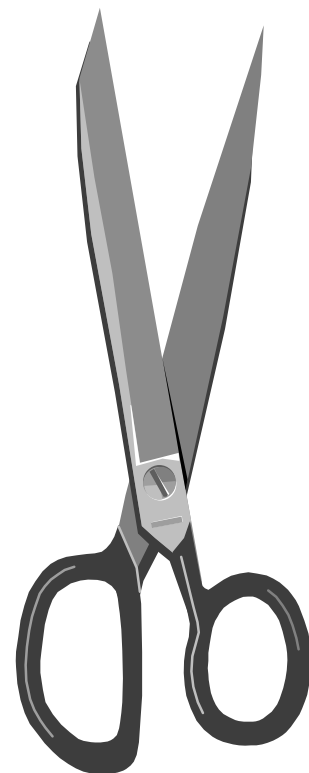


**Cut along the outer border and affix this label to your sealed proposal envelope to identify it as a “Sealed Proposal”. Be sure to include the name of the company submitting the bid where requested.**

<b>SEALED PROPOSAL • DO NOT OPEN</b>	
SEALED PROPOSAL NO.:	<b>056-0325-P (AM)</b>
PROPOSAL TITLE :	<b>Services, Paper Document Recovery</b>
DUE DATE/TIME:	<b>May 16, 2006 @ 3:00 pm</b>
SUBMITTED BY:	_____
	<b>(Name of Company)</b>

DELIVER TO:	PURCHASING DEPARTMENT Board of County Commissioners Annex Building –6 <sup>th</sup> Floor 400 South Fort Harrison Avenue Clearwater, FL 33756
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***Please Note:***

From time to time, addenda may be issued to this proposal. Any such addenda will be posted on the same Web site, [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase), from which you obtained this proposal. Before submitting your proposal you should check our Web site to download any addenda that may have been issued. Please remember to sign and return addendum acknowledgement form with completed proposal package if applicable.

**SUBMIT  
PROPOSAL  
TO:**

Pinellas County Board of County  
Commissioners  
Purchasing Department  
400 South Ft. Harrison, Sixth Floor  
Clearwater, Florida 33756

**REQUEST FOR PROPOSAL**

**PINELLAS COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**PROPOSAL TITLE: Services, Paper Document Recovery****PROPOSAL NO: 056-0325-P (AM)****PRE-PROPOSAL CONFERENCE: Not Applicable****www.pinellascounty.org**

**PROPOSAL IS DUE: May 16, 2006 at 3:00P.M. AND MAY NOT  
BE WITHDRAWN FOR: 120 DAYS AFTER SUCH DATE AND  
TIME.**

**ISSUE DATE:  
April 21, 2006**

**DEADLINE FOR WRITTEN QUESTIONS: May 10, 2006 by 3:00 P.M.**

**CONTACT PERSON: AMELIA McFARLANE, CPPB**

**EMAIL ADDRESS: amcfarla@co.pinellas.fl.us**

**PHONE: 727 464-3311**

**FAX: 727/464-3925**

**COMMISSIONERS**

**KENNETH T. WELCH - CHAIRMAN  
RONNIE DUNCAN- VICE CHAIRMAN  
CALVIN D. HARRIS  
SUSAN LATVALA  
JOHN MORRONI  
KAREN WILLIAMS SEEL  
ROBERT B. STEWART**

**THE MISSION OF PINELLAS COUNTY**

Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and sound management of public resources to meet the needs and concerns of our citizens today and tomorrow.

**JOSEPH LAURO,  
CPPO/CPPB  
Director of Purchasing**

**SECTION A****GENERAL CONDITIONS OF REQUEST FOR PROPOSAL****1. SUBMISSION OF PROPOSAL:**

- a) Proposals will be opened immediately after the proposal submittal date and time (3:00 PM) by the Pinellas County Purchasing Department, 400 South Fort Harrison Avenue, Annex Building, 6th Floor, Clearwater, FL 33756. The public may attend the proposal opening, but may not immediately review any proposals submitted. The names of respondents only will be read aloud at the time of opening. Pursuant to Section 119.07(3)(m), all proposals submitted shall be subject to review as public records 10 days from opening, or earlier if an intended decision is reached before the 10-day period expires. Late proposals will not be accepted.
- b) Proposals and changes thereto shall be enclosed in sealed envelopes or packages, addressed to the Purchasing Department, Pinellas County. The name and address of the firms, the date and hour of the proposal submittal, and the title shall be placed on the outside of the envelope.
- c) Proposals must follow the format of the RFP and structure their responses to follow the sequence of the RFP when submitting a proposal. County staff will evaluate the proposals received, based on responsiveness to the evaluation criteria and based on the information being provided in the required sequence.
- d) Proposers must have experience in work of the same or similar nature, and must provide references that will satisfy the County. Proposer must furnish a reference list of at least four (4) customers for whom they have performed similar services and must provide information as specified in Section D.
- e) Proposer is advised that exceptions to any of the terms contained in this RFP or the attached service agreement must be identified in its response to the RFP. Failure to do so may lead County to declare any such term non-negotiable. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.

**SECTION A - GENERAL CONDITIONS****2. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS:**

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this proposal must be sent in writing (mail or fax) to the Purchasing Department and received no later than the deadline specified in Section B. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the /proposal. All such addenda shall become part of the contract documents. The County will not be responsible for any other explanation or interpretation of the proposed RFP made or given prior to the award of the contract. The Purchasing Department will be unable to respond to questions received after the specified deadline.

**3. DESCRIPTION OF SUPPLIES/SERVICES:**

Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Proposals will be considered for all brands that meet the quality of the specifications listed for any items.

**4. RIGHTS OF PINELLAS COUNTY IN REQUEST FOR PROPOSAL PROCESS:**

In addition to all other rights of the County under Florida law, the County specifically reserves the following:

- a) Pinellas County reserves the right to rank firms and negotiate with the highest-ranking firm. Negotiation with an individual proposer does not require negotiation with others.
- b). Pinellas County reserves the right to select the proposal that it believes will serve the best interest of Pinellas County.
- c) Pinellas County reserves the right to reject any or all Requests for Proposals.
- d) Pinellas County reserves the right to cancel the entire Request for Proposal.
- e). Pinellas County reserves the right to remedy or waive technical or immaterial errors in the Request for Proposal or in proposals submitted.
- f) Pinellas County reserves the right to request any necessary clarifications or proposal data without changing the terms of the proposal.
- g). Pinellas County reserves the right to make selection of the proposer to perform the services required on the basis of the original proposals without negotiation.

