500 / each	**$0.00**		Y
782-10045-1-03	Monthly Storage Cost Per Box	**Supplier Product Code:** **Supplier Notes:** $0.83 CUBIC FOOT X 1.2 BOX = $.011 PER BOX $0.11 X 20,500 BOXES = $2,225.00 MONTHLY $2,2250.00 X 12 MONTHS = $27,500.00 ANNUALLY	**First Offer - $0.11**	246000 / box	**$27,060.00**		Y
782-10045-1-04	Monthly Storage Cost Per Bag	**Supplier Product Code:** **Supplier Notes:** $0.83 CUBIC FOOT X 1.2 BOX = $.011 PER BOX $0.11 X 200 BAGS = $22.00 PER MONTH $22.00 X 12 MONTHS = $264.00 ANNUALLY	**First Offer - $0.11**	2400 / bag	**$264.00**		Y
782-10045-1-05	Monthly Storage Cost per Box (Check)	**Supplier Product Code:** **Supplier Notes:** $0.08 PER CHECK BOX = $0.08 $0.08 X 600 CHECK BOXES = $48.00	**First Offer - $0.08**	7200 / box	**$576.00**		Y

		MONTHLY $48.00 X 12 MONTHS = $576.00 ANNUALY				
782-10045-1-06	Monthly Storage Cost per Box (Odd Sizes)	**Supplier Product Code: Supplier Notes:** $0.15 per odd size box = $0.15 per odd box $0.15 x 300 odd sizes = $45.00 monthly $45.00 x 12 months = $540.00 annually	**First Offer - $0.15**	3600 / box	**$540.00**	**Y**
782-10045-1-07	Vault Storage	**Supplier Product Code: Supplier Notes:** unknown amount of vault storage to calculate full year.	**First Offer - $0.25**	12 / month	**$3.00**	**Y**
782-10045-1-08	Standard Retrieval	**Supplier Product Code: Supplier Notes:** $1.00 to pull any size box	**First Offer - $1.00**	450 / box	**$450.00**	**Y**
782-10045-1-09	New Pickup for Storage	**Supplier Product Code: Supplier Notes:** Courier Fee to pickup new records is $15.00.	**First Offer - $1.00**	45 / box	**$45.00**	**Y**
782-10045-1-10	Handling	**Supplier Product Code: Supplier Notes:** $1.00 to handle each box of any size. Retrieval and Returns and New Boxes.	**First Offer - $1.00**	2300 / box	**$2,300.00**	**Y**
782-10045-1-11	Reshelving	**Supplier Product Code: Supplier Notes:** $1.00 per box of any size to reshelve.	**First Offer - $1.00**	2300 / box	**$2,300.00**	**Y**
782-10045-1-12	Retrieval/Pickup/Re-Delivery	**Supplier Product Code: Supplier Notes:** $1.00 to pull box or reshelve. City Employees may pickup or	**First Offer - $1.00**	1 / box	**$1.00**	**Y**

		charge - unlimited!				
782-10045-1-28	Evaluation Sample Inventory	**Supplier Product Code: Supplier Notes:** FREE- always free to run inventory reports.	**First Offer - $0.00**	1 / each	**$0.00**	**Y**

Supplier Total **$34,245.00**

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

Invoice # 031333

Invoice To:
CITY OF FT LAUDERDALE
100 N ADREWS AVE
CITY HALL / 7TH FLOOR
FT LAUDERDALE, FL 33301

Purchase Order #: PP131898
Invoice Date: 03/01/2013
Customer ID: 332

Service Cd	Service Description	Price	Quantity	Subtotal	Tax	Total
BX1	Standard Box Sale	0.110	120.00	13.200	0.000	13.200
DST	Retrieve & Perm Remove Box	2.000	1705.00	3,410.000	0.000	3,410.000
IB1	Initial Handling Standard Box	1.000	153.00	153.000	0.000	153.000
IB7	Initial Handling Plan Bags	1.000	8.00	8.000	0.000	8.000
RC1	Refile Standard Box	1.000	194.00	194.000	0.000	194.000
RC4	Refile Check Size Box	1.000	14.00	14.000	0.000	14.000
RN1	Retrieve Standard Box Next Day	1.000	197.00	197.000	0.000	197.000
RN4	Retrieve Check Box Next Day	1.000	5.00	5.000	0.000	5.000
STT	Tubes	0.110	451.00	49.610	0.000	49.610
SHR	Shredding of Doc - Per Box	1.500	1705.00	2,557.500	0.000	2,557.500
SR1	Standard Record Storage Box	0.110	21464.00	2,361.040	0.000	2,361.040
SR2	Letter Banker Box	0.150	2.00	0.300	0.000	0.300
SR3	Legal Banker Box	0.180	20.00	3.600	0.000	3.600
SR4	Check Size Box	0.080	371.00	29.680	0.000	29.680
SR9	Storage Trunks	1.750	2.00	3.500	0.000	3.500
TR1	Courier Handling Fee Box/File	1.000	571.00	571.000	0.000	571.000
TRP	Trip Charge Next Day - Deliver	15.000	6.00	90.000	0.000	90.000
	Invoice Total:		26988.000	$ 9660.430	$ 0.000	$ 9660.430

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

Invoice # 031542

BUILDING DEPT

Invoice To:
CITY OF FT LAUDERDALE
100 N ADREWS AVE
CITY HALL / 7TH FLOOR
FT LAUDERDALE, FL 33301

Purchase Order #:
Invoice Date: 03/06/2013
Customer ID: 332

Service Cd	Service Description	Price	Quantity	Subtotal	Tax	Total
FN1	Retrieve Non-Indexed File Next	1.000	5.00	5.000	0.000	5.000
RC1	Refile Standard Box	1.000	10.00	10.000	0.000	10.000
RN1	Retrieve Standard Box Next Day	1.000	9.00	9.000	0.000	9.000
RTF	Return File	2.500	3.00	7.500	0.000	7.500
SR1	Standard Record Storage Box	0.110	678.00	74.580	0.000	74.580
SR1	Standard Record Storage CBin	12.000	26.00	312.000	0.000	312.000
TR1	Courier Handling Fee Box/File	1.000	24.00	24.000	0.000	24.000
	Invoice Total:		755.000	$ 442.080	$ 0.000	$ 442.080

Question and Answers for Bid #133-11150 - Records Storage, Retrieval & Disposal Services

OVERALL BID QUESTIONS

Question 1
Do you have a permanent removal fee from your current vendor to remove your boxes. And if so do you require the new contracted vendor to pay for that cost, and with is that total cost? **(Submitted: Mar 18, 2013 2:37:24 PM EDT)**
Answer
- In the City's current contract the vendor charges $1.00 per box and $1.00 retrieval fee for a total of $2.00 per Box. **(Answered: Mar 20, 2013 3:24:38 PM EDT)**

Question 2
Could you please share your latest current pricing information, as well as your latest invoice? **(Submitted: Mar 18, 2013 4:47:59 PM EDT)**
Answer
- Please see the attached file provided in BidSync for this information. **(Answered: Mar 20, 2013 3:24:38 PM EDT)**

Question 3
What are the costs associated with removing your cartons from your existing vendor (retrieval & permanent removal fees)? **(Submitted: Mar 18, 2013 4:49:00 PM EDT)**
Answer
- In the City's current contract the vendor charges $1.00 per box and $1.00 retrieval fee for a total of $2.00 per Box. **(Answered: Mar 20, 2013 3:24:38 PM EDT)**

Question 4
Do you an electronic inventory with your multiple bar codes associated with each of the cartons? **(Submitted: Mar 18, 2013 4:49:25 PM EDT)**
Answer
- Yes **(Answered: Mar 20, 2013 3:24:38 PM EDT)**

Question 5
On item 13 & 14 (for the pricing response); should we include the transportation component? **(Submitted: Mar 18, 2013 4:51:01 PM EDT)**
Answer
- On items 13 & 14 stae the cost for the Rush Retrieval (i.e. $2.00) per box and "if" there is a Courier fee for delivery please state that Courier fee (i.e. $16.00 per delivery). **(Answered: Mar 20, 2013 3:24:38 PM EDT)**

Question 6
Where should we state the cost for delivery / pick up (standard, same day and rush)? **(Submitted: Mar 18, 2013 4:51:30 PM EDT)**
Answer
- Please stated in item 9 on the cost page, titled "New Pickup for Storage" the price for each box for pickup, and also add the cost for Courier Fee "per pickup, per location". (i.e. Cost per box is $1.50 and Courier Fee per pickup, per location is $16.00) **(Answered: Mar 20, 2013 3:24:38 PM EDT)**

Question 7
Is the storage price per unit or per cubic foot or any other measure? **(Submitted: Mar 18, 2013 4:51:55 PM EDT)**
Answer
- Each item stated in PART VII - PROPOSAL PAGES - COST PROPOSAL states a quantity and and unit of measure for that quantity. All costs other than the Courier costs stated in questions 5 & 6 above, should be included in your line item (i.e. per box, per each, per bag ect..). No additional costs should be added or charged. **(Answered: Mar 20, 2013 3:24:38 PM EDT)**

EXHIBIT B

City of Ft Lauderdale
Bid# 133-11150

CITY OF FORT LAUDERDALE

U & Me Records Management

Solicitation 133-11150

Records Storage, Retrieval & Disposal Services

Bid designation: Public

CITY OF FORT LAUDERDALE

City of Fort Lauderdale

Bid 133-11150
Records Storage, Retrieval & Disposal Services

Bid Number	**133-11150**
Bid Title	**Records Storage, Retrieval & Disposal Services**
Bid Start Date	**Mar 5, 2013 2:59:57 PM EST**
Bid End Date	**Mar 27, 2013 2:00:00 PM EDT**
Question & Answer End Date	**Mar 19, 2013 2:00:00 PM EDT**
Bid Contact	**Michael F Walker** **Procurement & Contracts Manager** **Procurement** **954-828-5677** **mwalker@fortlauderdale.gov**
Pre-Bid Conference	**Mar 12, 2013 1:00:00 PM EDT** **Attendance is optional** **Location: ONE-TIME OPTIONAL ONLY - Pre-Bid Conference** **Starting date,time and location stated below.** **Starting Location:** **City of Fort Lauderdale - City Hall** **100 N. Andrews Avenue** **7th floor conference room** **Fort Lauderale, FL 33312**

Description
The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposers, hereinafter referred to as the Contractor, from the Tri-County area of Miami-Dade, Broward and Palm Beach Counties, FL, to provide records storage, & retrieval services of its City's Records as well as their destruction based on State of Florida retention schedules and in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).The Contractor's storage facility is required to be located within the Tri-County area of Miami-Dade, Broward and palm Beach Counties, FL. For information concerning procedures for responding to this solicitation , contact Manager of Procurement and Contracts, Michael F. Walker at (954) 828-5677 or email atmwalker@fortlauderdale.gov . Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com . Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VI – Requirements of the Proposal. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

RFP # 133-11150
TITLE: Records Storage, Retrieval & Deposal Services

PART I – INTRODUCTION/INFORMATION

01. PURPOSE

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

02. INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this solicitation, contact Manager of Procurement and Contracts, Michael F. Walker at (954) 828-5677 or email atmwalker@fortlauderdale.gov . Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com. Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VI – Requirements of the Proposal. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

03. TRANSACTION FEES

The City of Fort Lauderdale uses BidSync (www.bidsync.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor.

04. PRE-PROPOSAL CONFERENCE AND SITE VISIT

There will be a pre-proposal conference and/or site visit scheduled for this Request for Proposal as stated in PART II – RFP Schedule. While it is not mandatory, it is strongly suggested that all Contractor's attend the pre-proposal conference and/or site visit.

While attendance is not mandatory, it is the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. It is strongly suggested that all Contractor's attend the pre-proposal meeting and/or site visit.

05. ELIGIBILITY

To be eligible for award of a contract in response to this solicitation, the Contractor must demonstrate that they have successfully completed services, as specified in the Technical Specifications / Scope of Services section of this solicitation are normally and routinely engaged in performing such services, and are properly and legally licensed to perform such

work. In addition, the Contractor must have no conflict of interest with regard to any other work performed by the Contractor for the City of Fort Lauderdale. Also Contractor's storage facility must be located within the Tri-County (Miami-Dade, Broward, and Palm Beach)

06. PRICING/DELIVERY

All pricing should be identified in PART VII - PROPOSAL PAGES – COST PROPOSAL. No additional costs may be accepted, other than the costs stated on the Proposal pages.

Contractor must quote a firm, fixed price for all services stated in the RFP, which includes all materials, equipment, labor, transportation, pick-up, re-delivery of City records, and record storage facilities, destruction of records based on State of Florida retention schedules, and any travel associated with coming to the City of Fort Lauderdale.

07. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

08. AWARD

Contractor should bid on all items. Partial bids will be scored accordingly, based on Contractor's ability to provide services as identified in this RFP. The City reserves the right to award to that proposer who will best serve the interests of the City, for the product/service that will best serve the needs of the City of Fort Lauderdale.

The City also reserves the right to waive minor variations in the specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all proposals and to award or not award a contract based on this bid solicitation.

09. PRICE VALIDITY

Prices provided in this Request for Proposal (RFP) are valid for 120 days from time of RFP opening. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

PART II - RFP SCHEDULE

EVENT	DATE/TIME
Release of RFP	03/05/13
Pre-Proposal Meeting: City of Fort Lauderdale – City Hall 100 N. Andrews Avenue 7th floor conference room Fort Lauderdale, FL 33301	03/12/13 at 1:00pm EST.
Deadline for Questions/Request for Clarifications	03/19/13
Addendum(s), if required	03/20/13
Proposal Due Date/Time (Deadline)	03/27/13, prior to 2:00pm EST.

PART III - SPECIAL CONDITIONS

01. GENERAL CONDITIONS
RFP General Conditions Form G-107 Rev. 11/12 (GC) are included and made a part of this RFP.

02. NEWS RELEASES/PUBLICITY
News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

03. RFP DOCUMENTS
The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.

04. CONTRACTORS' COSTS
The City shall not be liable for any costs incurred by Contractor in responding to this RFP.

05. RULES AND PROPOSALS
The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal Contractor.

06. CONTRACT PERIOD
The initial contract term shall commence upon date of award by the City or August 1, 2013 whichever is later, and shall expire three years from that date. The City reserves the right to extend the contract for two, additional one-year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

07. COST ADJUSTMENTS
Prices quoted shall be firm for the initial contract term three years. No cost increases shall be accepted in this initial contract term. Please consider this when providing your pricing for this request for proposal.

Thereafter, any extensions which may be approved by the City shall be subject to the following: Costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

08. CONTRACT COORDINATOR

The City may designate a Contract Coordinator whose principal duties shall be:

Liaison with Contractor.
Coordinate and approve all work under the contract.
Resolve any disputes.
Assure consistency and quality of Contractor's performance.
Review and approve for payment all invoices for work performed or items delivered.

09. CONTRACTOR PERFORMANCE REVIEWS AND RATINGS

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contact.
Non-compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

10. INVOICES/PAYMENT

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice with regard to the accepted schedule for that task or project. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City.

11. RELATED EXPENSES/TRAVEL EXPENSES

All costs including travel are to be included in your proposal. The City will not accept any additional costs.

12. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Contractor agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Contractor.

