

# **Solicitation RTTDC01072021Doc Scanning**

## **Document and Media Scanning Services**

### **Bid Designation: Public**



**Broward County Board of County Commissioners**

## Bid RTTDC01072021Doc Scanning Document and Media Scanning Services

Bid Number **RTTDC01072021Doc Scanning**  
Bid Title **Document and Media Scanning Services**

Bid Start Date **Jan 13, 2021 1:27:33 PM EST**  
Bid End Date **Jan 20, 2021 3:00:00 PM EST**

Bid Contact **Pui Man Liu**  
**Accounting Specialist**  
**RTT**  
**PMLIU@broward.org**

Contract Duration **One Time Purchase**  
Contract Renewal **Not Applicable**  
Prices Good for **120 days**

Bid Comments **SCOPE OF SERVICES:**  
**The Records, Taxes and Treasury Division ("RTT") is seeking a qualified vendor ("Contractor"), but is not limited to, furnish all labor, materials, equipment, services and incidentals to provide Document and Media Scanning Services for RTT and various other Broward County agencies that may have need of these services, which include pickup and transportation, preparation, scanning, indexing, conversion and other related services.**  
**Please refer to specifications and requirements.**

### Item Response Form

Item **RTTDC01072021Doc Scanning--01-01 - Letter and legal size documents, Range 1 - 10,000**  
Quantity **5000 each**  
Unit Price   
Delivery Location **Broward County Board of County  
Commissioners**  
CR0015  
RECORDS, TAXES & TREASURY DIVISION  
DOCUMENT CONTROL/MINUTES SECTION  
115 S ANDREWS AVENUE ROOM 336U  
FORT LAUDERDALE FL 33301  
**Qty 5000**

#### Description

Letter and legal size documents, up to 11 inches x 17 inches, to include prepping and indexing,  
Pricing will be within the range of: 1 - 10,000, per Specifications and Requirements.

Please refer to "Specification and Requirements".

Item **RTTDC01072021Doc Scanning--01-02 - Letter and legal size documents, Range - Greater than 10,000**

Quantity **15000 each**

Unit Price

Delivery Location **Broward County Board of County  
Commissioners**

CR0015  
RECORDS, TAXES & TREASURY DIVISION  
DOCUMENT CONTROL/MINUTES SECTION  
115 S ANDREWS AVENUE ROOM 336U  
FORT LAUDERDALE FL 33301  
**Qty** 15000

**Description**

Letter and legal size documents, up to 11 inches x 17 inches, to include prepping and indexing,  
Pricing will be for greater than: 10,000, per Specifications and Requirements.

Item **RTTDC01072021Doc Scanning--01-03 - Scanned image, wide format, Range 1 - 1000**

Quantity **500 each**

Unit Price

Delivery Location **Broward County Board of County  
Commissioners**

CR0015  
RECORDS, TAXES & TREASURY DIVISION  
DOCUMENT CONTROL/MINUTES SECTION  
115 S ANDREWS AVENUE ROOM 336U  
FORT LAUDERDALE FL 33301  
**Qty** 500

**Description**

Scanned image, wide format documents and drawings, to include prepping and indexing.  
Pricing will be within the range of: 1 – 1000, per Specifications and Requirements.

Item **RTTDC01072021Doc Scanning--01-04 - Scanned image, wide format, Range - Greater than 1,000**

Quantity **2000 each**

Unit Price

Delivery Location **Broward County Board of County  
Commissioners**

CR0015  
RECORDS, TAXES & TREASURY DIVISION  
DOCUMENT CONTROL/MINUTES SECTION  
115 S ANDREWS AVENUE ROOM 336U  
FORT LAUDERDALE FL 33301  
**Qty** 2000

**Description**

Scanned image, wide format documents and drawings, to include prepping and indexing.  
Pricing will be for greater than: 1,000, per Specifications and Requirements.

Item **RTTDC01072021Doc Scanning--01-05 - Image for microfiche conversion, Range 1-1,000**

Quantity **500 each**

Unit Price

**Commissioners**

Delivery Location **Broward County Board of County  
Commissioners**  
CR0015  
RECORDS, TAXES & TREASURY DIVISION  
DOCUMENT CONTROL/MINUTES SECTION  
115 S ANDREWS AVENUE ROOM 336U  
FORT LAUDERDALE FL 33301  
**Qty** 500

**Description**

Image for microfiche conversion, to include prepping and indexing.  
Pricing will be within the range of: 1 – 1,000, per Specifications and Requirements.

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Item **RTTDC01072021Doc Scanning--01-06 - Image for microfiche conversion, Range - Greater than 1,000**  
Quantity **2000 each**  
Unit Price   
Delivery Location **Broward County Board of County  
Commissioners**  
CR0015  
RECORDS, TAXES & TREASURY DIVISION  
DOCUMENT CONTROL/MINUTES SECTION  
115 S ANDREWS AVENUE ROOM 336U  
FORT LAUDERDALE FL 33301  
**Qty** 2000

**Description**

Image for microfiche conversion, to include prepping and indexing.  
Pricing will be for greater than: 1,000, per Specifications and Requirements.

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Item **RTTDC01072021Doc Scanning--01-07 - Image for microfilm conversion, Range 1 - 10,000**  
Quantity **5000 each**  
Unit Price   
Delivery Location **Broward County Board of County  
Commissioners**  
CR0015  
RECORDS, TAXES & TREASURY DIVISION  
DOCUMENT CONTROL/MINUTES SECTION  
115 S ANDREWS AVENUE ROOM 336U  
FORT LAUDERDALE FL 33301  
**Qty** 5000

**Description**

Image for microfilm conversion, to include prepping and indexing.  
Pricing will be within the range of: 1 – 10,000, per Specifications and Requirements.

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Item **RTTDC01072021Doc Scanning--01-08 - Image for microfilm conversion, Range - Greater than 10,000**  
Quantity **15000 each**  
Unit Price   
Delivery Location **Broward County Board of County  
Commissioners**  
CR0015  
RECORDS, TAXES & TREASURY DIVISION

DOCUMENT CONTROL/MINUTES SECTION  
115 S ANDREWS AVENUE ROOM 336U  
FORT LAUDERDALE FL 33301  
**Qty** 15000

**Description**

Image for microfilm conversion, to include prepping and indexing.  
Pricing will be for greater than: 10,000, per Specifications and Requirements.

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Item	<b>RTTDC01072021Doc Scanning--01-09 - Courier Charge for Pickup and Return</b>
Quantity	<b>500 box</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b> <u>CR0015</u> RECORDS, TAXES & TREASURY DIVISION DOCUMENT CONTROL/MINUTES SECTION 115 S ANDREWS AVENUE ROOM 336U FORT LAUDERDALE FL 33301 <b>Qty</b> 500

**Description**

Courier Charge for Pickup and Return, each box, per Specifications and Requirements.

## **SPECIFICATIONS AND REQUIREMENTS**

### **Document and Media Scanning Services**

1. SCOPE OF SERVICES:

The Records, Taxes and Treasury Division (“RTT”) is seeking a qualified vendor (“Contractor”) to furnish all labor, materials, equipment, services and incidentals to provide Document and Media Scanning Services for RTT and various other Broward County agencies that may have need of these services, which include pickup and transportation, preparation, scanning, indexing, conversion and other related services.

2. SPECIFICATIONS:

- 2.1. The primary records to be scanned shall be letter and legal size pages, and may also include other formats, such as microfiche, microfilm, drawings or other record media.
- 2.2. Document imaging/scanning and media conversion of microfiche, microfilm or other media to Portable Document Format (PDF) with large size drawings and standard size documents converted at a minimum of 300 dots per inch (dpi).

3. DIGITAL SCANNING REQUIREMENTS:

- 3.1. Document scanning and conversion must be in accordance with Florida Administrative Code, Rule 1B-26.003 - <https://www.flrules.org/gateway/ruleNo.asp?id=1B-26.003>.
- 3.2. The Contractor shall maintain optimum image quality with continual monitoring and adjustment of the imaging process to accommodate the varying characteristics of different document populations.
- 3.3. Contractor shall be responsible for the preparation of documents prior to scanning. Preparation of documents shall include, but not be limited to, the removal of staples, unfolding pages, repair of any ripped pages with transparent tape, and orientation of pages.
- 3.4. Documents shall be scanned in the same order as they are physically batched, regardless of size and weight.
- 3.5. Contractor shall scan images to PDF at a minimum resolution of 300 dpi. Image is defined as a single side of a page.
- 3.6. Documents containing text shall be converted into a searchable PDF using Optical Character Recognition (OCR).
- 3.7. Documents shall be rotated to provide maximum readability (e.g., letters shall be in proper orientation when document is displayed without rotation.).
- 3.8. Software intelligence shall automatically delete blank documents.
- 3.9. The scanned images produced should normally be done in black and white; however, some documents may require grayscale or color depending on the information contained within the documents. If grayscale/color conveys information, and producing black and white documents would cause the loss of information conveyed, adjustments must be made accordingly.
- 3.10. If a document contains information on both sides of the document, both sides shall be scanned.
- 3.11. Wide format documents (e.g., engineering drawings, etc.) shall be scanned in color and black and white depending on the information contained within the documents.
- 3.12. Contractor shall provide automated daily, weekly, and monthly document imaging reports.
- 3.13. Automatic contrast control for scanned documents is required.
- 3.14. Frame/Border control and auto cropping on all sizing perimeters is required.
- 3.15. Capability to provide output to a DVD, external hard drive, encrypted transfer to off-site repository, or other appropriate approved media to be returned to the County.