**5. EVALUATION CRITERIA:**

The evaluation criteria define the factors that will be used by the Evaluation Committee to evaluate and score responsive, responsible and qualified proposals. Proposers shall include sufficient information to allow the Evaluation Committee to thoroughly evaluate and score their proposals. Each proposal submitted shall be evaluated and ranked by an evaluation committee. The contract will be awarded to the most qualified proposer, per the evaluation criteria listed in Section E of the RFP. Proposers will ordinarily not be suggested for award/ranking of firms or oral presentations if a score of at least eighty percent (80%) of the total points available is not achieved through evaluation.

**6. COSTS INCURRED BY PROPOSERS:**

All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne solely by the Proposer(s). No payment will be made for any responses received, or for any other effort required of, or made by, the Proposer(s) prior to contract commencement.

**7. ORAL PRESENTATION:**

An oral presentation of proposal may be requested of any firm, at the Evaluation Committee's discretion.

**SECTION A - GENERAL CONDITIONS****8. CONFLICT OF INTEREST:**

- a) The Proposer represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder, as provided for in Fla. Stat., §112.311, et. Seq. The Proposer further represents that no person having any interest shall be employed for said performance.
- b) The Proposer shall promptly notify the County's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Proposer may undertake and request an opinion of the County as to whether the association, interest or circumstance would, in the opinion of the County, constitute a conflict of interest if entered into by the Proposer. The County agrees to notify the Proposer of its opinion by certified mail within thirty days of receipt of notification by the Proposer.

**9. WITHDRAWAL OF PROPOSAL:**

A proposal may be withdrawn prior to the time set for the proposal submittal, based on a written request from an authorized representative of the firm; however, a proposal may not be withdrawn after the time set for the proposal submittal for a period of time as specified.

**10. LATE PROPOSAL OR MODIFICATIONS:**

Proposal and modifications received after the time set for the proposal submittal will not be considered; however, modifications in writing received prior to the time set for the proposal submittal will be accepted.

**11. PROPOSALS FROM RELATED PARTIES / MULTIPLE PROPOSALS RECEIVED FROM ONE VENDOR:**

Where two (2) or more related parties each submit a proposal or multiple proposals are received from one (1) vendor, for any contract, such proposals shall be judged non-responsive. Related parties mean proposers or the principles thereof, which have a direct or indirect ownership interest in another proposer for the same contract or in which a parent company or the principles thereof of one (1) proposer have a direct or indirect ownership interest in another bidder or proposer for the same contract.

**12. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:**

The laws of the State of Florida apply to any purchase made under this Request for Proposal. Proposers shall comply with all local, state, and federal directives, orders and laws as applicable to this proposal and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and OSHA as applicable to this contract.

**13. PROVISION FOR OTHER AGENCIES:**

Unless otherwise stipulated by the proposer, the proposer agrees to make available to all Government agencies, departments, and municipalities the proposal prices submitted in accordance with said proposal terms and conditions therein, should any said governmental entity desire to buy under this proposal. Eligible Users shall mean all state of Florida agencies, the legislative and judicial branches, political subdivisions (counties, local district school boards, community colleges, municipalities, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the contract.

**14. COLLUSION:**

The proposer, by affixing his signature to this proposal, agrees to the following: "Proposer certifies that his proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

**SECTION A - GENERAL CONDITIONS****15. RIGHT TO AUDIT:**

Pinellas County reserves the privilege of auditing a vendor's records as such records relate to purchases between Pinellas County and said vendor. Such audit privilege is provided for within the text of the Pinellas County Code §2-156 through §2-176(j). Records should be maintained for three years from the date of final payment.

**16. STATEMENT RELATIVE TO "PUBLIC ENTITY CRIMES":**

The proposer is directed to the Florida Public Entity Crime Act, §287.133, Florida Statutes, and the County's requirement that the successful proposer comply with it in all respects prior to and during the term of this contract.

**17. COUNTY INDEMNIFICATION:**

- a) The first ten dollars (\$10) of compensation received by the contractor pursuant to this contract represents specific consideration for the following indemnification: contractor shall indemnify, pay the cost of defense, including attorneys' fees, and hold harmless the County from all suits, actions or claims of any character brought on account of any injuries or damages received or sustained by any person, persons or property by or from the said contractor; or by, or in consequence of any neglect in safeguarding the work; or through the use of unacceptable materials in the construction of improvements; or by, or on account of any act or omission, neglect or misconduct of the said contractor; or by, or on account of, any claim or amounts recovered under the "Workers' Compensation Law" or of any other laws, by-laws, ordinance, order or decree, except only such injury or damage as shall have been occasioned by the sole negligence of the County.
- b) The successful proposer(s) agrees to indemnify the County and hold it harmless from and against all claims, liability, loss, damage or expense, including counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon, with respect to the goods or any part thereof covered by this order, and such obligation shall survive acceptance of the goods and payment thereof by the County.

**18. VARIANCE FROM STANDARD TERMS & CONDITIONS:**

All standard terms and conditions stated in Section A apply to this contract except as specifically stated in the subsequent sections of the document, which take precedence over Section A, and should be fully understood by proposers prior to submitting a proposal on this requirement.

**19. ADA REQUIREMENT FOR PUBLIC NOTICES:**

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 727/464-4062 (voice/tdd) fax 727/464-4157, not later than seven days prior to the proceeding.

**20. CERTIFICATE OF INSURANCE:**

The successful proposer must provide a Certificate of Insurance in accordance with Insurance Requirements, Section C, prior to issuance of Purchase Order or commencement of any work hereunder.

**21. PROCUREMENT POLICY FOR RECYCLED MATERIALS:**

Pinellas County wishes to encourage its proposer to use recycled products in fulfilling contractual obligations to the County and that such a policy will serve as a model for other public entities and private sector companies.

When awarding a purchase of \$5000 or less, or recommending a purchase in excess of \$5000 for products, materials, or services, the Director of Purchasing may allow a preference to a responsive proposer who certifies that their product or material contains the greatest percentage of postconsumer material. If they are submitting a proposal on paper products they must certify that their materials and/or products contain at least the content recommended by the EPA guidelines.

On all proposals over twenty-five thousand dollars (\$25,000) and formal quotes under twenty-five thousand dollars (\$25,000), or as required by law, the Director of Purchasing shall require vendors to specify which products have recycled materials, what percentage or amount is postconsumer material, and to provide certification of the percentages of recycled materials used in the manufacture of goods and commodities procured by the County.

