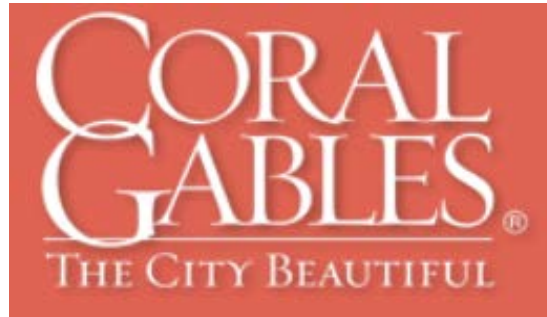


Invitation to Bid Document

Presented For:



Citywide Records Scanning, Indexing and Disposition Services

IFB# 2020-039

Due: January 27, 2021

Submitted by:

Advanced Data Solutions, Inc.

141 Scarlet Boulevard, Suite A (Corporate)

Oldsmar, Florida 34677

813-855-3545

Contact: John Civale, Vice President of Sales / jcivale@adsus.net

Direct Cell: 954-553-4009

[Tampa](#) [Atlanta](#) [Miami](#)

www.adsus.net



ADVANCED DATA SOLUTIONS, INC.

January 26, 2021

City of Coral Gables
Finance Department / Procurement Department
2800 SW 72nd Avenue
Miami, Florida 33155
Attn: Yusbel Gonzalez

Dear Ms. Gonzalez,

Advanced Data Solutions, Inc. (ADS) is pleased to submit this response to your Request for Proposal, Records Conversion Services. As a Premier Reseller of LASERFICHE, we handle the import of thousands of electronic images and metadata into this software daily. We are critical in the design and implementation of department-specific workflows, folder structures, templates, and group assignments. If selected as your solution provider, we stand ready to perform in accordance with the requirements of the contract and the terms and conditions set forth in this RFP.

With a client-based focus on State and Local government, ADS has provided electronic document management solutions to countless entities with records management needs and documentation similar, if not identical, to yours. Since 1999, this is what we do and who we are. We have worked directly with numerous agencies completing huge back-file conversion projects, system implementations, web hosting and on-going records management needs. Our operations facilities are in Oldsmar, Florida (Tampa Bay), Dallas, Georgia (Metro Atlanta) and Miami.

Our primary focus is the conversion of microfilm, standard paper and large-format drawings to digital images. We have over 22 years of experience integrating and interfacing millions of source-image and index files into countless document imaging systems including Laserfiche. Because of this, we are **uniquely qualified** to provide your conversion services. We have the **strongest** expertise within the **municipal government** for document imaging in the Southeastern United States.

We have passed a rigorous RFP process with the Department of Management Services initially downscaling State Contract vendors from over 600 to 125. State contract vendors are scrutinized primarily on experience, references & financial strength. We submitted the highest D&B credit rating available achieving 100%-point value. References and experience were equally valued. We are currently in the process of obtaining our General Services Agreement (GSA Contract).

Our commitment to client success remains at the forefront of our strategic purpose. We believe that by investing time to understand each client's needs and business objectives we can design and deliver "best of breed" solutions. We enjoy harmonious & mutually beneficial working relationships with our existing clients and look forward to continuing the same with the City of Coral Gables (COCG).

We do not offer voicemail; we offer people resources instead. Feel free to contact our office any time, day or night (6am – 10pm), to speak to a person who will be glad to offer personal assistance.

Kindest regards,

John Civale

John Civale VP of Sales
Advanced Data Solutions, Inc.