4. SERVICE ORGANIZATION CONTROLS:

- 4.1. Contractor must be Service Organization Control (SOC) 2 or SOC 3 Type I or II certified.
- 4.2. Contractor should provide Service Organization Controls (SOC) 2 or SOC 3 certification/report with their submittal. If not provided with submittal, the Vendor must submit within three (3) business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

5. SCANNING FACILITY:

- 5.1. To maintain the County's standard of security for the prevention of possible loss or theft of private, confidential and/or privileged information contained in documents which may be scanned, Contractor shall perform all scanning in a facility as follows:
  - 5.1.1. All scanning work is performed in a secure facility with twenty-four (24) hour surveillance and access control including a security system that is monitored and employs cameras, motion detectors, smoke detectors, security check-in area, inspected and tested fire suppression system, backup power generator, etc.
  - 5.1.2. Facility shall be NFPA (National Fire Protection Association) and local code compliant.
  - 5.1.3. Contractor must have formal security policies and procedures in place.

6. SECURITY STANDARDS:

- 6.1. Contractor shall be in full compliance with HIPAA regulations relating to the handling of Protected Health Information (PHI). Contractor shall ensure that information is protected from disclosure from the time it is picked up until it is returned to the County.
- 6.2. Contractor shall enter into a Business Associate Agreement with Broward County to provide services related to the operation of certain activities/programs that involve the use or disclosure of PHI.
- 6.3. All scanning work shall be performed by employees who possess appropriate credentials to handle PHI. This shall include preparation, capture, indexing, quality control and output.
- 6.4. Contractor shall be held responsible for lost, stolen and/or damaged original documents.
- 6.5. Documents in the Contractor's custody become the Contractor's sole responsibility and shall be secured in a manner to protect them from potential natural disasters, acts of theft, acts of burglary and any other criminal acts.
- 6.6. While the County's documents are in the Contractor's custody, such media shall not be accessible to the general public, nor to anyone that is not directly associated with completing the scanning project.
- 6.7. Contractor shall not divulge any information present on the County's documents.
- 6.8. Contractor shall hold all information in strict confidence.
- 6.9. Contractor shall not use the confidential information for their own benefit or for the benefit of others.

7. TRACKING AND INVENTORY:

- 7.1. The Contractor shall inventory and acknowledge the receipt of all items received. It is intended that the Contractor shall maintain an automated tracking system to allow for the retrieval of any document that is in process.
- 7.2. Any discrepancies between the County's inventory transmittal and the items received by the Contractor are to be resolved in ten (10) business days.

8. QUALITY CONTROL/ASSURANCE:

- 8.1. The Contractor shall sight verify a random sampling of the resulting output for clarity and faithful reproduction. All documents and data that fail this quality assurance process are to be rescanned at no additional cost to the County until the prescribed quality is met.

- 8.2. After the scanning/media conversion services have been completed on a pick up from the County, the Contractor shall be required to perform a final quality control step that compares the final output to the manifest the County provided the Contractor to ensure that every document has been digitized and indexed.
  - 8.3. The Contractor shall be required to provide to the County a report comparing the documents provided to the final output with each product delivery.
9. INDEXING:
- 9.1. It is expected that a minimal amount of basic document indexing may also be required, including, but not limited to, entry of the document number, the document date, author, and perhaps a few other fields, such as file name or document title, or document type.
10. PICK-UP AND TURNAROUND TIME:
- 10.1. The Contractor shall be responsible for document pick-up from a County Agency location.
  - 10.2. The County requires that the work be done within sixty (60) business days of being picked up by the Contractor.
  - 10.3. Upon receipt of the purchase order, Contractor shall notify the County prior to document pick-up if, due to the voluminous nature of the project, the length of project shall exceed sixty (60) business days.
  - 10.4. Upon scanning project completion, Contractor shall be responsible for returning all documents to the originating County Agency location.
11. TRANSPORTATION:
- 11.1. All documents must be transported in closed, preferably climate-controlled vehicles. If magnetic media is involved, all transport must be placed in magnetic containers within the vehicles.
  - 11.2. Contractor shall be required to be in full compliance with HIPAA regulations relating to the handling and transportation of PHI.
12. RECORDS ACCESSIBILITY:
- 12.1. In the event a document is needed, the County will require designated County staff to have access to original County documents supplied to the Contractor. The Contractor will provide the ability to locate and return to the County department any original document that is in the possession of the Contractor within forty-eight (48) hours from the time of request by an authorized County representative.
  - 12.2. After the County has fulfilled its need, the Contractor shall pick up these documents and return with them to the Contractor's site to either complete the scanning, indexing or conversion process, whichever is applies.
13. PRICE:
- 13.1. Pricing for each order will be determined by the order quantity and in accordance with the order amounts and price structured on the Bid Response Form. NOTE: Quantities listed are estimates only. Actual purchases shall be based on need.
    - 13.1.1. Pricing Structure Example (Line Item 1):

The County needs 5,000 letter-sized documents scanned. Pricing shall be within the 1 – 10,000 range as quoted on the Item Response Form. The unit price to enter is **your unit price** at a quantity of 5,000 each (i.e., 5,000 x **\$0.10** = \$500).



**Project: Document and Media Scanning Services**  
**Agency: Records, Taxes and Treasury Division**

TYPE OF INSURANCE	ADDL INSD	SUBR WVD	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
<b>GENERAL LIABILITY - Broad form</b> <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input type="checkbox"/> XCU Explosion/Collapse/Underground <input checked="" type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury <b>Per Occurrence or Claims-Made:</b> <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <b>Gen'l Aggregate Limit Applies per:</b> <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	☑	☑	Bodily Injury		
			Property Damage		
			Combined Bodily Injury and Property Damage	<b>\$1,000,000</b>	<b>\$2,000,000</b>
			Personal Injury		
			Products & Completed Operations		
<b>AUTO LIABILITY</b> <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto, If applicable <i>Note: May be waived if no driving will be done in performance of services/project.</i>			Bodily Injury (each person)		
			Bodily Injury (each accident)		
			Property Damage		
			Combined Bodily Injury and Property Damage	<b>\$500,000</b>	
<input type="checkbox"/> <b>EXCESS LIABILITY / UMBRELLA</b> <b>Per Occurrence or Claims-Made:</b> <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>	☑	☑			
<input checked="" type="checkbox"/> <b>WORKER'S COMPENSATION</b>	N/A	☑	Each Accident	<b>STATUTORY LIMITS</b>	
<input checked="" type="checkbox"/> <b>EMPLOYER'S LIABILITY</b>			Each Accident	<b>\$500,000</b>	
<input checked="" type="checkbox"/> <b>CYBER LIABILITY</b>	N/A		Each Claim:	<b>\$2,000,000</b>	
			*Maximum Deductible:	\$100,000	
<input checked="" type="checkbox"/> <b>PROFESSIONAL LIABILITY (ERRORS &amp; OMISSIONS)</b>	N/A		Each Claim:	<b>\$1,000,000</b>	
			*Maximum Deductible:	\$100,000	
<input checked="" type="checkbox"/> <b>CRIME &amp; FIDELITY / EMPLOYEE DISHONESTY</b> Broward County must be shown as a Loss Payee / additional insured.			Each Claim:	<b>\$1,000,000</b>	
<b>Description of Operations:</b> "Broward County" shall be listed as Certificate Holder and endorsed as an additional insured for liability, except as to Professional Liability. County shall be provided 30 days written notice of cancellation, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from the County, self-insurance or otherwise. Any self-insured retention (SIR) higher than the amount permitted in this Agreement must be declared to and approved by County and may require proof of financial ability to meet losses. Contractor is responsible for all coverage deductibles unless otherwise specified in the agreement.					