Price preference is not the preferred practice the County wishes to employ in meeting the goals of this resolution. If a price preference is deemed to serve the best interest of the County and further supports the purchase of recycled materials, the Director of Purchasing will make a recommendation that a price preference be allowed up to an amount not to exceed 10% above the lowest complying proposal received.

**SECTION A - GENERAL CONDITIONS****DEFINITIONS:**

Recovered Materials: Materials that have recycling potential, can be recycled, and have been diverted or removed from the solid waste stream for sale, use or reuse, by separation, collection, or processing.

Recycled Materials: Materials that contain recovered materials. This term may include internally generated scrap that is commonly used in industrial or manufacturing processes, waste or scrape purchased from another manufacturer and used in the same or a closely related product.

Postconsumer Materials: Materials which have been used by a business or a consumer and have served their intended end use, and have been separated or diverted from the solid waste stream for the purpose of recycling, such as; newspaper, aluminum, glass containers, plastic containers, office paper, corrugated boxes, pallets or other items which can be used in the remanufacturing process.

The County shall be responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful proposer. The County will furnish a copy of the asbestos survey to the successful proposer. The proposer must keep this copy on site at all times during the actual demolition.

**22. PAYMENT/INVOICES:**

The proposer must specify on the Proposal Summary form the exact company name and address which must be the same as invoices submitted for payment as a result of award of this RFP. Further, the successful proposer is responsible for immediately notifying the Purchasing Department of any company name change, which would cause invoicing to change from the name used at the time of the original RFP. Payment will be made, in arrears, in accordance with Fla. Stat. § 218.70, et. seq., the Florida Prompt Payment Act.

**23. CANCELLATION:**

- a) Pinellas County reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the contractor in writing of the intention to cancel or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified.
- b) Failure of the contractor to comply with any of the provisions of this contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Pinellas County.
- c) In addition to all other legal remedies available to Pinellas County, Pinellas County reserves the right to cancel and obtain from another source, any items/services which have not been delivered within the period of time stated in proposal, or if no such time is stated, within a reasonable period of time from the date of order as determined by Pinellas County.
- d) In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the vendor of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the County.

**24. ASSIGNMENT/SUBCONTRACTING/CORPORATE ACQUISITIONS AND/OR MERGERS:**

The Contractor shall perform this contract. No assignment or subcontracting shall be allowed without prior written consent of the County. If a proposer intends to subcontract a portion of this work, the proposer must disclose that intent in the proposal. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the County within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the County, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the County awarding a proposal to a firm that has disclosed its intent to assign or subcontract in its response to the RFP, without exception shall constitute approval for purpose of this Agreement.

**25. NON-EXCLUSIVE CONTRACT:**

Award of this Contract shall impose no obligation on the County to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the County's best interest. In the case of multiple-term contracts, this provision shall apply separately to each term.

**SECTION A - GENERAL CONDITIONS****26. LOBBYING:**

Lobbying of Evaluation Committee members, Pinellas County Government employees, or elected officials regarding request for proposals, request for qualifications, bids or contracts, during the pendency of bid protest, by the bidder/proposer/protestor or any member of the bidder's/proposer's/protestor's staff, an agent of the bidder/proposer/protestor, or any person employed by any legal entity affiliated with or representing an organization that is responding to the request for proposal, request for qualification, bid or contract, or has a pending bid protest is strictly prohibited either upon advertisement or on a date established by the Board of County Commissioners and shall be prohibited until either an award is final or the protest is finally resolved by the County Administrator or Purchasing Director; provided, however, nothing herein shall prohibit a prospective bidder/proposer from contacting the Purchasing Department to address situations such as clarification and/or questions related to the procurement process. For purposes of this provision lobbying activities shall include but not be limited to, influencing or attempting to influence action or non-action in connection with any request for proposal, request for qualification, bid or contract through direct or indirect oral or written communication or an attempt to obtain goodwill of persons and/or entities specified in this provision. Such actions may cause any request for proposal, request for qualification, bid or contract to be rejected.

**27. ADDITIONAL REQUIREMENTS:**

The County reserves the right to request additional services relating to this Agreement from the Contractor. When approved by the County as an amendment to this Agreement and authorized in writing, the Contractor shall provide such additional requirements as may become necessary.

**28. ADD/DELETE LOCATIONS/SERVICES:**

The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the contractor(s) will be required to provide services to this contract in accordance with the terms, conditions, and specifications.

**29. SERVICES AGREEMENT:**

A written agreement, in substantially the form attached, incorporating the Request for Proposal and the successful proposal will be prepared by the County, signed by the successful proposer and presented to the Board of County Commissioners, County Administrator or Director of Purchasing for approval and signature.

## SECTION A - GENERAL CONDITIONS

**30. PROTEST PROCEDURE:**

As per Section 2-162 of County Code

1.

(a) *Bid/Proposal protests.* Any actual or prospective bidder, proposer, who is allegedly aggrieved in connection with the issuance of a bid/proposal package or pending award of a contract may protest to the director of purchasing.

(Ord. No. 94-51, § 5, 6-7-94)

(b) *Posting.* The purchasing department shall post the formal award on the departmental website. The formal award shall be publicly posted on the purchasing department's website no less than three full business days after the decision to recommend the award to the bidder/proposer is made.

(c) *Requirements to Protest.*

(1) If the protest relates to the content of the bid/proposal package, a formal written protest must be filed no later than 5:00 p.m. on the fifth full business day after issuance of the bid/proposal package.

(2) If the protest relates to the award of a contract, a formal written protest must be filed no later than 5:00 p.m., on the fifth business day after posting of either the contract award recommendation or the contract award itself. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.

(3) A formal written protest is considered filed with the county when the Purchasing Department, County Administrator, or County Commission receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the bidder/proposer.

(d) *Sole remedy.* These procedures shall be the sole remedy for challenging an award of bid. Bidder/proposers are prohibited from attempts to influence, persuade, or promote a bid protest through any other channels or means. Such attempts shall be cause for suspension in accordance with 2-161(b) of this article.

(e) *Time Limits.* The time limits in which protests must be filed as specified herein may be altered by specific provisions in the Bid/Request for Proposal.

(f) *Authority to resolve.* The Director of Purchasing shall resolve the protest in a fair and equitable manner and shall render a written decision to the protestant no later than 5:00 p.m. on the fifth business day after the filing thereof.

