

INTEROFFICE MEMO

To: Joseph Lauro, Director of Purchasing
From: Amelia McFarlane, Procurement Analyst
Subject: Approval of Ranking of Firms – Services, Paper Document Recovery
Contract No. 056-0325-P (AM)
Date: June 14, 2006

RECOMMENDATION: I RECOMMEND THE DIRECTOR OF PURCHASING APPROVE THE RANKING OF FIRMS AND AUTHORIZE STAFF TO NEGOTIATE WITH THE NUMBER ONE RANKED FIRM, BMS CATASTROPHE, INC., FORT WORTH, TEXAS.

ESTIMATED ANNUAL EXPENDITURE: \$100,000.00

DISCUSSION: On April 21, 2006, the Purchasing Department, on behalf of countywide departments to include the Pinellas County Records Management Department, the Property Appraisers office, the Clerk of the Court office, and Pinellas County Sheriff's office, let a Request for Proposal (RFP) for Services, Paper Document Recovery. The RFP sought to obtain the services of a qualified firm to provide recovery services of paper documents which are damaged by water or fire during State of Emergencies resulting from floods, hurricanes, etc. Proposers were cautioned that there is no guarantee that any services will ever be required pertaining to the award of the contract.

Proposals were received from one firm. The one proposer, BMS Catastrophe was deemed to be responsive and responsible by the Evaluation Committee. The evaluation of the proposals was conducted by an Evaluation Committee comprised of one (1) representative from Pinellas County Records Management Department, one (1) representative from the Tax Collector's Office, along with one (1) representative from Pinellas County Sheriff's Office, and one (1) representative from the Purchasing Department, acting as facilitator, who met and evaluated the proposal received and came up with a scoring based on the Evaluation Criteria set for this proposal.

The firm was evaluated according to the following criteria:

- | | |
|-----------------------------|------------|
| 1. Experience | 300 Points |
| 2. Capability | 300 Points |
| 3. Compensation | 250 Points |
| 4. Approach and Methodology | 150 Points |

The firm's scoring is as follow:

- | | |
|--------------------------|--------|
| 1) BMS Catastrophe, Inc. | 828.75 |
|--------------------------|--------|

At the direction of the Purchasing Director, staff will begin the negotiation process with the number one ranked firm, BMS Catastrophe, Inc. Negotiations will be centered on obtaining more information relating to our priority level as a government customer in the event of large scale weather related disaster.

APPROVED:


JOSEPH LAURO
Director of Purchasing

Date of Approval:

6/16/06

Attachments:

1. Contract Review
2. Department Recommendation
3. Tabulation Sheet
4. Evaluation Score Sheets
5. Conflict of Interest Statements
6. E-mail confirming Contractor's Corporate Identity



CONTRACT REVIEW TRANSMITTAL SLIP

PROJECT: Services. Paper Document Recovery	
RFP NUMBER: 056-0325-P (AM)	REQ. NUMBER:
TYPE: <input checked="" type="checkbox"/> Purchase Contract <input type="checkbox"/> Construction-Less than \$100,000 <input type="checkbox"/> One Time <input type="checkbox"/> Other:	

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal Slip and forward to the next Review Authority on the list. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

RISK MANAGEMENT: Please enter required liability coverage on pages: 11 and 12

This is an annual/semi-annual/one-time requirement contract. Estimated Expenditure: \$100,000.00

? ☐ PRODUCT ONLY

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	Purchasing Dept. Amelia McFarlane	3/20/06 3/21	Amelia McFarlane Cem	Need exceptions clause in per govt. p 9 See Section A items added	
2.	Risk Management Attn: Loretta Hunter (Please check applicable box at right)	3/22/06	[Signature]	See pg 11 Done	<input checked="" type="checkbox"/> HIGH RISK <input checked="" type="checkbox"/> NOT HIGH RISK

Using Dept please check attached vendor list. Circle vendors you want bids mailed to. Add additional vendors with complete information you would like solicited that are not on this list. We need Name, Address, Phone and Fax.

* 3.	Using Department Attn: John Neal/Sheila Burns				
4.	Information Systems Attn: James Garoutsas	24 Mar 06	JN	SEE P 15 & ATTACHED BIDDING LIST. Attached	
5.	BCC Finance Attn: Robert Woodall	3-28-06	[Signature]		
6.	Asst. County Administrator Attn: Keith Wicks NA				
7.	Asst. County Administrator Attn: Mark Woodard	3/31/06	[Signature]	Sheila to contact Clerk, etc... to identify their requirements. Done	
8.	Legal Attn: Michelle Wallace	4/3/06	MW	Agreement Attached	

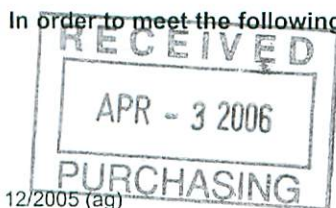
RETURN TO PURCHASING

All inquiries should be made to: Amelia McFarlane, CPPB, Sr. Procurement Analyst at Extension 43149.

In order to meet the following schedule, please return your requirements to Purchasing by:

TENTATIVE DATES

Legal Ad-BID/RFP Mail Out: April 21, 2006
BID/RFP Opening: TBD
Board/County Admin/Purchasing Director Approval: TBD



12/2005 (ag)

See comments on last page. 596

Department
Please reply
Done

McFarlane, Amelia E

From: Burns, Sheila J
Sent: Wednesday, June 14, 2006 1:51 PM
To: McFarlane, Amelia E
Subject: Services, Paper Document Recovery, RFP # 056-0325-P (AM)

This is to confirm in writing the decision of the committee made this June 14, 2006.

It is the consensus of the committee that we accept the bid from BMS, Catastrophe, Inc., with the proviso that we request from them more information relating to our priority level as a government customer in the event of a large scale weather related disaster.

Sheila J. Burns
Chairperson

*Sheila J. Burns
BCC Records Manager
Pinellas County, Fl.
727.464.5555*

PINELLAS COUNTY EVALUATION CRITERIA TABULATION SHEET

RFP TITLE:Services, Paper Document Recovery
RFP #: 056-0325-P (AM)

COMPANY NAME	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	TOTAL POINTS	TOTAL AVERAGE	RANK
	Sheila Burns	Pam Dubov	Charlie Miller	Dan Wiggins			
1 BMS Catastrophe, Inc.	865.00	777.50	835.00	837.50	3315.00	828.75	1

Date: June 14, 2006