**CERTIFICATE HOLDER:**

Broward County  
 115 South Andrews Avenue  
 Fort Lauderdale, Florida 33301

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 Risk Management Division

## **GENERAL CONDITIONS**

### **Quotation Requests and Invitations for Bids**

These General Conditions apply to every Quotation Requests (“RFQs”) and Invitations for Bid (“IFBs”) (each a “solicitation”) issued by Broward County (the “County”) unless the County deletes, supersedes, or modifies any of these General Conditions for a particular solicitation by indicating such change in the Special Instructions to Vendors. The submission by any vendor (“Vendor”) of a response to the solicitation (“response”) constitutes Vendor’s offer to contract to the County and includes as a material part of that offer Vendor’s agreement that these General Conditions, along with all other provisions included in the solicitation and the pricing stated in Vendor’s response, will constitute the contract between the Vendor awarded the solicitation (“Contractor”) and the County, and shall prevail over any conflicting provision in any quotation, standard form contract, or other document of the Contractor, regardless of any language in such document(s) to the contrary. Any modification to these General Conditions or the language of the solicitation by Vendor is prohibited, unenforceable, and may render Vendor’s response nonresponsive.

#### **A. GENERAL PROVISIONS**

##### **1. Effect of Vendor’s Signature on Vendor’s Response:**

By Vendor including its digital or electronic signature on its response to this solicitation:

- (a) Vendor represents and certifies that the representations in Section A.2 of these General Conditions are true and accurate;
- (b) Vendor acknowledges, accepts, and agrees that this solicitation is governed by the Terms and Conditions of the Solicitation stated herein; and
- (c) **VENDOR ACKNOWLEDGES, ACCEPTS, AND AGREES THAT, IF AWARDED THE SOLICITATION BY THE COUNTY’S ACCEPTANCE OF VENDOR’S OFFER AS SET FORTH IN ITS RESPONSE TO THE SOLICITATION, VENDOR IS LEGALLY BOUND TO THESE GENERAL CONDITIONS, SPECIAL INSTRUCTIONS, AND THE SPECIFICATIONS OF THIS SOLICITATION, INCLUDING WITHOUT LIMITATION THE TERMS AND CONDITIONS OF CONTRACT STATED HEREIN.**

##### **2. Vendor Representations and Certifications**

Vendor represents and certifies the following:

- (a) The individual submitting this form is authorized to sign the response on Vendor’s behalf and has actual legal authority to bind Vendor to the solicitation’s terms. Vendor acknowledges and agrees that electronic signatures or digital signatures shall have the same legal effect as a handwritten signature.
- (b) Vendor’s response is made without prior understanding, agreement, or connection with any other vendor submitting a response to the solicitation regarding either vendor’s response, and is in all respects fair and without collusion or fraud.
- (c) Vendor is neither delinquent in payment of any taxes, fees, fines, contractual debts, judgments, or any other debts due and owed to the County, nor in default of any contractual or regulatory obligation to the County.
- (d) No owner, principal, officer, director, or member of Vendor is or was an owner, principal, officer, director, or member in any other firm that was suspended or debarred from doing business with Broward County within the last three (3) years, unless otherwise noted in Vendor’s response.
- (e) All statements, oral, written or otherwise, in Vendor’s response are accurate, true, and correct. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in its response may be used by the County as a basis for rejection; rescission of contract award; or termination of the contract; and may also serve as the basis for suspension and/or debarment of Vendor pursuant the Broward County Procurement Code.

(f) Vendor represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to provide and perform all goods and services required under the solicitation and that each person and entity that will provide goods or services is duly qualified to perform such services by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will render such goods or services.

## **B. TERMS AND CONDITIONS OF THE SOLICITATION**

### **1. Responses.**

Vendors' responses must be submitted electronically through the County's designated electronic bidding system ("EBS"). It is Vendor's sole responsibility to assure its response is submitted and received through the EBS by the date and time specified in the solicitation. The County will not consider responses received by other means or after the time that solicitations are due. All timeframe references are in Eastern Time. The official time for electronic submittals is the EBS's servers, as synchronized with the atomic clock. Any response that seeks to modify or take exception to the official time shall be deemed nonresponsive.

The County is a public agency subject to Chapter 119, Florida Statutes. Unless otherwise expressly approved in advance in writing by the Purchasing Division, any material submitted in the Vendor's response will become a public document available for public inspection and copying pursuant to Section 119.071, Florida Statutes, and any claim of confidentiality or trade secret is waived with respect to any and all information included in the Vendor's response.

### **2. Withdrawal.**

Vendors may not withdraw their responses after the deadline for responses to the solicitation and before the expiration of 120 days after the date of opening responses to the solicitation. Any response that seeks to modify or take exception to the 120-day requirement shall be deemed nonresponsive.

### **3. Bid Opening (Invitation for Bids only).**

All responses to Invitations for Bids shall be publicly opened in the public domain or as otherwise designated in the solicitation. The Purchasing Division will decrypt responses received in the EBS immediately following the deadline for bid responses.

### **4. Cancellation of Bids:**

The County may cancel a solicitation before or after bid opening in its sole discretion, for any reason or no reason.

### **5. Addenda:**

The County reserves the right to amend this solicitation prior to the deadline for Vendor responses by issuing written addenda to the solicitation. If, upon review, a Vendor finds a nonclerical error in an addendum, that Vendor must contact the Purchasing Division immediately, prior to opening date, to allow the County to review the alleged error and to issue any clarification, if the County determines that a clarification is necessary. Responding vendors shall be responsible for obtaining and reviewing each addendum prior to the deadline for submission of responses to the solicitation. The terms of all addenda are included in the Terms and Conditions of the Solicitation.

### **6. Prices, Terms, and Payments:**

All solicitation responses must include firm prices, which must include all handling, set up, shipping, and inside delivery charges to the destination specified in the solicitation, unless otherwise indicated in the solicitation.

(a) **Certification of Prices:** In submitting its response to this solicitation, Vendor certifies that the prices it is proposing are not higher than the prices at which Vendor sells the same goods and/or services in approximately similar quantities, under similar terms and conditions, to any other purchaser.

(b) **F.O.B. Destination:** Unless otherwise specified, prices shall be provided as F.O.B. Destination, with freight, fuel, and all other costs included.

(c) **Ties:** When two or more responding Vendors offer the same pricing, the Purchasing Division will break the tied responses in accordance with the applicable provisions of the Broward County Procurement Code (the "Procurement Code").

(d) **Taxes:** The County is exempt from federal and Florida taxes on direct purchases of tangible property. The County's tax exemption number will appear on the County's purchase order. Vendor must pay all applicable sales, consumer, land use, or other similar taxes required by law.

(e) **Discounts:** Vendors may offer a cash discount for prompt payment, but such discounts will not be considered in determining the lowest net cost for evaluation purposes unless otherwise stated in the solicitation. In order to be considered for evaluation purposes, Vendors must reflect any applicable discounts in the unit prices submitted in their responses.

(f) **Mistakes:** Vendors are cautioned to examine all specifications, drawings, delivery instructions, unit prices, extensions, and all other special conditions pertaining to this solicitation. Failure to examine all pertinent documents shall not entitle vendors to relief from any provision or any requirement of this solicitation. Mathematical errors are deemed clerical errors and are subject to correction by the County. If there is a mistake in the extension price (i.e., unit price multiplied by quantity), the unit price shall govern.

(g) **Ordering:** The County reserves the right to purchase the goods/services specified in the solicitation through contracts established by governmental agencies, consortiums, or other approved cooperatives, or through separate procurement actions conducted by the County. In addition, if the County requires delivery within a shorter period than the delivery time specified in the solicitation, and if the Contractor is unable to deliver by that time, the County may obtain such delivery from other sources without penalty or prejudice to the County. This solicitation is not for a requirements contract, and the County is not required to fulfill all of its needs for the goods/services at issue exclusively from the Contractor.

## 7. **Awards:**

If a specific basis of award is not established in the Special Instructions to Vendors, the award shall be to the lowest, responsive, and responsible Vendor. The County reserves the right to make separate award(s) to one or more Vendors for individual goods/services, groups of goods/services, or all or none or any combination thereof. When a group of goods/services is specified in the solicitation, Vendor must include prices for all items within the group in its response.

A Vendor desiring to offer "No Charge" on an item in a group of goods/services must so indicate by placing a \$0.00 in the offer field for that item, and enter "No Charge" in the "Notes for Buyer" section in the EBS. If a Vendor does not comply with these requirements, its response with respect to that group of goods/services will be deemed incomplete and may be rejected. However, if Vendors do not offer all items within a group, the County may issue an award on one or more items on an item-by-item basis. When a group is indicated for variable quantities and the group shows evidence of unbalanced prices, such solicitation response may be rejected. The Director of Purchasing, or the Broward County Board of County Commissioners, whichever is applicable, reserves the right to waive technicalities and irregularities and to reject any or all responses.