(g) *Review of Purchasing Director's decision.*

(1) The protesting party may request a review of the Purchasing Director's decision to the County Administrator by delivering written request for review of the decision to the Director of Purchasing by 5:00 p.m. on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the bidder/proposer deems relevant to the issues raised in the request for review.

(2) If it is determined that the solicitation or award is in violation of law or the regulations and internal procedures of the purchasing department, the County Administrator shall immediately cancel or revise the solicitation or award as deem appropriate.

(3) If it is determined that the solicitation or award should be upheld, the County Administrator shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party and all substantially affected persons or businesses no later than 5:00 p.m., on the fifth full business day. The decision shall be final and conclusive as to the county unless any further action is taken or a party commences action in court.

2. *Stay of Procurement During Protests.* There shall be no stay of procurement during protests.



**SECTION A - GENERAL CONDITIONS****31. INTEGRITY OF REQUEST FOR PROPOSAL (RFP) DOCUMENTS:**

Proposers shall use the original RFP Form(s) provided by the Purchasing Department and enter information only in the spaces where a response is requested. Proposers may use an attachment as an *addendum* to the RFP Form(s) if sufficient space is not available on the original form for the proposer to enter a complete response. **Any modifications or alterations to the original RFP documents by the proposer, whether intentional or otherwise, will constitute grounds for rejection of a RFP.** Any such modifications or alterations a proposer wishes to propose must be clearly stated in the proposer's RFP response and presented in the form of an addendum to the original RFP documents.

**32. PUBLIC EMERGENCIES:**

It is hereby made a part of this bid that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that Pinellas County shall require a "First Priority" for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County. Vendor/contractor agrees to rent/sell/lease all goods and services to the County or governmental entities on a "first priority" basis. The County expects to pay a fair and reasonable price for all products and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of God.

**SECTION B - SPECIAL CONDITIONS****Services, Paper Document Recovery  
056-0325-P (AM)****1. OBJECTIVE:**

It is the intent of the Request For Proposal (RFP) to receive proposals from qualified firms to provide Paper Document Recovery Services and to award multi-year contracts for the recovery of documents which are damaged by water or fire during State of Emergencies resulting from floods, hurricanes, etc. There is no guarantee that any services will ever be required pertaining to the award of this contract.

**2. PROPOSAL REQUIREMENTS:**

Each proposal should contain the following at a minimum. Proposer must also address detailed requirements as specified in Section E, Scope of Work.

- a) A written narrative describing the method or manner in which the proposer proposes to satisfy requirements of the Scope of Work.
- b) A description of the proposer's experience in providing the same or similar services as outlined in the RFP. This description should include the names of the person(s) who will provide the services, their qualifications, and the years of experience in performing this type of work. Also include the reference information requested in Section D.
- c) The fee(s) for services as outlined in the Scope of Work.

**3. EVALUATION CRITERIA:**

Following is the criteria that will be used by the County to evaluate and score responsive and qualified proposals. Proposers shall include sufficient information to allow the County to thoroughly evaluate and score their proposals. Each proposal submitted shall be evaluated and ranked by an evaluation committee. The contract will be awarded to the most qualified proposer, per the evaluation criteria listed in Section E, Scope of Work.

**4. PRICING/PERIOD OF CONTRACT:**

The contract shall be for a period of sixty **(60)** months from the date of execution of the agreement.

**5. OPTION OF RENEWAL:**

The contract may be extended subject to written notice of agreement from the County and the successful proposer(s) for an additional two (2) twenty-four (24) month periods beyond the primary contract period. Contract renewals will allow for price adjustments in an amount not to exceed the average of the Consumer Price Index (CPI) for all Urban Consumers, Not Seasonally Adjusted, for the twelve months prior to renewal, or **five** percent (5%), whichever is less.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 90 days prior to expiration of the then current contract term or at time of renewal request from the County. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

<b>SECTION B - SPECIAL CONDITIONS</b>
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**6. PROPOSAL SUBMITTAL COPIES:**

Proposals shall be submitted in one (1) original and eight (8) copies with the 'Original' clearly marked.

**7. ITEMS TO BE RETURNED WITH PROPOSAL:**

a)	Section B	Proposal Deposit (If Applicable)
b)	Section D	Vendor References see page 1
c)	Section E	Proposal Submittal
d)	Section F	Proposal Signature Page
e)	Section G	Addendum Acknowledgement Form (If Applicable)
f)	Section H	Statement of No Submittal (If Applicable)

**8. TIME LINE:**

Following is a listing of actions and anticipated dates; the County reserves the right to change the dates, if necessary.

Date	
April 21, 2006	Advertising & Publishing RFP
Not Applicable	Pre-proposal Conference
May 10, 2006	Deadline for Questions/Clarifications
May 16, 2006	Proposals due in Purchasing by 3:00 p.m. Public bid opening to follow immediately.
TBD	Evaluation of the RFP
TBD	Recommendation due to Purchasing from Record Management Department
TBD	Submit recommendation to Board for Award of Contract

## SECTION C - INSURANCE AND INDEMNIFICATION REQUIREMENTS

**I. MINIMUM INSURANCE REQUIREMENTS FOR GENERAL LOW RISK CONTRACTS**

- A. Prior to the time Contractor is entitled to commence any part of the project, work or services under this Contract, Contractor shall procure, pay for and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to the County of (1) certificates of insurance executed by the insurers listing coverage's and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies; and (2) upon request a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of this Contract. In addition, the County reserves the right to request physical evidence of this coverage by requesting the policy declaration page.
- (1) Worker's Compensation in at least the limits as required by law; Employers' Liability Insurance of not less than \$100,000 for each accident.
  - (2) Comprehensive General Liability Insurance including, but not limited to, Independent, Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$500,000, each occurrence; and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage, and Fire Legal Liability of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.
  - (3) Comprehensive Automobile and Truck liability covering owned, hired and non-owned vehicles with minimum limits of \$500,000 each occurrence, for bodily injury including death, and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.
- B. Each insurance policy shall include the following conditions by endorsement to the policy:
- (1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage's or limits, a notice thereof shall be given to County by certified mail to: Pinellas County Purchasing Department, 400 S. Ft. Harrison Avenue, 6th Floor, Clearwater, Florida 33756. Contractor shall also notify County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage received by said Contractor from its insurer; and nothing contained herein shall absolve Contractor of this requirement to provide notice.
  - (2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
  - (3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
  - (4) Pinellas County, Board of County Commissioners shall be endorsed to the required policy or policies as an additional insured.  
The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County to any such future coverage, or to County's Self-Insured Retention's of whatever nature.
- C. Contractor hereby waives subrogation rights for loss or damage against the County.
- D. Contractor shall ensure that any subcontractors or persons hired by subcontractors maintain the same level of insurance coverage as the contractor.

