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**GLOSSARY**

- BIDDER:** The terms bidder, firm, and proposer are used interchangeably herein. The terms contractor and successful bidder are also used interchangeably.
- CONTRACTOR:** “Contractor” shall mean the individual or individuals, firm, company, corporation, joint venture, or other entity contracting with City for performance of the work covered in this RFP.
- INCUMBENT:** the current holder of the contract for Commercial Records Management.
- VAULT STORAGE:** a room or compartment for storage or safekeeping for records that require longer retention items or records that are media, highly confidential or historical.

**RFP 2021-091-KB  
COMMERCIAL RECORDS MANAGEMENT  
SERVICES**

**SECTION 0100****INSTRUCTIONS TO PROPOSERS**

**1. GENERAL.** This Request for Proposals (RFP) is issued by the City of Miami Beach, Florida (the “City”), as the means for prospective Proposers to submit their qualifications, proposed scopes of work and revenue proposals (the “proposal”) to the City for the City’s consideration as an option in achieving the required scope of services and requirements as noted herein. All documents released in connection with this solicitation, including all appendixes and addenda, whether included herein or released under separate cover, comprise the solicitation, and are complementary to one another and together establish the complete terms, conditions and obligations of the Proposers and, subsequently, the successful Proposer(s) (the “contractor[s]”) if this RFP results in an award.

The City utilizes Periscope S2G (formally known as BidSync) ([www.periscopeholdings.com](http://www.periscopeholdings.com) or [www.bidsync.com](http://www.bidsync.com)) for automatic notification of competitive solicitation opportunities and document fulfillment, including the issuance of any addendum to this RFP. Any prospective Proposer who has received this RFP by any means other than through Periscope S2G must register immediately with Periscope S2G to assure it receives any addendum issued to this RFP. Failure to receive an addendum may result in disqualification of proposal submitted.

**2. BACKGROUND & PURPOSE.** The City is required to retain certain records pursuant to Florida Department of State, Schedules GS1-SL for state and local government agencies and GS2 for law enforcement correctional facilities, and district medical examiners. Several City departments currently outsource all or a portion of the records retention requirements (offsite storage, records inventory management, retrieval, pick-up/delivery, electronic records management portal and destruction services) to a third-party storage and service provider. Certain departments also require related services such as shredding and digitization of records in addition to routine records retention services. The City’s current inventory is included in Appendix D. This City’s expenditures for the aforementioned services are currently estimated at \$80,000 annually.

**2.1 PURPOSE.** The purpose of this RFP is to seek proposals from qualified firms with demonstrated experience in records retention and related services (as further detailed in Appendix A) and a proven record of providing exceptional customer service, custodianship, and responsiveness. Interested parties are invited submit a proposal in accordance with Section 0300.

**3. ANTICIPATED RFP TIMETABLE.** The tentative schedule for this solicitation is as follows:

<b>RFP Issued</b>	<b>February 10, 2021</b>
<b>Pre-Proposal Meeting</b>	February 25, 2021 at 11:00am EST To be held via conference call ONLY: <b>(1) Dial the TELEPHONE NUMBER: +1 786-636-1480</b> <b>(2) Enter the CONFERENCE ID: 424 606 935#</b>
<b>Deadline for Receipt of Questions</b>	March 19, 2021 at 5:00pm EST
<b>Responses Due</b>	March 29, 2021 at 3:00pm EST Bid Opening to be held publicly via conference call ONLY: <b>(1) Dial the TELEPHONE NUMBER: +1 786-636-1480</b> <b>(2) Enter the CONFERENCE ID: 980 070 362#</b>
<b>Evaluation Committee Review</b>	April 2021
<b>Tentative Commission Approval</b>	April 2021
<b>Contract Negotiations</b>	Following Commission Approval

**4. PROCUREMENT CONTACT.** Any questions or clarifications concerning this solicitation shall be submitted to the Procurement Contact noted below:

Procurement Contact:  
Kristy Bada

Telephone:  
305-673-7000 x26218

Email:  
kristybada@miamibeachfl.gov

**Additionally, the City Clerk is to be copied on all communications via e-mail at: [RafaelGranado@miamibeachfl.gov](mailto:RafaelGranado@miamibeachfl.gov), or via facsimile: 786-394-4188.**

The Bid title/number shall be referenced on all correspondence. All questions or requests for clarification must be received no later than ten (10) calendar days prior to the date proposals are due as scheduled in Section 0200-3. All responses to questions/clarifications will be sent to all prospective Proposers in the form of an addendum.

**5. PRE-PROPOSAL MEETING OR SITE VISIT(S).** Only if deemed necessary by the City, a pre-proposal meeting or site visit(s) may be scheduled. Attendance for the pre-proposal meeting **shall be via telephone** and recommended as a source of information but is not mandatory. Proposers interested in participating in the Pre-Proposal Meeting must follow these steps:

- (1) Dial the TELEPHONE NUMBER: +1 786-636-1480
- (2) Enter the CONFERENCE ID: 424 606 935#

Proposers who are participating via telephone should send an e-mail to the contact person listed in this RFP expressing their intent to participate via telephone.

**6. PRE-PROPOSAL INTERPRETATIONS.** Oral information or responses to questions received by prospective Proposers are not binding on the City and will be without legal effect, including any information received at pre-submittal meeting or site visit(s). The City by means of Addenda will issue interpretations or written addenda clarifications considered necessary by the City in response to questions. Only questions answered by written addenda will be binding and may supersede terms noted in this solicitation. Addendum will be released through *Periscope S2G*. Any prospective proposer who has received this RFP by any means other than through *Periscope S2G* must register immediately with *Periscope S2G* to assure it receives any addendum issued to this RFP. Failure to receive an addendum may result in disqualification of proposal. Written questions should be received no later than the date outlined in the **Anticipated RFP Timetable** section.

**7. CONE OF SILENCE.** This RFP is subject to, and all proposers are expected to be or become familiar with, the City's Cone of Silence Requirements, as codified in Section 2-486 of the City Code. Proposers shall be solely responsible for ensuring that all applicable provisions of the City's Cone of Silence are complied with, and shall be subject to any and all sanctions, as prescribed therein, including rendering their response voidable, in the event of such non-compliance. Communications regarding this solicitation are to be submitted in writing to the Procurement Contact named herein with a copy to the City Clerk at [rafaelgranado@miamibeachfl.gov](mailto:rafaelgranado@miamibeachfl.gov)

**8. ADDITIONAL INFORMATION OR CLARIFICATION.** After proposal submittal, the City reserves the right to require additional information from Proposers (or Proposer team members or sub-consultants) to determine: qualifications (including, but not limited to, litigation history, regulatory action, or additional references); and financial capability (including, but not limited to, annual reviewed/audited financial statements with the auditors notes for each of their last two complete fiscal years).

**9. PROPOSER'S RESPONSIBILITY.** Before submitting a response, each Proposer shall be solely responsible for making any and all investigations, evaluations, and examinations, as it deems necessary, to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements, and/or failure to make such evaluations, investigations, and examinations, will not relieve the Proposer from any obligation to comply with every detail and with all provisions and requirements of the contract, and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the Proposer.

**10. DETERMINATION OF AWARD.** The City Manager may appoint an evaluation committee to assist in the evaluation of proposals received. The evaluation committee is advisory only to the city manager. The city manager may consider the information provided by the evaluation committee process and/or may utilize other information deemed relevant. The City Manager's recommendation need not be consistent with the information provided by the evaluation committee process and takes into consideration Miami Beach City Code Section 2-369, including the following considerations:

- (1) The ability, capacity, and skill of the Proposer to perform the contract.
- (2) Whether the Proposer can perform the contract within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the Proposer.
- (4) The quality of performance of previous contracts.
- (5) The previous and existing compliance by the Proposer with laws and ordinances relating to the contract.