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method, which is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

13. DELETION OR MODIFICATION OF SERVICES

The City reserves the right to delete any portion of the Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

14. SUBSTITUTION OF PERSONNEL

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

15. INSURANCE

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. **The City is to be added as an "additional insured" with relation to General Liability Insurance.** This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

Workers' Compensation and Employers' Liability Insurance

Limits: Workers' Compensation – Per Florida Statute 440
Employers' Liability - $500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage $1,000,000.

This coverage must include, but not limited to:

a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
b. Coverage for Premises/Operations
c. Products/Completed Operations
d. Broad Form Contractual Liability
e. Independent Contractors

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	$250,000 each person, $500,000 each occurrence
Property damage	$100,000 each occurrence

A copy of **ANY** current Certificate of Insurance should be included with your proposal.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement Services Division
100 N. Andrews Avenue, Room 619
Fort Lauderdale, FL 33301

16. SUBCONTRACTORS

If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, at Contractor's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

17. INSURANCE – SUBCONTRACTORS

Contractor shall require all of its subcontractors to provide the aforementioned coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

18. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse

of performance are excused as a result of the Force Majeure; and

D. The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

19. PUBLIC ENTITY CRIMES

NOTE: Contractor, by submitting a proposal attests she/he/it has not been placed on the convicted vendor list.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

20. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

21. SAFETY

The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their employees fully aware of these provisions, especially those applicable to safety.

22. CANADIAN COMPANIES

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

23. LOBBYING ACTIVITIES

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:
http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf .

24. BID TABULATIONS/INTENT TO AWARD

(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at http://www.fortlauderdale.gov/purchasing/bidresults.htm, or any interested party may call the Procurement Office at 954-828-5933.

25. SAMPLE CONTRACT AGREEMENT
A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website http://fortlauderdale.gov/purchasing/general/contractsample021412.pdf

26. LOCAL BUSINESS PREFERENCE
Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, (Ordinance No. C-12-04), provides for a local business preference.

In order to be considered for a local business preference, a proposer must include the Local Business Preference Certification Statement, Exhibit "A" of this RFP, as applicable to the local business preference class claimed **at the time of proposal submittal**:

Upon formal request of the City, based on the application of a local Business Preference the Proposer shall within ten (10) calendar days submit the following documentation to the Local Business Preference Class claimed:

A) Copy of City of Fort Lauderdale current year business tax receipt, **or** Broward County current year business tax receipt, **and**

B) List of the names of all employees of the proposer and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of proposal submittal shall result in the Proposer being found ineligible for the local business preference.

THE COMPLETE LOCAL BUSINESS PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: http:/www.fortlauderdale.gov/purchasing/index.htm

Definitions: The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **and** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time

employees within the limits of the City **or** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.

3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone **and** staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

PART IV - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

01. DEFINITIONS

Contractor – Vendor(s) who submit an Request for Proposal (RFP) including the Contractor who is currently servicing the contract.

Data Entry – The Contractor picks up a new box from the City, the Contractor inputs identifying information about the new box into the Contractor's Computer system.

New Box pickup – Contractor picks up a box from the City, which is a new box and hasn't been placed into records storage before

Destruction – The City requests that the Contractor permanently take a City Records box that has met its State Retention requirements, out of storage and then the Contractor cross shreds or shreds the box.

Reshelving - Reshelving means Contractor puts a box back on the Contractor's shelf after picking the box up from the City, to whom the box was originally delivered to by the Contractor.

Retrieval – Retrieval means taking a box from Contractor's storage facility and delivering the box to the City.

Returns – Returns means a box that has been retrieved and delivered to the City by the Contractor and can now be picked up by the Contractor and returned to the Contractor's records storage facility.

Standard Retrieval – means next business day delivery and/or pick up by the Contractor to/from the City.

Current City boxes – boxes that have already been placed into storage by the Contractor for the City.

Standard-size box – 12 1/2"x10 1/2"x16" - 1.2 cubic feet

C-bin – 48"x38"x25" – 26.4 cubic feet

Plan Bags – 2.4 cubic feet

PLAN Box 10x10x36 2.08 cubic feet

02. SCOPE OF WORK

The City of Fort Lauderdale is seeking a qualified Contractor to store the City's current and future records at Contractor's own facility and also provide records retrieval, return and destruction services to the City. If an award is made to a new Contractor, it is anticipated there may be a charge to move the boxes out of the current facility. The new Contractor shall indicate any and all charges associated with this move, in the bid response, in the Pricing section, under Initial Transfer Costs – New Contractor, Item 1. Also, if a new Contractor is

awarded this contract it is anticipated that there may be a charge by the current Contractor to assist in the removal of City records from their facility. The current Contractor shall indicate any and all charges, in the bid response, that may be applicable to these services, if records removal is required. This cost shall be indicated in the Pricing section, under Initial Transfer Costs – Current Contractor, Item 2. It is anticipated that the current Contractor and the new Contractor (if applicable), under the supervision of City's Records Management Liaison Officer Records Management Liaison Officer, shall coordinate this move.

2.1. Specifications for Records Storage:

a. The Contractor awarded this RFP shall be responsible for the initial pick-up and transfer of approximately 21,250 standard size boxes, (1.2 cubic feet), of City records to Contractor's storage facility from the City's current storage Contractor. The City also has approximately 370 check-size boxes, 50 plan-size (10"x10"x36") and odd-size boxes, ,30 C-bins (48"x38"x25") and 450 plan bags of records also on the site of the current contractor, which are also required to be moved if this contract is awarded to a new Contractor. These numbers are estimates and are for information and tabulation purposes only; no warranty or guarantee of quantities needed is given or implied. The Contractor will, if applicable, provide all equipment, materials, labor and transportation that may be necessary to unshelve, all existing City records from the City's current Contractor's storage facility, transfer, inventory (or catalog), and reshelve and/or relabel those records at the successful Contractor's storage facility. The current City Contractor's storage facility is located in West Palm Beach, Florida.

b. Security: Contractor shall be responsible, at its sole expense, for providing any and all precautions necessary to ensure the security and safety of the City's records, when transferring the City's records to Contractor's storage facility, while in storage at the Contractor's facility, when redelivering requested records to the City during the retrieval process, and when picking up those retrieved boxes to be returned to storage.

c. Contractor's storage facility must meet all of the State of Florida and local building and zoning regulations. The storage facility must meet the requirements of A.S.C.E. (American Society of Engineers) 7-02 as adopted by the 2004 Florida Code, for wind resistive standards of building construction, with particular attention to the exterior walls and roof structure. A letter from a licensed architectural or engineering firm, substantiating adherence to this criteria must be submitted with bid response for each of the Contractor's storage facilities. The letter should substantiate that the Contractor's storage facility where the City records will be stored, is at the minimum, constructed to withstand category three-hurricane force wind and impact. It is also desired that the Contractor's storage facility be located outside of a designated Hurricane Evacuation area and to be sufficiently secure to prevent potential flood damage to City records.

d. Contractor's storage facility will be air-conditioned, will have a security alarm system, will have fire sprinklers and will also have fire extinguishers placed and marked in accordance with Fire Department regulations throughout the facility. Contractor should also have regular (once a month) pest control services in the records storage area. Also, the storage of City boxes will start at no less than 2 feet from the floor. The Contractor must plan to have enough space at their storage facility to accommodate the projected City's needs during the course of this contract, while still providing the same services under the same conditions.

e. Contractor's storage facility must have a minimum of 37,400 cubic feet of additional storage for the City's present and future records storage needs. 37,400 cubic feet is just a measure of total volume, does not include the area around the boxes required by the State of Florida building code.

f. On Site Visit. The City reserves the right to make an on-site visit to the Contractor(s) the City deems as eligible for the final contract award. The on-site visit will be by qualified City Personnel to make sure the Contractor can perform up to the requirements listed in this RFP. If the proposed site is deemed unacceptable or the vendor is deemed unable to meet the bid specifications by the City, the bid submittal may be deemed non-responsible. The City also reserves the right to visit the Contractor's storage facility after the contract award, without prior notice to the Contractor.

g. Facility Access: Contractor shall ensure limited access to City records by Contractor's personnel and protect City records from theft, unauthorized reproduction or distribution, loss or damage.

h. Transport of City Documents: All City documents must be transported in closed, preferably air conditioned vehicles. If magnetic media is involved, all transport must be placed in magnetic media containers within the vehicles.

i. Ordering and delivery times: The City will have, at the minimum, until 4 pm on any business day to process orders through the Contractor and the Contractor will, when applicable, deliver/retrieve to the City its records by 3:30 pm the following business day. Over 90% of the orders requested from the City will be the standard next day retrieval/return type.

j. Records Retrieval/Return/New Box Storage Services: Contractor will provide Retrieval/Return and New Box Pickup service of City records from all City departments for storage. Pickup services may be on an as needed, weekly or bi- monthly service. Contractor shall not pick up any records that have not been authorized by the City's Records Management Liaison Officer or designee. Retrieval/Return and New Box Pickup service orders will be accomplished by email.

Standard Retrieval/Returns of current City boxes in storage have averaged approximately 25-30 separate transactions per month for the last few years; almost all of these transactions were requested on an as needed basis. (The City has averaged 175 boxes delivered monthly from and returned to storage in the year 2012). The Contractor will charge the City one standard delivery retrieval/return charge (if applicable when boxes are delivered and picked up at the same City location on the same date and time).

New Box pickup services will be scheduled on an as needed, weekly or bi-monthly basis. All pickups will be coordinated through the City's Records Management Liaison Officer or designee. Based on departmental estimates, the Contractor may be requested to pick up and deposit into their storage facility 1,600 new boxes per year. Based on historical activity, the Contractor may be requested to pick up and deposit into their storage facility 50 plan bags and 10 C-bins annually.

The figures for Records Retrieval/Returns and New box pickup are estimates and are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied.

k. Inventory Reports: Contractor will be responsible for maintaining a current inventory of all City records stored at Contractor's facility and will provide the City's Records Management Liaison Officer with a monthly inventory report, including a current inventory list, new box input report and a monthly transaction report. Contractor will be required to work with the City's Records Management Liaison Officer or designee in developing an inventory report, which will best serve the City's needs. Bidders are required to provide a sample of their inventory reports with their bid.

l. Contractor will be responsible for retrieving records for City personnel and delivering those records to specified City Departments. The City's Records Management Liaison Officer or designee will coordinate all City requests for records from the Contractor and the delivery of such records to the requesting departments by the Contractor. Contractor will not accept any requests for records retrieval from any other person except the City's Records Management Liaison Officer or designee. Request requirements may vary with regard to quantity of records and deadlines. See Proposal Page – Cost Proposal, Item 8 Standard Retrieval.

m. The City will supply the Contractor with a retention schedule to be followed for its records. Contractor shall be responsible for providing the City with a list of records that are nearing their maximum retention period (not less than one hundred and twenty (120) days in advance) and which may be ready for destruction.

n. Contractor will provide records destruction services at Contractor's facility upon receipt of written permission from the City of Fort Lauderdale's Records Management Liaison Officer. The City's Records Management Liaison Officer will coordinate all records destruction activities with Contractor. No records shall be destroyed without prior written approval. The City's Records Management Liaison Officer will provide all appropriate documentation for City Departmental approvals and forward all approvals to the Contractor in order to proceed with records destruction. The Contractor must provide the City with a signed Destruction Certificate detailing the amount of records destroyed with Department name and the date of destruction when destruction is complete. Contractor will also provide as a part of their bid submittal, a detailed description of the proposed records destruction method that will be for the City's records. The successful Contractor's method of destruction is subject to modification and approval by the City.

o. The Contractor will be required to have Internet capabilities that would enable the City's Records Management Liaison Officer access to check on the availability of records in storage and facilitate records requests, if needed. Contractor shall provide the City's Records Management Liaison Officer and his/her designee with training in how to access this information. If there is a charge for this training, Contractor shall indicate that cost in the Proposal Page – Cost Proposal, Item 29.

p. The Contractor will provide with each retrieval/return to the City a packing slip/delivery ticket. The packing slip/delivery ticket will detail the account number, work order number, number of boxes retrieved/returned, box number(s) delivered, pick up

location, date and time.

q. The City of Fort Lauderdale is currently using a standard 12-1/2x1o-1/2x16", 1.2 cubic feet, 200#, 2-piece bottom, corrugated storage box with insert handles and lid, which it purchases from a vendor. The City may continue to supply its Departments with these boxes. Bidder is requested to submit as a part of its bid, a price for a box of equal quality, in the Proposal Page – Cost Proposal, Item 19. Bidder shall submit a price based on an estimated quantity of 2,000 boxes per year. Bidder will be required to provide a sample box to the City, after bid opening, if the City should request it. The City reserves the right to accept or reject Bidders box, if in the City's determination, it is not in the best interests to accept.

r. Contractor will assist the City's Records Management Liaison Officer in inventorying City records during the initial move and after the initial move, if needed. If there is a charge for assisting the City Records Management Liaison Officer in inventorying City records, please indicate in the Proposal Page – Cost Proposal, Items 24 & 25.

s. The Contractor will provide to the City "off-hours" emergency contact phone numbers in case an emergency arises and access to City records stored at the Contractor's facility is needed.

t. Transfer of documents at the end of the contract – Should the City decide to transfer the documents to another Contractor, the current Contractor will be required to retrieve from its facility, at a minimum, 1000 City record boxes per pickup, three (3) pickups per week. The current Contractor would place these City records on its loading dock for the new Contractor to pick up. The three (3) weekly pickups will continue until all City boxes have been removed from the current Contractors facility. The current Contractor will be required to place the City boxes on pallets, have the boxes shrink wrapped and also product a manifest indexing each box on each pallet. The new Contractor will be required to supply the pallets, at no charge for the transfer of the documents.