**II. MINIMUM INSURANCE REQUIREMENTS FOR HIGH RISK CONTRACTS OVER \$100,000.00**

- A. For selected high-risk contracts over \$100,000.00 aggregate value, the County may require an insurance certificate, policy declaration page and required endorsements. These required items shall be received by the County after formal Board of County Commissioners award and prior to execution of contract. Failure to provide required insurance documentation may cause your company to forfeit award.
- B. There may be certain projects or services less than \$100,000.00 in aggregate value that would be an exception and must be treated the same way as those services of \$100,000.00 and greater i.e. services involving obvious potentially dangerous conditions. Examples of such services would be any contracts involving construction, alterations, renovations, painting, spraying, roofing, mowing, scaffolding, excavation, demolition, environmentally sensitive work and any other condition that appears to be dangerous in nature.

<b>SECTION D - VENDOR REFERENCES</b>
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**Services, Paper Document Recovery  
056-0325-P (AM)**

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR PROPOSAL MAY BE REVIEWED AND PROPERLY EVALUATED.

COMPANY NAME: \_\_\_\_\_

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

HOW LONG IN PRESENT LOCATION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

TOTAL NUMBER OF CURRENT EMPLOYEES: \_\_\_\_\_ FULL TIME \_\_\_\_\_ PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: \_\_\_\_\_

LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES THAT YOU HAVE PREVIOUSLY PERFORMED SIMILAR CONTRACT SERVICES FOR:

**All fields below must be completed**

<p><b>1</b> _____</p> <p>COMPANY NAME</p> <p>_____</p> <p>CITY, STATE</p> <p>_____</p> <p>CONTACT PERSON</p> <p>_____</p> <p>TELEPHONE</p> <p>_____</p> <p>FAX</p> <p>_____</p> <p>EMAIL ADDRESS</p>	<p><b>2</b> _____</p> <p>COMPANY NAME</p> <p>_____</p> <p>CITY, STATE</p> <p>_____</p> <p>CONTACT PERSON</p> <p>_____</p> <p>TELEPHONE</p> <p>_____</p> <p>FAX</p> <p>_____</p> <p>EMAIL ADDRESS</p>
<p><b>3</b> _____</p> <p>COMPANY NAME</p> <p>_____</p> <p>CITY, STATE</p> <p>_____</p> <p>CONTACT PERSON</p> <p>_____</p> <p>TELEPHONE</p> <p>_____</p> <p>FAX</p> <p>_____</p> <p>EMAIL ADDRESS</p>	<p><b>4</b> _____</p> <p>COMPANY NAME</p> <p>_____</p> <p>CITY, STATE</p> <p>_____</p> <p>CONTACT PERSON</p> <p>_____</p> <p>TELEPHONE</p> <p>_____</p> <p>FAX</p> <p>_____</p> <p>EMAIL ADDRESS</p>

## SECTION E – SCOPE OF WORK

**Services, Paper Document Recovery  
056-0325-P (AM)****1. OBJECTIVE:**

It is the intent of the Request For Proposal (RFP) to enter into a contract with qualified firms to provide Paper Document Recovery Services and to award multi-year contracts for the recovery of documents which are damaged by water or fire during State of Emergencies resulting from floods, hurricanes, etc.

**2. SCOPE OF WORK:**

The successful proposer will be required to provide the County with the capability of reestablishing full services with the records that were damaged within 24 hours of a disaster.

The successful proposer will be required to provide a plan for the County to take place prior to any emergency to minimize the amount of damage from water in any emergency.

The successful proposer shall designate in writing a project manager and all coordination between the County and the proposer shall be the responsibility of the project manager.

Any property or work to be provided by the proposer under this contract will remain at the proposer's risk until written acceptance by the County; and the proposer will replace, at the proposer's expense, all property or work damaged by any cause whatsoever.

**3. QUALIFICATIONS:**

All proposers shall be primarily engaged in providing the services required in this proposal. The proposers shall have a proved record in providing this service. The proposer staff to be utilized in this service requirement shall be knowledgeable in their areas of expertise. The County reserves the right to perform investigations as may be deemed necessary to ensure that competent persons will be utilized in the performance of the contract. All proposers shall be currently engaged in the business of paper document recovery services and shall have been engaged in this field for a period of no less than five (5) years.

The proposer will address in their proposal each of the requests, issues or rates in Paragraphs E through I below.

**4. VOLUME OF DOCUMENTS:**

See the table for the potential number of records from major records centers within the County on page 16.

**5. EXPERIENCE:**

- a. Provide a list of public clients and the volume of records recovered including addresses with whom you have provided recovery services since 1996.
- b. Provide a list of all public and private clients by location and the term period of the current agreements for service.
- c. Provide the number of years in business, the current number of full time employees, number of excess labor that can be provided in case of an emergency and the amount of revenues for the last five (5) years for recovery services.

**6. REFERENCES**

- a. Provide a list of five (5) references, with their addresses and phone numbers that can provide information on your experience, within the last five (5) years. It is preferable these references be for a service area the size of Pinellas County (population: estimated at 928,537 based on 2004 U.S. Census Bureau information).

**7. CAPABILITIES**

- a. Identify the equipment and recovery methodologies you employ to recover water damaged paper documents.
- b. Identify your equipment inventory available to the Southeastern United States – Identify the capacity to process in linear feet per hour of each piece of equipment at each location.
- c. Identify equipment wholly owned by your organization and equipment that is available through subcontracting.
- d. Provide a schedule (No later than) of arrival of your equipment in hours after first notification.
- e. Identify how you ensure records are properly inventoried, identified and the chain of identity maintained.

**SECTION E – SCOPE OF WORK**

- f. Identify the methods and instruments used to assess moisture content of records.
- g. Provide your plan for a Quick Response Team to do a damage assessment and triage. Include number of people and (no later than) time of arrival in hours after the first notice.
- h. Identify electrical power requirements to be run for each piece of your equipment.
- i. Provide an optional plan for rapid deployment of required supervisors to provide direction to County employee “first responders” to assess damage and take interim steps to minimize loss from mold and mildew.
- j. Provide a plan for the County to take prior to any emergency to minimize the amount of damage from water in any emergency.
- k. Submit your warranty or guarantee of your services.
- l. How are your clients prioritized in the event of a wide spread emergency where you have multiple client demand?

