

REQUEST FOR PROPOSAL NO. 04C-002R - RFP FOR RECORD STORAGE AND RELATED SERVICES

DATE:	September 4, 2003	DATE ADVERTISED:	August 11, 2003
DATE SOLICITED:	August 5, 2003	DATE OPENED:	August 27, 2003
PRESENTED TO BOARD:	October 15, 2003	DATE POSTED:	September 10, 2003

CONTRACT PERIOD: November 8, 2003 through November 7, 2006
 DEPARTMENT: 9995 FUNCTION: 7901 OBJECT: 3665 FUND: 0100
 FUNDING SOURCE: Operating Budget - Rentals
 REQUESTING DEPARTMENT: School Support and Instructional Computing – Records Management
 12 RFPs Solicited, 4 Responses (4 RFPs, 0 No Proposal) 8 No Response
 1 M/WBEs Solicited, 1 M/WBE Responses (1 RFPs, 0 No RFPs) 0 M/WBE No Response

FINANCIAL IMPACT
The financial impact to the General Fund budget is estimated at \$195,000. The source of funds is the Records Management budget.
Purchase orders processed from August 8, 1997 through September 3, 2003 total \$387,635

Services to be provided include records storage, retrievals and related services for the Records Management Department.

<u>VENDOR</u>	<u>MINORITY STATUS</u>	<u>TOTAL POINTS AWARDED</u>
Archive Management Centers	--	347
Iron Mountain, Inc	--	349
(Secure Data Storage)	--	---
Sterling Management Service	6	<u>555</u>

LEGEND:
 _____ = Award

() = Reject

MINORITY - (2-Black, 3-Hispanic, 4-Indian/Alaska, 5-Asian, 6-Women, 7-Disabled, 8-Other)

Exceptions:

Secure Data Storage – Reject Proposal. The evaluation committee visited the facility of Secure Data Storage. After evaluating and inspecting the facility, the committee concurred that the facility does not meet the specifications listed in 11.4 of the RFP.

Upon review from the Evaluation Committee consisting of District staff, it is the recommendation of the committee to award this contract to the highest rated proposer based on the evaluation criteria outlined in the RFP.

RECOMMENDATION: I recommend contract award be made to the highest rated responsive, responsible proposer based on the evaluation criteria outlined in the RFP

Note: Original RFP / Bid document is available upon request.

RFP PROTEST

Failure to file a protest within the time prescribed in §120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and applicable Board rules, regulations and policies. Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

If a proposer wishes to protest a RFP, they must do so in strict accordance with the procedures outlined in FS 120.57(3). Any person who files an action protesting a decision or intended decision pertaining to this RFP pursuant to FS 120.57(3)(b), shall post with the Purchasing Department, at the time of filing the formal written protest, a bond secured by an acceptable surety company in Florida payable to the School District of Palm Beach County in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$500 nor more than \$5,000. Bond shall be conditioned upon the payment of all costs that may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check or money order will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the District prevails, it shall recover all costs and charges included in the final order of judgment, including charges by the Division of Administrative Hearings. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protest prevails, he or she shall recover from the District all costs and charges, which shall be included in the final order of judgment.

Handwritten signature: SS:BG:RB