03. PRICING

The Contractor will be responsible for all costs incurred in the performance of all Contract services as detailed in the RFP. These costs include, but are not limited to: all materials, equipment, labor, transportation, pick-up, re-delivery of City records, and records storage facilities. **The total cost to the City of Fort Lauderdale shall be based on the following considerations: cost monthly and yearly/per box of stored records; cost for standard retrievals; costs for reshelving a box (including unshelve, return, and reshelve, if applicable); cost for new box pick-ups; box handling costs; data entry costs - (after initial move); box destruction costs; permanent removal costs.**

Bidders shall submit pricing as detailed below. Bids shall reflect the total cost to the City per unit and the total extended cost, where applicable. **Contractor shall complete this information on the Pricing pages included in the RFP.**

a. Initial cost of the transfer, inventorying and reshelving of an estimated 21,250 boxes, that includes 20,380 standard-size boxes, 370 check-size boxes, 24 plan-size boxes and odd-size boxes, 26 C-bins and 450 plan bags of records to the Contractors storage facility. These costs should include all Contractors' costs

including all equipment, labor, materials and transportation.

b. Cost for the current Contractor to remove the estimated 21,250 boxes that includes 20,380 standard-size boxes, 370 check-size boxes, 24 plan-size boxes and odd-size boxes, 26 C-bins and 450 plan bags from the storage facility.

c. Cost for "emergency" (2 hour) retrieval services, all inclusive (from the time request is received by the Contractor), and the maximum number of boxes included in this price.

d. Cost for "same day" (4-6 hour) retrieval service, all inclusive (from the time request is received by Contractor), and the maximum number of boxes included in this price.

e. Cost for "standard" (24 hour) retrieval service, all inclusive (from the time request is received by Contractor), and how many boxes are included in this price. If your service is different from the time frames above, please state what your turnaround service time is and how many boxes are included in this price. The City has under its current contract requirements, the ability to have box returns picked up at the same location and at the same time as when a box retrieval is delivered, if needed. Example, if a City Department has a standard delivery retrieval scheduled, the contractor will also be required to pick up any box returns or new box pickups, at the same time, if requested, by the City Department. Any deviation to this requirement must be explained in your proposal as it relates to the Proposal Page – Cost Proposal, Item 8.

f. Cost for retrieval, all inclusive, if records are picked up from and re-delivered to Contractor's storage by a City employee. This cost should be broken down to reflect Contractor charge to pull the box off the shelve and reshelve box.

g. Cost to store per/box of records: monthly and annually.

h. Cost for Contractor to assist the City's Records Management Liaison Officer in packing/repacking boxes of records, if necessary, at some other City departmental location. Please quote a price for the above on a per box basis for: 1) the initial move, or, 2) any time during the length of the contract.

i. Cost for Contractor to assist the City's Records Management Liaison Officer in inventorying City records. Please quote, in the Pricing section, numbers 22 & 23, a price for the above on a per box basis for: 1) the initial move, or, 2) any time during the length of the contract.

j. The City estimates that an annual volume of 2,000 boxes of new City records will need to be stored per year. The City is requesting that Bidder's provide the City with pick-up prices of 45 boxes per week from various City departments.

k. Sometimes, it may be necessary for designated City employees to have frequent access to large volumes of records. To minimize the costs in those cases, the City, may elect to send that employee directly to the Contractor's storage facility to perform their research and retrieve any box(s)/file(s) as necessary.

Please quote in the Proposal Page – Cost Proposal, Item 26, on this type of service and include any restrictions your company may require. No City employee will be given access to City records at the Contractor's facility without prior written permission from the City's Records Management Liaison Officer, or his/her designee. The City's Records Management Liaison Officer, or his/her designee, will coordinate all requests for records including requests by City employees to visit the Contractor's facility and will notify the Contractor of such an occurrence.

l. Cost for retrieving records and faxing copies of documents. Please quote on per retrieval basis and a per fax basis. Please state if quantities are limited and what those limits are. The City's Records Management Liaison Officer or his/her designee will coordinate all fax requests. **No fax or e-mail copies of any City records will be sent to anyone without the express permission of the City's Records Management Liaison Officer, or his/her designee.** The Contractor shall also supply the City's Records Management Liaison Officer with a monthly fax report which includes: date faxed, number of documents faxed, corresponding charges, Department name and fax telephone number of recipient.

m. Cost for training City's Records Management Liaison Officer and his/her designee, if applicable, in accessing Contractor's Internet system.

n. Cost to destroy City records, all inclusive (per box), upon receipt of written approval. City reserves the right to be present at time of destruction and inspect records that are being destroyed.

o. Contractor to provide a price per box to permanently remove records from their inventory and storage facility at the end of this contract. Permanent removal shall include the un-shelving of the cartons.

p. Cost for Data Entry of City Records, both the initial move (New Contractors) and and after the initial move (All Contractors). Cost for after the initial move is Data Entry for all new boxes.

04. TIME FOR PERFORMANCE/PENALTIES FOR CONTRACTOR DELAYS

Contractor shall have a turnaround time for pick-up and delivery of City Records as indicated on the requests sent by the City's Records Management Liaison Officer in accordance with bid specifications, i.e.: emergency, same day, or standard (next day) service. The Contractor at his/her sole expense shall correct contractor errors within two (2) working days of notification of such errors by the City. Compliance to these deadlines is essential and any delays on the part of the Contractor will be subject to a penalty of $100.00/per day, beyond the normal deadlines as outlined in this bid. Any delay caused by "force majeure", or circumstances beyond the Contractor's control will be exempt from this penalty, provided the Contractor provides the City with proof of such a delay.

05. SAMPLE REQUIREMENT

The City will require a sample of the Contractor's inventory report that will be provided to the City's Records Management Liaison Officer on a monthly basis. This inventory report should include a current monthly inventory, also a new box input monthly report and a total monthly

transaction report. This inventory sample shall be provided as a part of the Contractor 's ITB response.

It is the City's intent to pay the awarded Contractor for their inventory sample, if a charge is applicable; however, if Contractor will charge the City to provide the required sample, this should be so indicated in the space provided in the Pricing section. The City will retain the samples as the standard of quality to be provided by the Contractor throughout the Contract period.

PART V – PROPOSAL EVALUATION CRITERIA

The award of the contract will be based on certain objective and subjective considerations listed below:

Understanding of the overall needs of the City for such services, as presented in the narrative proposal and questionnaire to accomplish the work required, accurately and efficiently. This will include pro-active problem identification and effective solutions.	35%
Experience, qualifications and past performance of the proposing firm, including persons proposed to provide the services, facilities, resources and references.	35%
Cost to the City	30%
TOTAL PERCENT AVAILABLE:	**100%**

An evaluation committee of qualified City Staff or other persons selected by the City will conduct evaluations of proposals. It may be a two-step process. In step one, the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee shall review each proposal and rank each proposer's evaluation criteria as stated in this RFP (i.e. criteria 1, 2, 3, 4), and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. In step two, the committee may conduct discussions (oral presentations), for clarification purposes only, with the finalists and re-score and re-rank the finalists' proposals. The evaluation committee may then make a recommendation, resulting from this process, to the City Manager for award of a contract.

The City may require visits to customer installations or demonstrations of product by Contractor's, as part of the evaluation process.

The City of Fort Lauderdale reserves the right, before awarding the contract, to require a Proposer to submit any evidence of its qualifications as the City may deem necessary, and to consider any evidence available of financial, technical and other qualifications and capabilities, including performance experience with past and present users.

The City of Fort Lauderdale reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right based upon its deliberations and in its opinion, to accept or

reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City uses a mathematical formula for determining allocation of evaluation criteria including cost points, to each responsive, responsible proposer. Each evaluation criteria stated in the RFP has an identified weighted factor. Each evaluation committee member will rank each criteria, from each proposer, giving their first ranked proposer as number 1, and second proposer as number 2 and so on. The City shall average the ranking for each criteria, for all evaluation committee members, and then multiply that average ranking by the weighted criteria identified in the RFP. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

PART VI - REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified on the proposal pages, which follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference material included in the additional documents. The City prefers all responses to this RFP to be less than 50 pages and that the Contractor utilize recyclable materials as much as possible. Expensive or fancy binders are not preferred.

All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

THIS IS A PAPER RFP WITH CD's. All proposals must be received by the City of Fort Lauderdale, in the Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 prior to 2:00 pm on the date specified in PART II – RFP SCHEDULE. Submittal of response by fax or e-mail will NOT be acceptable.

PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL HARD COPY, PLUS (4) ADDITIONAL HARD COPIES OF THEIR PROPOSAL PAGES INCLUDING ANY ATTACHMENTS.

THE ABOVE REQUIREMENTS TOTAL (5) HARD COPIES OF YOUR PROPOSAL. CONTRACTORS SHOULD SUBMIT YOUR PROPOSAL ALSO ON A CD. CONTRACTOR SHOULD PROVIDE (2) CD COPIES OF YOUR PROPOSAL. CD COPIES MUST MATCH THE ORIGINAL HARDCOPY. IN CASE OF ANY DISCREPENCY BETWEEN THE ORIGINAL HARD COPIES AND THE CD, THE ORIGINAL HARD COPY PREVAILS. FAILURE TO PROVIDE PROPOSALS AS STATED ABOVE, MAY BE GROUNDS TO FIND CONTRACTOR NON-RESPONSIVE.

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, 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.

A representative who is authorized to contractually bind the Contractor shall sign the Bid/Proposal Signature page. Omission of a signature on that page may result in rejection of your proposal.

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	**Monthly Storage Cost per Standard Box** – 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	**Monthly Storage Cost per Plan Bag.** 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	**Monthly Storage Cost per Box (Check),** 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	**Monthly Storage Cost per Plan Box (Odd Sizes),** 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 (48x38x25).	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-Bin, 26.4 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	**Retrieve/Fax per Retrieval**, Cost to retrieve/fax, per records,, per specs. Note any limitations to this service.	1.00	1 / Each	1.00
28	**Retrieve/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**

PART VIII - PROPOSAL PAGES - TECHNICAL PROPOSAL

The following issues should be fully responded to in your proposal in concise narrative form. Additional sheets should be used, but they should reference each issue and be presented in the same order.

Tab 1: Bid/Proposal and Signature pages

Tab 2: Non-Collusion Statement

Tab 3: Letter of Interest, The letter of interest may contain any other information not in the proposal but should not exceed two (2) pages.

Tab 4: ITB 135-11167 Questionnaire document.

Tab 5: Business Licenses. Evidence that your firm and/or persons performing the work are licensed to do business in the State of Florida.

Tab 6: Evidence of Insurance. Certificate of Insurance showing coverage, forms, limits. Actual insurance certificates will be required from recommended contractor, prior to award.

Tab 7: Proposer's assessment of the City of Fort Lauderdale's needs and the quality of the proposal to meet those needs, including a plan/outline.

Tab 8: Proposer's ability to assign appropriate resources to the account in a timely manner.

Tab 9: List of five clients/references for whom you have provided similar services in the last three years; Provide agency name, address, telephone number, contact person, and date service was provided. Be prepared to provide, upon request, evidence of work product, ability to meet schedules, cooperation, and responsiveness. Attach additional sheets if necessary. **Please DO NOT include the City of Fort Lauderdale as a reference or any City employees.**

Tab 10: Letter from licensed architectural or engineering firm substantiating that the store facility where the City records will be stored meets the requirements of A.S.C.E. (American Society of Engineers) 7-02 as adopted by the Florida Code. (As asked for in the Questionnaire).

Tab 11: Sample copy off your company's monthly inventory report, transaction report and new input report. (As asked for in the Questionnaire).

Tab 12: Any additional attachments to your proposal.

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: Proposals must be submitted by hard copy only. It will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Services Division, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed 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. 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.

Please Note: All fields below **must** be completed. If the field does not apply to you, please note N/A in that field.

Submitted by: _____ March 22, 2013
(signature) (date)

Name (printed) Ryan Spencer Title: Vice President

Company: (Legal Registration) U & Me Transfer, Inc.

CONTRACTOR, IF FOREIGN CORPORATION, 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/).

Address: 2626 Electronics Way

City West Palm Beach State: FL Zip 33407

Telephone No. 561-832-6156 FAX No. 561-655-6985 Email: Staff@UandMeRecords.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 1

Payment Terms (section 1.04): net 30 Total Bid Discount (section 1.05): $39,426.30

Does your firm qualify for MBE or WBE status (section 1.09): 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

P-CARDS: Will your firm accept the City's Credit Card as payment for goods/services?

YES _____ **NO** XXX

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS. If this section does not apply to your bid, simply mark N/A in the section below.

Variances:
N/A

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.

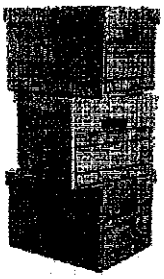
Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

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.

x

RS



City of Ft Lauderdale:

Thank you for the opportunity to submit this information to manage your active and in-active business records.

U&ME Records Management is a division of U&ME Moving and Record Storage a trusted name in Southeast Florida **since 1923.** With 4 generations of serving Southeast Florida our primary focus has always been, provide quality service at a reasonable price and within a timely manner. U&ME services include but are not limited to professional records management services, local/long distance and 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 record (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 4 years we have provided all of your document management needs. Many things have changed the past 4 year, including economic uncertainty, and government constraints; but U & Me has continued to provide a high level of service to all of our clients. If chosen we will strive to provide the same if not better service to the City and its affiliates. I hope this bid allows us to continue our services with you.

You can be assured 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

RFP# 133-11150 QUESTIONNAIRE

PLEASE ATTACH ADDITIONAL PAGES AS NEEDED AND ANSWER THE QUESTIONS IN THE SAME ORDER AS PRESENTED

1.a. How many days will it take to perform all services, including but not limited to providing for inventory of boxes to City, connected with the initial hand-off to storage of the estimated 26,720 cubic feet of current City records from the current Contractor's facility to your facility for storage? After Receipt of Order (ARO)

0 /days /ARO

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

0 /days/ARO

c. As a part of the initial hand-off of the estimated 26,720 cubic feet of current City records, will your company incorporate the existing multiple numbering systems in your newly created numbering system? When will the new numbering system be ready for use?

YES

2.a. Indicate the number of years your company has been in business providing these services.

30 /years

b. Provide as an appendix to your bid, a list of principals and key employees and a summary of their experience including years of municipal experience. Provide three references of current customers, municipal preferred, with a minimum storage volume of 15,000 boxes and weekly retrieval frequency of 65 boxes.

SEE ATTACHED (1)(2)

3. Give the location 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, FLORIDA, 33407

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

SEE ATTACHED(3)

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

SEE ATTACHED(4)

6. 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(5)

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

YES

8.a. Please check yes or no to the following requirements below for the Contractor's storage facility, where the City records will be stored:

Air conditioned - Yes__X___ No_____

Security alarm system - Yes__X___ No_____

Fire sprinkler system - Yes__X___ No_____

Is your fire sprinkler system a wet or dry system – Wet__X___ Dry_____

Regular Pest Control Services - Yes__X___ No_____

In the records storage area,
City records will be stored no less - Yes__X__ No _____
than 2 feet above the floor.

Fire Extinguishers marked in - Yes__X___ No _____
accordance with Fire Department
regulations throughout the facility.

b. Does the Contractor have 37,400 cubic feet of records storage space at their facility to accommodate the current and projected City's storage needs, while providing the same services under the same conditions? 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.

YES

9. Please indicate how your company takes box retrieval/return orders, for example, email orders, fax orders, phone orders, all of the above, etc.

ALL OF THE ABOVE PLUS WE HAVE A WEB SYSTEM SO CUSTOMERS CAN RUN REPORTS AND SEND IN ORDERS

10. Please indicate what is the latest time your company will accept orders for standard retrievals and returns on one business day and what is the latest time the next business day can the City expect the retrieval/return? Example: 4 pm is the latest time your company will accept orders for standard retrieval/return on Monday and 3:30 pm, Tuesday, is the latest time the next business day the City can expect service.

3:00PM IS THE LATEST WE ACCEPT ORDERS TO BE DELIVERED THE NEXT DAY. ORDERS WILL BE DELIVERED BY 4:00PM

10. 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? If your company does not provide this service at the same time, please indicate the difference in time between the two. If your company does not provide these same services at the same time, does it have a separate charge for retrievals and returns? Please indicate what the separate charges are.

The first delivery and/or pickup per address, per day will accrue a trip charge of $17.00. Any additional deliveries/pickups at said address that day will not have any trip charges added to cost.

12.a. Does your company charge one retrieval and/or pickup fee for delivery to one address, even if there are separate orders on different floors of the same address or are there separate charges for each Department and/or floor of an address?

ONLY 1 TRIP CHARGE PER ADDRESS LOCATION

b. An example: the Sustainable Development Department has the Planning and Zoning Division and Code Enforcement Division located at the same address, (700 NW 19th Avenue, the same floor, (1st floor), but they are located in different parts of the building. If both the Planning and Zoning Division and the Code Enforcement Division had deliveries scheduled for the same day and time, would one Standard Retrieval charge be applicable or two?