## 8. **Qualifications of Vendors:**

The County will only award a contract to a Vendor that is normally engaged in providing the types of commodities, services, or construction specified herein. Responding Vendors must have adequate

organization, facilities, equipment, and personnel to ensure prompt and efficient service to the County. The County reserves the right to inspect Vendor’s facilities, equipment, personnel, and organization, or to take any other action necessary to determine Vendor’s ability to perform in accordance with the solicitation’s specifications, terms, and conditions. The County will determine whether the evidence of ability to perform is satisfactory, and reserves the right to reject responses and/or find any responding vendor nonresponsible where evidence or evaluation is determined to indicate insufficient capacity or ability to perform. The County may also consider a responding Vendor’s history of any and all types of citations, orders, judgments, and/or violations, including those relating to suspensions, debarments, or environmental regulations, in determining responsibility. Responding Vendors must submit with their response a complete history of all citations and/or violations notices and dispositions thereof. Failure of the successful Vendor to submit such information may be grounds for rejection of Vendor’s response or termination of Vendor’s contract. Vendor shall notify the County immediately of notice of any citations, orders, judgments, or violations not included in Vendor’s response that occur at any time period prior to expiration of the contract.

**9. Affiliated Companies Entities of the Principal(s):**

To ensure Vendor has the capability to fully perform the contract requirements, as well as the integrity and reliability that will ensure good faith performance, each Vendor must disclose in its response the names and addresses of entities with whom the principal(s) of Vendor have been affiliated at any time in the five (5) years preceding the date the solicitation was posted. Affiliated entities of the principal(s) are those entities related to Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent, or sibling entity.

**10. Resolution of Protested Solicitations and Proposed Awards:**

In accordance with Sections 21.118 and 21.120 of the Broward County Procurement Code, if a Vendor intends to protest a solicitation or proposed award of a contract the following shall apply:

(a) Any protest concerning the solicitation’s specifications or requirements (or any addendum thereto) received by the County within seven (7) business days from the posting of the solicitation or addendum on the Purchasing Division’s website. The protest must be made in writing to the Director of Purchasing, and must specify the grounds for protest.

(b) Any protest concerning a solicitation or a proposed award above the authority of the Director of Purchasing, as provided in the Procurement Code must be received by the County within five (5) business days after the posting of the recommendation for award on the Purchasing Division’s website. The protest must be made in writing to the Director of Purchasing, and must specify the grounds for protest.

(c) Any protest concerning a solicitation or a proposed award within the authority of the Director of Purchasing, as provided in the Procurement Code, must be received by the County within three (3) business days after the posting of the recommendation of award on the Purchasing Division’s website may protest to the Director of Purchasing. The protest must be made in writing to the Director of Purchasing, and must specify the grounds for protest.

(d) For purposes of this section, a business day is defined as Monday through Friday between 8:30 a.m. and 5:00 p.m. Failure to timely file a protest within the timeframes specified shall constitute a waiver of the right to protest.

(e) As a condition of initiating any protest, the protestor shall present the Director of Purchasing with a nonrefundable filing fee. The filing fee shall be calculated based on the estimated contract amount. For purposes of the protest, the estimated contract amount shall be the contract amount submitted by the protestor. If no contract amount was submitted, the estimated contract amount shall be the County’s estimated contract price for the project. The County will accept money order, certified check, or cashier’s check, payable to Broward County Board of County Commissioners. The filing fees are as follows:

Estimated Contract Amount	Filing Fee
Mandatory Bid Amount - \$250,000	\$500
\$250,001 - \$500,000	\$1,000

\$500,001 - \$5 million	\$3,000
Over \$5 million	\$5,000

**11. Public Entity Crimes & Public Business Discrimination:**

Vendor represents that the submission of its response to this solicitation does not violate the Public Entity Crimes Act, Section 287.133, Florida. Vendor represents that it has not been placed on the “discriminatory vendor list” as provided in Section 287.134, Florida Statutes, and that it is not a “scrutinized company” pursuant to Section 215.473, Florida Statutes. Vendor represents and certifies that it is not ineligible to contract with the County on any of the grounds stated in Section 287.135, Florida Statutes. Violation of this section shall result in cancellation of Vendor’s contract, and may result in suspension and/or debarment.

**12. State of Florida Division of Corporations Requirements:**

Vendor must comply with all state and local business licensing requirements. All corporations, partnerships, and other business entities must have the authority to transact business in the State of Florida and must be in good standing with the Florida Secretary of State before responding to this solicitation. For further information, contact the Florida Department of State, Division of Corporations. A Vendor that does not comply with the provisions of this section may be deemed nonresponsive to the solicitation.

**13. Cone of Silence Ordinance (Invitations for Bids):**

The Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances, provides that for certain time periods, Vendors and their representatives may not communicate regarding the solicitation with any County Commissioner or their staff, the County Administrator, Deputy County Administrator, Assistant County Administrator, Assistants to the County Administrator, their respective support staff, or any staff person that will evaluate solicitation responses or recommend selection in this solicitation process. However, Vendors may communicate with a representative of the Office of Economic and Small Business Development ("OESBD") (telephone (954) 357-6400) at any time regarding a solicitation or regarding participation of Small Business Enterprises or County Business Enterprises in a solicitation. The Cone of Silence also permits communication with certain other County employees (for more information, refer to Section 1-266, Broward County Code of Ordinances).

(a) The Cone of Silence shall be in effect for any County Commissioner or the Commissioner's staff, commencing at the time of the opening of responses to the solicitation;

(b) The Cone of Silence shall be in effect for the County Administrator, Deputy County Administrator, Assistant County Administrator, Assistants to the County Administrator, their respective support staff, and any person that will evaluate solicitation responses or recommend selection in this solicitation process commencing at the time of advertisement for the solicitation.

(c) The Cone of Silence terminates when the County Commission or other awarding authority takes action that concludes the solicitation.

(d) Any violations of the Code of Silence Ordinance by any representative of Vendor, including owner, employee, consultant, lobbyist, or actual or potential subcontractor or subconsultant, may be reported to the County’s Office of Professional Standards. If the Office of Professional Standards determines that a violation has occurred, a fine shall be imposed against Vendor as provided in the Broward County Code of Ordinances. Additionally, a determination of violation shall render any award to a Vendor who is found to have violated the Cone of Silence Ordinance voidable, at the sole discretion of the Broward County Board of County Commissioners.

**14. Contingency Fees:**

By submission of this solicitation response, Vendor certifies it has not paid and will not pay any contingency fees (sometimes known as a finder’s fee) to any person or organization, other than a bona fide employee working solely for Vendor, to secure a contract made pursuant to this solicitation. Violation of this policy may result in termination of any resultant contract and/or possible suspension and/or debarment of Vendor.

**15. Local Business Tax Receipt Requirements:**

All Vendors maintaining a business address within Broward County must have a current Broward County Local Business Tax Receipt issued by the Broward County Records, Taxes and Treasury Division prior to recommendation for award. Vendors that do not have such a license may be deemed nonresponsive to this solicitation. For further information on obtaining or renewing a Local Business Tax Receipt, contact the Records, Taxes and Treasury Division at (954) 357-6200.

**16. Dun & Bradstreet Report Requirement:**

The County may review any Vendor's Dun & Bradstreet rating and payment performance to assist in determining a Vendor's responsibility regarding this solicitation.

**17. Samples:**

Samples or drawings, when required, shall be provided to the County free of charge. If not mutilated or destroyed in the examination, Vendor will be notified to remove same at their expense. If samples are not removed within thirty (30) calendar days after written notice to Vendor, they shall be considered as abandoned, and the County shall have the right to dispose of them as its own property.

**18. "Or Equal" Clause:**

Whenever a material, article or piece of equipment is identified in the solicitation by reference to a manufacturer or vendor name, trade name, catalog number, or otherwise, any such reference is intended merely to establish a standard; and, unless such identification is followed by the words "no substitution is permitted," any material, article, or piece of equipment of any other manufacturer or vendors that will perform or serve the requirements of the solicitation will be considered equally acceptable, provided that the material, article, or piece of equipment so proposed is, in the sole opinion of the County, equal in substance, quality, and function to the material, article, or piece of equipment specified in the solicitation.

**19. Procurement Code:**

The Broward County Procurement Code is applicable to this solicitation, and can be obtained from the Purchasing Division's website at: [www.broward.org/purchasing](http://www.broward.org/purchasing).

**20. Legal Requirements:**

Applicable provisions of all federal, state, and local laws, ordinances, rules, and regulations, including the Broward County Procurement Code, shall govern development, submittal, and evaluation of responses to this solicitation, and shall govern any and all claims and disputes that may arise between Vendors and the County, and its officers, employees, and/or authorized representatives. Lack of knowledge by any Vendor of any applicable law, rule, or regulation shall not constitute a recognizable defense against the legal effect thereof.

