



MONROE COUNTY BID PROPOSAL

Division of Purchasing
County Office Building, Room 200
39 West Main Street
Rochester, NY 14614
(585) 753-1100

BID PROJECT NUMBER: 0807-12

BID TITLE: RECORDS MANAGEMENT SERVICES

BUYER: Phil DiFrancesco

BID TIME: 11:00 AM

PHONE: (585) 753-1130

BID DATE: September 17, 2012

BID SECURITY REQUIRED: No: X
Yes, in the amount of _____ as specified herein

ITEM AND/OR GROUP NO.	ESTIMATED ANNUAL QUANTITY	ARTICLES OR SERVICES	UNIT PRICE	EXTENSION
		RECORDS MANAGEMENT SERVICES Per Unit Price Sheet on Page 14 <i>PLEASE SUBMIT TWO (2) COPIES OF BID PROPOSAL AT TIME OF BID OPENING.</i>		\$ _____ TOTAL BID AMOUNT

I have received, read and agree to the terms and conditions as set forth in General Terms and Conditions, Monroe County, attached, and any special terms and conditions set forth in the General and Technical Specifications herein. I have read, understand and agree to all Instructions to Bidders (including the Non-Collusion Bidding Certification) on the reverse hereof. I hereby recognize and agree that upon execution of this document by an authorized officer of Monroe County, that this document, together with the Contractor's bid as accepted by Monroe County and all other documents prepared by or on behalf of Monroe County for this bid solicitation, shall become the binding contract between the parties for the services to be provided in accordance with the terms and conditions set forth herein.

FIRM NAME _____

SIGNED BY _____

ADDRESS _____

PRINTED NAME _____

TITLE _____

FEDERAL ID NO. _____

PHONE NO. _____

E-MAIL ADDRESS _____

FAX NO. _____

BID ACCEPTANCE AND CONTRACT AWARD

The above bid is accepted, except as noted, and the contract is awarded to you for the following item(s):

Authorization to furnish supplies/services will be made via Purchase Order, as appropriate, signed by the Monroe County Purchasing Manager, or designated agent. Contract period from _____ to _____.

Date: _____

BY: _____

Dawn C. Staub, Purchasing Manager, Monroe County

INSTRUCTIONS TO BIDDERS

- All public bids must be submitted to purchasing in sealed envelopes which clearly identify the bid project number and the title of the service/product being bid. Any other writing on the envelope, with the exception of Company logos, etc. may result in bids being misplaced and otherwise rejected.
- Unsigned bids may be rejected as informal.
- Questions regarding ambiguities or the propriety of these specifications should be addressed, in writing, to the Buyer, prior to the formal bid opening. Such questions will not be entertained after said bid opening.
- Where a Bid Security is indicated on the face of the proposal, the security must be attached to the Proposal as an earnest of good faith. In this case, any bid without a bid security may be rejected as informal.

The Purchasing Manager reserves the right to reject any and all bids, to waive any informality in the bids and to make awards in the best interest of Monroe County.

NON-COLLUSION BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder, certifies and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
2. Unless otherwise required by law, the prices, which have been quoted in its bid, have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor.
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit a bid for the purpose of restricting competition.

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION AND RESPONSIBILITY**

The undersigned certified, to the best of his/her knowledge and belief, that the Contractor and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal department or agency;
2. Have not within a three-year period preceding this transaction/application/proposal/contract/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2 of this certification and;
4. Have not within a three-year period preceding this transaction/application/proposal/contract/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

Date: _____

[Print Name of Contractor]

By: _____
[Signature]

[Print Name]

[Print Title/Office]

VENDOR MUST COMPLETE THIS FORM AND SUBMIT WITH BID.

TERMS AND CONDITIONS

BID ITEM: RECORDS MANAGEMENT SERVICES

FOR: VARIOUS COUNTY DEPARTMENTS

DEPARTMENT CONTACT: Phil DiFrancesco, (585) 753-1130

DUPLICATE COPIES: **PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.**

BID INFORMATION: At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

SUBMITTAL OF FORMAL PROPOSAL: Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**

All bidders must submit proof that they have obtained the required **Workers' Compensation** and **disability benefits** coverage or proof that they are exempt.