1

13. Please indicate how your company plans on moving the estimated 21,250 boxes of City records from the current facility where they are stored in West Palm Beach, Florida to your facility, if your Company is awarded the RFP. This question is for all new Contractors. The current Contractor should explain how they plan to provide a seamless hand-off of the 21,250 boxes at the current facility, if a new Contractor is awarded the RFP, including preparing the boxes for removal/pickup by awarded Contractor with a current inventory and the boxes organized and ready for pickup.

AS OUR CONTRACT STATES WE WILL HAVE 1000 BOXES READY FOR PICKUP 3 TIMES A WEEK. WE WILL COORDINATE WITH NEW VENDOR TIME TO PICKUP. EACH PALLET WILL HAVE INVENTORY SHEET OF WHICH BOXES ARE LOCATED ON EACH PALLET

14. 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.

YES, WE HAVE A SCANNING PROGRAM THAT CAPTURES BOTH BARCODES AND INPUTS THEM INTO OUR SYSTEM

15. Please indicate what your company's procedures are for on-site records destruction including timeline of request to final destruction

ONCE CLIENT HAS VERIFIED BOXES CAN BE DESTROYED, A WAREHOUSE EMPLOYEE PULLS SAID BOXES, WE THEN DOUBLE CHECK BOXES ARE CORRECT BY DOUBLE SCANNING THEM. THEN SAID BOXES ARE STAGED IN A LOCKED FACILITY UNTIL SHREDDED. ONCE SHREDDED THE PAPER IS TAKEN TO THE SOLID WASTE AUTHORITY (S.W.A)

16. Does your company deliver and pick up records in closed, preferably air conditioned vehicles?

YES

17. Does your company provide internet access to check on box availability and does this system provide order request capabilities?

YES

18. How long will it take to respond to a general customer service request via email?, via telephone?

WITHIN 1 HOUR

Issue Date: May 17, 2012

Expiration Date: May 31, 2013

2013

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
CONSUMER AFFAIRS DIVISION
50 South Military Trail #201
West Palm Beach, FL 33415
(561) 712-6500
Boca/Delray and Glades (888) 852-7362
FAX (561) 712-6610
www.pbcgov.com/consumer

Moving Business Permit
PBC#MV13

Issued to:

U & Me Transfer, Inc

d/b/a: U & Me Moving & Storage
2626 Electronics Way
West Palm Beach, FL 33407
Jerry L. Spencer, President

U & Me Transfer, Inc

is hereby issued a Moving Business Permit to operate in Palm Beach County, Florida, in accordance with the Palm Beach County Moving Ordinance 2000-010.

This permit is not transferable and may be suspended or revoked as provided by law.

Manager, Consumer Affairs Division

POST CERTIFICATE
CONSPICUOUSLY

State of Florida
Department of Agriculture and Consumer Services
Division of Consumer Services
2005 Apalachee Pkwy
Tallahassee, Florida 32399-6500

Registration No.: **IM400**
Issue Date: November 1, 2012
Expiration Date: November 21, 2014

Intrastate Mover of Household Goods Registration Certificate

Chapter 507, Florida Statutes

U & ME TRANSFER, INC.
DBA: U & ME MOVING & STORAGE
2626 ELECTRONICS WAY
WEST PALM BEACH, FL 33407-4607

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.taxcollectorpbc.com Tel: (561) 355-2272

****LOCATED AT****

2626 ELECTRONICS WAY
WEST PALM BEACH, FL 33402-0000

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
48-0001 MOVING SERVICE	U & ME TRANSFER INC	IM400	B12.423250 - 07/16/12	$99.00	B40064674

This document is valid only when receipted by the Tax Collector's Office.

STATE OF FLORIDA
PALM BEACH COUNTY
2012/2013 LOCAL BUSINESS TAX RECEIPT

U & ME MOVING & STORAGE
U & ME MOVING & STORAGE
2626 ELECTRONICS WAY
WEST PALM BCH, FL 33407-4607

LBTR Number: 198235134
EXPIRES: SEPTEMBER 30. 2013

This receipt does not constitute a franchise, agreement, permission of authority to perform the services or operate the business described herein when a franchise, agreement or other county commission, state or federal permission of authority is required by county, state of federal law.

CITY OF WEST PALM BEACH

2012 to 2013 BUSINESS RECEIPT

NOT TRANSFERABLE

CITY OF WEST PALM BEACH
P.O. BOX 3147, WEST PALM BEACH, FL. 33402

0000008133
U & ME MOVING & STORAGE
2626 ELECTRONICS WAY

LOCAL MOVING & STORAGE

BUS. TAX ID.	CATEGORY	DESCRIPTION	FEE
26187	493110	GENERAL WAREHOUSING & STORAGE	289.40

EXPIRES SEPTEMBER 30, 2013

0.00 TOTAL 289.40

THIS DOCUMENT NOT VALID UNTIL FUNDS ARE COLLECTED

** PAID 289.40 ** BAL ** 0.00

UMEMO-1 OP ID: KP

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/15/2013

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).

PRODUCER Rogers, Gunter, Vaughn Insurance, Inc. 1117 Thomasville Rd. Tallahassee, FL 32303 James D. Duncan, CPCU Phone: 850-386-1111 Fax: 850-385-9827	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED U & Me Transfer Inc Jerry Spencer 2626 Electronics Way West Palm Beach, FL 33407	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Granite State Insurance Comp. — 23809 INSURER B : New Hampshire Ins. Company INSURER C : Zenith Insurance Company — 13269 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC	X		02LX0075076939	04/01/2012	04/01/2013	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			02CA0093845809	04/01/2012	04/01/2013	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PIP	$ 1,000,000 $ $ $ $ 10,000
B	X UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			01UD0040693089	04/01/2012	04/01/2013	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		Z072373801	12/01/2012	12/01/2013	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000
A	Warehouse Legal			02LX0075076939	04/01/2012	04/01/2013	Warehouse	2,300,000
A	Cargo			02LX0075076939	04/01/2012	04/01/2013	Cargo	100/200,000

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

Certificateholder is added as additional insured with respect to general liability for ongoing moves conducted by named insured per form CG2026; subject to all policy terms and provisions.

CERTIFICATE HOLDER

CITYFO4

City of Fort Lauderdale
Procurement & Materials
100 N Andrews Ave Room 619
Fort Lauderdale, FL 33301

CANCELLATION

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

Kay Phillips

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Assessment of Needs

Even though U & Me Is located in West Palm Beach, we are confident that we can fulfill all of the city's needs when it comes to records management. Occasionally Clients need a file/box as a RUSH (4 hours) or a STAT (2 Hours). It is to our knowledge that every one of these special orders that the city has requested has been fulfilled in the allotted time.

Another example of U & Me allocating necessary resources to help our clients is when the City of Fort Lauderdale had a special project that came up where hundreds of plans needed to be stored and accessed on a regular basis. Due to the odd/large shape of the plans, we decided to store them in c-bins. These c-bins, although bulky have worked great for storing these plans.

Appropriate Resources

Along with being a Record Storage Company, U & Me is also a Moving and Storage with over 30 employees. In the event of a special project/request, all of our employees are cross-trained and know standard protocol when it comes to handling "records" projects. For example, our driver Glenn had to miss an extended period of work last year (death in the family), and was not able to give ample notice that he would be out. Thanks to our cross-training we were able to pull a "Moving" driver and have him fill in for the needed time.

Occasionally customers put in a request to have us pick up 4-500+ plus boxes. Normally this would be too much for one driver to pick up by himself, so we allocate extra men to get the job done in an efficient and timely manner. All of these qualities make U & Me the diverse and professional Company it is today.

Clients / References

1. Department of Children & Families
   1400 W Commercial Blvd., #200
   Ft Lauderdale, FL 33309
   DATE OF SERVICE PROVIDED: 2009 - Present
   CONTACT: Richard Shuhala
   PHONE: 954-202-3342

2. Palm Beach County School Board District
   3344 Forest Hill Blvd., #B202
   West Palm Beach, FL 33406
   DATES OF SERVICE PROVIDED: 2009 – Present
   CONTACT: Nadeen Duhaney
   PHONE: 561-434-7373

3. South Florida Water Management District
   3301 Gun Club Road
   West Palm Beach, FL 33406
   DATES OF SERVICE PROVIDED: 2009 – Present
   CONTACT: Julie Collier
   PHONE: 561-682-6436

4. Ackerman, Link & Sartory, PA
   777 S. Flagler Drive, #800 East
   West Palm Beach, FL 33401
   DATES OF SERVICE PROVIDED: 2003 – Present
   CONTACT: Stephen Ley
   PHONE: 561-838-4100

5. Tire Kingdom
   823 Donald Ross Road
   Juno Beach, FL 33408
   DATES OF SERVICE PROVIDED: 2003 – Present
   CONTACT: Tim Barker
   PHONE: 561-383-3000 Ext. 2722

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 there-hurricane force wind and impact.

Thank you.

Mr. O'Donnell

U & ME RECORD MANAGEMENT
CONTAINERS BY CUSTOMER / BOX # / DESCRIPTION
CUSTOMER:

INVENTORY REPORT

BOX #	TR CON #	DESCRIPTION	REFERENCE 2	REFERENCE 3	LOCATION	STRG CODE	EFFECTIVE DATE	EXPIRE DATE	RETRIEVE DATE
0001	998190	2005 MED RECORDS AC - BR			1-4-06-13-03-03	SR1	05/08/2008		
0002	998191	2005 MED RECORDS BU - DA			1-4-05-15-03-04	SR1	05/08/2008		
0003	998192	2005 MED RECORDS DE - GA			1-4-06-15-03-04	SR1	05/08/2008		
0004	998193	2005 MED RECORDS GE - HE			1-4-06-15-03-04	SR1	05/08/2008		
0005	998194	2005 MED RECORDS HI - LA			1-4-06-15-03-04	SR1	05/08/2008		
0006	998195	2005 MED RECORDS LE - MI			1-4-05-08-06-08	SR1	05/08/2008		
0007	998196	2005 MED RECORDS MO - RA			1-4-05-08-06-08	SR1	05/08/2008		
0008	998197	2005 MED RECORDS RE - SO			1-4-05-08-06-08	SR1	05/08/2008		
0009	998198	2005 MED RECORDS SP - ZE			1-4-05-08-06-06	SR1	05/08/2008		
0010	998199	2006 MED RECORDS AD - BO			1-4-05-10-07-01	SR1	05/08/2008		
0011	998200	2006 MED RECORDS BR - DA			1-4-01-04-07-04	SR1	05/08/2008		
0012	998201	2006 MED RECORDS DE - FU			1-4-04-08-08-02	SR1	05/08/2008		
0013	998202	2006 MED RECORDS GA - HU			1-4-01-05-07-01	SR1	05/08/2008		
0014	998203	2006 MED RECORDS IG - MCL			1-4-04-08-08-04	SR1	05/08/2008		
0015	998204	2006 MED RECORDS MCN - PA			1-4-01-04-07-02	SR1	05/08/2008		
0016	998205	2006 MED RECORDS PE - RO			1-4-04-08-08-02	SR1	05/08/2008		
0017	998206	2006 MED RECORDS RU - SW			1-4-04-08-08-03	SR1	05/08/2008		
0018	998207	2006 MED RECORDS TA - ZE			1-4-04-08-08-03	SR1	05/08/2008		
0020	998209	2005 ACCT PAYABLE			1-4-04-08-08-03	SR1	08/20/2008		
0021	998210	2005 - 7 EBILL REPORT			1-4-01-02-07-08	SR1	08/20/2008		
0022	998211	BLANK - CORRESPONDENCE			1-6-05-04-03-07	SR1	08/20/2008		
0023	998212	2006 SUPERBILLS			1-4-04-08-08-02	SR1	08/20/2008		
0024	998213	2005 BILLING / 2006 PQ			1-4-01-03-07-04	SR1	08/20/2008		
0025	998214	2007 MEDICAE RECORDS CA - CO			1-6-05-02-02-04	SR2	10/08/2008		
0026	998215	2007 MEDICAE RECORDS CO - DU			1-6-06-08-03-05	SR2	10/08/2008		
0027	998216	2007 MEDICAE RECORDS DU - FU			1-6-05-02-02-03	SR2	10/08/2008		
0028	998217	2007 MEDICAE RECORDS GA - HA			1-6-05-02-02-04	SR2	10/08/2008		
0029	998218	2007 MEDICAE RECORDS HA - JA			1-6-05-02-02-05	SR2	10/08/2008		
0030	998219	2007 MEDICAE RECORDS JE - LA			1-6-05-02-02-01	SR2	10/08/2008		
0031	998220	2007 MEDICAE RECORDS MA - MO			1-6-05-02-02-02	SR2	10/08/2008		
0032	998221	2007 MEDICAE RECORDS MA - MA			1-6-05-02-02-01	SR2	10/08/2008		
0033	998222	2007 MEDICAE RECORDS MO - PA			1-4-05-08-06-05	SR2	10/08/2008		
0036	998225	2007 MEDICAE RECORDS AD - BE			1-4-05-03-03-04	SR1	12/23/2008		
0037	998226	2006 - 2008 / G - Z MISC FILES			- - - - -	SR1	12/23/2008		03/30/2010
0038	998227	2008 - (AB - AR)			1-6-05-02-02-03	SR1	06/16/2009		
0039	998228	2008 - (CL - DA)			1-6-05-02-02-04	SR1	06/16/2009		
0040	998229	2008 - (DA - DU)			1-6-05-02-02-02	SR1	06/16/2009		
0041	998230	2008 - (EB - FI)			1-6-05-02-02-01	SR1	06/16/2009		
0042	998231	2008 - (GE - GR)			1-6-05-02-02-01	SR1	06/16/2009		
0043	998232	2008 - (GR - HI)			1-6-05-02-02-02	SR1	06/16/2009		
0044	998233	2008 - (HI - JO)			- - - - -	SR1	06/16/2009		02/11/2013
0045	998234	2008 MEDICAL RECORDS JO -LA			- - - - -	SR1	06/26/2009		02/11/2013
0046	998235	2008 MEDICAL RECORDS LA - MA			- - - - -	SR1	06/26/2009		02/11/2013
0047	998236	2008 MEDICAL RECORDS MA - ME			- - - - -	SR1	06/26/2009		02/11/2013
0048	998237	2008 MEDICAL RECORDS ME - NO			- - - - -	SR1	06/26/2009		02/11/2013
0049	998238	2008 MEDICAL RECORDS NO - PE			- - - - -	SR1	06/26/2009		02/11/2013
0050	998239	2008 MEDICAL RECORDS PE - RO			- - - - -	SR1	06/26/2009		02/11/2013
0051	998240	APRIL - AUG 2008 / SUPERBILLS			1-1-04-01-02-05	SR1	08/07/2009		
0052	998241	SEPT - DEC 2008 / SUPERBILLS			1-1-04-15-03-03	SR1	08/07/2009		
0053	998242	APRIL - DEC 2008 / BILLING			1-1-04-04-02-05	SR1	08/07/2009		
0054	998243	JAN - MARCH 2008 / BILLING			1-1-04-15-03-03	SR1	08/07/2009		
0055	998244	OLD ACCOUNTS PAYABLE / BILLING			1-1-03-21-05-06	SR1	10/01/2009		
0056	998245	MAY 08 - MAY 09 NORM BILLING			1-1-05-22-03-06	SR1	10/01/2009		
0057	1137827	2008 ATTY BILLING			1-1-03-21-04-01	SR1	10/01/2009		
0058	1137828	2008 E. BILLING REPORTS 2006 - 07 ADP			1-1-03-22-05-05	SR1	10/01/2009		
0059	1137829	2008 BR - CI			1-6-05-02-02-01	SR1	10/01/2009		
0060	1137830	2008 AR - BO			1-6-05-02-02-04	SR1	10/27/2009		
0061	1137831	2008 WI -ZW			- - - - -	SR1	10/27/2009		02/11/2013
0062	1137832	2008 FI - GE			1-6-05-02-02-03	SR1	10/27/2009		
0063	1137833	2007 BE - CA			1-4-05-03-03-07	SR1	10/27/2009		
0064	1137834	2008 RO - SI			- - - - -	SR1	10/27/2009		02/11/2013
0065	1137835	2008 SM - TO			- - - - -	SR1	10/27/2009		02/11/2013
0066	1137836	2008 TR - WH			- - - - -	SR1	10/27/2009		02/11/2013
0067	1137841	2009 AI - CO - LEGACY			1-1-06-18-02-05	SR1	03/30/2010		
0068	1137842	2009 CO - FE - LEGACY			1-1-06-18-02-03	SR1	03/30/2010		
0069	1137843	2009 AI - BE - LEGACY			1-1-06-18-02-03	SR1	03/30/2010		
0070	1137844	2009 AR - FO - LEGACY			1-1-06-18-02-04	SR1	03/30/2010		
071	1137845	2009 CA - DO - LEGACY			1-1-06-18-02-04	SR1	03/30/2010		
072	1137846	2009 FO - GA - LEGACY			1-1-06-18-02-03	SR1	03/30/2010		
073	1137847	2009 GA - GO - LEGACY			1-1-06-18-02-03	SR1	03/30/2010		
074	1137848	2009 GO - HE - LEGACY			1-1-06-18-02-04	SR1	03/30/2010		
075	1137849	2009 HI - KA - LEGACY			1-1-06-18-02-04	SR1	03/30/2010		

