



Request for Quote #2019-105  
Records Management Solutions  
Released: Tuesday, December 10, 2019

## 1. General Information

The Early Learning Coalition of Miami-Dade/Monroe (“the Coalition”), a Florida not-for-profit corporation, is soliciting quotes for **Records Management Solutions**.

In order to select a vendor, the Coalition will request a quote for services based on the specifications listed in Attachment A. All quotes received will be evaluated based on experience and qualifications.

The selected vendor will be required to enter into an agreement with the Coalition to guarantee the specifications listed, as well as to ensure adherence to all applicable state and/or federal laws.

## 2. Inquiries

All questions regarding this RFQ must be forwarded in writing by email to the RFQ email listed below on or before **Friday, December 13, 2019**, by close of business day (5:00PM EST.).

## 3. Scope of Work

The proposer shall, in a proper and satisfactory manner, provide all the goods and services set forth in **(ATTACHMENT A)**.

## 4. Proposal Submission Instructions

It is the Proposer’s responsibility to understand the Coalition’s requirements and to submit its proposal in a timely, complete, and procedurally correct manner.

Please see attached Terms and Conditions **(ATTACHMENT B)** for review, if the undersigned shall be awarded this contract, the undersigned must execute the terms and conditions attached to this RFQ.

The Coalition shall conduct a comprehensive review of the responses to the solicitation by convening a proposal evaluation committee based on the evaluation criteria (**EXHIBIT 1**).

Selected vendor(s) will be awarded through written notice to qualified and responsive Proposer(s) who (se) proposal is determined to be most advantageous to the Coalition, taking into consideration price, quality, and other criteria.

The initial term of the contract shall be for a period of twelve (12) months (unless otherwise specified, and may be renewed for a period not to exceed the greater of three (3) years or the term of the original contract, subject to Proposer's successful performance under the Contract and the availability of funding.

After the vendor(s) is selected and awarded, we will request two (2) fully executed copies of the Purchase Order Terms and Conditions by mail or email to the Early Learning Coalition of Miami-Dade/Monroe.

Please submit your quote by email no later than **Thursday, December 19, 2019**, by close of business day (5:00PM EST.).

3250 S.W. 3<sup>rd</sup> Ave. 2<sup>nd</sup> Floor  
Miami, FL. 33129  
Email: RFQ@elcmdm.org  
Phone: 305-646-7220

## ATTACHMENT A

### Scope of Work

#### Summary

The Early Learning Coalition of Miami-Dade/Monroe is seeking a vendor to provide the following services:

#### Records Management/Storage

Files designated for storage should be transported to a secure location and archived methodically to facilitate retrieval, if necessary. File retrieval and refile should be managed accordingly and unauthorized access is strictly prohibited. Once files have been retained for the maximum mandatory timeframe, they will be designated for destruction per federal guidelines and regulations.

#### Document Shredding Services:

Document shredding services must be completed in a secure, confidential and professional manner to the following locations/frequencies, the vendor should coordinate pick-up and delivery:

- **Headquarters:** 2555 Ponce De Leon Blvd., Suite 210/225, Coral Gables, FL. 33134
  - Frequency/Container Type: (2) Bins serviced bi-weekly
- **Central Service Center:** 3250 S.W. 3<sup>rd</sup> Ave., Suite 100/200, Miami, FL. 33129
  - Frequency/Container Type: (1) Bins services bi-weekly
- **South Service Center:** 18951 S.W. 106<sup>th</sup> Ave., Suite B206-B210, Miami. FL. 33157
  - Frequency/Container Type: (1) Bin services bi-weekly
- **South Redetermination Center:** 18951 S.W. 106<sup>th</sup> Ave., Suite B203-B205, Miami. FL. 33157
  - Frequency/Container Type: (2) Bins services bi-weekly
- **South Payment Center:** 18951 S.W. 106<sup>th</sup> Ave., Suite B202, Miami, FL. 33157
  - Frequency/Container Type: (1) Bin serviced bi-weekly
- **North Service Center:** 1515 N.W. 167<sup>th</sup> St., Suite 320, Miami Gardens, FL. 33169
  - Frequency/Container Type: (2) Bins serviced bi-weekly
- **Early Head Start:** 6269 N.W. 7<sup>th</sup> Ave., Suite 204, Miami, FL. 33150
  - Frequency/Container Type: (2) Bins serviced bi-weekly
- **Doral Service Center:** 1819 N.W. 79<sup>th</sup> Ave. Doral, FL. 33126
  - Frequency/Container Type: (1) Console serviced bi-weekly
- **Key Largo Service Center:** 103400 Overseas Hwy., Suite 112, Key Largo, FL. 33037
  - Frequency/Container Type: (1) Console serviced monthly
- **Key West Service Center:** 1111 12<sup>th</sup> St., Suite 206, Key West, FL. 33040
  - Frequency/Container Type: (1) Console serviced monthly

**EXHIBIT 1**  
**RFQ # 2019-105**  
**Records Management Solutions**  
**RFQ EVALUATION CRITERIA**

This form has been designed to guide the RFQ vendor selection committee on how to choose the most qualified vendor to fulfill the request. Please rate the vendor on a scale of 1-5; 1 being the least qualified and 5 being the best qualified.

	Insert Vendor 1	Insert Vendor 2	Insert Vendor 3
Was the proposal submitted by deadline?			
Was the proposal submitted in a presentable/professional manner (letterhead, contact info, etc)?			
Was the proposal submitted clear and concise?			
Was the proposal responsive to the scope of work?			
Does the vendor have relative experience in the market?			
Is the estimate/cost the best value for the Coalition?			
Does the vendor have the capacity to fulfill the request?			
	<b>TOTAL:</b>		

There is an allowable 35 pts max. per vendor, the vendor with the highest point value will be selected based on scoring

Selected Vendor: \_\_\_\_\_

Comments: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_