**8. RATES**

- a. Submit a rate schedule for equipment, supplies and staff services.
- b. Identify separately for each of the elements below, including other areas that are related, the cost of cubic feet:
  - Freeze conventionally
  - Blast freeze
  - Freeze dry
  - Treat for mold and mildew
  - Packing and unpacking
  - Treatment for soot
- c. Alternatively, provide a cost per cubic foot for all recovery services excluding transportation, per diem, and mobilization.
- d. Provide a schedule of laboratory fees or rates should service be contracted out.
- e. Identify mobilization and demobilization rates of equipment and staff.
- f. Identify you mark up for any equipment rented, supplies purchased and travel and lodging.
- g. Identify freight cost per mile by type of equipment.
- h. Provide the cost to implement the recovery process.
- i. Provide the cost of the Recovery Service
- j. Describe, if offered, your pre-registration service and cost associated for such service.

**9. BUILDING(S) DEHUMIDIFYING**

- a. Identify capability and capacity to dehumidify buildings.
- b. Identify your permanent equipment locations in the Southeastern United States
- c. Identify the capacity in pounds of water extracted per hour of each piece of equipment at each location.
- d. Provide other options available to provide this type of service.

A list of buildings for potential dehumidification are on pages 17- 20.

**SECTION E – SCOPE OF WORK****10. LOCATION OF PAPER DOCUMENTS**

Greater than ninety percent (90%) of the paper documents listed in this proposal package will be located in Mid Pinellas County (see Attachment A).

**11. EVALUATION CRITERIA****A. EXPERIENCE 300 POINTS**

Proposal must include a summary of contractual services of similar nature, size and the extent of related program handled by the proposer.

**B. CAPABILITY 300 POINTS**

Proposal must respond to each of the issues in Section E, Item 7 as it refers to Capabilities.

**C. COMPENSATION 250 POINTS**

Proposer will provide the County with the anticipated fees for the services requested including the specific rates requested in Section, Scope of Work.

**D. APPROACH AND METHODOLOGY 150 POINTS**

Proposer will describe their approach and methodology your firm will take in dealing with a project of this scope, as requested in Section E, Scope of Work.



<b>SECTION E – SCOPE OF WORK</b>
----------------------------------

**SUMMARY OF PAPER DOCUMENT INVENTORY BY PRIORITY**

Authority or Department	Active and Essential			Important next 30 Days			FL Statutes for Retention		
	A.1	A.2	A.3	B.1	B.2	B.3	C.1	C.2	C.3
BCC	9469.90	710.60		50.60	9204.80		523.60		
Clerk of the Court	6754.55			194.15			882.20		
Sheriff's Office	414.70	2.20			660.00				99.00
State Attorney	25020.60	55.00	52.80		576.40	479.60			
Public Defender									
Supervisor of Elections	1210.00	.55	4.40	165.00	2.20	907.50	522.50	275.00	837.10
Tax Collector	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Property Appraiser	1361.80	255.20	16.50	11.00	908.60	1077.45	10.45	67.10	231.55
County Attorney's Office	165.00								
Mgt. Info. Systems	3.30				68.20	135.30		11.00	16.50
Personnel	143.00			13.20	46.75	25.30	.55	.55	171.05
<b>TOTALS</b>	<b>44542.85</b>	<b>1023.55</b>	<b>73.70</b>	<b>433.95</b>	<b>11466.95</b>	<b>2625.15</b>	<b>1939.50</b>	<b>353.65</b>	<b>1355.20</b>

**Note:** There is a minor deviation in the decimal point of each column total

	Category:		Urgency:
A	Active & Essential to service the citizens and daily operations	1	Will be needed immediately to resume
B	Important for activity within 30 days	2	Needed within 2-3 weeks
C	Florida Statutes for retention	3	Needed for future reference

# SECTION E – SCOPE OF WORK

## FACILITY MANAGEMENT

### Building List by Section

Section	Facility Name / Group	Address	City	Gross SF	Total GSF	
<b>North Cnty</b>					<b>683,954</b>	2,848,891 Bldgs
	<b>Court House (excl garage sf)</b>	315 Court St	Clearwater		<b>205,611</b>	
	Garage	315 Court St		105,328		461,861 Gar
	<b>Old Court House</b>	324 S Ft Harrison	Clearwater		<b>74,766</b>	
	<b>County Annex</b>	400 S Ft Harrison	Clearwater		<b>86,956</b>	3,310,752 Total
	<b>Building Dept / DRS (excl garage sf)</b>	310 Court St	Clearwater		<b>17,618</b>	
	Garage	310 Court St		189,000		
	<b>Public Works (excl garage sf)</b>	440 Court St	Clearwater		<b>47,739</b>	
	Garage	440 Court St		14,895		
	<b>Environmental Management</b>	512 S Ft Harrison	Clearwater		<b>10,322</b>	
	<b>Communications</b>	333 Chestnut St	Clearwater		<b>26,985</b>	
	<b>North Cnty Service Center</b>	29582 US 19 N	Clearwater		<b>29,224</b>	
	<b>Brooker Creek Center</b>	3940 keystone Rd	Tarpon Springs	<b>Total of Below</b>	<b>25,648</b>	
	Bldg #1			8,001		
	Bldg #2			13,343		
	Bldg #3			4,304		
	<b>Other</b>			<b>Total of Below</b>	<b>139,875</b>	
	General Services / Lease Mngt	201 Rogers St	Clearwater	5,814		
	Env Mngt - Water Quality	300 Garden St	Clearwater	11,589		
	Gen Serv - Facility Mngt	303 Chestnut St	Clearwater	8,250		
	Clerk of Court	305 Osceola Ave	Clearwater	2,338		
	Legislative Delegation	311 Osceola Ave	Clearwater	2,485		
	PW / Gen Serv / Conf	509 East Ave	Clearwater	81,080		
	Gen Serv / OMB	510 Bay Ave	Clearwater	4,480		
	Employee Relations	520 Oak	Clearwater	2,205		
	Park Dept Admin	631 Chestnut	Clearwater	6,132		
	Warehouse (vacant)	300 S Ft Harrison	Clearwater	1,680		
	Gen Serv - Facility Mngt	29582 US 19 N	Clearwater	1,800		
	Environmental Management	3611 Fletch Haven	Tarpon Springs	2,474		
	Brooker Admin / Modulers	3620 Fletch Haven	Tarpon Springs	6,048		
	Env Mngt - Residence	999 Lora Lane	Tarpon Springs	3,500		
	<b>Leased Facilities (services provided)</b>			<b>Total of Below</b>	<b>19,210</b>	
	Personnel Training Center	1704 Clw/Largo Rd	Clearwater	4,205		
	Property Appraiser North	29269 US 19 N	Clearwater	3,605		
	Community Policing	11469 Ulmerton Rd	Largo	3,500		
	Sheriff's Training Facility	1704 Clw/Largo Rd	Clearwater	7,900		