U & ME RECORD MANAGEMENT
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INVENTORY REPORT

BOX #	TR CON #	DESCRIPTION	REFERENCE 2	REFERENCE 3	LOCATION	STRG CODE	EFFECTIVE DATE	EXPIRE DATE	RETRIEVE DATE
0076	1137850	2009 KA - KR - LEGACY			1-1-02-05-04-06	SR1	03/31/2010		
0077	1137851	2004 - NOT SCANNED			1-1-02-05-04-05	SR1	03/31/2010		
0078	1137852	2009 KR - LI - LEGACY			1-4-01-15-04-05	SR1	04/01/2010		
0079	1137853	2007 RA - RO			1-4-05-03-03-05	SR1	04/07/2010		
0080	1137854	2007 PA - RA			1-4-05-03-03-07	SR1	04/07/2010		
0081	1137855	2007 RO - ST			1-4-05-03-03-08	SR1	04/07/2010		
0082	1137856	2007 SU - VI			1-4-05-03-03-06	SR1	04/07/2010		
0083	1137857	2007 VI - WI			1-4-05-03-03-06	SR1	04/07/2010		
0084	1137858	2007 WR - ZU			1-4-05-03-03-05	SR1	04/07/2010		
0085	1137859	2009 LI - MA - LEGACY			1-1-07-03-03-10	SR1	04/12/2010		
0086	1137860	2009 MA - ME - LEGACY			1-1-07-03-02-10	SR1	04/12/2010		
0087	1137861	2009 ME - NA - LEGACY - SCANNED			1-1-07-01-05-04	SR1	04/20/2010		
0088	1137862	2009 NA - PE - LEGACY - SCANNED			1-1-07-01-04-02	SR1	04/20/2010		
0089	1137863	2009 - SCANNED - LEGACY / PE - RI			1-6-05-02-02-05	SR1	05/03/2010		
0090	1137864	2009 - SCANNED - LEGACY / RO - SM			1-6-05-02-02-06	SR1	05/03/2010		
0091	1137865	2010 - SCANNED (AC - BI)			1-1-06-06-03-02	SR1	06/25/2010		
0092	1137866	2010 - SCANNED (BI - DI)			1-1-06-06-03-01	SR1	06/25/2010		
0093	1137867	2010 - SCANNED (DE - GO)			1-1-06-06-03-01	SR1	06/25/2010		
0094	1137868	2009 - SCANNED LEGACY (SO-SY)			1-4-09-15-06-02	SR1	07/20/2010		
0095	1252980	2009 SCANNED / 2009 LEGACY / RI - RO			1-4-02-19-03-05	SR1	07/29/2010		
0096	1252981	2009 SCANNED LEGACY / AB - BO			1-4-07-05-03-06	SR1	08/26/2010		
0097	1252982	SUPERBILLS - PBBS 2009 (JULY - DEC)			1-6-05-02-02-06	SR1	09/17/2010		
0098	1252983	SUPERBILLS - PBBS 2009 JAN - JUNE			1-6-05-02-02-07	SR1	09/17/2010		
0099	1252984	09 PAYMENTS - PBBS JAN - AUG			- - - - -	SR1	09/17/2010		09/16/2011
0100	1252985	09 PAYMENTS - PBBS SEPT. - DEC			- - - - -	SR1	09/17/2010		09/16/2011
0101	1252986	09 SUPERBILLS NORM/NEG 08-09 JUN - DEC			1-6-05-02-02-06	SR1	09/17/2010		
0102	1252987	NORM LEDGERS 09			1-6-05-02-02-06	SR1	09/17/2010		
0103	1252988	08-09 NORM PAYMENTS			- - - - -	SR1	09/17/2010		10/19/2011
0104	1252989	PBBS - LEDGERS - 09			1-6-05-02-02-07	SR1	09/17/2010		
0105	1252990	SCANNED - 2009-LEGACY / BR-CL			1-1-06-16-02-02	SR1	09/27/2010		
0106	1252991	SCANNED - 2009 - LEGACY / CO-DU			1-4-08-16-01-06	SR1	09/27/2010		
0107	1252992	SCANNED - 2009 - LEGACY / EL-HE			1-6-05-02-01-05	SR1	10/11/2010		
0108	1252993	SCANNED - 2009 - LEGACY / HO - MA			1-6-05-02-02-07	SR1	10/11/2010		
0109	1252994	SCANNED - 2009 - LEGACY / MCC - PA			1-4-11-21-03-08	SR1	10/21/2010		
0110	1252995	SCANNED - 2009 - LEGACY / PA - SH			1-6-05-04-06-06	SR1	11/08/2010		
0111	1252996	SCANNED - 2009 - LEGACY / SI - TA			1-6-05-04-06-06	SR1	11/08/2010		
0112	1252997	SCANNED - 2009 - LEGACY / TE - VA			1-6-05-04-06-06	SR1	11/08/2010		
0113	1252998	SCANNED - 2009 - LEGACY / VA - WI			1-1-05-06-03-03	SR1	11/16/2010		
0114	1252999	SCANNED - 2009 - LEGACY / WO - ZE			1-1-05-06-03-09	SR1	11/16/2010		
0115	1253000	SCANNED - 2010 LEGACY / AB - AR			1-1-11-05-03-01	SR1	12/03/2010		
0116	1253001	SCANNED - 2010 LEGACY / AR-B			1-6-06-01-03-08	SR1	12/06/2010		
0117	1253002	SCANNED - 2010 LEGACY / BR - CE			1-1-12-02-03-03	SR1	01/03/2011		
0118	1253003	SCANNED - 2010 LEGACY / CH - CZ			1-4-02-07-03-07	SR1	01/17/2011		
0119	1253004	SCANNED - 2010 LEGACY / DA - DI			1-4-02-06-01-06	SR1	01/17/2011		
0120	1253005	SCANNED - 2010 LEGACY / DA - DI			1-6-03-02-03-05	SR1	01/21/2011		
0121	1253006	SCANNED - 2010 LEGACY / EN - FL			1-1-05-19-03-06	SR1	01/31/2011		
0122	1253007	SCANNED - 2010 LEGACY / FO - GA			1-6-05-02-05-07	SR1	02/14/2011		
0123	1253008	MEDCASH - REDFORMS / 2009 - 2010			1-1-05-08-01-02	SR1	02/14/2011		
0124	1253009	SX BILLING / 2009 - 2010			1-6-05-02-05-07	SR1	02/14/2011		
0125	1253010	05/06 ACCOUNT RECEIVALES / DEPOSITS 08 - 09			- - - - -	SR1	02/14/2011		10/19/2011
0126	1253011	A - M BILLNG LEDGERS 2010			1-6-05-02-05-07	SR1	02/14/2011		
0127	1253012	MC - Z BILLING LEDGERS 2010			1-6-05-02-05-07	SR1	02/14/2011		
0128	1253013	FILING - STORAGE CHARTS 2008-2009			- - - - -	SR1	03/21/2011		10/19/2011
0129	1253014	SCANNED CHARTS 2011 / AG-YO			1-1-07-16-02-05	SR1	03/21/2011		
0130	1253015	2010 LEGACY - SCANNED / GH-GU			1-1-03-04-03-09	SR1	04/07/2011		
0131	1253016	2010 LEGACY - SCANNED / GU-HO			1-4-03-15-01-03	SR1	05/18/2011		

U & ME RECORD MANAGEMENT
CONTAINERS BY CUSTOMER / BOX # / DESCRIPTION
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INVENTORY REPORT

BOX #	TR CON #	DESCRIPTION	REFERENCE 2	REFERENCE 3	LOCATION	STRG CODE	EFFECTIVE DATE	EXPIRE DATE	RETRIEVE DATE
0132	1253017	2010 LEGACY - SCANNED / HO - JO			1-1-06-06-03-01	SR1	06/13/2011		
0133	1253018	2010 LEGACY - SCANNED / JO - LA			1-4-02-19-03-04	SR1	06/13/2011		
0134	1253019	2010 LEGACY - SCANNED / LA - LE			1-1-06-06-03-01	SR1	06/13/2011		
0135	1253020	2010 LEGACY - SCANNED / LE - MA			1-1-08-05-04-06	SR1	06/21/2011		
0136	1253021	2010 LEGACY - SCANNED / MAC - MAT			1-1-08-05-04-06	SR1	06/21/2011		
0137	1253022	2010 LEGACY - SCANNED / MA - MO			1-1-08-05-04-05	SR1	06/21/2011		
0138	1253023	2010 LEGACY - SCANNED / MO - OC			1-1-05-12-03-09	SR1	06/24/2011		
0139	1253024	2010 LEGACY - SCANNED / OC - PA			1-1-05-22-03-01	SR1	06/24/2011		
0140	1253025	2010 LEGACY - SCANNED / PA - PC			1-1-05-02-02-03	SR1	06/24/2011		
0141	1253026	2010 LEGACY - SCANNED / RE - RO			1-2-05-18-02-08	SR1	06/30/2011		
0142	1253027	2010 LEGACY - SCANNED / RE - RO			1-2-05-18-02-07	SR1	06/30/2011		
0143	1253028	2010 LEGACY - SCANNED / RO - SA			1-4-12-05-02-02	SR1	07/13/2011		
0144	1253029	2010 LEGACY - SCANNED / SA - SE			1-4-12-05-02-03	SR1	07/13/2011		
0145	1253030	2010 LEGACY - SCANNED / SE - SQ			1-4-12-05-02-03	SR1	07/13/2011		
0146	1253031	2010 LEGACY - SCANNED / ST - TH			1-4-12-05-02-03	SR1	07/13/2011		
0147	1253032	2010 LEGACY - SCANNED / A - K			1-4-12-05-02-04	SR1	07/13/2011		
0148	1253033	2010 LEGACY - SCANNED / L - Z			1-4-12-05-02-04	SR1	07/13/2011		
0149	1253034	2010 LEGACY - SCANNED / TH - VA			1-6-07-02-02-07	SR1	07/20/2011		
0150	1253035	2010 LEGACY - SCANNED / VA - VI			1-6-07-02-02-07	SR1	07/20/2011		
0151	1253036	2010 LEGACY - SCANNED / VI - WI			1-6-06-03-03-05	SR1	07/20/2011		
0152	1253037	2010 LEGACY - SCANNED / WI - ZI			1-6-06-01-02-06	SR1	07/20/2011		
0153	1253038	2010 LEGACY - SCANNED / AB - AR			1-6-06-01-02-06	SR1	07/20/2011		
0154	1253039	2011 LEGACY - SCANNED / AS - BE			1-6-02-02-01-05	SR1	07/29/2011		
0155	1253040	2011 LEGACY - SCANNED / BE - BR			1-6-02-02-01-05	SR1	07/29/2011		
0156	1253041	2011 LEGACY - SCANNED / BR - CA			1-6-02-02-01-05	SR1	07/29/2011		
0157	1253042	2011 LEGACY - SCANNED / CA - CH			1-6-02-02-01-05	SR1	07/29/2011		
0158	1253043	2011 LEGACY - SCANNED / CH - DE			1-1-05-16-02-04	SR1	08/12/2011		
0159	1253044	2011 LEGACY - SCANNED / DE - FE			1-1-05-06-02-06	SR1	08/12/2011		
0160	1253045	2011 LEGACY - SCANNED / FE - GI			1-1-05-06-03-05	SR1	08/12/2011		
0161	1253046	2011 LEGACY - SCANNED / GL - HA			1-1-05-06-03-04	SR1	08/12/2011		
0162	1253047	2011 LEGACY - SCANNED / HE - JE			1-1-05-06-03-06	SR1	08/12/2011		
0163	1253048	2011 LEGACY - SCANNED / JO - LE			1-1-09-05-03-02	SR1	09/01/2011		
0164	1253049	2011 LEGACY - SCANNED / LI - MCC			1-1-09-06-03-03	SR1	09/01/2011		
0165	1253050	2011 LEGACY - SCANNED / MCC - OR			1-1-09-05-03-01	SR1	09/01/2011		
0166	1253051	2011 LEGACY - SCANNED / OT - PI			1-4-04-07-01-02	SR1	09/23/2011		
0167	1253052	2011 LEGACY - SCANNED / PI - RI			1-1-06-11-03-11	SR1	10/11/2011		
0168	1253053	1/11 - 9/11 - SCANNED INBOX			1-4-08-14-01-02	SR1	09/23/2011		
0169	1253054	2011 LEGACY SCANNED / RO - SC			1-1-07-10-04-06	SR1	11/16/2011		
0170	1253055	2011 LEGACY SCANNED / SE - SO			1-1-07-12-04-09	SR1	11/16/2011		
0171	1253056	SO - SW			1-1-06-17-03-09	SR1	01/18/2012		
0172	1253057	TA - VA			1-1-03-17-01-04	SR1	01/18/2012		
0173	1253058	2011 LEGACY SCANNED / TA - VA			1-1-04-20-03-03	SR1	02/03/2012		
0174	1253059	2011 LEGACY SCANNED / VA - WH			1-4-03-02-01-06	SR1	02/03/2012		
0175	1253060	2012 NOT SCANNED / AB - BE			1-2-01-02-03-03	SR1	04/26/2012		
0176	1253061	2012 NOT SCANNED / CAT - CAZ			1-2-05-20-01-01	SR1	04/26/2012		
0177	1253062	2012 NOT SCANNED / CAL - CAZ			1-2-01-02-03-06	SR1	04/26/2012		
0178	1253063	2012 NOT SCANNED / DAL - EUG			1-2-05-20-01-02	SR1	04/26/2012		
0179	1253064	2012 NOT SCANNED / DUR - HAR			1-2-01-03-01-03	SR1	04/26/2012		
0180	1253065	2012 NOT SCANNED / HER - LOR			1-2-01-02-03-05	SR1	04/26/2012		
181	1253066	2012 NOT SCANNED / MAL - PYN			1-2-05-20-01-03	SR1	04/26/2012		