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SOLICITATION SUBMISSION CHECKLIST

Invitation for Bids (IFB) No. 2020-039

COMPANY NAME: (Please Print): Advanced Data Solutions, Inc.
Phone: 954-539-4009 Email: jeivale@adsus.net

A response package numbered by page must be submitted. Please provide the **PAGE NUMBER** of your solicitation response (**PLEASE DO NOT SUBMIT AN ENTIRE COPY OF THE ORIGINAL SOLICITATION**) in the blanks provided as to where compliance information is located in your Submittal for each of the required submittal items listed below:

- 1) Title Page: Show the IFB number and title, the name of your firm, address, telephone number, name of contact person, e-mail address, and date.
- 2) Provide a Table of Contents in accordance with the Bid Format, Section 6.2. Clearly identify the material by section and page number. Please ensure the following are properly identified on the following sections in the Bid Bond (if applicable), Bid Price Sheet and Addendum Acknowledgement.
- 3) Fill out, sign, and submit the Bidder's Acknowledgement Form:
- 4) Fill out and submit this Solicitation Submission Checklist.
- 5) Minimum Qualification Requirements: submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 3.
- 6) List all contracts which the Bidder has performed (past and present) for the City of Coral Gables. The City will review all contracts the Bidder has performed for the City in accordance with Section 4.10 Evaluation of Bids (c) (4) which states the City may consider "Bidder's unsatisfactory performance record, judged from the standpoint of conduct of work, workmanship, progress or standards of performance agreed upon in the Contract as substantiated by past or current work with the City". As such the Proposer must list and describe all work performed for Coral Gables and include for each project:
 - a. Name of the City Department for which the services are being performed,
 - b. Scope/description of work,
 - c. Awarded value of the contract/current value
 - d. Effective dates and term of the contract
 - e. City project manager's name and phone number,
 - f. Statement of whether the Proposer was the prime contractor or subcontractor, and
 - g. Results of the project.
- 7) References: Provide a list and description of a minimum of three (3) similar engagements satisfactorily performed or in progress in the past three (3) years. For each engagement listed, include the name, telephone number and email address of a representative for whom engagement was undertaken who can verify performance. Additionally, include how long Bidder has been working with the customer engagement. Note: Do not include work/services performed for the City of Coral Gables or City employees as references.
- 8) Bid Pricing Form: Complete and submit with bid.
- 9) Fill out, sign, notarize, and submit the Contractor's Affidavit and Schedules A through H.
- 10) Complete E-Verify Affidavit. (Refer to Section 4.26)

-- NOTICE --

BEFORE SUBMITTING YOUR BID MAKE SURE YOU

- 1. Carefully read and have a clear understanding of the IFB, including the Specifications/Scope of Work and enclosed Contract or Professional Services Agreement (*draft*).
- 2. Carefully follow the "Submittal Instructions" and "Bid Format" outlined in Section 6 of the IFB and provide an **electronic response package**. DO NOT INCLUDE A COPY OF THE ORIGINAL SOLICITATION.
- 3. **Prepare and submit your RESPONSE electronically via PublicPurchase**
- 4. Make sure your bid is submitted prior to the submittal deadline. **Late bids will not be accepted.**

FAILURE TO SUBMIT THIS CHECKLIST AND THE REQUESTED DOCUMENTATION MAY RENDER YOUR BID NON-RESPONSIVE AND CONSTITUTE GROUNDS FOR REJECTION. THESE PAGES MUST BE RETURNED WITH YOUR BID PACKAGE.

E MINIMUM QUALIFICATION REQUIREMENTS

2.1 INTRODUCTION

Bidder shall provide the Services in accordance with the requirements outlined in this solicitation and pursuant to Florida Administrative Code Rule [1B-24](#), [1B-26](#) and Chapters 119 and 257 of Florida Statutes regarding storage, retention, and records destruction procedures.

The City administers official records dating back to its founding in the 1920s (and earlier). Currently, it works with a contracted vendor to actively manage records in the following approximate volumes:

423,000 transactions across all departments over the past 12 months (primarily adding, storing, & transporting)

45,475 pages (Large Format) scanned over the past 12 months.