The City Manager may recommend to the City Commission the Proposer(s) s/he deems to be in the best interest of the City or may recommend rejection of all proposals. The City Commission shall consider the City Manager's recommendation and may approve such recommendation. The City Commission may also, at its option, reject the City Manager's recommendation and select another Proposal or Proposals which it deems to be in the best interest of the City, or it may also reject all Proposals.

**11. NEGOTIATIONS.** Following selection, the City reserves the right to enter into further negotiations with the selected Proposer. Notwithstanding the preceding, the City is in no way obligated to enter into a contract with the selected Proposer in the event the parties are unable to negotiate a contract. It is also understood and acknowledged by Proposers that no property, contract or legal rights of any kind shall be created at any time until and unless an Agreement has been agreed to; approved by the City; and executed by the parties.

**12. E-VERIFY.** As a contractor you are obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Therefore, you shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

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**SECTION 0200**

**GENERAL CONDITIONS**

**TERMS & CONDITIONS –SERVICES.** By virtue of submitting a proposal in response to this solicitation, proposer agrees to be bound by and in compliance with the Terms and Conditions for Services (dated April 13, 2020), incorporated herein, which may be found at the following link:

<https://www.miamibeachfl.gov/city-hall/procurement/standard-terms-and-conditions/>

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## **SECTION 0300            PROPOSAL SUBMITTAL INSTRUCTIONS AND FORMAT**

**1. ELECTRONIC RESPONSES (ONLY).** Proposals must be submitted electronically through Periscope S2G (formerly BidSync) on or before the date and time indicated. Hard copy proposals or proposals received through email or facsimile are not acceptable and will be rejected.

A proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal until the deadline for proposal submittals. The City will only consider the latest version of the bid.

Electronic proposal submissions may require the uploading of attachments. All documents should be attached as separate files in accordance with the instructions included in Section 4, below. Attachments containing embedded documents or proprietary file extensions are prohibited. It is the Bidder's responsibility to assure that its bid, including all attachments, is uploaded successfully.

Only proposal submittals received, and time stamped by Periscope S2G (formerly BidSync) prior to the proposal submittal deadline shall be accepted as timely submitted. Late bids cannot be submitted and will not be accepted. Bidders are cautioned to allow sufficient time for the submittal of bids and uploading of attachments. Any technical issues must be submitted to Periscope S2G (formerly BidSync) by contacting (800) 990-9339 (toll free) or [S2G@periscopeholdings.com](mailto:S2G@periscopeholdings.com). The City cannot assist with technical issues regarding submittals and will in no way be responsible for delays caused by any technical or other issue.

**It is the sole responsibility of each Bidder to ensure its proposal is successfully submitted in BidSync prior to the deadline for proposal submittals.**

**2. NON-RESPONSIVENESS.** Failure to submit the following requirements shall result in a determination of non-responsiveness. Non-responsive proposals will not be considered.

1. Bid Submittal Questionnaire
2. Failure to comply with Minimum Eligibility Requirement (See Appendix A, Section A1).
3. Cost Proposal (Tab 5).

**3. OMITTED OR ADDITIONAL INFORMATION.** Failure to include the Bid Submittal Questionnaire (completed and submitted electronically) and the Cost Proposal shall render a proposal non-responsive. Non-Responsive proposals will not be considered. With the exception of the Bid Submittal Questionnaire (completed and submitted electronically) and the Cost Proposal, the City reserves the right to seek any omitted information/documentation or any additional information from Proposer or other source(s), including but not limited to: any firm or principal information, applicable licensure, resumes of relevant individuals, client information, financial information, or any information the City deems necessary to evaluate the capacity of the Proposer to perform in accordance with contract requirements. Failure to submit any omitted or additional information in accordance with the City's request shall result in proposal being deemed non-responsive.

**4. ELECTRONIC PROPOSAL FORMAT.** In order to maintain comparability, facilitate the review process and assist the Evaluation Committee in review of proposals, it is strongly recommended that proposals be organized and tabbed in accordance with the tabs, and sections as specified below. The electronic submittal should be tabbed as enumerated below and contain a table of contents with page references. The electronic proposal shall be submitted through the "Line Items" attachment tab in Periscope S2G.

**TAB 1****Cover Letter & Minimum Qualifications Requirements**

**1.1 Cover Letter and Table of Contents.** The cover letter must indicate Proposer and Proposer Primary Contact for the purposes of this solicitation.

**1.2 Minimum Qualifications Requirements.** Proposer shall submit the required submittal(s) documenting compliance with each minimum requirement. Proposers that fail to comply with minimum requirements shall be deemed non-responsive and shall not have its bid considered.

**1.2.1 Previous Experience.** Bidder (defined as the Proposing Firm) shall document, as required below, a minimum of five (5) years providing services similar in nature to those described herein to governmental agencies in the State of Florida or other organizations that must adhere to Florida or federal record retention laws.

**Required Submittals:** Bidder must provide, as evidence of experience, client references for contracts or other engagements under which the bidder has provided the services as defined above. For each client reference, bidder must submit the following: client (agency) name; client contract or engagement manager; email and telephone number for contract or engagement manager; detailed description of the services provided; and dates of service.

**1.2.2 Location of Facility.** The facility(ies) where bidder proposes to store City records shall be located within a 45 mile or less radius from the City of Miami Beach City Hall.

**Required Submittals:** Bidder must provide the location of the facility(ies) where bidder proposes to store City records.

**TAB 2****Experience & Qualifications**

**2.1 Qualifications of Proposing Firm.** In addition to the minimum requirement established in Tab 1.2.1, submit detailed information regarding the relevant experience and proven track record of the firm and/or its principals in providing the scope of services similar as identified in this solicitation, including experience in providing similar scope of services to public sector agencies and experience with State of Florida Schedules relating to records retention. For each project that the Proposer submits as evidence of similar experience for the firm and/or any principal, the following is required: project description, agency name, agency contact, contact telephone & email, and year(s) and term of engagement. For each project, identify whether the experience is for the firm or for a principal (include name of principal).

**2.2 Qualifications of Proposer Team.** Provide an organizational chart of all personnel and consultants to be used for this project if awarded, the role that each team member will play in providing the services detailed herein and each team members' qualifications. A resume of each individual, including education, experience, and any other pertinent information, shall be included for each Proposal team member to be assigned to this contract.

**2.3 Facility(ies).** Submit detailed list of the facility or facilities that the bidder intends to utilize if awarded a contract. For each facility, submit the following at a minimum.

- Address of the facility(ies).
- Owner of the facility(ies). If facility is leased or rented, provided proof of lease or rental term.
- Available square footage.
- Elevation of facility (flood certificate or other proof of elevation).
- A summary of fire prevention system(s), including latest inspection certificate.
- A summary of theft prevention system(s), including proof of 24/7/365 monitoring.
- Access protocols/policies.

**TAB 3      Scope of Services**

3.1 Submit detailed information addressing how Proposer will achieve each portion of the scope of services and requirements outlined in Appendix A, Specifications. At a minimum, responses shall include details on the following:

3.1.1 Compliance with national standards, including but not limited to:

[NARA 36 CFR Part 1234 - Facility Standards for Records Storage Facilities](#)

3.1.2 Compliance with the State of Florida general records schedules, including but not limited to:

[Schedule GS1-SL - State of Florida General Records Schedule for State and Local Government Agencies](#)

[Schedule GS2 - State of Florida General Records Schedule for Law Enforcement](#)

[Schedule GS3 - State of Florida General Records Schedule for Election](#)

[Schedule GS8 - State of Florida General Records Schedule for Fire Departments](#)

[Schedule GS11 - State of Florida General Records Schedule for Clerks of Court](#)

[Schedule GS14 - State of Florida General Records Schedule for Public Utilities](#)

3.1.3 Compliance with the Florida Department of State Administrative Code and Register, including

[Rule 1B-24.003 Public Records Scheduling and Disposition](#)

3.1.4 Warehousing and inventory management process, including detailed information on its inventory management system, inventory/identification process and list of all relevant equipment (e.g., delivery trucks, warehouse equipment, etc.) bidder proposes to utilize if awarded a contract

3.1.5 Electronic portal

3.1.6 Routine pick-up, retrieval, and delivery

3.1.7 Records destruction and process

3.1.8 Management of communications with departmental contract managers

3.1.9 Transition plan, final removal of any records and transfer to a new service provider at contract termination/expiration

**TAB 4      Additional Value-Added Services**

4.1 Submit detailed information addressing how Proposer will achieve each portion of the additional services outlined in Appendix A, Specifications. At a minimum, submit detailed responses on the following:

- shredding services
- scanning and digitization
- any other related value-added services.

