



ITB# SER-GS-20-RS
Record Storage & Management Services-Southeast Region-Circuits 15, 17 & 19
(Broward, Indian River, Martin, Palm Beach, Okeechobee and Palm Beach Counties)
Department's Response to Questions
April 14, 2020

1. Can the Department use the current State of Florida Department of Management Services State Term Contract for Document Management Services 78131804-17-01?

State Term Contract 78-131804-17-01 did not completely meet the Department's service requirements. It would be in the state's best interest to issue an Invitation to Bid (ITB) as the most appropriate form of competitive procurement for the records storage management needs of the Southeast Region. The rules and requirements of ITB# SER GS-20-RS must be followed.

2. Will Department be providing a database file from current vendor? Is there both a "Carton-level" database and a "File-level" database?

Yes, the Department will provide a database file that will list the inventory containers/folders.

3. Is the storage rate to be calculated "per box" or "per cubic foot" ?

The calculation is based "per box". An example may be found on the Sample Exhibit D, Page 58 of ITB# SER-GS-20-RS.

4. Will the Department be paying "permanent removal" fees if/when inventory leaves the current vendors facility and is moved to the NEW vendor's facility?

The Department will not be paying a permanent withdrawal fee to move inventory from one vendor to another.

5. How many boxes are added each year? How many boxes are destroyed each year? (on average)?

Approximately 1,500 boxes were added in 2019. As there are boxes currently in inventory that may have reached the required retention period, the Department program representatives will assess the need for continued storage of those boxes once the new contract is executed. We anticipate an increase in the number of boxes to be destroyed but cannot assume or provide an estimate at this time, until the review occurs by each program utilizing record storage.

6. Due to pandemic and personnel working remotely, will the Department accept e- signatures as part of the responses we are not in physical contact with authorized person to sign bid documents?

Yes; however, if a Bidder uses another authorized representative to complete the form, it is required to provide verification that the person is authorized or the officers of the company permitted to bind the company legally and attach to the form.



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7. What will be accepted as proof for My Florida Marketplace registration?

Verification of My Florida Marketplace registration may be obtained by going to:

<https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e1s1>

and printing registration confirmation and submitting with the proposal to this ITB# SER-GS-20-RS.

If you are not registered with the State of Florida in order to do business with the state, you must follow the directions at the website below and submit registration with the proposal to this ITB # SER-GS-20-RS:

https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/requirements_for_vendor_registration

8. Does Exhibit C need to be part of response?

No, it is not part of the Bid response.

9. Does the Bid Price Sheet have to be filled out in the excel sheet? Or can the PDF be filled in using adobe? The spreadsheet does not appear to be posted on the VBS site.

Yes, it can be filled in PDF format. Also, all forms required for submission will be available in Microsoft Word and found on the Vendor Bid System (VBS) at the time of the posting of this document to VBS. It will not be necessary to complete the form found in Excel.

10. Due to the Pandemic, will the Department accept the preferred pricing affidavit signed by another authorized representative for the vendor who is able to have the document notarized due to our employees working

The Preferred Pricing Affidavit form found on Page 80, Appendix IX, can be completed by another authorized representative, but the vendor must provide verification (document) the other authorized representative or a list of the officers of the vendor are permitted to bind the company legally. The form provided must be attached at the time of proposal submission.