SPECIFICATION ALTERATIONS: Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

QUANTITIES: The quantities listed are the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term. **Estimates are based upon actual annual usage for 2011 by County departments only.**

QUALIFIED BIDDER: Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform the specific requirements as detailed in the specifications on the first day of the contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

**METHOD OF
AWARD:**

Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **TOTAL BID AMOUNT**. **Bidder must bid on all items in order to be considered.**

CONTRACT TERM:

Contract will start with the date of the contract award and run through **July 30, 2017**.

PRICE CHANGES:

There shall be no unit price changes during the term of the contract.

MINIMUM ORDER:

No minimum order is specified for this contract. Departments must be able to order as needed.

DELIVERY:

All deliveries to be F.O.B. Monroe County to Department as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries of requested records must follow the pre-determined schedule established for each County Department. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

**SECURITIES AND
INSURANCE:**

Any Certificates of Insurance, with proper endorsement, Bonds or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 pm, on that day. Bonds and/or insurances must be written by companies licensed to do business in New York State with an "A" or better BEST rating and on a form acceptable to Monroe County.

Failure to adhere to these requirements may result in the award being rescinded and awarded to the next low bidder, or being rebid, whichever is determined by the Purchasing Manger to be in the best interest of Monroe County.

**PURCHASE ORDER
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid/contract will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**BILLING
PROCEDURE:**

All invoices as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**GENERAL
REQUIREMENTS:**

The Contractor will be required to perform the following services:

1. Store all boxes, files, and microfilm at one site as specified herein.
2. Provide retrieval service within the site building.
3. Provide delivery service to user departments upon request.
4. Provide a complete and accurate record of all records packed, stored, and removed from the storage site, in an electronic form acceptable to the County at the start of the contract and then quarterly thereafter.
5. Must be prepared to present satisfactory proof of its capacity and ability to perform the services as required on the first day of the contract.

**CONTRACTOR
QUALIFICATIONS:**

The County reserves the right to reject any bidder who cannot provide sufficient evidence of experience, facilities, management capabilities, financial stability, computer system and qualified personnel to insure that this contract will be fulfilled as specified herein. Bidders must demonstrate sufficient experience handling contents of similar nature, upon request of the County.

**UNCONTEMPLATED
PURCHASES:**

In the event such quantities of items are best procured via separate public bid, Monroe County reserves the right to request separate bids and to otherwise act in furthering its own best interests.

SUBCONTRACT:

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS:

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing the quantity of each item delivered to the County.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

BP#0807-12
RECORDS MANAGEMENT SERVICES
SPECIFICATIONS

1. Background

The County is seeking a Contractor to manage records at County space leased at 48 King Street, Rochester, New York ("Facility"). The records shall remain at the Facility for the entire term of the contract. Contractor shall use existing shelving/racking system. The Contractor will be required to supply the following:

- 1) Records management and records handling personnel.
- 2) Computer hardware, software, and bar coding, as appropriate.
- 3) Fulfill all data entry and reporting requests.
- 4) All destruction services.
- 5) All retrievals and refiles.
- 6) Faxing service.
- 7) Web ordering capability.
- 8) Delivery service from the Facility to various departments.
- 9) Pick up service from various departments to the Facility.
- 10) Transporting of boxes or files from records shelves to other areas or offices within the Facility.
- 11) Assist the County in identifying additional inactive records.
- 12) Assist the County in identifying cost saving opportunities.

It is estimated that the County has approximately 92,594 cubic feet of records stored at the Facility, which includes approximately 84,000 cubic feet of active records and 8,594 cubic feet of inactive records.

2. Storage/Retrieval Requirements

Storage boxes, files, microfilm must be in an industry-standard indexing method, including bar coding identification, which will permit rapid identification of location. The Contractor must establish procedures for storage and retrieval, including a user manual and any training needed. Pick-up and delivery will include the initial pick-up of prepared records and the twice daily scheduled delivery of requested records. Retrieval services will be available during regular business hours, 8:00 AM - 5:00 PM, Monday through Friday. Delivery of records to County departments shall be made within a four hour period from the time of request.