198, 536 pages (8 ½ x 11) over the past 12 months

ADS formed in 1999 to provide document imaging systems and services to our client base throughout Florida. Our service bureau converts millions of standard paper, large format drawings and microformed documents monthly to digital images. Our experience has given us “hands on” interaction with many departments within a variety of organizational structures. Through our specialization, we became a leading systems integrator with unique specialization in departmental workflow, document lifecycles, records retention guidelines and best practices.

Our qualifications will be well documented throughout our proposal. Clearly, we specialize in the conversion of records defined in your initiative. We have extensive experience with the import of millions of image and metadata files into the Laserfiche platform. In addition, we have implementation and support experience with our Laserfiche systems clients as a premier value-added reseller.

We have serviced countless multi-year contracts during our 22 years of municipal records management expertise.

Our operations facilities are detailed below. We operate two shifts, five days per week and provide records management services for over 200 municipalities.

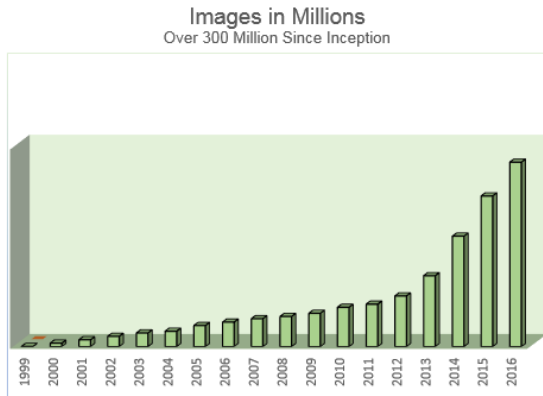
Advanced Data Solutions. 65 Antioch Road, Suite C Dallas, Georgia 30157	Advanced Data Solutions 13302 SW 128 Street Miami, Florida 33186	Advanced Data Solutions 141 Scarlet Boulevard, Suite A Oldsmar, Florida 34677
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Our headcount is approximately 35 and is dependent on current project requirements. Most key employees have been with the company for years and our retention rate is high. We work in a strong team environment both internally and externally always inclusive of client project team personnel. We believe these relationships are directly responsible for the success we have with each-and-every records management project. Our operational structure is divided among three major service divisions within two different industries.

- Paper Records Conversion Services (Small Format Documents and Large Format Prints)
- Microfilm and Microfiche Conversion Services
- Records Management & Document Imaging Systems Implementations

Unique Qualifications

We have the **strongest** expertise in document imaging in the Southeastern United States focused primarily on one market: State & Local Government. As mentioned previously, we have passed a rigorous RFP process with the Department of Management Services initially downscaling State Contract vendors from over 600 to 125.



ADS has converted over 300 Million images.

No other local company has industry specialization in paper records conversion achieving the volumes that we can support.

Since inception, we have serviced over 200 government clients including, but not limited to State Agencies, Local Agencies, Counties and Cities.

Additional Facts

- We scan over **200 tons** of paper records to digital format annually.
- We support various software systems including Laserfiche, FileNet, Hummingbird, On-Base, SharePoint, Kodak Capture Pro, OpenText and more.
- Our technology partners are an extension of our company and reputation.
- We own ALL our equipment and do not subcontract any conversion services.
- Our primary service is the conversion of paper and microform records for city and county government offices. We specialize in building and growth management records but have also worked with dozens of other departments including Police, City and County Clerk, Human Resources, Finance, Public Works, Planning and Zoning, Engineering, Public Defender and many others. Our contracts typically extend to all departments within a city or county.
- Our Georgia location has served a government client base for over five years. We own and operate from our 9,000 SF building in Florida (Tampa Bay) and our 1,500 SF building in Georgia (Metro Atlanta). Our buildings are owned, not rented or leased. As such, we are in full control of our security measures and can satisfy client-specific requirements on demand.
- All equipment is owned, not leased. The company maintains a very high credit rating and has strong relationships with software and equipment vendors. We are in good standing with Kodak, Fujitsu, Contex and LASERFICHE with available credit to have immediate shipment of new equipment and software with basically no financial limitations.