**C. TERMS AND CONDITIONS OF CONTRACT**

**1. Contract Period:**

The contract period shall start and terminate as indicated in the solicitation's Special Instructions to Vendors. If no contract period is stated in the Special Instructions to Vendors: the contract period shall start upon the date of award and end three (3) years later, unless extended by the Director of Purchasing; and the Director of Purchasing may extend the contract period for up to two (2) additional one (1) year terms upon written notice to Contractor at least thirty (30) days prior to the expiration of the then-current term. The contract shall not exceed a total of five (5) years, unless extended pursuant to action by the Broward County Board of County Commissioners. The continuation of this contract beyond the end of any County

fiscal year is subject to both the appropriation and the availability of funds in accordance with Chapter 129, Florida Statutes.

The Director of Purchasing may, in her/his sole and absolute discretion, renew the contract based on Contractor's satisfactory performance and the Director of Purchasing's determination that renewal is in the best interest of the County. In such cases, the County will provide Contractor with a Notification of Intent to Renew in advance of the contract expiration date. All prices, terms, and conditions of the contract shall remain firm for any renewal period unless subject to price adjustment specified as a "special condition" in the solicitation. If the Director of Purchasing does not renew the contract, Contractor nonetheless shall, if directed in writing by the Director of Purchasing, continue contract performance for a period not exceeding ninety (90) days beyond the contract expiration date. Contractor shall be compensated for such extended performance at the rate in effect when the Director of Purchasing directs Contractor to continue performance beyond the contract expiration date.

## **2. Orders and Quantities:**

Unless the solicitation states a fixed quantity to be purchased, no guarantee is expressed or implied as to the total quantity of goods/services to be purchased under any open-end contract. Solicitations for open-end contracts may state estimated quantities, but such estimated quantities are not a representation of the amount to be purchased. The County reserves the right to issue purchase orders on this solicitation as and when required; or issue a blanket purchase order for individual agencies and release partial quantities; or issue instructions for use of direct purchase orders by various County agencies; or do any combination of the foregoing. No delivery shall become due or be acceptable without a written purchase order and shipping instruction by the County, unless otherwise expressly provided in the solicitation. Such order will contain the quantity, time of delivery, and other pertinent data. However, for items required immediately, the County may place an order electronically (which may include by email), with subsequent confirmation by a written purchase order.

For solicitations stating fixed quantities, purchase order(s) for the quantities stated in the solicitation will be issued to the Contractor after notification of award and receipt of all required documents. The County may order additional quantities of up to an additional twenty percent (20%) of the originally specified quantities at any time prior to the expiration of one (1) year after the date of award; if so ordered by the County, Contractor must furnish such additional quantities at the same prices, terms, and conditions as stated in the solicitation.

## **3. Invoice and Payment:**

Contractor may submit invoices for payment no more often than on a monthly basis, but only after the goods or services for which the invoices are submitted have been delivered or completed. If Contractor utilizes a subcontractor for any goods or services relating to the contract, Contractor must submit a Certification of Payments to Subcontractors and Suppliers with each invoice in the form provided by the County. Contractor must pay subcontractors and suppliers within fifteen (15) days following receipt of payment from the County for such subcontracted work or supplies. The certification shall be accompanied by a copy of the notification sent to each unpaid subcontractor listed on the form, if any, explaining the good cause why payment has not been made to that subcontractor.

The County shall pay for all goods and services received and accepted by the County in accordance with the Local Government Prompt Payment Act, Section 218.70, Florida Statutes, and the Prompt Payment Policy, Section No. 1-51.6, of the Broward County Code of Ordinances. All applications for payment shall be submitted to the address indicated in the purchase order. The County will pay Contractor after receipt, acceptance, and proper invoice is received. Invoices must bear the purchase order number. The County will



only accept and pay for deliveries made by Contractor within the contract period, including any extensions or continued performance as directed by the Director of Purchasing.

**4. Termination:**

(a) **Availability of Funds:** In the event funds for this contract are not made available or otherwise allocated by the Broward County Board of County Commissioners, the County may terminate this contract upon thirty (30) days prior written notice to Contractor without penalty or liability for such termination. The Broward County Board of County Commissioners shall be the final authority as to availability of funds and how such available funds are to be allotted and expended.

(b) **Nonperformance:** The County may terminate the contract for cause if Contractor is in breach and does not correct the breach within ten (10) days after written notice from the County Contract Administrator identifying the breach. Cause for termination shall include, but not be limited to, failure to suitably perform the work; failure to suitably deliver goods in accordance with the specifications and instructions in this solicitation; failure to continuously perform the work in a manner calculated to meet or accomplish the objectives of the County as set forth in this solicitation; or multiple breaches of the provisions of this contract notwithstanding whether any breach was previously waived or cured. The County's election not to enforce any particular breach(es) shall not constitute a waiver its right to enforce such breach(es).

(c) **For Convenience:** The County may terminate the contract for convenience upon no less than thirty (30) days written notice. In the event the contract is terminated for convenience, Contractor shall be paid for any goods properly delivered and services properly performed to the date the contract is terminated. However, upon being notified of the County's election to terminate, Contractor shall cease any deliveries, shipment or carriage of goods, and refrain from performing further services or incurring additional expenses under the terms of the contract, unless directed otherwise in writing by the County. In no event will payment be made for lost or future profits or damages for Contractor's reliance on continued performance of the contract beyond the date of termination for convenience. Contractor acknowledges and agrees that it has received good, valuable, and sufficient consideration from the County for the County's right to terminate this contract for convenience, the receipt and adequacy of which are hereby acknowledged.

**5. Conditions and Packaging:**

Unless otherwise stated in the solicitation, or specifically ordered from an accepted price list, deliveries must consist only of new and unused goods and must be the current standard production model available at the time of Contractor's response. The goods must be suitably packaged for shipment by common carrier. Each container, or multiple units or items otherwise packaged, must bear a label or otherwise legible marking stating the name of Contractor (or the manufacturer or supplier), the purchase order number, and any other information required by the solicitation's specifications.

**6. Safety Standards:**

Unless otherwise specified in the solicitation, all manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act ("OSHA") and all standards thereunder. All sources of energy associated with machinery/equipment purchased shall be capable of being "locked-out" in accordance with OSHA 29 CFR § 1910.147, Hazardous Energy Control. Pursuant to OSHA 29 CFR § 1910.1200, Hazard Communication Standard, and Chapter 442, Florida Statutes, Occupational Safety and Health, any chemical substance provided or delivered pursuant to this solicitation to the County must be compliant with the Global Harmonized System ("GHS") for Hazard Communication accompanied by a Safety Data Sheet ("SDS") consisting of 16 sections, which SDS must be submitted to the Broward County Risk Management Division, 115 South Andrews Avenue, Room 218, Fort Lauderdale, FL 33301-1803.

**7. Rejection of Nonconforming Items:**

The County may withhold acceptance of, or reject any items that the County determines do not meet the specification requirements of the solicitation. Upon written notice in accordance with Section 12 below, Contractor must remove the rejected items at its own expense within five (5) calendar days after the County's notice of rejection and then replace them at its own expense with items that meet the specification requirements of the solicitation. Any items not removed by Contractor within thirty (30) days after the County's notice of rejection shall be considered abandoned, and the County may dispose of them in any manner it sees fit. The County shall not be required to give written notice of rejection with respect to foodstuffs or medication. With respect to foodstuffs and medication, the County may provide verbal notification of rejection, in response to which Contractor must immediately remove and replace the rejected goods at its sole expense. Contractor's failure to provide conforming items, failure to meet the timeframes for removal and replacement specified in this Section 7 may result in Contractor being found in breach of contract.

**8. Inspection, Acceptance and Title:**

Inspection and acceptance will be at the delivery destination specified in the solicitation, unless otherwise stated in the purchase order. Title and risk of loss or damage to all items shall be the responsibility of Contractor until such items are accepted by the County.

**9. Governmental Restrictions:**

In the event any applicable law or regulation requires substitution of the goods or services required by the solicitation (or alteration of the material quality, workmanship, or performance of such goods or services) prior to delivery of same, Contractor must immediately notify the County in writing of the specific law or regulation requiring such substitution or alteration. The County reserves the right to accept any such substitution or alteration, including any price adjustments occasioned thereby, or to terminate the contract without liability and at no further expense to the County.

**10. Insurance:**

Contractor shall, at its sole expense, maintain the minimum insurance coverages required in the solicitation in accordance with the terms and conditions of this article. Contractor shall maintain insurance coverage against claims relating to any act or omission by Contractor, its agents, representatives, employees, or subcontractors in connection with this contract. Contractor shall ensure that "Broward County" is listed and endorsed as an additional insured on all required policies. Contractor shall ensure that all required insurance coverages remain in full force and effect for the duration of this contract and until all performance required by Contractor has been completed. Contractor shall ensure that all required insurance policies are issued by insurers: (1) assigned an A. M. Best rating of at least "A-" with a Financial Size Category of at least Class VII; (2) authorized to transact insurance in the State of Florida; or (3) a qualified eligible surplus lines insurer pursuant to Section 626.917 or 626.918, Florida Statutes, with approval by the County's Risk Management Division. Contractor shall be solely responsible for and shall pay any deductible or self-insured retention applicable to any claim against the County. Unless prohibited by the applicable policy, Contractor waives any right to subrogation that any of Contractor's insurer may acquire against the County, and agrees to obtain same in an endorsement of Contractor's insurance policies.