**TAB 5      Cost Proposal**

Submit a completed Cost Proposal Form (Appendix B).

**Quantitative factors shall not be considered by the Evaluation Committee. Quantitative factors will be considered by the City Manager in preparing his recommendation to the City Commission. In considering quantitative factors, the City Manager may also consider any feedback or information provided by staff, consultants or any other third-party in developing an award recommendation in accordance with Section 0400.**



**SECTION 0400**

**PROPOSAL EVALUATION**

**1. EVALUATION OF PROPOSALS.** All responsive proposals will be evaluated in accordance with this section. If more than one proposal is received, the City Manager may appoint an Evaluation Committee to consider and provide feedback on the qualitative factors of each proposal. In the event that only one responsive proposal is received, the City Manager, after determination that the sole responsive proposal materially meets the requirements of the RFP, may, without an evaluation committee, recommend to the City Commission that the Administration enter into negotiations. In the evaluation of proposals, Proposers may be requested to make additional written submissions of a clarifying nature or oral presentations to the Evaluation Committee. Failure to provide the requested information within the time prescribed may result in the disqualification of proposal.

**2. QUALITATIVE FACTORS (QUALIFICATIONS, SCOPE AND APPROACH) AND VETERAN’S PREFERENCE.** **The Evaluation Committee shall only consider qualitative factors.** The Evaluation Committee shall not consider quantitative factors (e.g., cost, revenue) in its review of proposals. The Evaluation Committee shall act solely in an advisory capacity to the City Manager. The results of the Evaluation Committee process do not constitute an award recommendation. The City Manager may utilize, but is not bound by, the results of the Evaluation Committee process, as well as consider any feedback or information provided by staff, consultants or any other third-party in developing an award recommendation in accordance with Sub-section 4 below. In its review of proposals received, the Evaluation Committee may review and score all proposals, with or without conducting interview sessions, in accordance with the following criteria. The Procurement Department will assign points for Veteran’s Preference, pursuant to Ordinance No. 2011-3748, as applicable.

<b>Qualitative Criteria</b>	<b>Maximum Points</b>
Proposer Experience and Qualifications	50
Scope of Services	40
Additional Value-Added Services	10
<b>TOTAL AVAILABLE POINTS for Qualitative Criteria</b>	<b>100</b>
Veteran’s Preference Points	5
<b>TOTAL AVAILABLE POINTS for Qualitative and Veteran’s Preference Criteria</b>	<b>105</b>

**EVALUATION COMMITTEE RANKING FOR QUALITATIVE CRITERIA ONLY.** The sum of qualitative scores will be converted to rankings in accordance with the example below.

		<b>Proposer A</b>	<b>Proposer B</b>	<b>Proposer C</b>
<b>Committee Member 1</b>	Qualitative Points	82	76	80
	Rank	1	3	2
<b>Committee Member 2</b>	Qualitative Points	79	85	72
	Rank	2	1	3
<b>Committee Member 2</b>	Qualitative Points	80	74	66
	Rank	1	2	3
<b>Low Aggregate Score</b>		4	6	8
<b>Final Ranking*</b>		1	2	3

**3. QUANTITATIVE FACTORS.** Quantitative factors shall not be considered by the Evaluation Committee. Quantitative factors will be considered by the City Manager in preparing his recommendation to the City Commission. In considering quantitative factors, the City Manager may also consider any feedback or information provided by staff, consultants or any other third-party in developing an award recommendation in accordance with Sub-section 4 below.

**4. DETERMINATION OF AWARD.** The City Manager shall consider qualitative and quantitative factors, in accordance with Sub-section 2 and 3 above, to recommend the proposer(s) he deems to be in the best interest of the City or may recommend rejection of all proposals. The City Manager's recommendation need not be consistent with the information provided by the evaluation committee process and takes into consideration Miami Beach City Code Section 2-369, including the following considerations:

- (1) The ability, capacity and skill of the Proposer to perform the contract.
- (2) Whether the Proposer can perform the contract within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience and efficiency of the Proposer.
- (4) The quality of performance of previous contracts.
- (5) The previous and existing compliance by the Proposer with laws and ordinances relating to the contract.

The City Manager may recommend to the City Commission the Proposer(s) s/he deems to be in the best interest of the City or may recommend rejection of all proposals. The City Commission shall consider the City Manager's recommendation and may approve such recommendation. The City Commission may also, at its option, reject the City Manager's recommendation and select another Proposal or Proposals which it deems to be in the best interest of the City, or it may also reject all Proposals.

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# APPENDIX A

# MIAMI BEACH

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## Specifications

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### RFP 2021-091-KB COMMERCIAL RECORDS MANAGEMENT SERVICES

PROCUREMENT DEPARTMENT  
1755 Meridian Avenue, 3<sup>rd</sup> Floor  
Miami Beach, Florida 33139

**A1. General Scope of Work.** Contractor shall provide records retention services (offsite storage, records inventory management, retrieval, pick-up/delivery, electronic records management portal and destruction services) to all City departments, as requested by each department, as detailed herein. Additional services are also desired, as selected by each department, to include, but not necessarily be limited to, shredding and digitization of records. All services shall be performed in strict accordance as outlined herein.

**A1.1 Departmental Contract Managers.** Records retention and related services are managed independently by each city department. Each city department will assign a contract manager who may coordinate all services with the contractor and approve payments in accordance with contract pricing. However, departmental contract managers are not authorized to: 1) amend the contract; 2) amend any contract term; 3) execute or otherwise approve any additional service order, terms, or other requirements; or 4) authorize any service not explicitly stated in the resulting agreement. By virtue of submitting a bid, bidder understands and affirms that only the City Manager, or designee, or the City Commission, at the City's discretion, may 1) amend the contract; 2) amend any contract term; 3) execute or otherwise approve any additional service order, terms, or other requirements; or 4) authorize any service not explicitly stated in the resulting agreement. The Office of the City Clerk shall have access to all records retention and related services.

**A2. Applicable Standards.** All services shall be provided in strict accordance with the following standards, as applicable. Any deviation from these standards must be approved, in writing, by the City Manager or designee. Where a conflict exists between the applicable standards and the RFP, the City Manager's or designee determination shall be final and binding.

- [NARA 36 CFR Part 1234 – Facility Standards for Records Storage Facilities](#)
- [Schedule GS1-SL - State of Florida General Records Schedule for State and Local Government Agencies](#)
- [Schedule GS2 - State of Florida General Records Schedule for Law Enforcement](#)
- [Schedule GS3 - State of Florida General Records Schedule for Election](#)
- [Schedule GS8 - State of Florida General Records Schedule for Fire Departments](#)
- [Schedule GS11 - State of Florida General Records Schedule for Clerks of Court](#)
- [Schedule GS14 - State of Florida General Records Schedule for Public Utilities](#)

**A3. Off-site Records Retention Services.** The contractor shall provide the following services relating to off-site record retention. Any desire on the part of the bidder to deviate from any of the services indicated below must be clearly articulated in the proposal and the resulting agreement. The City reserves the right to reject any deviation. Failure to clearly articulate any deviation shall be interpreted as the bidder's full acceptance of the stated scope of work.