General Services  
Facility Management

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Date Printed: 3/23/2006

## SECTION E – SCOPE OF WORK

### FACILITY MANAGEMENT

#### Building List by Section

Section	Facility Name / Group	Address	City	Gross SF	Total GSF
<b>Mid Cnty</b>					<b>364,067</b>
	<b>Pinewood Cultural Park</b>		Largo	<b>Total of Below</b>	<b>46,581</b>
	County Extension			29,880	
	Hertiage Village			14,701	
	Florida Botanical Gardens			2,000	
	<b>EMS Admin &amp; Com Cntr</b>	12490 Ulmerton Rd	Largo		<b>62,283</b>
	<b>Animal Services</b>	12450 Ulmerton Rd	Largo		<b>41,000</b>
	<b>Public Safety Campus</b>	10750 Ulmeton Rd	Largo	<b>Total of Below</b>	<b>94,558</b>
	Sheriff - Annex			18,235	
	Sheriff - Bldg 100			40,560	
	Sheriff - Bldg 200			8,254	
	Sheriff - Bldg 300			4,181	
	Sheriff - Bldg 400			19,328	
	Sheriff - Bldg 500			4,000	
	<b>Medical Examiner</b>		Largo		<b>42,085</b>
	<b>Fleet Management Complex</b>	9685 Ulmerton Rd	Largo	<b>Total of Below</b>	<b>77,560</b>
	Fleet Mngt Admin & Shop			60,480	
	Paint & Body Shop			15,480	
	Prev Maint Shop			1,600	

General Services  
Facility Management

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Date Printed: 3/23/2006

## SECTION E – SCOPE OF WORK

### FACILITY MANAGEMENT

#### Building List by Section

Section	Facility Name / Group	Address	City	Gross SF	Total GSF
<b>CJC</b>					<b>740,231</b>
	<b>Criminal Justice Center</b>	14250 49th St N	Clearwater		<b>592,667</b>
	<b>Weedon Island Center</b>		St Petersburg		<b>17,000</b>
	<b>Jumbo Sports Bldg</b>	13355 49th St N	Clearwater		
	<b>Sheriff:</b>			Total of Below	<b>37,630</b>
	S1-Tech Services	4801 145th Ave N	Clearwater	9,630	
	S2-Evidence & Prop	4707 145th Ave N	Clearwater	14,000	
	S3-Purchasing	4645 145th Ave N	Clearwater	14,000	
	<b>Other:</b>			Total of Below	<b>46,600</b>
	Clerk's Records	14155 49th St N	Clearwater	14,000	
	Fleet Sub Station	14204 46th St N	Clearwater	2,400	
	Elections Annex	14390 Roosevelt Blvd	Clearwater	30,200	
	<b>Leased Facilities (services provided)</b>			Total of Below	<b>38,914</b>
	Supervisor of Elections			32,500	
	Sheriff's Hangar			6,414	
	<b>Projected New Facilities</b>			Total of Below	<b>7,420</b>
	Sheriff's K9 Facility			2,420	
	Fire & EMS Training Facility			5,000	

Section	Facility Name / Group	Address	City	Gross SF	Total GSF
<b>South Cnty</b>					<b>256,843</b>
	<b>St Petersburg Judicial (excl below)</b>	545 1st Ave N	St Petersburg		<b>86,081</b>
	Vacant Built Space				
	Garage			65,454	
	Energy Plant			3,427	
	<b>501 Office Building (excl garage sf)</b>	501 1st Ave N	St Petersburg		<b>117,446</b>
	Garage			87,184	
	<b>South Cnty Service Center</b>	1800 66th St N	St Petersburg		<b>35,856</b>
	<b>Other</b>				
	Social Services Bldg	647 1st Ave N	St Petersburg		<b>17,460</b>

General Services  
Facility Management

<b>SECTION E – SCOPE OF WORK</b>
----------------------------------

## FACILITY MANAGEMENT

### Building List by Section

Section	Facility Name / Group	Address	City	Gross SF	Total GSF
Detention	<b>County Jail</b>			<b>Total of Below</b>	<b>803,796</b>
	Minimum I			15,000	
	Minimum II			18,000	
	A Barracks			21,000	
	B Barracks			21,000	
	C Barracks			27,000	
	Female S C			14,760	
	Laundry			5,900	
	M S C Kitchen			10,900	
	M S C Control			5,860	
	Phase I Area A			24,752	
	Phase I Area B			8,736	
	Phase I C Wing			13,576	
	Phase I D Wing			30,120	
	Phase I E Wing			30,120	
	Phase II G Wing			58,000	
	Phase III F Wing			128,500	
	10 Guard Towers			2,000	
	Ptec Shop			1,350	
	Programs Trailer			1,080	
	Programs Trailer			1,320	
	Construction Admin			2,400	
	Communications			2,400	
	Facility Management			14,980	
	Old Jdc Building			64,772	
	Medical Wing			1,400	
	Video Visitation			2,870	
	Central Building			276,000	

General Services  
Facility Management

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Date Printed: 3/23/2006

<b>SECTION F – INSTRUCTIONS FOR SUBMITTING PROPOSALS</b>
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**Services, Paper Document Recovery  
056-0325-P (AM)**

All proposals shall be signed in ink by authorized principals of the firm.

Proposals are to be submitted in a sealed envelope. The face of the envelope shall indicate the RFP number, name, and address of the firm, and title of the proposal.

Proposals are to be submitted to Pinellas County Purchasing Department, 400 S. Ft. Harrison Avenue, 6th Floor, Clearwater, FL 33756 by the date and time indicated on the cover sheet.

Proposals shall be submitted in one (1) original and **Eight (8)** copies.