2.3 REQUIRED SERVICES: PICK UP RECORDS

The Awarded Bidder shall:

Have the ability to perform pick up of records from designated City owned sites on an as-needed-when-needed basis. Some records are being stored with a 3rd party storage facility in Tampa and Awarded Bidder may have to pick up records from there (Tampa) location at 4745 Oak Fair Blvd, Tampa, FL 33610. Pick-up requests shall be placed by the City, Monday through Friday, between the hours of 8 AM and 5 PM. Records shall be picked-up by the Awarded Bidder within 48 hours of the City's request, excluding weekends and official City Holidays.

ADS Chain of Custody Procedures

Our driver and warehouse manager will be introduced at project inception as a member of the project team and identified by an ADS uniform. He manages pick-ups throughout Florida daily.

- Coordinated Batch Pick-Up between ADS Driver and Client Project Manager
- Driver: Create Manifest & cover pages / Picks Up Boxes / Packs / Reconciles to Pick-Up Log
- Driver: Report exceptions or discrepancies to Client Project Manager
- Log signed by ADS Drive and Client Project Manager
- Boxes transported directly to an ADS facility.
- Boxes unpacked and confirmed Manifest / Transmittal again at the ADS facility.
- Batch is entered in WebFlow for tracking purposes designating physical receipt of boxes.

Each batch of records is tracked from pick-up to destruction in our WebFlow program. Inactive boxes are stored in sections within our warehouse and are clearly marked and inventoried. As records are converted and cleared as reviewed, they are marked as such with colored labels on the boxes themselves and within WebFlow. We have depicted box lifecycles in graphics throughout this proposal. Microform data is handled in a similar manner to hard copy records.

This screenshot depicts the initial receipt of Batch 65, picked up on 10/27/2016 consisting of 100 boxes. No work has begun yet on this project. All boxes are tracked through all levels of production.

Each batch we pick up with COCG will be entered into our WebFlow program to mirror your batch, box #'s and descriptions.

Box Name	Status	# SF	# LF	Actions
Box 1001	New -	0	0	Modify Delete
Box 1002	New -	0	0	Modify Delete
Box 1003	New -	0	0	Modify Delete
Box 1004	New -	0	0	Modify Delete
Box 1005	New -	0	0	Modify Delete
Box 1006	New -	0	0	Modify Delete
Box 1007	New -	0	0	Modify Delete
Box 1008	New -	0	0	Modify Delete
Box 1009	New -	0	0	Modify Delete
Box 1010	New -	0	0	Modify Delete
Box 1011	New -	0	0	Modify Delete
Box 1012	New -	0	0	Modify Delete
Box 1013	New -	0	0	Modify Delete
Box 1014	New -	0	0	Modify Delete
Box 1015	New -	0	0	Modify Delete
Box 1016	New -	0	0	Modify Delete

Example, Pick-up and Delivery Confirmation Log.



ADVANCED DATA SOLUTIONS, INC.

141 Scarlet Boulevard, Suite A
Oldsmar, Florida 34677
813.855.6575 Fax
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www.adsus.net

Y

Pick-Up and Delivery Confirmation

Pick-Up Information

Client / Division: _____

Batch Release # _____

Box #s: _____

Released By: _____ Date: _____
Printed Name (Client Representative)

Signature

Received By: Date: _____

Signature

Re-Delivery Information

Client / Division: _____

Batch Release #: _____

Box #s: _____

Received By: _____ Date: _____
Printed Name (Client Representative)

Signature

Delivered By: Date: _____

Signature

Media Transfer: _____
(DVD, CD-Rom, Hard Drive)

2.4 REQUIRED SERVICES: RECORD DESTRUCTION

The Awarded Bidder shall:

Have capability to dispose/destroy records (shredding) and provide certification of record destruction to the City. Records shall be destroyed only upon receipt of written authorization signed by the City department requesting the destruction, the City Clerk, and City Attorney's office. If shredding is required, a City employee must witness the shredding. It is preferred by the City, that the shredding of documents be performed on-site at the facility. A certification of the destruction of records for all authorized records destruction shall be sent to the City Clerk. The certification shall include, at a minimum, the following information: (i) an itemized list of documents destroyed, (ii) date and time of destruction, and (iii) customer name and number.