**A3.1. Warehousing and Inventory Management of Records.** In addition to compliance with the aforementioned standards, the facility(ies) where records are to be stored, as well as the protection of records, shall comply with the following requirements:

- a. Facility(ies) shall be located within a 45-mile radius of the City.
- b. Have sufficient space to accommodate the City's current inventory of stored records, including 46,055 cubic feet plus 20% for growth for a total of a minimum available cubic feet of approximately 56,000.
- c. Temperature in vault areas must meet recommended best practices (temperature between 68-72 degrees Fahrenheit;).
- d. Must have impact proof windows or shutters or no windows in any stack areas.
- e. Contractor shall enforce policies that protect sensitive, confidential and/or exempt records according to State law, including but not limited to:
  - CCTV cameras in all areas of access and areas where City records are stored with at least 12-month access to video recordings.
  - Employees and visitors should be issued identification badges to be visible at all times.
  - All visitors should be required to sign in and be escorted by records facility staff.

- Boxes meeting the above criteria (as identified by City Department) may be required to be tape sealed prior to being placed in storage and/or require restricted access.

**A3.2. Initial Pick-up (Contract Commencement).** Within 7 days of notification from the City, the contractor shall coordinate with the incumbent to transfer all records to the contractor's facility. The full transfer of all records shall occur within 21 days of notification from the City, unless otherwise agreed to by the City in writing. The contractor shall verify that all records on the inventory listing provided by the incumbent have been safely transferred to the contractor's facility. The contractor shall provide an initial inventory listing to the City.

- Electronic Listing and Portal.** Contractor shall provide an online inventory management / ordering system that allows the City to view and manage inventory and place orders electronically. Electronic portal that indexes files by category, description, destruction date, department, division, unit, team, and other fields as needed, shall be fully operational within 30 days of notification by the City. The initial inventory listed on the electronic portal shall match the initial inventory listing provided by the contractor, plus any new records that may have been transferred from the City to the contractor. The electronic listing/portal shall allow unlimited users access to the database with prior approval of the departmental contract manager.
- Reports.** Canned (i.e. inventory, invoices, payment history, and work orders) and custom reporting shall be made available as needed. Contractor shall also produce a listing to City Departments of records eligible for destruction annually based on the prescribed retention schedule from the information. All reports shall have the ability to be exported as an Excel, CSV, or other applicable file format. **All reports shall be at no additional cost to the City.**

**A3.3. Routine Pick-up and Retrieval.** Routine pick-up and retrieval services shall consist, at a minimum, of the following:

- Deliver boxes in the sizes indicated on the cost proposal, as required by City departments, within three days of request.
- Within three days of request, contractor shall pick-up box/pallet from designated sites within three (3) business days from the time of request, or as mutually agreed at time of request. No minimum on pick-ups is allowed.
- Provide barcode sheet (minimum 16 barcode per sheet) for record management.
- Provide emergency delivery within twenty (24) hours per box/pallet upon the City's request.
- Provide retrieval and refile of box(es) at the contractor's facility.
- Provide supplies as indicated on the cost proposal, as required by City departments.

**A3.4. Identification.**

- Upon receipt of the box, contractor shall provide new bar coding, shelving, labeling, data entry and inventorying with searchable Optical Character Recognition (OCR) for the boxes to be stored at the vendor's facility. Electronic portal shall track the following individual box content detail for each item stored, which may include but are not limited to the following:
  - Provided by Contractor:
    - Scan the barcode and add to inventory;
    - Date added to inventory;
    - Requestor (i.e. name of employee requesting inventory);
    - Record retention title and schedule. (e.g., Receipt/Revenue Records: Detail, GS1-SL – 365);
    - State retention period (e.g., 5 fiscal years);
    - Destruction Schedule (i.e. destruction reminder);
    - Status of record (i.e. in or out);
    - Provide customizable fields as needed.
  - Provided by City:
    - Description of record (e.g., checks, solicitation detailed description, project);
    - Category of records (i.e. employee, payroll, contracts, solicitations);

- iii. Location of record (i.e. department, division, facility);
  - iv. Inclusive date of records (e.g., 10/1/2016-9/30/2017);
- b. Contractor shall work with the City Departments to develop acceptable inventory identification which meets their departmental needs.

### **A3.5 Records Destruction.**

- a. Contractor shall provide destruction of physical records in accordance with the applicable standard, statutes, and requirements listed below:
1. Destruction of sensitive, confidential and/or exempt records (to be identified by City Department) must be carried out in a secure manner (e.g. shredding or other secure method as approved by the City).
  2. Records may only be destroyed or otherwise disposed of in accordance with retention schedules established by the Division of Library and Information Services of the Florida Department of State and subsequent procedures for authorization set forth by the City of Miami Beach's Office of the City Clerk to ensure the appropriate disposition of records eligible for destruction.
  3. It is City policy that no record may be mutilated, destroyed, sold, loaned or otherwise disposed of without the approval of the City of Miami Beach's Office of the City Clerk.
  4. Contractor may not destroy or otherwise dispose of any record without a Records Destruction Request authorized by the City of Miami Beach's Office of the City Clerk, which is to be provided to contractor by the requesting City Department.
  5. Contractor shall comply with [Chapter 257.36 \(6\) of the Florida Statutes](#) which states, "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division."
  6. [Florida Administrative Code 1B24.003](#), Public Record Scheduling and Dispositioning requires that disposition processes must be carried out in accordance with State statutes and rules.
  7. Upon destruction of the records, the contractor must complete the following sections of the records destruction request:
    - **Section G:** Disposition Action and Date Completed After Authorization
    - **Section 7:** Signature, name and title, and date.
  8. Dispose/destroy records and provide the 1) completed Records Destruction Request and 2) a certificate of destruction or receipt for each destruction request to the Office of the City Clerk and a copy of each to the corresponding Departments within 15 days after the request is made .

### **A3.6 Transition from Current Service Provider.**

At the commencement of the contract, the contractor shall submit a Transfer Plan detailing the coordination of the transfer process with the incumbent vendor from the current facilities to the new facility. The City will review and approve the plan prior to scheduled implementation.

The contractor must communicate with the incumbent vendor and assume full responsibility for the transfer of all the City's records stored at its current storage facility to the contractor's facility. The responsibility includes new bar coding, shelving and inventory upload, labeling, data entry and inventorying for the boxes to be stored at the vendor's facility at the beginning of the contract period. The contractor should include in its response the process for acquiring the client's boxes from the current facility and a timeline for the process. **Contractor must include all costs related to this requirement in the vendor response.**

At no cost to the City, the contractor will replace boxes damaged during transfer from the City's incumbent vendor to the contractor's facilities. Should such damage occur; the contractor shall furnish a report to the City detailing which boxes were damaged and replaced. Contractor must have ability to index at the file level and link files to original cartons in the same system. Throughout transfer the contractor will provide a single point of contact and weekly receipt acknowledgements of inventory received. Upon successful completion of the transfer, the Contractor

will supply to the City a final inventory report of the boxes moved to the new storage facility. This inventory report will list boxes by department name, reference number and description of contents as well as a total number of boxes received.

The contractor will be expected to provide direct training services for the users from the City of Miami Beach. The contractor may employ computer-based training (i.e. webinar). In addition, a user guide (manual) shall be made available for City staff. **Contractor must include all costs related to this requirement in the vendor response.**

**A3.7 End of Contract Transfer.** Upon expiration or termination of contract resulting from this solicitation, the contractor shall be required to coordinate with any subsequent contractor to ensure seamless transfer of records. There shall be no additional costs to the City for contract expiration or termination. The incumbent shall provide all equipment, materials, labor and transportation that may be necessary to un-shelve (if applicable) existing records; and to transfer, inventory and label those records, within a 30-60 day transition period, to the subsequent contractor's storage facility(ies).