**11. Indemnification:**

**(a) Contracts other than construction contracts (as defined in Section 726.06, Florida Statutes):**

Contractor shall indemnify, hold harmless, and defend the County and all of the County's current, past, and future officers, agents, servants, and employees (collectively, "Indemnified Party") from and against any and all causes of action, demands, claims, losses, liabilities, and expenditures of any kind, including attorneys' fees, court costs, and expenses, including through the conclusion of any appellate proceedings, raised or

asserted by any person or entity not a party to this contract, and caused or alleged to be caused, in whole or in part, by any intentional, reckless, or negligent act or omission of Contractor, its officers, employees, agents, or servants, arising from, relating to, or in connection with this solicitation (collectively, a "Claim"). If any Claim is brought against an Indemnified Party, Contractor shall, upon written notice from the County, defend each Indemnified Party against each such Claim by counsel satisfactory to the County or, at the County's option, pay for an attorney selected by the County Attorney to defend the Indemnified Party. The obligations of this section shall survive the expiration or earlier termination of this solicitation and the contract term. If considered necessary by the Contract Administrator and the County Attorney, any sums due Contractor under this contract may be retained by the County until all Claims subject to this indemnification obligation have been settled or otherwise resolved. Any amount withheld shall not be subject to payment of interest by the County.

**b) Construction contracts (as defined in Section 726.06, Florida Statutes):** Contractor shall indemnify and hold harmless the County and its current, past, and future officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness or intentionally wrongful conduct of Contractor or other persons employed or utilized by Contractor in the performance of this contract. The provisions of this section shall survive the expiration or earlier termination of this contract. To the extent considered necessary by the Contract Administrator and the County Attorney, any sums due Contractor under this contract may be retained by the County until all of the County's claims subject to this indemnification obligation have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by the County.

**12. Notice:**

Notice to the County or Contractor must be sent via U.S. first-class mail, hand delivery, or commercial overnight delivery, each with a contemporaneous copy via email, to the addresses listed below (for the County) or stated in the solicitation (for Contractor), and shall be effective upon mailing or hand delivery (provided the contemporaneous email is also sent). The addresses for notice shall remain as set forth in this section unless and until changed by providing notice of such change in accordance with the provisions of this section.

*For the County:*

Broward County  
Director, Broward County Purchasing Division  
115 S. Andrews Avenue, Room 212  
Fort Lauderdale, FL 33301-1801

Contractor must identify in its response a designated person and address to whom notice shall be sent when required by the contract.

**13. Jurisdiction, Venue, Waiver of Jury Trial:**

This contract shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The exclusive venue for any lawsuit arising from, related to, or in connection with this solicitation or contract shall be in the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida. If any claim arising from, related to, or in connection with this solicitation or contract must be litigated in federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida. **BY ENTERING INTO THIS CONTRACT, EACH OF CONTRACTOR AND THE COUNTY HEREBY EXPRESSLY WAIVE ANY RIGHTS IT MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS CONTRACT. IF A PARTY FAILS TO WITHDRAW A REQUEST FOR A JURY TRIAL IN A LAWSUIT ARISING OUT OF THIS CONTRACT OR SOLICITATION AFTER WRITTEN NOTICE BY THE OTHER PARTY OF VIOLATION OF THIS SECTION, THE PARTY**

**MAKING THE REQUEST FOR JURY TRIAL SHALL BE LIABLE FOR THE REASONABLE ATTORNEYS' FEES AND COSTS OF THE OTHER PARTY IN CONTESTING THE REQUEST FOR JURY TRIAL, AND SUCH AMOUNTS SHALL BE AWARDED BY THE COURT IN ADJUDICATING THE MOTION.**

**14. Patents and Royalties:**

Contractor, without exception, shall indemnify, hold harmless, and defend the County, and all of the County's current, past, and future officers, agents, servants, and employees, from liability of any nature or kind, including but not limited to attorneys' fees, costs, and expenses, for or on account of any of any claims by third parties arising out of any copyrighted, trademarked, invention (patented or unpatented), process, or article that is manufactured, used, or otherwise required or occasioned by performance of the contract by Contractor or by the County. Contractor is solely responsible for any and all royalties, fees, or costs resulting or arising from use of any design, device, or materials covered by letters, patent, or copyright. The County shall not be liable or pay any royalties, fees, or costs in connection with this contract or the goods or services provided pursuant to this contract. This provision shall survive the expiration or earlier termination of the contract.

**15. Assignment; Subcontractors:**

Except for subcontracting approved by the County in advance, neither this contract nor any right or interest in it may be assigned, transferred, subcontracted, or encumbered by Contractor without the prior written consent of the County. Any assignment, transfer, encumbrance, or subcontract in violation of this section shall be void and ineffective, constitute a breach of this contract, and permit the County to immediately terminate the contract, in addition to any other remedies available to the County at law or in equity.

**16. Equal Employment Opportunity:**

Contractor shall not discriminate against any employee or applicant for employment based on race, religion, age, color, sex, gender, national origin, sexual orientation (including as provided in Broward County Code, Chapter 16½), marital status, political affiliation, disability, or physical or mental disability. Contractor shall also take affirmative action to ensure that employees are treated during their employment, without regard to their race, religion, age, color, sex, gender, national origin, sexual orientation, marital status, political affiliation, disability, or physical or mental disability. Such actions shall include, but not be limited to the following: employment, promotion, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, as well as selection of training, including apprenticeship. Contractor agrees to post notices setting forth the provisions of this nondiscrimination clause in conspicuous places available to employees and applicants for employment.

Contractor must include the foregoing or similar language in its contracts with any subcontractors or subconsultants that may perform work required by this solicitation, except that any project assisted by U.S. Department of Transportation funds shall comply with the nondiscrimination requirements in Title 49 C.F.R. Parts 23 and 26, as applicable. Contractor must ensure subcontractors and subconsultants, if any, are aware and comply with the requirements of this nondiscrimination clause. Failure to comply with above requirements is a material breach of the contract, and may result in contract termination or such other remedy as the County deems appropriate, all of such remedies being cumulative.

**17. County Business Enterprise (CBE):**

Contractor will meet the required CBE goal (if any) stated in the solicitation by utilizing the CBE firms listed in Contractor's response for the required percentage of total services (the "Commitment"). Contractor shall enter into formal contracts with the CBE firms listed in the response and, upon request, provide copies of those contracts to the OESBD. Each CBE firm must be certified by OESBD, and any replacement of a CBE firm must be approved by OESBD. The parties stipulate that if Contractor fails to meet the Commitment, the damages to the County arising from such failure are not readily ascertainable at the time of contracting. If Contractor fails to meet the Commitment and the County determines, in the sole discretion

of the OESBD Program Director, that Contractor failed to make Good Faith Efforts (as defined in Section 1-81, Broward County Code of Ordinances) to meet the Commitment, Contractor shall pay the County liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Contractor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount excluding costs and reimbursable expenses. As elected by County, such liquidated damages amount shall be either credited against any amounts due from County, or must be paid to County within thirty (30) days after written demand. Contractor shall provide written monthly reports to the Contract Administrator attesting to Contractor's compliance with the Commitment, and must allow the County to engage in onsite reviews to monitor Contractor's progress in complying with the obligations of this section.

**18. Domestic Partnership Requirement:**

Unless this contract is exempt from the provisions of the Broward County Domestic Partnership Act, Section 16½-157, Broward County Code of Ordinances, Contractor certifies and represents that it will comply with the provisions of Section 16½-157 for the duration of this contract.

**19. Drug-Free Workplace.**

To the extent required under Section 21.31(a)(2), Broward County Administrative Code, or Section 287.087, Florida Statutes, Contractor certifies that it has a drug-free workplace program that it will maintain such drug-free workplace program for the duration of this contract.

**20. Modifications:**

All changes to purchase orders shall be by issuance of a change order by the County. Any modification or change to this contract must be by written amendment signed by Contractor and the County.

**21. Purchase by Other Governmental Agencies:**

Contractor understands and agrees that any other governmental unit may enter into a contract with Contractor on the same terms and conditions as Contractor's contract with the County. However, any such governmental unit must establish its own contract with Contractor, place its own orders, issue its own purchase orders, be separately invoiced by Contractor, make its own payments, and issue its own exemption certificates as required by Contractor. Contractor understands and agrees that the County is not and will not be a legally bound party to any contractual agreement made between any other governmental unit and Contractor as a result of this solicitation, and that no other governmental unit is an implied or intended third-party beneficiary of this contract between the County and Contractor.