VENDOR NAME: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

REQUIRED ENTRY – ACCOUNT REP

EMAIL ADDRESS: \_\_\_\_\_

REQUIRED FOR ELECTRONIC NOTIFICATIONS

**I hereby agree to abide by all conditions of this Request for Proposal and certify that I am authorized to sign this proposal for the proposer.**

AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME & TITLE (print): \_\_\_\_\_

CHECKLIST FOR FORMS	
COPY OF COMPANY INVOICE (REMIT TO INFORMATION)	
ADDENDUM ACKNOWLEDGEMENT FORM (if applicable)	

**SECTION G - ADDENDUM ACKNOWLEDGMENT FORM**

Services, Paper Document Recovery  
056-0325-P (AM)

PLEASE ACKNOWLEDGE RECEIPT OF ADDENDA FOR THIS ITB/RFP BY SIGNING AND DATING BELOW:

ADDENDUM NO.

SIGNATURE/PRINTED NAME

DATE RECEIVED


**Note:** Prior to submitting the response to this solicitation, it is the responsibility of the firm submitting a response to confirm if any addenda have been issued. If such document(s) has been issued, acknowledge receipt by signature and date in section above. Failure to do so may result in being considered non-responsive or result in lowering the rating of a firm's proposal.

Information regarding Addenda issued is available on the Purchasing Department section of the County's website at, [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase), listed under category 'Bid Schedule'.

<b>SECTION H – NO BID STATEMENT</b>
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NOTE: If you do not intend to submit a proposal on this requirement, please return this form immediately. ***Thank you.***

[Pinellas County Purchasing Department  
400 South Fort Harrison Avenue, 6th Floor  
Clearwater, Florida 33756]

We, the undersigned have declined to submit a proposal for RFP No. **056-0325-P** for **Services, Paper Document Recovery**.

- ☐ Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
- ☐ Insufficient time to respond to the Request for Proposal.
- ☐ We do not offer this product or service.
- ☐ Our schedule would not permit us to perform.
- ☐ Unable to meet specifications.
- ☐ Unable to meet Bond requirement.
- ☐ Specifications unclear (explain below).
- ☐ Unable to Meet Insurance Requirements.
- ☐ Remove Us from Your "Notification List" Altogether
- ☐ Other (specify below).

REMARKS:

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We understand that if the "No Proposal" letter is not executed and returned our name may be deleted from the Bidders List of Pinellas County.

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TYPED NAME OF ABOVE: \_\_\_\_\_

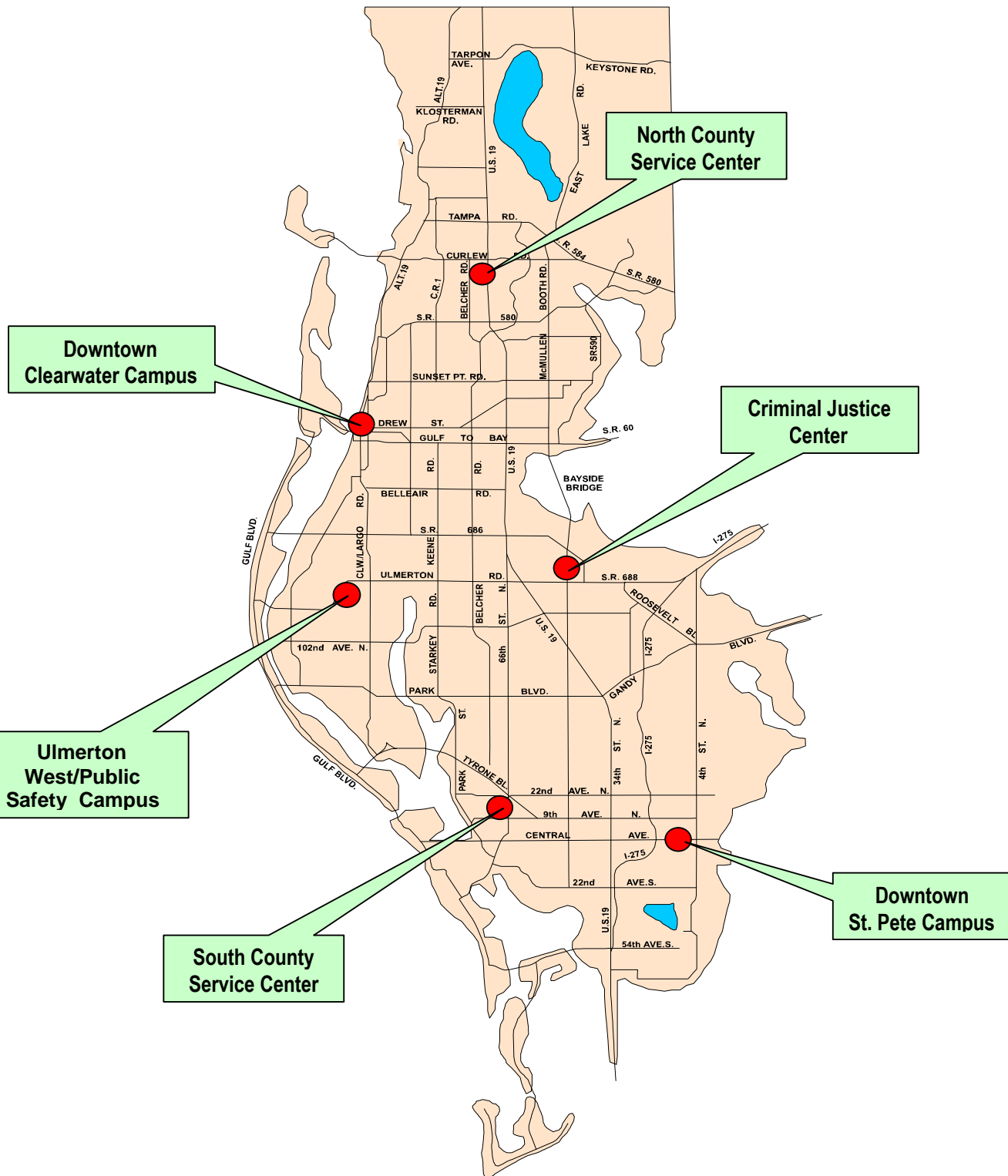
TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_



# Attachment A PINELLAS COUNTY CAMPUS LOCATIONS



Rev. 16 Jun 2002

Actual locations can be found at <http://www.pinellascounty.org/maps/Address.htm>