Delivery of Source Files and Index Metadata

We will provide PDF / TIFF files scanned at resolutions of 300 dpi. We follow the standards as dictated by the Florida Department of States Records Management (DOS) – Standards and Requirements / Electronic Recordkeeping (Chapter 1B-26.003, Florida Administrative Code). We will assist the client with necessary Destruction Certificates required by DOS and other required standards. Most municipal building departments destroy their records after conversion and upload. We are familiar with the procedures and create Certificates of Destruction for every batch destroyed.

As a matter of protocol, our discs are labeled by project, client name, burn date, number of boxes and other pertinent information. Our burn dates and descriptions tie directly to invoices and certificates of destruction to promote unity and organization. This has proved helpful especially when projects span multiple batches, multiple departments and multiple years.

We maintain copies of all client discs in perpetuity unless requested otherwise. Certain records disposition standards have historically required off-site copies of source image and metadata files to comply with destruction stipulations. Laserfiche briefcases are often copied to DVD media discs or downloaded directly from our SFTP. Regardless, we maintain briefcase copies on DVD as a matter of protocol.

ADS has copied hundreds of millions of source-image and metadata files to CD-ROM / DVD Media discs since inception 22 years ago. We have learned that all discs and burn processes are not created equal. Most media are produced by a relatively small number of factories, located in several different places, mostly present in Taiwan, Japan, Singapore, Malaysia, China and India. The best media generally comes from Japan, Taiwan and Singapore. There are different grades of discs such as archival, duplication and other unreliable grades. We utilize only **1st Class Blank DVD Media / "Archival Grade" Discs** which **have a** flawless rating burning with 95-100% reliable results. These discs are suited for converted records which are quite often destroyed. They serve as excellent archival quality media, as well as video masters.

Taiyo Yuden DVD-R & CD-R Silver Thermal

Taiyo Yuden invented the CD-ROM media disc in 1988. Their discs have historically been the most reliable name in blank CD and blank DVD products. In addition to using high quality discs, we also burn data at the slowest speed possible to decrease the possibility of file corruption.

2.5.1 REQUIRED SERVICES: SCANNING, INDEXING, IMAGING & MEDIA CONVERSION

The Awarded Bidder shall:

Have the ability to scan documents with a 72-hour turnaround (excluding weekends and official City Holidays) into the City's Records Management Program (Laserfiche). Total time period from pick-up and scanning of records shall not exceed 72 hours. Scanned documents may be provided to the City utilizing the following methods:

Laserfiche: Awarded Bidder utilizes Laserfiche to transfer the Laserfiche Briefcase to the City's Laserfiche system. The City currently utilizes Laserfiche version 10.4.

Cloud: Awarded Bidder transfers to the City the scanned and indexed files utilizing the City's Cloud system, with a City provided account.

As a Premier Reseller of LASERFICHE, we handle the import of thousands of electronic images and metadata into this software on a daily basis. We are critical in the design and implementation of department-specific workflows, folder structures, templates, and group assignments. If selected as your solution provider, we stand ready to perform in accordance with the requirements of the contract and the terms and conditions set forth in this ITB.

ADS WebFlow / Project Management

In order to provide clients with turnarounds, such as 72 hours per above in your requirements, project management is critical. At ADS, our focus is on quality services and effective project management. By creating our own project management software (ADS WebFlow) and managing our labor costs, we operate in a streamlined environment that considers revenue, margins and overhead rates in day-to-day operations.