**22. Public Records:**

Pursuant to Chapter 119, Florida Statutes, Contractor and all subcontractors and subconsultants retained by Contractor for performance of this contract, shall comply with Florida's Public Records Law, including as follows:

- (a) Keep and maintain public records required by the County to perform the services;
- (b) Upon request from the County, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- (c) Ensure that public records that are exempt or confidential and exempt from public record requirements are not disclosed except as authorized by law for the duration of this contract and following completion or termination of this contract if the records are not transferred to the County; and
- (d) Upon completion or termination of this contract, transfer to the County, at no cost, all public records in possession of Contractor or keep and maintain public records required by the County to perform the services. If Contractor transfers the records to the County, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt. If Contractor keeps and maintains the public records, Contractor shall meet all applicable requirements for retaining public records. All records stored

electronically must be provided to the County upon request in a format that is compatible with the information technology systems of the County.

A request for public records regarding this contract must be made directly to the County, who will be responsible for responding to any such public records requests. Contractor must provide any requested records to the County to enable the County to respond to the public records request.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (954) 357-6006, PURCHASINGINFORMATION@BROWARD.ORG, 115 S. ANDREWS AVE., SUITE 212, FORT LAUDERDALE, FLORIDA 33301.**

Any material submitted to the County that Contractor contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be separately submitted and conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION – TRADE SECRET." In addition, Contractor must, simultaneous with the submission of any Trade Secret Materials, provide a sworn affidavit from a person with personal knowledge attesting that the Trade Secret Materials constitute trade secrets under Section 812.081, Florida Statutes, and stating the factual basis for same. If a third party submits a request to the County for records designated by Contractor as Trade Secret Materials, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Contractor. Contractor must indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

**23. Audit Right and Retention Records:**

The County shall have the right to audit the books, records, and accounts of Contractor and its subcontractors that are related to this contract. Contractor and its subcontractors shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to this contract and performance under this contract. All such books, records, and accounts shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, Contractor or its subcontractor shall make same available in written form at no cost to the County. Contractor shall ensure that the requirements of this section are included in all agreements with its subcontractor(s).

Contractor shall preserve and make available, at reasonable times within Broward County, Florida, for examination and audit, all financial records, supporting documents, statistical records, and any other documents pertinent to this contract for at least three (3) years after expiration or termination of this contract or until resolution of any audit findings, whichever is longer. Any audit or inspection pursuant to this section may be performed by any County representative (including any outside representative engaged by the County). Contractor hereby grants the County the right to conduct such audit or review at Contractor's place of business, if deemed appropriate by the County, with seventy-two (72) hours' advance notice.

Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for the County's disallowance and recovery of any payment made by the County based upon such entry. If an audit or inspection in accordance with this section discloses overpricing or overcharges to the County of any nature by Contractor in excess of five percent (5%) of the total contract billings reviewed by the County, County shall reimburse County for the reasonable actual cost of the County's audit. In addition, at the County's

option, Contractor shall remit the amount of overcharges to County or County shall deduct such overcharges from future payments made by County to Contractor. Any remittances due by Contractor as a result of such audit or inspection shall be made within thirty (30) days after presentation of the County's findings to Contractor.

**24. Ownership of Documents:**

All finished or unfinished documents, studies, surveys, drawings, maps, models, photographs, specifications, and reports prepared or provided by Contractor in connection with this contract shall become the property of the County upon the expiration or termination of the contract, whether the project for which they are made is completed or not. Contractor must deliver all such materials to the Contract Administrator prior to contract expiration or within fifteen (15) days after Contractor's receipt of a written notice of termination. If applicable, the County may withhold any payments then due to Contractor until Contractor complies with the provisions of this section.

**25. Special Notice:**

In accordance with OSHA Regulation 29 CFR § 1926.1101(k)(2), Contractor is hereby notified of the presence of asbestos containing material and/or presumed asbestos containing material at some Broward County locations.

**26. Code Requirements:**

Contractor and his or her subcontractors on this project must be familiar and comply with all applicable federal, state, county, municipal, and local laws, rule, regulations, and codes applicable to performance of the contract awarded with respect to this solicitation. Contractor must ask for and receive any required inspections relevant to its performance of the contract.

**27. Contractor Responsibilities:**

Unless otherwise stated in the solicitation, Contractor will be responsible for the provision, installation, and performance of all equipment, materials, goods, and services offered in its response, even if such materials or equipment is not of their own manufacture or such services are not being performed by Contractor's own employees. Time is of the essence in performing the duties, obligations, and responsibilities required by Contractor under this contract.

**28. Warranties and Guarantees:**

Contractor shall obtain all applicable manufacturers' warranties and guarantees of the equipment and materials required by this solicitation and resulting orders under this solicitation for the benefit of, and in the name of, Broward County. Contractor shall deliver documentation of such warranties and guarantees to the point of delivery specified in the solicitation.

**29. Contractor Evaluation:**

The Contract Administrator will document Contractor's performance by completing a Performance Evaluation Form. A blank Performance Evaluation Form may be viewed at: [broward.org/Purchasing/documents/vendorperformanceevaluationrequirements.pdf](http://broward.org/Purchasing/documents/vendorperformanceevaluationrequirements.pdf). An interim performance evaluation of Contractor may be conducted by the Contract Administrator at any time before completion of the Project. The Contract Administrator shall conduct a final performance evaluation when the Request for Final Payment to Contractor is forwarded for approval. In either situation, the completed evaluation(s) shall be forwarded to the Director of Purchasing, who shall provide a copy to Contractor upon request. Said evaluation(s) may be used by the County as a factor in considering the responsibility of Contractor for future solicitations.

**30. Independent Contractor.**

Contractor is an independent contractor of the County, and nothing in this contract shall constitute or create a partnership, joint venture, or any other relationship between the Parties. In providing Services, neither Contractor nor its agents shall act as officers, employees, or agents of the County. Contractor shall not have the right to bind the County to any obligation not expressly undertaken by the County under this contract.

**31. Regulatory Capacity.**

Notwithstanding the fact that the County is a political subdivision with certain regulatory authority, the County's performance under this contract is as a Party to this contract and not in its regulatory capacity. If the County exercises its regulatory authority, the exercise of such authority and the enforcement of any rules, regulation, laws, and ordinances shall be made pursuant to its pursuant to the County's regulatory authority as a governmental body separate and apart from this contract, and shall not be attributable in any manner to the County as a party to this contract.

**32. Sovereign Immunity.**

Except to the extent required by law, nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this contract. The County is a political subdivision as defined in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

**33. Third-Party Beneficiaries.**

Neither Contractor nor the County intends to directly or substantially benefit a third party by entering into this contract. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this contract and that no third party shall be entitled to assert a right or claim against either of them based upon this contract.

**34. Compliance with Laws.**

Contractor and the goods and services provided by Contractor pursuant to this contract must comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations including, without limitation, American with Disabilities Act, 42 U.S.C. § 12101, Section 504 of the Rehabilitation Act of 1973, and any related federal, state, or local laws, rules, and regulations.

**35. Severability.**

If any part of this contract is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this contract and the balance of this contract shall remain in full force and effect.

Rev. 10/2020 #529892v2



**Insurance Requirements: (Refer to the Insurance Requirement Form)**

- A. The insurance requirement designated in the **Insurance Requirement Form** indicates the minimum coverage required for the scope of work, as determined by the Risk Management Division. Vendor shall provide verification of compliance such as a Certificate of Insurance, or a letter of verification from the Vendor's insurance agent/broker, which states the ability of the Vendor to meet the requirements upon award. The verification must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. Final award shall be subject to receipt and acceptance by the County of proof of meeting all insurance requirements of the bid.
- B. Without limiting any of the other obligations or liabilities of Vendor, Vendor shall provide, pay for, and maintain on a primary basis in force until all of its work to be performed under this Contract has been completed and accepted by County (or for such duration specified), at least the minimum insurance coverage and limits set forth in the Insurance Requirement Form under the following conditions listed below. If a limit or policy is not indicated on Insurance Requirement certificate by a checked box, it is not required as a condition of this contract.
1. Commercial General Liability with minimum limits per occurrence, combined single limit for bodily injury and property damage, and when indicated a minimum limit per aggregate. County is to be expressly included as an Additional Insured in the name of Broward County arising out of operations performed for the County, by or on behalf of Vendor, or acts or omissions of Vendor in connection with general supervision of such operation. If Vendor uses a subcontractor, then Vendor shall require that subcontractor names County as an Additional Insured.
  2. Business Automobile Liability with minimum limits per occurrence, combined single limit for bodily injury and property damage. Scheduled autos shall be listed on Vendor's certificate of insurance. County is to be named as an additional insured in the name of Broward County.