3. Records Inventory

The entire records inventory shall be automated, in an electronic format acceptable to the County. All hardware, software and programming costs will be included in the total cost. The Contractor shall provide a complete copy of the records database to the County at start of contract and then quarterly thereafter. The Contractor will be responsible for transferring records under the management of the current vendor to a new system, if applicable, and any re-barcoding of existing records to the new system. The Contractor will provide to all user departments and any other person so designated by the County, electronic access to the records inventory in use by the Contractor, including the ability to download records data requested, detailed breakdown of all charges per cost center for billing purposes,

and the number of requests for active and inactive records made by each department on a monthly basis. The Contractor must maintain a complete, accurate and up to date inventory, including file number and contents of each box or file. Inventory printouts, in a format acceptable to the County, will be provided along with regularly scheduled inventory updates, at least quarterly. Contractor will make departmental data and database access available to that department only. Additionally, e-mail retrieval requests shall be available. At any given time, including from the start of the contract, the Contractor must be able to determine the status and location of any file and/or box which has entered the Facility. Such status should include:

- 1) Never entered the Facility (i.e. Contractor is not responsible).
- 2) In Facility (Contractor must supply box or file number and location).
- 3) In possession of user department (must provide date, time, and custodian who received file or box). The file transaction tracking system must be cumulative so that the County Records Officer or User Departments can see the activity of any file or box at the Facility.

4. Forms and Boxes

An inventory of standard record storage boxes must be maintained, with an adequate supply for user departments. Boxes should be available in either legal, letter or legal/letter styles size: 10" x 15" x 12". The Contractor will develop, print and distribute customized forms for transmittal, inventory and retrieval. The Contractor will also supply signature cards. For purposes of this bid, the standard box with a size of 10 x 15½ x 12 shall be considered one cubic foot.

5. Professional Staff

Staff shall be managed by a fully trained records facility manager (resume must be available upon request by Monroe County), preferably with ACRC (Association of Commercial Records Centers) and ARMA (Association of Records Managers & Administrators) membership, PRISM (Professional Records and Information Services Management) International or other equivalent records management organizations. Staff must also attend and receive training on the latest industry standards through continuing education and ongoing seminars.

6. Records Destruction (Onsite)

Contractor must provide certified document destruction. The contractor must develop a system of customer sign-off prior to destruction and must ensure that the New York State Records Retention Schedule is adhered to.

7. Records Destruction (At County Locations)

Contractor must provide pickup and certified document destruction for various County Departments located throughout Monroe County.

8. Payment

Payment for management services will be on a monthly basis. Payment shall be based upon the number of cubic feet of boxes in storage at the close of business on the last Friday of each month. Costs of emergency retrieval, storage boxes or dead storage, etc. through the last Friday of the month shall be added to the monthly invoice.

9. **Regular Business Hour and Emergency Requests**

Records retrieval and delivery must be available during regular business hours, 8:00 AM - 5:00 PM, Monday through Friday. Emergency delivery must be available 24 hours a day, 365 days per year. Emergency deliveries must be made within one (1) hour of request, during regular business hours, 8:00 AM – 5:00 PM. Emergency deliveries must be made within two (2) hours of request, during non-business hours and holidays. Contractor shall provide an emergency contact number with their bid.

10. **Confidentiality**

The Contractor must ensure that all boxes, files, microfilm are secure and remain confidential while in their possession. Access to files must be strictly controlled to staff members approved in writing by the County Records Storage Manager. The Contractor shall utilize procedures that are approved by the County Records Storage Manager to ensure confidentiality of records.

11. **Laws and Regulations**

Contractor agrees to abide by and comply with all applicable federal, state and local laws, rules, regulations and orders, including but not limited to those provisions relating to confidentiality, fraud, abuse, and anti-kickback laws, and to fully cooperate with the County in this regard, and to execute any amendments necessary for County and/or Contractor to comply with such laws, rules, regulations, orders and programs. In the event the contract goes into default, the Contractor will not re-sell any of the Early Intervention documents which are being stored pursuant to this agreement.

12. **Special Projects**

On the unit price sheet bidders must also provide pricing for Labor Costs for Special projects. For purposes of this bid, Special Projects shall be defined as any project involving the removal of more than forty (40) boxes in a single trip or any other services that do not include transferring boxes to/from the Facility to/from the County (i.e.: placing records in boxes, transferring records to filing cabinets).