Our primary expense is labor. Through WebFlow, we closely match our billings to our labor costs. We utilize its capabilities for budgeting efforts which include labor time and project billings. WebFlow allows us to accurately track and budget project timelines with all efforts "in-house" so that client deadlines are met or exceeded. WebFlow is described in more detail throughout our proposal response.

No Other Records Conversion Company Has Internally Developed Industry-Specific WEBFLOW PROJECT MANAGEMENT SOFTWARE.



ADS WebFlow also provides us with information such as detailed and average times per box by function and by employee. This allows us to make production decisions for compliance with client deadlines.

We utilize ADS WebFlow for the tracking and budgetary quality control procedures necessary for an effective workflow. Each batch of records is tracked through their entire lifecycle using this product. At a glance, we know immediately where each box of each batch of client records is in production / conversion. This helps to expedite records requests (typically within 15 minutes) and to provide client-specific status reports.

Box Name	Status	# SF	# LF	Actions
Box 001	Reviewed -	0	0	Modify Delete
Box 002	Reviewed -	0	0	Modify Delete
Box 003	Reviewed -	0	0	Modify Delete
Box 004	Indexed -	0	0	Modify Delete
Box 005	Indexed -	0	0	Modify Delete
Box 006	Indexed -	0	0	Modify Delete
Box 007	Scanned -	0	0	Modify Delete
Box 008	Scanned -	0	0	Modify Delete
Box 009	Scanned -	0	0	Modify Delete
Box 010	Prepared -	0	0	Modify Delete
Box 011	Prepared -	0	0	Modify Delete
Box 012	Prepared -	0	0	Modify Delete
Box 013	New -	0	0	Modify Delete
Box 014	New -	0	0	Modify Delete
Box 015	New -	0	0	Modify Delete

Each batch of records is tracked from pick-up, to re-delivery and / client “sign-off” for destruction in our WebFlow program.

We have grown with the industry and have basically established benchmark standards through our direct involvement with the Division of Archives and Department of Management Services. Our policies have been copied and used repeatedly in public records management initiatives throughout the Southeastern United States.

Warehouse Management

The below picture depicts our warehouse and boxes from several clients. They are labeled by owner, batch number and date. This information directly correlates with our pick-up logs and WebFlow. As mentioned previously, WebFlow tracks every record box through all phases of production including return or destruction.



2.5.2 REQUIRED SERVICES: SCANNING, INDEXING, IMAGING & MEDIA CONVERSION

The Awarded Bidder shall:

Have the capability to scan single-sided, double-sided, and large format documents such as building plans, blueprints, architectural drawings, etc. Documents may contain text and/or graphics. Graphics may include, but not be limited to, plans, photographs, icons, graphs, charts and signatures. Each scanned image should reflect the color properties of the original document.

We utilize Kodak and Fujitsu scanners for our document conversion.

Kodak Capture Pro Software to Capture, QC, and Index Kodak Production Scanners

Daily Volume: up to 30,000 pages per day Throughput: 100 pages per minute

File Formats: TIFF/Multi-page TIFF, PDF, RTF, TXT, Searchable PDF, PDF-A

Features: Streak filtering, controlled stacking, Perfect Page technology, iThresholding, automatic color detection, autocrop, image edge fill (black or white), aggressive crop, deskew, content-based blank page detection & deletion, multi-color dropout, automatic orientation

Output Resolutions: 100 / 150 / 200 / 240 / 300 / 400 / 600 dpi Compressions: CCITT Group IV; JPEG or uncompressed output

Multi-Feed Detection: Intelligent ultrasonic technology; 3 sensors that work together/independently.