#### **A4. Additional Services.**

**A4.1 Shredding.** Contractor shall provide secured shredding storage bins and conduct onsite shredding services for the City, when requested. Shredding documentation shall include, but not limited to, paper, folders, books, pamphlets, etc. Contractor shall collect and shred highly sensitive documents onsite at locations located within the boundaries of the City of Miami Beach. Contractor shall collect and shred documents when requested by the City. Shredding will be done during business hours and business days. Contractor will work with City Departments to determine the day of the week pickup will occur. Shredding shall be done during normal business hours, 8:30 AM to 5:00 PM Eastern Time, Monday thru Friday, excluding federal holidays or as ordered by the City Department. Shredding done outside of the normal business hours and/or ordered up and above the schedule must be approved by the City Department.

#### **A4.2 Scanning and Digitization.**

- a. Contractor shall have the ability to scan, index, and transfer documents that will require scanning services (as needed basis by department request).
- b. Contractor shall electronically handle the transfer of electronic documents that have been scanned (FTP, CD, Flash Drive, etc.).

#### **A5. Special Conditions**

**A5.1 Term of Contract.** The term of the Agreement resulting from this RFP shall be for an initial term of three (3) years.

**A5.2. Option to Renew.** The City, through its City Manager, will have the option to extend for three (3) additional two-year periods at the City's sole discretion. The successful contractor shall maintain, for the entirety of any renewal period, the same revenue share, terms, and conditions included within the originally awarded contract. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a City prerogative, and not a right of the successful contractor.

**A5.3. Additional Services.** Services not specifically identified in this request may be added to, or deleted from, any resultant contract upon successful negotiations and mutual consent of the contracting parties, and approval by the City Manager or City Commission as determined by city.

**A5.4. Protection of Property.** The successful contractor will at all times guard against damage to or loss of property belonging to the City of Miami Beach, pursuant to [NARA 36 CFR Part 1234 – Facility Standards for Records Storage Facilities](#). It is the responsibility of the successful contractor to replace or repair any property lost or damaged by any of its employees. The City of Miami Beach may withhold payment or make such deductions as it might deem necessary to ensure reimbursement for loss or damage to property through negligence of the successful contractor, its employees or agents.

- a. Contractor shall immediately notify City Departments in the event of any records contamination/damage in order to initiate restoration. The notice should provide the City with specific information regarding the damaged records such as:
1. A description of the records,
  2. Their location and quantity,
  3. The nature of the contamination/damage,
  4. Dates of records (if known),
  5. Office maintaining damaged records,
  6. A statement of exact circumstances surrounding the damage to the records, and
  7. When appropriate include details of the actions taken to salvage, retrieve, or reconstruct the records, and a statement addressing the safeguards established to prevent any further loss of documentation.

If the City determines that the records must be destroyed, the City will notify the agency of the approval to immediately destroy the records. If the City does not agree that the contamination/damage must be eliminated by destruction of the records, the City will advise the contractor on remedial action to address the contamination/damage.

**A5.5. Licenses, Permits and Fees.** The contractor shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the City or the contractor for failure to obtain required licenses, permits or fines shall be borne by the contractor.

**A5.6. Examination of Site Recommended.** Prior to submitting its offer, it is advisable that the contractor visit the site of the proposed locations and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and or labor required. The contractor is also advised to examine carefully the specifications and become thoroughly aware regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions.

**A5.7. Contractor Personnel.** The Contractor shall conduct a full criminal background check at its own expense on each of its employees engaged in providing services under this RFP or any resulting Agreement prior to the commencement of said services. Any Contractor employee eligible to perform work pursuant to this RFP, or resulting Agreement, shall require the prior approval of the HR Department if he or she: (1) has been convicted of or was placed in a pre-trial diversion program for any crime involving dishonesty or breach of trust; embezzlement; drug trafficking; forgery; burglary; robbery; theft; perjury; possession of stolen property; identity theft; fraud; money laundering; shoplifting; larceny; falsification of documents and/or (2) has been convicted of any sex, weapons, or violent crime including but not limited to homicide; attempted homicide; rape; child molestation; extortion; terrorism or terrorist threats; kidnapping; assault; battery; and illegal weapon possession, sale or use. The Contractor shall defend, indemnify and hold the City, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of its failure to comply with this requirement.



**A5.7.1.** The Contractor shall employ personnel competent to perform the work specified herein. The City reserves the right to request the removal of the Contractor's employee's from performing maintenance on the City's grounds where the employee's performance or actions are obviously detrimental to the program. Contractor's personnel must wear photo identifications at all times.

**A6. Invoicing.**

- a. The vendor will provide monthly invoices showing the purchase order number, a line item for storage and activity costs. Invoices shall detail charges by box/pallet, item requested per department and monthly, and not by cubic feet. The departmental invoices shall include a detailed list of all transactions by department. The total monthly cost for each department will be billed to and paid by the department.

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# APPENDIX B

# MIAMI BEACH

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## Cost Proposal Form

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RFP 2021-091-KB  
COMMERCIAL RECORDS MANAGEMENT  
SERVICES

PROCUREMENT DEPARTMENT  
1755 Meridian Avenue, 3<sup>rd</sup> Floor  
Miami Beach, Florida 33139

## APPENDIX B COST PROPOSAL FORM

**Failure to submit Appendix B, Cost Proposal Form, in its entirety and fully executed by the deadline established for the receipt of proposals will result in proposal being deemed non-responsive and being rejected.**

Proposer affirms that the prices stated on the cost proposal form below represent the entire cost of the items in full accordance with the requirements of this RFP, inclusive of its terms, conditions, specifications and other requirements stated herein, and that no claim will be made on account of any increase in wage scales, material prices, delivery delays, taxes, insurance, cost indexes or any other unless a cost escalation provision is allowed herein and has been exercised by the City Manager in advance. The Cost Proposal Form shall be completed in its entirety. **Cost Proposal Form signature may be an electronic signature or a scanned signature.** All corrections on the Cost Proposal Form shall be initiated.

No	Estimated Quantity	Refer to Section A	Unit of Measure	Description	Total
<b>TRANSITION</b>					
1	35,000	3.6	LUMP SUM	TRANSITION FROM CURRENT SERVICE PROVIDER (LABELING, SHELVING, BAR CODING, INVENTORY UPLOAD)	\$ -

(A) No	Estimated Quantity*	Refer to Section	Unit of Measure	Description	(B) Price Per Unit	(C) Total
<b>(A x B = C)</b>						
<b>PICK-UP, DELIVERY, RETRIEVAL, REMOVAL AND NEW ADDITIONS</b>						
2	1,000	3.3	PER BOX	INITIAL PICK-UP REQUEST (NEW)	\$ -	\$ -
3	1	3.3	PER PALLET	INITIAL PICK-UP REQUEST (NEW)	\$ -	\$ -
4	100	3.3	PER BOX	REGULAR PICK-UP (REFILE)	\$ -	\$ -
5	100	3.3	PER BOX	RETRIEVAL REQUEST FROM WAREHOUSE	\$ -	\$ -
6	500	3.3	PER BOX	EMERGENCY DELIVERY (WITHIN 24-HOURS)	\$ -	\$ -
7	1	3.3	PER PALLET	EMERGENCY DELIVERY (WITHIN 24-HOURS)	\$ -	\$ -
8	500	3.5	PER BOX	PERMANENT DESTRUCTION	\$ -	\$ -
9	1	3.5	PER PALLET	PERMANENT DESTRUCTION	\$ -	\$ -

\*These are annual estimated quantities; the City may increase or decrease these quantities at its sole discretion.