13. **Transition Plan**

Bidders, other than the current vendor, must submit with their bid a detailed transition plan that addresses, but is not limited to, staffing, work/office space, re-barcoding of records, if necessary, records inventory and tools necessary to provide services contemplated by this bid/contract on the first day of the contract, potentially October 1, 2012. There shall be no additional costs to the County associated with the orderly transition of vendors. Any arrangements for office space at the Facility shall be coordinated between the landlord and Contractor.

INSURANCE REQUIREMENTS
INDEMNIFICATION

The Contractor shall procure and maintain at his own expense until final completion of the work covered by the Contract, insurance for liability for damages imposed by law of the kinds and in the amounts hereinafter provided, issued by insurance companies authorized to do business in the State of New York, covering all operations under the Contract whether performed by the Contractor or by his subcontractors. Monroe County must be named as Additional Insured on all policies.

Within ten (10) days after notice of award, the Contractor shall furnish to the County a certificate(s) of insurance and proper endorsement in a form satisfactory to the Monroe County Attorney (sample form(s) are attached to these specifications) showing that contractor has complied with all insurance requirements set forth herein, which certificate or certificates shall provide that the policies shall not be changed or canceled until thirty (30) days written notice has been given to the County. Except for Workers' Compensation Insurance, no insurance required herein shall contain any exclusion of municipal operations performed in connection with the Contract resulting from this bid solicitation. The kinds and amounts of insurance are as follows:

- A. **WORKERS' COMPENSATION AND DISABILITY INSURANCE:** A policy covering the operations of the Contractor in accordance with the provisions of Chapter 41 of the Laws of 1914, as amended, known as the Worker's Compensation Law, covering all operations under Contract, whether performed by him or by his subcontractors. The Contract shall be void and of no effect unless the person or corporation making or executing same shall secure compensation coverage for the benefits of, and keep insured during the life of said Contract, such employees in compliance with the provisions of the Worker's Compensation Law known as the Disability Benefits Law (Chapter 600 of the Laws of 1949) and amendments hereto.

- B. **LIABILITY AND PROPERTY DAMAGE INSURANCE:**
 - (1) **CONTRACTOR'S GENERAL LIABILITY INSURANCE** issued to the Contractor and covering the liability for damages imposed by law upon the Contractor with respect to all work performed by him under the within Contract. All of the following coverage shall be included:

- Comprehensive Form
- Premises-Operations
- Products/Completed Operations
- Contractual Insurance covering the Hold Harmless Provision
- Broad Form Property Damage
- Independent Contractors
- Personal injury

- (2) Unless otherwise specifically required by special specifications, each policy shall have limits of not less than the following:

BODILY INJURY LIABILITY	PROPERTY DAMAGE LIABILITY	AGGREGATE
Each Occurrence \$1,000,000	Each Occurrence \$1,000,000	\$3,000,000

- C. **MOTOR VEHICLE INSURANCE** issued to the Contractor and covering public liability and property damage on the Contractor's vehicles in the amount of:

BODILY INJURY LIABILITY	PROPERTY DAMAGE LIABILITY
Each Occurrence \$1,000,000	Each Accident \$1,000,000

A sample insurance certificate and endorsement are included with these specifications. All categories and amounts of insurance required for this bid project have been checked off on the sample. These are the minimum requirements that the Contractor must supply. Failure to supply a satisfactory certificate and endorsement within ten (10) days after receipt of Notice of Award may result in the cancellation of the award.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		<input checked="" type="checkbox"/>				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		<input checked="" type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/>				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

REFER TO BID PROJECT #0807-12 RECORDS MANAGEMENT SERVICES

MONROE COUNTY MUST BE NAMED AS ADDITIONAL INSURED, THE POLICY(IES) MUST BE ENDORSED.

CERTIFICATE HOLDER**CANCELLATION**

MONROE COUNTY 39 W. MAIN STREET, ROOM 200 ROCHESTER, NY 14614 ATTN: PURCHASING DEPT. (PD)	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s) representative or producer and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