U & ME RECORD MANAGEMENT
CONTAINERS BY CUSTOMER / BOX # / DESCRIPTION
CUSTOMER:

BOX #	TR CON #	DESCRIPTION	REFERENCE 2	REFERENCE 3	LOCATION	STRG CODE	EFFECTIVE DATE	EXPIRE DATE	RETRIEVE DATE
0182	1253067	2012 NOT SCANNED / MCC - PAL			1-2-01-02-03-07	SR1	04/26/2012		
0183	1253068	2012 NOT SCANNED / QUI - STEQ			1-2-05-20-01-04	SR1	04/26/2012		
0184	1253069	2012 SCANNED / AC - BR			1-1-08-01-05-01	SR1	07/05/2012		
0185	1253070	2012 SCANNED / BR - CR			1-1-08-05-04-03	SR1	07/05/2012		
0186	1253071	2012 SCANNED / DA - GA			1-1-08-01-05-06	SR1	07/05/2012		
0187	1253072	2012 SCANNED / GA - VU			1-1-08-03-04-07	SR1	07/05/2012		
0188	1253073	2012 SCANNED / KE - ME			1-1-08-01-05-06	SR1	07/05/2012		
0189	1253074	2012 SCANNED / MO - PO			1-1-08-01-05-06	SR1	07/05/2012		
0190	1253075	2012 SCANNED / RA - RO			1-1-08-01-05-01	SR1	07/05/2012		
0191	1253076	2012 SCANNED / SA - SO			1-1-08-01-05-01	SR1	07/05/2012		
0192	1253077	2012 SCANNED / TA - TU			1-1-08-05-04-02	SR1	07/05/2012		
0193	1253078	2012 SCANNED / UZ - ZA			1-1-08-01-05-06	SR1	07/05/2012		
0194	1253079	DEPOS			1-4-05-22-03-02	SR1	07/20/2012		
0195	1253080	DEPOS			1-4-11-17-06-08	SR1	07/20/2012		
0196	1253081	MISC INFORMATION			1-4-10-16-07-06	SR1	07/20/2012		
0197	1253082	OLD SURGERY CENTERS / PRIOR INSURANCE APPLICATION / SMART SHEETS			1-4-10-22-07-05	SR1	07/20/2012		
0198	1253083	ARLENE WILSON PROJECT / SIDNEY R.			1-4-10-14-07-04	SR1	07/20/2012		
0199	1253084	DEPOS			1-4-10-22-07-05	SR1	07/20/2012		
0200	1253085	ANJALIS (OLD) FILES			1-4-10-01-06-07	SR1	07/20/2012		
0201	1253086	DEPOS BOX 2			1-4-04-22-02-06	SR1	07/20/2012		
0202	1253087	DEPOS BOX 1			1-4-04-07-03-06	SR1	07/20/2012		
0203	1253088	A - MC / RED FORMS / 09 - 6/10			1-4-10-14-07-01	SR1	07/20/2012		
0204	1253089	ATTORNEY DEPO'S CONFERENCES & FINAL			1-4-11-21-06-03	SR1	07/20/2012		
0205	1253090	M - Z / RED FORMS / 09 - 10			1-4-10-08-06-07	SR1	07/20/2012		
0206	1253091	A - Z / RED FORMS / 09 - 11			1-4-10-01-06-07	SR1	07/20/2012		
0207	1253913	CREDENTIALING & FORMER EMPLOYEES			1-4-11-19-06-07	SR1	07/20/2012		
0208	1253914	PT CHARTS AL-BU			1-6-06-06-03-02	SR1	12/05/2012		
0209	1253915	PT CHARTS CA-GO			1-1-12-06-03-04	SR1	12/05/2012		
0210	1253916	PT CHARTS HA-OR			1-6-06-06-03-02	SR1	12/05/2012		
0211	1253917	PT CHARTS PA-ZU			1-6-06-06-03-02	SR1	12/05/2012		
0212	1253918	PT CHARTS AR-LO			1-6-06-06-03-03	SR1	12/05/2012		
0213	1253919	BLUE CHARTS [illegible]			1-6-06-06-03-01	SR1	12/05/2012		
0214	1253920	BLUE CHARTS [illegible]			1-6-06-06-03-02	SR1	12/05/2012		
0215	1253921	BLUE CHARTS OM-ZA			1-1-12-02-03-02	SR1	12/05/2012		
0216	1253922	CHARTS SCANNED AB-MU			1-6-06-06-03-03	SR1	12/05/2012		
0217	1253923	CHARTS SCANNED OR-WO			1-6-06-06-03-02	SR1	12/05/2012		
0218	1253924	PT CHARTS BR-LI			1-1-12-02-03-02	SR1	12/05/2012		
0225	1253931	DEPOSITION CHARTS / CA - WA			1-6-05-02-02-03	SR1	01/24/2013		
0226	1253932	DEPOSITION CHARTS / GI - RI			1-6-05-02-02-03	SR1	01/24/2013		
0228	1253934	2010 - 2011 LEGACY NOT SCANNED / A - BE			1-4-05-03-03-04	SR1	02/06/2013		
0229	1253935	2010 - 2011 LEGACY NOT SCANNED / BE - CA			1-4-05-03-02-05	SR1	02/06/2013		
0230	1253936	2010 - 2011 LEGACY NOT SCANNED / CA - DA			1-4-05-03-02-05	SR1	02/06/2013		
0231	1253937	2010 - 2011 LEGACY NOT SCANNED / DE - FA			1-4-05-03-02-03	SR1	02/06/2013		
0232	1253938	2010 - 2011 LEGACY NOT SCANNED / FA - GA			1-4-05-03-02-02	SR1	02/06/2013		
0233	1253939	2010 - 2011 LEGACY NOT SCANNED / GA - GU			1-4-06-13-02-01	SR1	02/11/2013		
0234	1253940	2010 - 2011 LEGACY NOT SCANNED / HA - JE			1-4-06-13-02-03	SR1	02/11/2013		
0235	1253941	2010 - 2011 LEGACY NOT SCANNED / JI - LA			1-4-06-13-02-01	SR1	02/11/2013		
0236	1253942	2010 - 2011 LEGACY NOT SCANNED / LE - MA			1-4-06-14-02-04	SR1	02/11/2013		
0237	1253943	2010 - 2011 LEGACY NOT SCANNED / MA - MO			1-4-06-14-02-04	SR1	02/11/2013		
0238	1253944	2010 - 2011 LEGACY NOT SCANNED / MO - PA			1-4-06-14-02-04	SR1	02/11/2013		
0239	1253945	2010 - 2011 LEGACY NOT SCANNED / PA - PI			1-4-06-14-03-05	SR1	02/11/2013		
0240	1253946	2010 - 2011 LEGACY NOT SCANNED / PO - RE			1-4-06-13-03-01	SR1	02/11/2013		
0241	1253947	2010 - 2011 LEGACY NOT SCANNED / RE - RO			1-4-06-13-02-01	SR1	02/11/2013		
0242	1253948	2010 - 2011 LEGACY NOT SCANNED / RO - SC			1-4-06-14-03-06	SR1	02/11/2013		
0243	1253949	2010 - 2011 LEGACY NOT SCANNED / SC - TE			1-4-06-13-02-01	SR1	02/11/2013		
0244	1253950	2010 - 2011 LEGACY NOT SCANNED / TH - VE			1-4-06-13-02-02	SR1	02/11/2013		
0245	1253951	2010 - 2011 LEGACY NOT SCANNED / VE - ZA			1-6-05-02-02-02	SR1	02/14/2013		

INVENTORY REPORT

TOTAL CUSTOMER ITEMS: 235

U & ME Record Management
CUSTOMER MONTHLY SERVICE REPORT
CUSTOMER:

ACTIVITY CODE CATEGORY	ACTIVITY CODE DESCRIPTION	CODE	QTY	UNIT PRICE	TOTAL PRICE
Temporarily Retrieve Container	Retrieve Standard Box Next Day	**RN1**	2	2.000	4.00
Add New Container	Initial Handling Standard Box	**IB1**	1	1.000	1.00
	Initial Handling Letter Banker	**IB2**	1	2.500	2.50
Item and Storage Type	Standard Record Storage Box	**SR1**	1,808	0.280	506.24
	Letter Banker Box	**SR2**	11	0.660	7.26
	Legal Banker Box	**SR3**	1	0.900	0.90
	Storage Trunks	**SR9**	1	1.750	1.75
	Record Storage File	**SRF**	3,048	0.000	0.00
Transportation	Courier Handling Fee Box/File	**TR1**	17	1.500	25.50
	Trip Charge Next Day	**TRP**	4	17.000	68.00
	No Charge Transportation	**TRX**	3	0.000	0.00
Relocation	Relocate Container/Item	**RLO**	2	0.000	0.00
Miscellaneous	Fuel Surcharge	**SUR**	3	2.250	6.75
Temporarily Retrieve File/Item	Retrieve Non-Indexed File Next	**FN1**	7	2.750	19.25
Return Retrieved Container	Refile Standard Box	**RC1**	2	0.000	0.00
	Refile Letter Banker Box	**RC2**	6	3.000	18.00

CUSTOMER TOTAL $661.15

MONTHLY TRANSACTION REPORT

U & ME RECORD MANAGEMENT
Service Code Range: IB4 - IB4
Invoice Date Range: 02/01/2013 - 02/28/2013

Customer:

Service Code	Description	Trans	Rate	Tax	Amount
IB4	Initial Handling Check Box	82.00	$1.00	$0.00	$82.00
	Total	**82.00**			**$82.00**

NEW BOX INPUT MONTHLY REPORT

ATTACHMENT 1

Here are the Key employees that makes U & Me Records what it is today!

Owner – Jerry Spencer
Mr. Spencer has developed this business with his father and grandfather for many years. Being brought up in the industry he provides over 40 years of experience.

Operations/Sales Manager – Ryan Spencer
Ryan handles the incoming/outgoing of all work orders. He is responsible for the hiring of new employees, as well as training and safety. When new customers select U & Me Ryan will go and train them on how to barcode boxes and use the web. Ryan has 5 years of experience, all with U & Me.

Accounts Manager – Laurie Rashkin
Mrs. Rashkin is responsible for all daily duties to run the records facility. She organizes all projects for clients such as; data entry, indexing, copy service, release of information, all scanning projects and verifying inventory to be confidentially shredded. She has over 15 years of records management experience.

Customer Service Representative - Milini Small
Milini provides a high level of customer service to all of our clients. She creates work orders for the staff via phone, fax, web, and emails. She also is cross trained in data entry, invoicing, and indexing. She has been with us for 2 months.

Courier – Glenn Phillips
Glenn is the Driver of our south route. Every morning he checks his work orders to make sure his work orders are correct for the day. He then follows his route making deliveries and pickups. Glenn has 13 years experience.

ATTACHMENT 2

Clients / References

1. Department of Children & Families
   1400 W Commercial Blvd., #200
   Ft Lauderdale, FL 33309
   DATE OF SERVICE PROVIDED: 2009 - Present
   CONTACT: Richard Shuhala
   PHONE: 954-202-3342

2. Palm Beach County School Board District
   3344 Forest Hill Blvd., #B202
   West Palm Beach, FL 33406
   DATES OF SERVICE PROVIDED: 2009 – Present
   CONTACT: Nadeen Duhaney
   PHONE: 561-434-7373

3. South Florida Water Management District
   3301 Gun Club Road
   West Palm Beach, FL 33406
   DATES OF SERVICE PROVIDED: 2009 – Present
   CONTACT: Julie Collier
   PHONE: 561-682-6436

4. Ackerman, Link & Sartory, PA
   777 S. Flagler Drive, #800 East
   West Palm Beach, FL 33401
   DATES OF SERVICE PROVIDED: 2003 – Present
   CONTACT: Stephen Ley
   PHONE: 561-838-4100

5. Tire Kingdom
   823 Donald Ross Road
   Juno Beach, FL 33408
   DATES OF SERVICE PROVIDED: 2003 – Present
   CONTACT: Tim Barker
   PHONE: 561-383-3000 Ext. 2722

U & ME RECORD MANAGEMENT
CONTAINERS BY CUSTOMER / BOX # / DESCRIPTION
CUSTOMER:

INVENTORY REPORT

BOX #	TR CON #	DESCRIPTION	REFERENCE 2	REFERENCE 3	LOCATION	STRG CODE	EFFECTIVE DATE	EXPIRE DATE	RETRIEVE DATE
0001	998190	2005 MED RECORDS AC - BR			1-4-06-13-03-03	SR1	05/08/2008		
0002	998191	2005 MED RECORDS BU - DA			1-4-06-15-03-04	SR1	05/08/2008		
0003	998192	2005 MED RECORDS DE - GA			1-4-06-15-03-04	SR1	05/08/2008		
0004	998193	2005 MED RECORDS GE - HE			1-4-06-15-03-04	SR1	05/08/2008		
0005	998194	2005 MED RECORDS HI - LA			1-4-06-15-03-04	SR1	05/08/2008		
0006	998195	2005 MED RECORDS LE - MI			1-4-05-08-06-08	SR1	05/08/2008		
0007	998196	2005 MED RECORDS MO - RA			1-4-05-08-06-08	SR1	05/08/2008		
0008	998197	2005 MED RECORDS RE - SO			1-4-05-08-06-08	SR1	05/08/2008		
0009	998198	2005 MED RECORDS SP - ZE			1-4-05-08-06-08	SR1	05/08/2008		
0010	998199	2006 MED RECORDS AD - BO			1-4-05-10-07-01	SR1	05/08/2008		
0011	998200	2006 MED RECORDS BR - DA			1-4-01-04-07-04	SR1	05/08/2008		
0012	998201	2006 MED RECORDS DE - FU			1-4-04-08-08-02	SR1	05/08/2008		
0013	998202	2006 MED RECORDS GA - HU			1-4-01-05-07-01	SR1	05/08/2008		
0014	998203	2006 MED RECORDS IG - MCL			1-4-04-08-08-04	SR1	05/08/2008		
0015	998204	2006 MED RECORDS MCN - PA			1-4-01-04-07-02	SR1	05/08/2008		
0016	998205	2006 MED RECORDS PE - RO			1-4-04-08-08-02	SR1	05/08/2008		
0017	998206	2006 MED RECORDS RU - SW			1-4-04-08-08-03	SR1	05/08/2008		
0018	998207	2006 MED RECORDS TA - ZE			1-4-04-08-08-03	SR1	05/08/2008		
0020	998209	2005 ACCT PAYABLE			1-4-04-08-08-03	SR1	08/20/2008		
0021	998210	2005 - 7 EBILL REPORT			1-4-01-02-07-08	SR1	08/20/2008		
0022	998211	BLANK - CORRESPONDENCE			1-6-05-04-03-07	SR1	08/20/2008		
0023	998212	2006 SUPERBILLS			1-4-04-08-08-02	SR1	08/20/2008		
0024	998213	2005 BILLING / 2006 PQ			1-4-01-03-07-04	SR1	08/20/2008		
0025	998214	2007 MEDICAE RECORDS CA - CO			1-6-05-02-02-04	SR2	10/08/2008		
0026	998215	2007 MEDICAE RECORDS CO - DU			1-6-06-06-03-05	SR2	10/08/2008		
0027	998216	2007 MEDICAE RECORDS DU - FU			1-6-05-02-02-03	SR2	10/08/2008		
0028	998217	2007 MEDICAE RECORDS GA - HA			1-6-05-02-02-04	SR2	10/08/2008		
0029	998218	2007 MEDICAE RECORDS HA - JA			1-6-05-02-02-05	SR2	10/08/2008		
0030	998219	2007 MEDICAE RECORDS JE - LA			1-6-05-02-02-01	SR2	10/08/2008		
0031	998220	2007 MEDICAE RECORDS MA - MO			1-6-05-02-02-02	SR2	10/08/2008		
0032	998221	2007 MEDICAE RECORDS [illegible] - MA			[illegible]	SR2	10/08/2008		
0033	998222	2007 MEDICAE RECORDS [illegible] - PA			[illegible]	SR2	10/08/2008		
0036	998225	2007 MEDICAE RECORDS AD - BE			1-4-05-03-03-04	SR1	12/23/2008		
0037	998226	2006 - 2008 / G - Z MISC FILES			- - - - -	SR1	12/23/2008		03/30/2010
0038	998227	2008 - (AB - AR)			1-6-05-02-02-03	SR1	06/16/2009		
0039	998228	2008 - (CL - DA)			1-6-05-02-02-04	SR1	06/16/2009		
0040	998229	2008 - (DA - DU)			1-6-05-02-02-02	SR1	06/16/2009		
0041	998230	2008 - (EB - FI)			1-6-05-02-02-01	SR1	06/16/2009		
0042	998231	2008 - (GE - GR)			1-6-05-02-02-01	SR1	06/16/2009		
0043	998232	2008 - (GR - HI)			1-6-05-02-02-02	SR1	06/16/2009		
0044	998233	2008 - (HI - JO)			- - - - -	SR1	06/16/2009		02/11/2013
0045	998234	2008 MEDICAL RECORDS JO -LA			- - - - -	SR1	06/26/2009		02/11/2013
0046	998235	2008 MEDICAL RECORDS LA - MA			- - - - -	SR1	06/26/2009		02/11/2013
0047	998236	2008 MEDICAL RECORDS MA - ME			- - - - -	SR1	06/26/2009		02/11/2013
0048	998237	2008 MEDICAL RECORDS ME - NO			- - - - -	SR1	06/26/2009		02/11/2013
0049	998238	2008 MEDICAL RECORDS NO - PE			- - - - -	SR1	06/26/2009		02/11/2013
0050	998239	2008 MEDICAL RECORDS PE - RO			- - - - -	SR1	06/26/2009		02/11/2013
0051	998240	APRIL - AUG 2008 / SUPERBILLS			1-1-04-01-02-05	SR1	08/07/2009		
0052	998241	SEPT - DEC 2008 / SUPERBILLS			1-1-04-15-03-03	SR1	08/07/2009		
0053	998242	APRIL - DEC 2008 / BILLING			1-1-04-04-02-05	SR1	08/07/2009		
0054	998243	JAN - MARCH 2008 / BILLING			1-1-04-15-03-03	SR1	08/07/2009		
0055	998244	OLD ACCOUNTS PAYABLE / BILLING			1-1-03-21-05-06	SR1	10/01/2009		
0056	998245	MAY 08 - MAY 09 NORM BILLING			1-1-05-22-03-06	SR1	10/01/2009		
0057	1137827	2008 ATTY BILLING			1-1-03-21-04-01	SR1	10/01/2009		
0058	1137828	2008 E. BILLING REPORTS 2006 - 07 ADP			1-1-03-22-05-05	SR1	10/01/2009		
0059	1137829	2008 BR - CI			1-6-05-02-02-01	SR1	10/01/2009		
0060	1137830	2008 AR - BO			1-6-05-02-02-04	SR1	10/27/2009		
0061	1137831	2008 WI -ZW			- - - - -	SR1	10/27/2009		02/11/2013
0062	1137832	2008 FI - GE			1-6-05-02-02-03	SR1	10/27/2009		
0063	1137833	2007 BE - CA			1-4-05-03-03-07	SR1	10/27/2009		
0064	1137834	2008 RO - SI			- - - - -	SR1	10/27/2009		02/11/2013
0065	1137835	2008 SM - TO			- - - - -	SR1	10/27/2009		02/11/2013
0066	1137836	2008 TR - WH			- - - - -	SR1	10/27/2009		02/11/2013
0067	1137841	2009 AI - CO - LEGACY			1-1-06-18-02-05	SR1	03/30/2010		
0068	1137842	2009 CO - FE - LEGACY			1-1-06-18-02-03	SR1	03/30/2010		
0069	1137843	2009 AI - BE - LEGACY			1-1-06-18-02-03	SR1	03/30/2010		
0070	1137844	2009 AR - FO - LEGACY			1-1-06-18-02-04	SR1	03/30/2010		
0071	1137845	2009 CA - DO - LEGACY			1-1-06-18-02-04	SR1	03/30/2010		
0072	1137846	2009 FO - GA - LEGACY			1-1-06-18-02-03	SR1	03/30/2010		
0073	1137847	2009 GA - GO - LEGACY			1-1-06-18-02-03	SR1	03/30/2010		
0074	1137848	2009 GO - HE - LEGACY			1-1-06-18-02-04	SR1	03/30/2010		
0075	1137849	2009 HI - KA - LEGACY			1-1-06-18-02-04	SR1	03/30/2010		

U & ME RECORD MANAGEMENT
CONTAINERS BY CUSTOMER / BOX # / DESCRIPTION
CUSTOMER:

INVENTORY REPORT

BOX #	TR CON #	DESCRIPTION	REFERENCE 2	REFERENCE 3	LOCATION	STRG CODE	EFFECTIVE DATE	EXPIRE DATE	RETRIEVE DATE
0076	1137850	2009 KA - KR - LEGACY			1-1-02-05-04-06	SR1	03/31/2010		
0077	1137851	2004 - NOT SCANNED			1-1-02-05-04-05	SR1	03/31/2010		
0078	1137852	2009 KR - LI - LEGACY			1-4-01-15-04-05	SR1	04/01/2010		
0079	1137853	2007 RA - RO			1-4-05-03-03-05	SR1	04/07/2010		
0080	1137854	2007 PA - RA			1-4-05-03-03-07	SR1	04/07/2010		
0081	1137855	2007 RO - ST			1-4-05-03-03-06	SR1	04/07/2010		
0082	1137856	2007 SU - VI			1-4-05-03-03-08	SR1	04/07/2010		
0083	1137857	2007 VI - WI			1-4-05-03-03-06	SR1	04/07/2010		
0084	1137858	2007 WR - ZU			1-4-05-03-03-05	SR1	04/07/2010		
0085	1137859	2009 LI - MA - LEGACY			1-1-07-03-03-10	SR1	04/12/2010		
0086	1137860	2009 MA - ME - LEGACY			1-1-07-03-02-10	SR1	04/12/2010		
0087	1137861	2009 ME - NA - LEGACY - SCANNED			1-1-07-01-05-04	SR1	04/20/2010		
0088	1137862	2009 NA - PE - LEGACY - SCANNED			1-1-07-01-04-02	SR1	04/20/2010		
0089	1137863	2009 - SCANNED - LEGACY / PE - RI			1-6-05-02-02-05	SR1	05/03/2010		
0090	1137864	2009 - SCANNED - LEGACY / RO - SM			1-6-05-02-02-06	SR1	05/03/2010		
0091	1137865	2010 - SCANNED (AC - BI)			1-1-06-06-03-02	SR1	06/25/2010		
0092	1137866	2010 - SCANNED (BI - DI)			1-1-06-06-03-01	SR1	06/25/2010		
0093	1137867	2010 - SCANNED (DE - GO)			1-1-06-06-03-01	SR1	06/25/2010		
0094	1137868	2009 - SCANNED LEGACY (SO-SY)			1-4-09-15-06-02	SR1	07/20/2010		
0095	1252980	2009 SCANNED / 2009 LEGACY / RI - RO			1-4-02-19-03-05	SR1	07/29/2010		
0096	1252981	2009 SCANNED LEGACY / AB - BO			1-4-07-05-03-08	SR1	08/26/2010		
0097	1252982	SUPERBILLS - PBBS 2009 (JULY - DEC)			1-6-05-02-02-08	SR1	09/17/2010		
0098	1252983	SUPERBILLS - PBBS 2009 JAN - JUNE			1-6-05-02-02-07	SR1	09/17/2010		
0099	1252984	09 PAYMENTS - PBBS JAN - AUG			- - - - -	SR1	09/17/2010		09/16/2011
0100	1252985	09 PAYMENTS - PBBS SEPT. - DEC			- - - - -	SR1	09/17/2010		09/16/2011
0101	1252986	09 SUPERBILLS NORM/NEG 08-09 JUN - DEC			1-6-05-02-02-06	SR1	09/17/2010		
0102	1252987	NORM LEDGERS 09			1-6-05-02-02-	SR1	09/17/2010		
0103	1252988	08-09 NORM PAYMENTS			- - - - -	SR1	09/17/2010		10/19/2011
0104	1252989	PBBS - LEDGERS - 09			1-6-05-02-02-07	SR1	09/17/2010		
0105	1252990	SCANNED - 2009-LEGACY / BR-CL			1-1-06-16-02-02	SR1	09/27/2010		
0106	1252991	SCANNED - 2009 - LEGACY / CO-DU			1-4-08-16-01-06	SR1	09/27/2010		
0107	1252992	SCANNED - 2009 - LEGACY / EL-HE			1-6-05-02-01-05	SR1	10/11/2010		
0108	1252993	SCANNED - 2009 - LEGACY / HO - MA			1-6-05-02-02-07	SR1	10/11/2010		
0109	1252994	SCANNED - 2009 - LEGACY / MCC - PA			1-4-11-21-03-08	SR1	10/21/2010		
0110	1252995	SCANNED - 2009 - LEGACY / PA - SH			1-6-05-04-06-08	SR1	11/08/2010		
0111	1252996	SCANNED - 2009 - LEGACY / SI - TA			1-6-05-04-06-06	SR1	11/08/2010		
0112	1252997	SCANNED - 2009 - LEGACY / TE - VA			1-6-05-04-06-06	SR1	11/08/2010		
0113	1252998	SCANNED - 2009 - LEGACY / VA - WI			1-1-05-06-03-03	SR1	11/16/2010		
0114	1252999	SCANNED - 2009 - LEGACY / WO - ZE			1-1-05-06-03-09	SR1	11/16/2010		
0115	1253000	SCANNED - 2010 LEGACY / AB - AR			1-1-11-05-03-01	SR1	12/03/2010		
0116	1253001	SCANNED - 2010 LEGACY / AR-B			1-6-06-01-03-08	SR1	12/06/2010		
0117	1253002	SCANNED - 2010 LEGACY / BR - CE			1-1-12-02-03-03	SR1	01/03/2011		
0118	1253003	SCANNED - 2010 LEGACY / CH - CZ			1-4-02-07-03-07	SR1	01/17/2011		
0119	1253004	SCANNED - 2010 LEGACY / DA - DI			1-4-02-06-01-06	SR1	01/17/2011		
0120	1253005	SCANNED - 2010 LEGACY / DA - DI			1-6-03-02-03-05	SR1	01/21/2011		
0121	1253006	SCANNED - 2010 LEGACY / EN - FL			1-1-05-19-03-06	SR1	01/31/2011		
0122	1253007	SCANNED - 2010 LEGACY / FO - GA			1-6-05-02-05-07	SR1	02/14/2011		
0123	1253008	MEDCASH - REDFORMS / 2009 - 2010			1-1-05-08-01-02	SR1	02/14/2011		
0124	1253009	SX BILLING / 2009 - 2010			1-6-05-02-05-07	SR1	02/14/2011		
0125	1253010	05/06 ACCOUNT RECEIVALES / DEPOSITS 08 - 09			- - - - -	SR1	02/14/2011		10/19/2011
0126	1253011	A - M BILLNG LEDGERS 2010			1-6-05-02-05-07	SR1	02/14/2011		
0127	1253012	MC - Z BILLING LEDGERS 2010			1-6-05-02-05-07	SR1	02/14/2011		
0128	1253013	FILING - STORAGE CHARTS 2008-2009			- - - - -	SR1	03/21/2011		10/19/2011
0129	1253014	SCANNED CHARTS 2011 / AG-YO			1-1-07-16-02-05	SR1	03/21/2011		
0130	1253015	2010 LEGACY - SCANNED / GH-GU			1-1-03-04-03-09	SR1	04/07/2011		
0131	1253016	2010 LEGACY - SCANNED / GU-HO			1-4-03-15-01-03	SR1	05/18/2011		

U & ME RECORD MANAGEMENT
CONTAINERS BY CUSTOMER / BOX # / DESCRIPTION
CUSTOMER:

BOX #	TR CON #	DESCRIPTION	REFERENCE 2	REFERENCE 3	LOCATION	STRG CODE	EFFECTIVE DATE	EXPIRE DATE	RETRIEVE DATE
0132	1253017	2010 LEGACY - SCANNED / HO - JO			1-1-06-06-03-01	SR1	06/13/2011		
0133	1253018	2010 LEGACY - SCANNED / JO - LA			1-4-02-19-03-04	SR1	06/13/2011		
0134	1253019	2010 LEGACY - SCANNED / LA - LE			1-1-06-06-03-01	SR1	06/13/2011		
0135	1253020	2010 LEGACY - SCANNED / LE - MA			1-1-08-05-04-06	SR1	06/21/2011		
0136	1253021	2010 LEGACY - SCANNED / MAC - MAT			1-1-08-05-04-06	SR1	06/21/2011		
0137	1253022	2010 LEGACY - SCANNED / MA - MO			1-1-08-05-04-05	SR1	06/21/2011		
0138	1253023	2010 LEGACY - SCANNED / MO - OC			1-1-05-12-03-09	SR1	06/24/2011		
0139	1253024	2010 LEGACY - SCANNED / OC - PA			1-1-05-22-03-01	SR1	06/24/2011		
0140	1253025	2010 LEGACY - SCANNED / PA - PC			1-1-05-02-02-03	SR1	06/24/2011		
0141	1253026	2010 LEGACY - SCANNED / RE - RO			1-2-05-18-02-08	SR1	06/30/2011		
0142	1253027	2010 LEGACY - SCANNED / RE - RO			1-2-05-18-02-07	SR1	06/30/2011		
0143	1253028	2010 LEGACY - SCANNED / RO - SA			1-4-12-05-02-02	SR1	07/13/2011		
0144	1253029	2010 LEGACY - SCANNED / SA - SE			1-4-12-05-02-03	SR1	07/13/2011		
0145	1253030	2010 LEGACY - SCANNED / SE - SQ			1-4-12-05-02-03	SR1	07/13/2011		
0146	1253031	2010 LEGACY - SCANNED / ST - TH			1-4-12-05-02-03	SR1	07/13/2011		
0147	1253032	2010 LEGACY - SCANNED / A - K			1-4-12-05-02-04	SR1	07/13/2011		
0148	1253033	2010 LEGACY - SCANNED / L - Z			1-4-12-05-02-04	SR1	07/13/2011		
0149	1253034	2010 LEGACY - SCANNED / TH - VA			1-6-07-02-02-07	SR1	07/20/2011		
0150	1253035	2010 LEGACY - SCANNED / VA - VI			1-6-07-02-02-07	SR1	07/20/2011		
0151	1253036	2010 LEGACY - SCANNED / VI - WI			1-6-06-03-03-05	SR1	07/20/2011		
0152	1253037	2010 LEGACY - SCANNED / WI - ZI			1-6-06-01-02-06	SR1	07/20/2011		
0153	1253038	2010 LEGACY - SCANNED / AB - AR			1-6-06-01-02-06	SR1	07/20/2011		
0154	1253039	2011 LEGACY - SCANNED / AS - BE			1-6-02-02-01-05	SR1	07/29/2011		
0155	1253040	2011 LEGACY - SCANNED / BE - BR			1-6-02-02-01-05	SR1	07/29/2011		
0156	1253041	2011 LEGACY - SCANNED / BR - CA			1-6-02-02-01-05	SR1	07/29/2011		
0157	1253042	2011 LEGACY - SCANNED / CA - CH			1-6-02-02-01-05	SR1	07/29/2011		
0158	1253043	2011 LEGACY - SCANNED / CH - DE			1-1-05-16-02-04	SR1	08/12/2011		
0159	1253044	2011 LEGACY - SCANNED / DE - FE			1-1-05-06-02-08	SR1	08/12/2011		
0160	1253045	2011 LEGACY - SCANNED / FE - GI			1-1-05-06-03-05	SR1	08/12/2011		
0161	1253046	2011 LEGACY - SCANNED / GL - HA			1-1-05-06-03-04	SR1	08/12/2011		
0162	1253047	2011 LEGACY - SCANNED / HE - JE			1-1-05-06-03-06	SR1	08/12/2011		
0163	1253048	2011 LEGACY - SCANNED / JO - LE			1-1-09-05-03-02	SR1	09/01/2011		
0164	1253049	2011 LEGACY - SCANNED / LI - MCC			1-1-09-06-03-03	SR1	09/01/2011		
0165	1253050	2011 LEGACY - SCANNED / MCC - OR			1-1-09-05-03-01	SR1	09/01/2011		
0166	1253051	2011 LEGACY - SCANNED / OT - PI			1-4-04-07-01-02	SR1	09/23/2011		
0167	1253052	2011 LEGACY - SCANNED / PI - RI			1-1-06-11-03-11	SR1	10/11/2011		
0168	1253053	1/11 - 9/11 - SCANNED INBOX			1-4-08-14-01-02	SR1	09/23/2011		
0169	1253054	2011 LEGACY SCANNED / RO - SC			1-1-07-10-04-06	SR1	11/16/2011		
0170	1253055	2011 LEGACY SCANNED / SE - SO			1-1-07-12-04-09	SR1	11/16/2011		
0171	1253056	SO - SW			1-1-06-17-03-03	SR1	01/18/2012		
0172	1253057	TA - VA			1-1-03-17-01-04	SR1	01/18/2012		
0173	1253058	2011 LEGACY SCANNED / TA - VA			1-1-04-20-03-03	SR1	02/03/2012		
0174	1253059	2011 LEGACY SCANNED / VA - WH			1-4-03-02-01-06	SR1	02/03/2012		
0175	1253060	2012 NOT SCANNED / AB - BE			1-2-01-02-03-03	SR1	04/26/2012		
0176	1253061	2012 NOT SCANNED / CAT - CAZ			1-2-05-20-01-01	SR1	04/26/2012		
0177	1253062	2012 NOT SCANNED / CAL - CAZ			1-2-01-02-03-06	SR1	04/26/2012		
0178	1253063	2012 NOT SCANNED / DAL - EUG			1-2-05-20-01-02	SR1	04/26/2012		
0179	1253064	2012 NOT SCANNED / DUR - HAR			1-2-01-03-01-03	SR1	04/26/2012		
0180	1253065	2012 NOT SCANNED / HER - LOR			1-2-01-02-03-05	SR1	04/26/2012		
0181	1253066	2012 NOT SCANNED / MAL - PYN			1-2-05-20-01-03	SR1	04/26/2012		

INVENTORY REPORT

U & ME RECORD MANAGEMENT
CONTAINERS BY CUSTOMER / BOX # / DESCRIPTION
CUSTOMER:

BOX #	TR CON #	DESCRIPTION	REFERENCE 2	REFERENCE 3	LOCATION	STRG CODE	EFFECTIVE DATE	EXPIRE DATE	RETRIEVE DATE
0182	1253067	2012 NOT SCANNED / MCC - PAL			1-2-01-02-03-07	SR1	04/26/2012		
0183	1253068	2012 NOT SCANNED / QUI - STEQ			1-2-05-20-01-04	SR1	04/26/2012		
0184	1253069	2012 SCANNED / AC - BR			1-1-08-01-05-01	SR1	07/05/2012		
0185	1253070	2012 SCANNED / BR - CR			1-1-08-05-04-03	SR1	07/05/2012		
0186	1253071	2012 SCANNED / DA - GA			1-1-08-01-05-06	SR1	07/05/2012		
0187	1253072	2012 SCANNED / GA - VU			1-1-08-03-04-07	SR1	07/05/2012		
0188	1253073	2012 SCANNED / KE - ME			1-1-08-01-05-06	SR1	07/05/2012		
0189	1253074	2012 SCANNED / MO - PO			1-1-08-01-05-06	SR1	07/05/2012		
0190	1253075	2012 SCANNED / RA - RO			1-1-08-01-05-01	SR1	07/05/2012		
0191	1253076	2012 SCANNED / SA - SO			1-1-08-01-05-01	SR1	07/05/2012		
0192	1253077	2012 SCANNED / TA - TU			1-1-08-05-04-02	SR1	07/05/2012		
0193	1253078	2012 SCANNED / UZ - ZA			1-1-08-01-05-06	SR1	07/05/2012		
0194	1253079	DEPOS			1-4-05-22-03-02	SR1	07/20/2012		
0195	1253080	DEPOS			1-4-11-17-06-08	SR1	07/20/2012		
0196	1253081	MISC INFORMATION			1-4-10-16-07-06	SR1	07/20/2012		
0197	1253082	OLD SURGERY CENTERS / PRIOR INSURANCE APPLICATION / SMART SHEETS			1-4-10-22-07-05	SR1	07/20/2012		
0198	1253083	ARLENE WILSON PROJECT / SIDNEY R.			1-4-10-14-07-04	SR1	07/20/2012		
0199	1253084	DEPOS			1-4-10-22-07-05	SR1	07/20/2012		
0200	1253085	ANJALIS (OLD) FILES			1-4-10-01-06-07	SR1	07/20/2012		
0201	1253086	DEPOS BOX 2			1-4-04-22-02-06	SR1	07/20/2012		
0202	1253087	DEPOS BOX 1			1-4-04-07-03-06	SR1	07/20/2012		
0203	1253088	A - MC / RED FORMS / 09 - 5/10			1-4-10-14-07-01	SR1	07/20/2012		
0204	1253089	ATTORNEY DEPO'S CONFERENCES & FINAL			1-4-11-21-06-03	SR1	07/20/2012		
0205	1253090	M - Z / RED FORMS / 09 - 10			1-4-10-08-06-07	SR1	07/20/2012		
0206	1253091	A - Z / RED FORMS / 09 - 11			1-4-10-01-06-07	SR1	07/20/2012		
0207	1253913	CREDENTIALING & FORMER EMPLOYEES			1-4-11-19-06-07	SR1	07/20/2012		
0208	1253914	PT CHARTS AL-BU			1-6-06-06-03-02	SR1	12/05/2012		
0209	1253915	PT CHARTS CA-GO			1-1-12-06-03-04	SR1	12/05/2012		
0210	1253916	PT CHARTS HA-OR			1-6-06-06-03-02	SR1	12/05/2012		
0211	1253917	PT CHARTS PA-ZU			1-6-06-06-03-02	SR1	12/05/2012		
0212	1253918	PT CHARTS AR-LO			1-6-06-06-03-03	SR1	12/05/2012		
0213	1253919	BLUE CHARTS MO-CA			1-6-06-06-03-02	SR1	12/05/2012		
0214	1253920	BLUE CHARTS CA-WA			1-6-06-06-03-02	SR1	12/05/2012		
0215	1253921	BLUE CHARTS OM-ZA			1-1-12-02-03-02	SR1	12/05/2012		
0216	1253922	CHARTS SCANNED AB-MU			1-6-06-06-03-03	SR1	12/05/2012		
0217	1253923	CHARTS SCANNED OR-WO			1-6-06-06-03-02	SR1	12/05/2012		
0218	1253924	PT CHARTS BR-LI			1-1-12-02-03-02	SR1	12/05/2012		
0225	1253931	DEPOSITION CHARTS / CA - WA			1-6-05-02-02-03	SR1	01/24/2013		
0226	1253932	DEPOSITION CHARTS / GI - RI			1-6-05-02-02-03	SR1	01/24/2013		
0228	1253934	2010 - 2011 LEGACY NOT SCANNED / A - BE			1-4-05-03-03-04	SR1	02/06/2013		
0229	1253935	2010 - 2011 LEGACY NOT SCANNED / BE - CA			1-4-05-03-02-05	SR1	02/06/2013		
0230	1253936	2010 - 2011 LEGACY NOT SCANNED / CA - DA			1-4-05-03-02-05	SR1	02/06/2013		
0231	1253937	2010 - 2011 LEGACY NOT SCANNED / DE - FA			1-4-05-03-02-03	SR1	02/06/2013		
0232	1253938	2010 - 2011 LEGACY NOT SCANNED / FA - GA			1-4-05-03-02-02	SR1	02/06/2013		
0233	1253939	2010 - 2011 LEGACY NOT SCANNED / GA - GU			1-4-06-13-02-01	SR1	02/11/2013		
0234	1253940	2010 - 2011 LEGACY NOT SCANNED / HA - JE			1-4-06-13-02-03	SR1	02/11/2013		
0235	1253941	2010 - 2011 LEGACY NOT SCANNED / JI - LA			1-4-06-13-02-01	SR1	02/11/2013		
0236	1253942	2010 - 2011 LEGACY NOT SCANNED / LE - MA			1-4-06-14-02-04	SR1	02/11/2013		
0237	1253943	2010 - 2011 LEGACY NOT SCANNED / MA - MO			1-4-06-14-02-04	SR1	02/11/2013		
0238	1253944	2010 - 2011 LEGACY NOT SCANNED / MO - PA			1-4-06-14-02-04	SR1	02/11/2013		
0239	1253945	2010 - 2011 LEGACY NOT SCANNED / PA - PI			1-4-06-14-03-05	SR1	02/11/2013		
0240	1253946	2010 - 2011 LEGACY NOT SCANNED / PO - RE			1-4-06-13-03-01	SR1	02/11/2013		
0241	1253947	2010 - 2011 LEGACY NOT SCANNED / RE - RO			1-4-06-13-02-01	SR1	02/11/2013		
0242	1253948	2010 - 2011 LEGACY NOT SCANNED / RO - SC			1-4-06-14-03-06	SR1	02/11/2013		
0243	1253949	2010 - 2011 LEGACY NOT SCANNED / SC - TE			1-4-06-13-02-01	SR1	02/11/2013		
0244	1253950	2010 - 2011 LEGACY NOT SCANNED / TH - VE			1-4-06-13-02-02	SR1	02/11/2013		
0245	1253951	2010 - 2011 LEGACY NOT SCANNED / VE - ZA			1-6-05-02-02-02	SR1	02/14/2013		

INVENTORY REPORT

TOTAL CUSTOMER ITEMS: 235

U & ME Record Management
CUSTOMER MONTHLY SERVICE REPORT
CUSTOMER:

ACTIVITY CODE CATEGORY	ACTIVITY CODE DESCRIPTION	CODE	QTY	UNIT PRICE	TOTAL PRICE
Temporarily Retrieve Container	Retrieve Standard Box Next Day	**RN1**	2	2.000	4.00
Add New Container	Initial Handling Standard Box	**IB1**	1	1.000	1.00
	Initial Handling Letter Banker	**IB2**	1	2.500	2.50
Item and Storage Type	Standard Record Storage Box	**SR1**	1,808	0.280	506.24
	Letter Banker Box	**SR2**	11	0.660	7.26
	Legal Banker Box	**SR3**	1	0.900	0.90
	Storage Trunks	**SR9**	1	1.750	1.75
	Record Storage File	**SRF**	3,048	0.000	0.00
Transportation	Courier Handling Fee Box/File	**TR1**	17	1.500	25.50
	Trip Charge Next Day	**TRP**	4	17.000	68.00
	No Charge Transportation	**TRX**	3	0.000	0.00
Relocation	Relocate Container/Item	**RLO**	2	0.000	0.00
Miscellaneous	Fuel Surcharge	**SUR**	3	2.250	6.75
Temporarily Retrieve File/Item	Retrieve Non-Indexed File Next	**FN1**	7	2.750	19.25
Return Retrieved Container	Refile Standard Box	**RC1**	2	0.000	0.00
	Refile Letter Banker Box	**RC2**	6	3.000	18.00

CUSTOMER TOTAL $661.15

MONTHLY TRANSACTION REPORT

U & ME RECORD MANAGEMENT
Service Code Range: IB4 - IB4
Invoice Date Range: 02/01/2013 - 02/28/2013

Customer:

Service Code	Description	Trans	Rate	Tax	Amount
IB4	Initial Handling Check Box	82.00	$1.00	$0.00	$82.00
	Total	**82.00**			**$82.00**

NEW BOX INPUT MONTHLY REPORT

ATTACHMENT 4

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

Invoice # 030623

Invoice To:

Invoice Date: 01/01/2013
Customer ID:

Service Cd	Service Description	Price	Quantity	Subtotal	Tax	Total
FN1	Retrieve Non-Indexed File Next	2.750	6.00	16.500	0.000	16.500
RN2	Retrieve Letter Bank Next Day	3.000	5.00	15.000	0.000	15.000
SR1	Standard Record Storage Box	0.280	1807.00	505.960	0.000	505.960
SR2	Letter Banker Box	0.660	10.00	6.600	0.000	6.600
SR3	Legal Banker Box	0.900	1.00	0.900	0.000	0.900
SR9	Storage Trunks	1.750	1.00	1.750	0.000	1.750
SUR	Fuel Surcharge	2.250	1.00	2.250	0.000	2.250
TR1	Courier Handling Fee Box/File	1.500	11.00	16.500	0.000	16.500
TRP	Trip Charge Next Day	17.000	1.00	17.000	0.000	17.000
		Invoice Total:	1843.000	$ 582.460	$ 0.000	$ 582.460

MONTHLY INVOICE

ATTACHMENT 5

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 there-hurricane force wind and impact.

Thank you

Mr. O'Donnell