	(A)	(B)			(C)	(D)
No	Estimated Quantity	Monthly Unit of Measure	Unit of Measure	Description	Price Per Unit	Total
<i>(A x B x C = D)</i>						
<b>MONTHLY WAREHOUSE STORAGE</b>						
10	50	12	MONTHLY	1 CUBIC FOOT BOX	\$ -	\$ -
11	270	12	MONTHLY	2 CUBIC FOOT BOX	\$ -	\$ -
12	20	12	MONTHLY	3 CUBIC FOOT BOX	\$ -	\$ -
13	500	12	MONTHLY	5 CUBIC FOOT BOX	\$ -	\$ -
14	100	12	MONTHLY	ARCHIVE- VAULT STORAGE	\$ -	\$ -
15	70	12	MONTHLY	CHECK BOX	\$ -	\$ -
16	900	12	MONTHLY	LEGAL BOX	\$ -	\$ -
17	5	12	MONTHLY	LEGAL TRANSFILE BOX	\$ -	\$ -
18	430	12	MONTHLY	LETTER BOX	\$ -	\$ -
19	30	12	MONTHLY	LETTER TRANSFILE BOX	\$ -	\$ -
20	10	12	MONTHLY	ROLLED DRAWING BOX (4X4)	\$ -	\$ -
21	32,000	12	MONTHLY	STANDARD BOX	\$ -	\$ -
22	2	12	MONTHLY	STORYBOARD BOX	\$ -	\$ -
23	140	12	MONTHLY	TUBES 4"	\$ -	\$ -
24	30	12	MONTHLY	X-RAY BOX	\$ -	\$ -

	(A)				(B)	(C)
No	Estimated Quantity	Refer to Section A	Unit of Measure	Description	Price Per Unit	Total
<i>(A x B = C)</i>						
<b>SUPPLIES</b>						
25	1,500	3.3	SHEET (AT LEAST 16 BAR CODES / SHEET)	BARCODE SHEET	\$ -	\$ -
26	150	3.3	EACH	CHECK BOX	\$ -	\$ -
27	250	3.3	EACH	LEGAL BOX	\$ -	\$ -
28	250	3.3	EACH	LETTER BOX	\$ -	\$ -
29	50	3.3	EACH	ROLLED DRAWING BOX (4X4)	\$ -	\$ -
30	25	3.3	EACH	STORYBOARD BOX	\$ -	\$ -
31	200	3.3	EACH	TUBES 4"	\$ -	\$ -
32	25	3.3	EACH	X-RAY BOX	\$ -	\$ -

(A)					(B)	(C)
No	Estimated Quantity	Refer to Section A	Unit of Measure	Description	Price Per Unit	Total
						<i>(A x B = C)</i>
<b>ADDITIONAL SERVICES</b>						
33	400	4.1	PER BIN (64 GALLON)	SHREDDING	\$ -	\$ -
34	400	4.1	PER BIN (95 GALLON)	SHREDDING	\$ -	\$ -
35	250	4.1	PER BIN (24" EXECUTIVE)	SHREDDING	\$ -	\$ -
36	250	4.1	PER BIN (40" EXECUTIVE)	SHREDDING	\$ -	\$ -
37	5,000	4.2	PER SHEET (LETTER)	SCANNING AND DIGITIZATION	\$ -	\$ -
38	5,000	4.2	PER SHEET (LEGAL)	SCANNING AND DIGITIZATION	\$ -	\$ -
39	2,500	4.2	PER SHEET (LEDGER)	SCANNING AND DIGITIZATION	\$ -	\$ -
<b>TOTAL ESTIMATED COST</b>						\$ -

Bidder(s) shall bid on all items on Cost Proposal Form to be considered for award.

<b>Bidder's Affirmation</b>
<b>Company:</b>
<b>Authorized Representative:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Email:</b>
<b>Authorized Representative's Signature:</b>

# APPENDIX C

# MIAMI BEACH

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## Insurance Requirements

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RFP 2021-091-KB  
COMMERCIAL RECORDS  
MANAGEMENT SERVICES

PROCUREMENT DEPARTMENT  
1755 Meridian Avenue, 3<sup>rd</sup> Floor  
Miami Beach, Florida 33139

# MIAMI BEACH

## INSURANCE REQUIREMENTS

The vendor shall maintain the below required insurance in effect prior to awarding the contract and for the duration of the contract. The maintenance of proper insurance coverage is a material element of the contract and per accident for bodily injury and property damage.

- D. Umbrella Liability Insurance in an amount no less than \$4,000,000 per occurrence. The umbrella coverage must be as broad as the primary General Liability coverage.
- E. Liquor Liability Insurance on an occurrence basis, including property damage, bodily injury and failure to maintain or renew coverage may be treated as a material breach of the contract, which could result in withholding of payments or termination of the contract.
- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440, and Employer Liability Insurance for bodily injury or disease. Should the Vendor be exempt from this Statute, the Vendor and each employee shall hold the City harmless from any injury incurred during performance of the Contract. The exempt Vendor shall also submit (i) a written statement detailing the number of employees and that they are not required to carry Workers' Compensation insurance and do not anticipate hiring any additional employees during the term of this contract or (ii) a copy of a Certificate of Exemption.
- B. Commercial General Liability Insurance on an occurrence basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence, and \$2,000,000 general aggregate.
- C. Automobile Liability Insurance covering any automobile, if vendor has no owned automobiles, then coverage for hired and non-owned automobiles, with limit no less than \$1,000,000 combine injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence.
- D. Be insured against damages or loss to stored property.

**Additional Insured** - City of Miami Beach must be included by endorsement as an additional insured with respect to all liability policies (except Professional Liability and Workers' Compensation) arising out of work or operations performed on behalf of the contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired or borrowed in the form of an endorsement to the contractor's insurance.

**Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice to the City of Miami Beach c/o EXIGIS Insurance Compliance Services.

**Waiver of Subrogation** – Vendor agrees to obtain any endorsement that may be necessary to affect the waiver of subrogation on the coverages required. However, this provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.

**Acceptability of Insurers** – Insurance must be placed with insurers with a current A.M. Best rating of A:VII or higher.

If not rated, exceptions may be made for members of the Florida Insurance Funds (i.e. FWCIGA, FAJUA). Carriers may also be considered if they are licensed and authorized to do insurance business in the State of Florida.

**Verification of Coverage** – Contractor shall furnish the City with original certificates and amendatory endorsements, or copies of the applicable insurance language, effecting coverage required by this contract. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

**CERTIFICATE HOLDER MUST READ:**

CITY OF MIAMI BEACH  
c/o EXIGIS Insurance Compliance Services  
P.O. Box 4668 – ECM #35050  
New York, NY 10163-4668

Kindly submit all certificates of insurance, endorsements, exemption letters to our servicing agent, EXIGIS, at:

[Certificates-miamibeach@riskworks.com](mailto:Certificates-miamibeach@riskworks.com)

**Special Risks or Circumstances** - The City of Miami Beach reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.



# APPENDIX D

# MIAMI BEACH

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## Records Inventory

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RFP 2021-091-KB  
COMMERCIAL RECORDS MANAGEMENT  
SERVICES

PROCUREMENT DEPARTMENT  
1755 Meridian Avenue, 3<sup>rd</sup> Floor  
Miami Beach, Florida 33139

The following table captures the current City of Miami Beach records inventory. The table includes the type of box and the quantity (in boxes) as applicable. This inventory taken on August 24, 2020, so if departments have requested or submitted anything additional since that date, it would not be reflected in this count.