Note: Insurance requirements for Automobile Liability are not applicable where delivery will be made by a third party carrier. All vendors that will be making deliveries in their own vehicles are required to provide proof of insurance for Automobile Liability and other pertinent coverages as indicated on the Insurance Requirement certificate, prior to award. If deliveries are being made by a third party carrier, other pertinent coverages listed on the Insurance Requirement certificate are still required.

Vendor should indicate how product is being delivered:

Vendor Name:

Company Vehicle: Yes  or No

If Common Carrier (indicate carrier):

Other:

3. Workers' Compensation insurance to apply for all employees in compliance with Chapter 440, the "Workers' Compensation Law" of the State of Florida and all applicable federal laws. The policy must include Employers' Liability with minimum limits each accident. If any operations are to be undertaken on or about navigable waters, coverage must be included for the U.S. Longshoremen & Harbor Workers Act and Jones Act.
4. Excess Liability/Umbrella Insurance may be used to satisfy the minimum liability limits required; however, the annual aggregate limit shall not be less than the highest "each occurrence" limit for

the underlying liability policy. Vendor shall endorse County as an Additional Insured unless the policy provides coverage on a pure/true "Follow-form" basis.

5. Builder's Risk or equivalent coverage (such as Property Insurance or Installation Floater) is required as a condition precedent to the issuance of the Second Notice to Proceed for projects involving but not limited to: changes to a building's structural elements, work compromising the exterior of the building for any extended period of time, installation of a large single component, or remodeling where the cost of remodeling is 20% or more the value of the property. Coverage shall be, "All Risks" Completed Value form with a deductible not to exceed Ten Thousand Dollars (\$10,000.00) each claim for all perils except for wind and flood.
  6. For the peril of wind, the Vendor shall maintain a deductible that is commercially feasible which does not exceed five percent (5%) of the value of the Contract price. Such Policy shall reflect Broward County as an additional loss payee.
  7. For the peril of flood, coverage must be afforded for the lesser of the total insurable value of such buildings or structures, and the maximum amount of flood insurance coverage available under the National Flood Program. Vendor shall maintain a deductible that is commercially feasible and does not exceed five percent (5%) of the value of the Contract price. Such Policy shall reflect Broward County as an additional loss payee.
  8. The County reserves the right to provide Property Insurance covering the Project, materials, equipment and supplies intended for specific installation in the Project while such materials, equipment and supplies are located at the Project site, in transit, or while temporarily located away from the Project site. This coverage will not cover any of the Vendor's or subcontractors' tools, equipment, machinery or provide any business interruption or time element coverage to the Vendor(s).
  9. If the County decides to purchase Property Insurance or provide for coverage under its existing insurance policy for this Project, then the insurance required to be carried by the Vendor may be modified to account for the insurance being provided by the County. Such modification may also include execution of Waiver of Subrogation documentation.
  10. In the event that a claim occurs for this Project and is made upon the County's insurance policy, for other than a windstorm, Vendor will pay at least Ten Thousand Dollars (\$10,000.00) of the deductible amount for such claim.
  11. Waiver of Occupancy Clause or Warranty: Policy must be specifically endorsed to eliminate any "Occupancy Clause" or similar warranty or representation that the building(s), addition(s) or structure(s) in the course of construction shall not be occupied without specific endorsement of the policy. The Policy must be endorsed to provide that the Builder's Risk coverage will continue to apply until final acceptance by County.
  12. Pollution Liability or Environmental Impairment Liability: including clean-up costs, with minimum limits per claim, subject to a maximum deductible per claim. Such policy shall remain in force for the minimum length of time indicated, include an annual policy aggregate and name Broward County as an Additional Insured. Vendor shall be responsible for all deductibles in the event of a claim.
  13. Professional Liability Insurance with minimum limits for each claim, subject to a maximum deductible per claim. Such policy shall remain in force for the minimum length of time indicated. Vendor shall notify County in writing within thirty (30) days of any claim filed or made against its Professional Liability Insurance policy. Vendor shall be responsible for all deductibles in the event of a claim. The deductible shall be indicated on the Vendor's Certificate of Insurance.
- C. Coverage must be afforded on a form no more restrictive than the latest edition of the respective policy form as filed by the Insurance Services Office. If the initial insurance expires prior to the completion and acceptance of the Work, renewal certificates shall be furnished upon expiration. County reserves the right to obtain a certified copy of any insurance policy required by this Section within fifteen (15) calendar days of a written request by County.

- D. Notice of Cancellation and/or Restriction: the policy(ies) must be endorsed to provide Broward County with at least thirty (30) days' notice of cancellation and/or restriction.
- E. The official title of the Certificate Holder is Broward County. This official title shall be used in all insurance documentation.
- F. Broward County's Risk Management Division reserves the right, but not the obligation, to review and revise any insurance requirements at the time of contract renewal and/or any amendments, not limited to deductibles, limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work/specifications affecting the applicability of coverage.

## Question and Answers for Bid #RTTDC01072021Doc Scanning - Document and Media Scanning Services

### Overall Bid Questions

#### Question 1

Can you tell us how many pages or cabinets or boxes of paper and microfilm there is? (Submitted: Jan 14, 2021 12:35:58 PM EST)

#### Answer

- This information is unknown. Note that this bid is for scanning/conversion services of various documents submitted by various County Agencies, on an as-needed basis. There are over forty (40) County Agencies. (Answered: Jan 19, 2021 10:23:40 AM EST)

#### Question 2

Can you tell us how frequently and size of pickups are going to be? (Submitted: Jan 14, 2021 12:36:13 PM EST)

#### Answer

- This information is unknown, as agencies may request these services on an as-needed basis. (Answered: Jan 19, 2021 10:23:40 AM EST)

#### Question 3

What document imaging system are these going into? Or do you want them as just pdf documents? (Submitted: Jan 14, 2021 12:36:30 PM EST)

#### Answer

- Refer to Section 3.5. "Contractor shall scan images to PDF at a minimum resolution of 300 dpi." (Answered: Jan 19, 2021 10:23:40 AM EST)

#### Question 4

What type of documents are these? How do you want them indexed? What condition are they in? (Submitted: Jan 14, 2021 12:37:06 PM EST)

#### Answer

- a. The documents to be scanned shall be letter and legal size pages, and may also include other formats, such as microfiche, microfilm, drawings or other record media.
- b. The requesting Agency will provide the necessary index information to identify records being scanned/converted.
- c. The requesting Agency will advise upon request of services, as the condition will vary. (Answered: Jan 19, 2021 10:23:40 AM EST)

#### Question 5

Will documents have to be re-prep? For example re-stapled. (Submitted: Jan 14, 2021 12:37:21 PM EST)

#### Answer

- Simple Reassembly is expected; however, the Agency will advise of any requirements upon request of these

services. (Answered: Jan 19, 2021 10:23:40 AM EST)

#### Question 6

Does County want these documents scanned in black and white or color. Is 300 dpi standard? Do documents need to be full text ocr? (Submitted: Jan 14, 2021 12:37:52 PM EST)

#### Answer

- a. Refer to Section 3.9. "The scanned images produced should normally be done in black and white; however, some documents may require grayscale or color depending on the information contained within the documents."
- b. Refer to Section 3.5. "Contractor shall scan images to PDF at a minimum resolution of 300 dpi."
- c. Refer to Section 3.5. "Documents containing text shall be converted into a searchable PDF using Optical Character Recognition (OCR)." (Answered: Jan 19, 2021 10:23:40 AM EST)

#### Question 7

Are documents going to be already boxed up? Or does vendor need to move files from cabinets to boxes? (Submitted: Jan 14, 2021 12:38:26 PM EST)

#### Answer

- All documents will be placed in standard banker's boxes prior to vendor pickup. (Answered: Jan 19, 2021 10:23:40 AM EST)

#### Question 8

Does County want these boxes shredded after? (Submitted: Jan 14, 2021 12:38:38 PM EST)

#### Answer

- Refer to Section 10.4. "Upon scanning project completion, Contractor shall be responsible for returning all documents to the originating County Agency location." (Answered: Jan 19, 2021 10:23:40 AM EST)

#### Question 9

How many inches wide are the wide-format pages? (Submitted: Jan 15, 2021 4:31:44 PM EST)

#### Answer

- This information is unknown. (Answered: Jan 19, 2021 10:23:40 AM EST)

#### Question 10

Are all of the microfilm in rolls? Are there any flat, single-page microfilms? (Submitted: Jan 15, 2021 4:32:37 PM EST)

#### Answer

- Microfilm can be in either 16mm roll, 35mm roll, or flat film format. (Answered: Jan 19, 2021 10:23:40 AM EST)