NOTICE OF JOB VACANCIES

- a) The contractor recognizes the continuing commitment on the part of Monroe County to assist those receiving temporary assistance to become employed in jobs for which they are qualified and the County's need to know when jobs become available in the community.
- b) The contractor agrees to notify the County when the contractor has or is about to have a job opening for a full time position within Monroe County or any contiguous county. Such notice shall be given as soon as practicable after the contractor has knowledge that a job opening will occur. The notice shall contain information that will facilitate the identification and referral of appropriate candidates in a form and as required by the Employment Coordinator. This would include at least a description of conditions for employment, including the job title and information concerning wages, hours per work week, location and qualifications (education and experience).
- c) Notice shall be given in writing to:
Employment Coordinator
Monroe County Department of Human and Health Services
Rm 535
691 St. Paul St.
Rochester, NY 14605
Telephone: (585) 753-6322
Fax: (585) 753-6308
- d) The contractor recognizes that this is an opportunity to make a good faith effort to work with Monroe County for the benefit of the community. Nothing contained in this provision, however, shall be interpreted as an obligation on the part of the contractor to employ any individual who may be referred by or through the County for job openings as a result of the above notice. Any decisions made by the contractor to hire any individual referred by or through the County shall be voluntary and based solely upon the contractor's job requirements and the individual's qualifications for the job, as determined by the contractor.
- e) If the contractor is a local municipality within Monroe County, said municipality shall be subject to the above subparagraphs, except that said municipalities shall not be required to give notice where the position is subject to a published civil service list.

COMPLIANCE WITH FEDERAL SINGLE AUDIT ACT

In the event the Contractor is a recipient through this contract, directly or indirectly, of any funds of or from the United States Government, Contractor agrees to comply fully with the terms and requirements of Federal Single Audit Act [Title 31 United States Code, Chapter 75], as amended from time to time. The Contractor shall comply with all requirements stated in Federal Office of Management and Budget Circulars A- 102, A-110 and A-133, and such other circulars, interpretations, opinions, rules or regulations that may be issued in connection with the Federal Single Audit Act.

If on a cumulative basis the Contractor expends Three Hundred Thousand and no/100 Dollars (\$300,000.00) or more in federal funds in any fiscal year, it shall cause to have a single audit conducted, the Data Collection Form (defined in Federal Office of Management and Budget Circular A-133) shall be submitted to the County; however, if there are findings or questioned costs related to the program that is federally funded by the County, the Contractor shall submit the complete reporting package (defined in Federal Office of Management and Budget Circular A-133) to the County.

If on a cumulative basis the Contractor expends less than Three Hundred Thousand and no/100 Dollars (\$300,000.00) in federal funds in any fiscal year, it shall retain all documents relating to the federal programs for three (3) years after the close of the Contractor's fiscal year in which any payment was received from such federal programs.

All required documents must be submitted within nine (9) months of the close of the Contractor's fiscal year end to:

Monroe County Internal Audit Unit
304 County Office Building
39 West Main Street
Rochester, New York 14614

The Contractor shall, upon request of the County, provide the County such documentation, records, information and data and response to such inquiries as the County may deem necessary or appropriate and shall fully cooperate with internal and/or independent auditors designated by the County and permit such auditors to have access to, examine and copy all records, documents, reports and financial statements as the County deems necessary to assure or monitor payments to the Contractor under this contract.

The County's right of inspection and audit pursuant to this contract shall survive the payment of monies due to Contractor and shall remain in full force and effect for a period of three (3) years after the close of the Contractor's fiscal year in which any funds or payment was received from the County under this contract.

RECORDS MANAGEMENT SERVICES

Unit Price Sheet

Price for all records management services contained in specifications:

	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Active Records Storage (with Retrieval and Delivery)	84,000 cubic feet	\$ _____/cu.ft. x 12 Months =	\$ _____
Emergency Delivery (Regular Business Hours)	12 per year	\$ _____/each	\$ _____
Emergency Delivery (After Hours)	6 per year	\$ _____/each	\$ _____
In-Active Records Storage (Indexed, no free retrieval)	8,594 cubic feet	\$ _____/cu.ft. x 12 Months =	\$ _____
In-Active Records (Retrieval and Delivery)	280 per year	\$ _____/each	\$ _____
Storage Boxes 10" x 15" x 12" (1 box = 1 cubic foot)	8,500 each	\$ _____/each	\$ _____
Records Destruction and Certification (Offsite)	750 cu. Ft.	\$ _____/cu.ft.	\$ _____
Special Projects (Labor Cost per hour)	200 hours	\$ _____/hour	\$ _____
		TOTAL BID AMOUNT:	\$ _____

PLEASE TRANSFER TOTAL BID AMOUNT TO THE BID PROPOSAL PAGE.