Account Name	Box Description	Unit Volume	Quantity IN	Quantity OUT	Total Quantity	Total Cubic Feet
ASSET MGMT.	STANDARD BOX	1.2	123	1	124	148.8
BUILDING DEPT	5 CUBIC FOOT BOX	5	394	7	401	2,005.00
BUILDING DEPT	LEGAL BOX	3.6	2	0	2	7.2
BUILDING DEPT	STANDARD BOX	1.2	1,317	11	1,328	1,593.60
CIP DEPARTMENT	2 CUBIC FOOT BOX	2	14	0	14	28
CIP DEPARTMENT	3 CUBIC FOOT BOX	3	2	0	2	6
CIP DEPARTMENT	5 CUBIC FOOT BOX	5	1	0	1	5
CIP DEPARTMENT	LEGAL BOX	3.6	228	1	229	824.4
CIP DEPARTMENT	LETTER BOX	2.4	35	0	35	84
CIP DEPARTMENT	LETTER TRANSFILE BOX	2.4	3	0	3	7.2
CIP DEPARTMENT	STANDARD BOX	1.2	635	0	635	762
CIP DEPARTMENT	TUBES 4"	1	45	0	45	45
CITY ATTORNEY	2 CUBIC FOOT BOX	2	15	0	15	30
CITY ATTORNEY	LEGAL BOX	3.6	41	0	41	147.6
CITY ATTORNEY	LETTER BOX	2.4	2	0	2	4.8
CITY ATTORNEY	STANDARD BOX	1.2	2,604	8	2,612	3,134.40
CITY ATTORNEY	X-RAY BOX	1.2	1	0	1	1.2
CITY CLERK	2 CUBIC FOOT BOX	2	6	0	6	12
CITY CLERK	LEGAL BOX	3.6	3	0	3	10.8
CITY CLERK	LETTER BOX	2.4	1	0	1	2.4
CITY CLERK	STANDARD BOX	1.2	878	3	881	1,057.20
CITY CLERK	X-RAY BOX	1.2	29	0	29	34.8
CITY MANAGER	LEGAL BOX	3.6	11	0	11	39.6
CITY MANAGER	STANDARD BOX	1.2	396	0	396	475.2
CODE COMPLIANCE	LEGAL BOX	3.6	38	0	38	136.8
CODE COMPLIANCE	LETTER BOX	2.4	11	6	17	40.8
CODE COMPLIANCE	STANDARD BOX	1.2	1,239	8	1,247	1,496.40
ECONOMIC DEVELOPMENT	2 CUBIC FOOT BOX	2	3	0	3	6
ECONOMIC DEVELOPMENT	LEGAL BOX	3.6	2	0	2	7.2
ECONOMIC DEVELOPMENT	LETTER BOX	2.4	10	0	10	24
ECONOMIC DEVELOPMENT	STANDARD BOX	1.2	516	0	516	619.2
ECONOMIC DEVELOPMENT	TUBES 4"	1	4	0	4	4
FINANCE - ACCOUNTS PAYABLE	2 CUBIC FOOT BOX	2	1	0	1	2
FINANCE - ACCOUNTS PAYABLE	LEGAL BOX	3.6	3	0	3	10.8
FINANCE - ACCOUNTS PAYABLE	STANDARD BOX	1.2	985	0	985	1,182.00

Account Name	Box Description	Unit Volume	Quantity IN	Quantity OUT	Total Quantity	Total Cubic Feet
FINANCE - ADMIN.	CHECK BOX	1	1	0	1	1
FINANCE - ADMIN.	LEGAL BOX	3.6	3	0	3	10.8
FINANCE - ADMIN.	LETTER BOX	2.4	1	0	1	2.4
FINANCE - ADMIN.	STANDARD BOX	1.2	438	1	439	526.8
FINANCE - GENERAL LEDGER	LEGAL BOX	3.6	1	0	1	3.6
FINANCE - GENERAL LEDGER	LETTER BOX	2.4	2	0	2	4.8
FINANCE - GENERAL LEDGER	STANDARD BOX	1.2	329	0	329	394.8
FINANCE - PAYROLL	2 CUBIC FOOT BOX	2	4	0	4	8
FINANCE - PAYROLL	CHECK BOX	1	1	0	1	1
FINANCE - PAYROLL	STANDARD BOX	1.2	1,042	0	1,042	1,250.40
FINANCE - RESORT TAX	2 CUBIC FOOT BOX	2	4	0	4	8
FINANCE - RESORT TAX	LEGAL BOX	3.6	2	0	2	7.2
FINANCE - RESORT TAX	LETTER BOX	2.4	3	0	3	7.2
FINANCE - RESORT TAX	STANDARD BOX	1.2	301	1	302	362.4
FINANCE - REVENUE	LEGAL BOX	3.6	1	0	1	3.6
FINANCE - REVENUE	STANDARD BOX	1.2	647	1	648	777.6
FINANCE -TREASURY MGMT./CASHIER	LETTER BOX	2.4	5	0	5	12
FINANCE -TREASURY MGMT./CASHIER	STANDARD BOX	1.2	65	0	65	78
FIRE	2 CUBIC FOOT BOX	2	1	0	1	2
FIRE	STANDARD BOX	1.2	481	8	489	586.8
GRANTS MGMT.	LETTER BOX	2.4	6	0	6	14.4
GRANTS MGMT.	STANDARD BOX	1.2	48	1	49	58.8
HOUSING & COMMUNITY	2 CUBIC FOOT BOX	2	2	0	2	4
HOUSING & COMMUNITY	LEGAL BOX	3.6	1	0	1	3.6
HOUSING & COMMUNITY	LETTER BOX	2.4	1	0	1	2.4
HOUSING & COMMUNITY	STANDARD BOX	1.2	627	0	627	752.4
HOUSING & COMMUNITY	TUBES 4"	1	1	0	1	1
HR - BENEFITS	STANDARD BOX	1.2	73	9	82	98.4
HR - LABOR & EMPLOYEE RELATIONS	STANDARD BOX	1.2	71	0	71	85.2
HR - LABOR RELATIONS	2 CUBIC FOOT BOX	2	2	0	2	4
HR - LABOR RELATIONS	LEGAL BOX	3.6	16	0	16	57.6
HR - LABOR RELATIONS	LETTER BOX	2.4	7	0	7	16.8
HR - LABOR RELATIONS	STANDARD BOX	1.2	101	3	104	124.8
HR - RISK MANAGMENT	2 CUBIC FOOT BOX	2	33	0	33	66
HR - RISK MANAGMENT	LEGAL BOX	3.6	14	1	15	54
HR - RISK MANAGMENT	LETTER BOX	2.4	6	0	6	14.4
HR - RISK MANAGMENT	STANDARD BOX	1.2	268	10	278	333.6

Account Name	Box Description	Unit Volume	Quantity IN	Quantity OUT	Total Quantity	Total Cubic Feet
HUMAN RESOURCES	2 CUBIC FOOT BOX	2	7	0	7	14
HUMAN RESOURCES	LEGAL BOX	3.6	65	0	65	234
HUMAN RESOURCES	LETTER BOX	2.4	131	0	131	314.4
HUMAN RESOURCES	LETTER TRANSFILE BOX	2.4	28	0	28	67.2
HUMAN RESOURCES	STANDARD BOX	1.2	820	7	827	992.4
INTERNAL AUDIT	STANDARD BOX	1.2	77	0	77	92.4
IT DEPARTMENT	LEGAL BOX	3.6	8	0	8	28.8
IT DEPARTMENT	STANDARD BOX	1.2	157	0	157	188.4
MAYOR & COMMISSION	2 CUBIC FOOT BOX	2	3	0	3	6
MAYOR & COMMISSION	LETTER BOX	2.4	1	0	1	2.4
MAYOR & COMMISSION	STANDARD BOX	1.2	400	0	400	480
MIAMI BEACH VISITOR & CONVENTION	LEGAL BOX	3.6	6	0	6	21.6
MIAMI BEACH VISITOR & CONVENTION	LETTER BOX	2.4	13	0	13	31.2
MIAMI BEACH VISITOR & CONVENTION	STANDARD BOX	1.2	156	0	156	187.2
MIAMI BEACH VISITOR & CONVENTION	STORYBOARD BOX	3	2	0	2	6
MIAMI BEACH VISITOR & CONVENTION	TUBES 4"	1	3	0	3	3
OFFICE OF COMMUNITY SERVICES	STANDARD BOX	1.2	118	0	118	141.6
PARKING	2 CUBIC FOOT BOX	2	6	0	6	12
PARKING	STANDARD BOX	1.2	3,484	41	3,525	4,230.00
PARKS & RECREATION	LEGAL BOX	3.6	44	0	44	158.4
PARKS & RECREATION	STANDARD BOX	1.2	112	0	112	134.4
PARKS & RECREATION	LEGAL BOX	3.6	1	0	1	3.6
PARKS & RECREATION	LETTER BOX	2.4	38	0	38	91.2
PARKS & RECREATION	STANDARD BOX	1.2	92	0	92	110.4
PARKS & RECREATION	2 CUBIC FOOT BOX	2	2	0	2	4
PARKS & RECREATION	STANDARD BOX	1.2	106	0	106	127.2
PARKS & RECREATION	LEGAL BOX	3.6	143	0	143	514.8
PARKS & RECREATION - GOLF	STANDARD BOX	1.2	200	0	200	240
PARKS & RECREATION - GOLF	STANDARD BOX	1.2	252	0	252	302.4
PENSION	LEGAL BOX	3.6	1	0	1	3.6
PENSION	STANDARD BOX	1.2	327	5	332	398.4
PLANNING DEPARTMENT	2 CUBIC FOOT BOX	2	40	6	46	92
PLANNING DEPARTMENT	5 CUBIC FOOT BOX	5	0	3	3	15
PLANNING DEPARTMENT	LEGAL BOX	3.6	56	25	81	291.6
PLANNING DEPARTMENT	LETTER BOX	2.4	10	1	11	26.4

Account Name	Box Description	Unit Volume	Quantity IN	Quantity OUT	Total Quantity	Total Cubic Feet
PLANNING DEPARTMENT	ROLLED DRAWING BOX (4X4)	1	0	7	7	7
PLANNING DEPARTMENT	STANDARD BOX	1.2	2,168	208	2,376	2,851.20
PLANNING DEPARTMENT	TUBES 4"	1	11	14	25	25
PLANNING DEPARTMENT	STANDARD BOX	1.2	16	0	16	19.2
PLANNING DEPARTMENT	TUBES 4"	1	3	0	3	3
POLICE - MBPD CHIEF'S OFFICE	2 CUBIC FOOT BOX	2	4	0	4	8
POLICE - MBPD CHIEF'S OFFICE	LEGAL BOX	3.6	16	0	16	57.6
POLICE - MBPD CHIEF'S OFFICE	LETTER BOX	2.4	2	0	2	4.8
POLICE - MBPD CHIEF'S OFFICE	STANDARD BOX	1.2	171	0	171	205.2
POLICE - MBPD CID/SIU	1 CUBIC FOOT BOX	1	1	0	1	1
POLICE - MBPD CID/SIU	2 CUBIC FOOT BOX	2	1	0	1	2
POLICE - MBPD CID/SIU	CHECK BOX	1	5	0	5	5
POLICE - MBPD CID/SIU	STANDARD BOX	1.2	1,002	5	1,007	1,208.40
POLICE - MBPD IA/VAULT	ARCHIVE- VAULT STORAGE	1.2	92	0	92	110.4
POLICE - MBPD IA/VAULT	STANDARD BOX	1.2	50	2	52	62.4
POLICE - MBPD SUPPORT	2 CUBIC FOOT BOX	2	7	0	7	14
POLICE - MBPD SUPPORT	LEGAL BOX	3.6	6	0	6	21.6
POLICE - MBPD SUPPORT	STANDARD BOX	1.2	1,189	19	1,208	1,449.60
POLICE - MBPD TECHNICAL	2 CUBIC FOOT BOX	2	2	0	2	4
POLICE - MBPD TECHNICAL	LETTER BOX	2.4	6	0	6	14.4
POLICE - MBPD TECHNICAL	STANDARD BOX	1.2	148	0	148	177.6
POLICE - PATROL DIVISION	2 CUBIC FOOT BOX	2	43	0	43	86
POLICE - PATROL DIVISION	LEGAL BOX	3.6	3	0	3	10.8
POLICE - PATROL DIVISION	LETTER BOX	2.4	21	0	21	50.4
POLICE - PATROL DIVISION	STANDARD BOX	1.2	507	0	507	608.4
POLICE - RECORDS	1 CUBIC FOOT BOX	1	42	0	42	42
POLICE - RECORDS	2 CUBIC FOOT BOX	2	18	0	18	36
POLICE - RECORDS	3 CUBIC FOOT BOX	3	1	0	1	3
POLICE - RECORDS	CHECK BOX	1	18	1	19	19
POLICE - RECORDS	LEGAL BOX	3.6	8	0	8	28.8
POLICE - RECORDS	LEGAL TRANSFILE BOX	3.6	5	0	5	18
POLICE - RECORDS	LETTER BOX	2.4	8	2	10	24
POLICE - RECORDS	STANDARD BOX	1.2	2,492	46	2,538	3,045.60
POLICE - CRIME SCENE	CHECK BOX	1	36	3	39	39
POLICE - CRIME SCENE	STANDARD BOX	1.2	45	1	46	55.2
PROCUREMENT	1 CUBIC FOOT BOX	1	3	0	3	3
PROCUREMENT	2 CUBIC FOOT BOX	2	1	0	1	2

Account Name	Box Description	Unit Volume	Quantity IN	Quantity OUT	Total Quantity	Total Cubic Feet
PROCUREMENT	LEGAL BOX	3.6	15	0	15	54
PROCUREMENT	LETTER BOX	2.4	1	0	1	2.4
PROCUREMENT	STANDARD BOX	1.2	955	34	989	1,186.80
PROPERTY MGMT.	STANDARD BOX	1.2	644	0	644	772.8
PUBLIC WORKS - ADMIN./OPERATIONS	2 CUBIC FOOT BOX	2	17	1	18	36
PUBLIC WORKS - ADMIN./OPERATIONS	3 CUBIC FOOT BOX	3	2	0	2	6
PUBLIC WORKS - ADMIN./OPERATIONS	5 CUBIC FOOT BOX	5	96	0	96	480
PUBLIC WORKS - ADMIN./OPERATIONS	LEGAL BOX	3.6	10	1	11	39.6
PUBLIC WORKS - ADMIN./OPERATIONS	LETTER BOX	2.4	58	0	58	139.2
PUBLIC WORKS - ADMIN./OPERATIONS	STANDARD BOX	1.2	447	0	447	536.4
PUBLIC WORKS - ADMIN./OPERATIONS	TUBES 4"	1	50	0	50	50
PUBLIC WORKS - GREENSPACE	STANDARD BOX	1.2	131	0	131	157.2
PUBLIC WORKS - OPERATIONS	1 CUBIC FOOT BOX	1	4	0	4	4
PUBLIC WORKS - OPERATIONS	2 CUBIC FOOT BOX	2	21	0	21	42
PUBLIC WORKS - OPERATIONS	3 CUBIC FOOT BOX	3	11	0	11	33
PUBLIC WORKS - OPERATIONS	LEGAL BOX	3.6	123	0	123	442.8
PUBLIC WORKS - OPERATIONS	LETTER BOX	2.4	41	0	41	98.4
PUBLIC WORKS - OPERATIONS	STANDARD BOX	1.2	1,225	2	1,227	1,472.40
PUBLIC WORKS - OPERATIONS	TUBES 4"	1	8	0	8	8
PUBLIC WORKS - SANITATION	2 CUBIC FOOT BOX	2	1	0	1	2
PUBLIC WORKS - SANITATION	STANDARD BOX	1.2	340	1	341	409.2
SPECIAL MASTER	STANDARD BOX	1.2	192	2	194	232.8
TOURISM/CULTURAL	2 CUBIC FOOT BOX	2	1	0	1	2
TOURISM/CULTURAL	STANDARD BOX	1.2	186	1	187	224.4
<b>TOTALS</b>		<b>351</b>	<b>33,846</b>	<b>518</b>	<b>34,364</b>	<b>46,055</b>