Laserfiche[®]
Run Smarter[®]

CROWLEY

FUJITSU

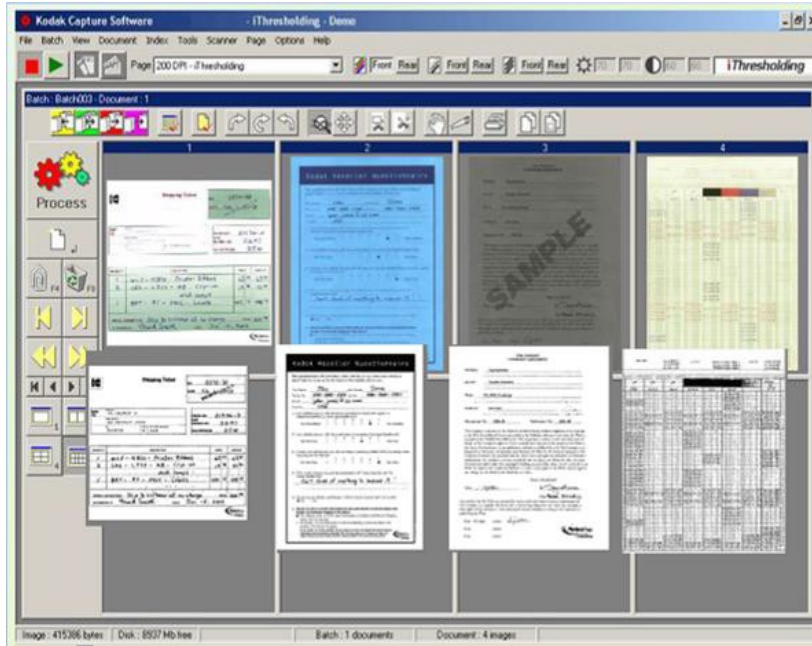
EPSON[®]



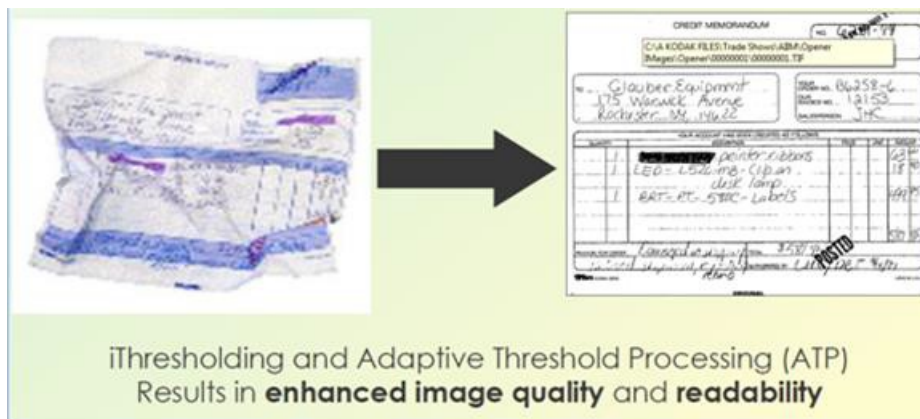
We utilize only the highest quality equipment and software. Our scan operators are tenured and have been with our company for years. All documents will be scanned on both sides and software technology and settings will automatically delete blank back-sided documents. Sonar technology will prevent any double feeds and preparation control counts will ensure completeness as verified by both document scanning and review staff. We will use a high setting to enable three sensors for double feed detection.

Each scan operator is fully trained in our Kodak Perfect Page software which allows for very detailed scanner settings allowing customization for all record types. Despeckle, rotate, deskew are just a few.

The following graphics demonstrate why this results in the best quality possible. They demonstrate the image enhancements available using Kodak Capture Pro software. Although we have other scanning options, we typically use Kodak scanners and software because of the image quality which we feel is superior to other leading scanners and software. We have concluded this through side-by-side comparisons of difficult images such as documents with watermarks, raised seals, thermal fax pages, carbon copies, dot matrix generated documents, faded records and many others.



Kodak's Perfect Page technology and optics provide the best image quality available.



Page Orientation / Auto Cropping



Automatic Orientation

- Based on document content, **automatically rotates** a scanned image 90, 180, or 270 degrees to its proper legible orientation
- Applied to front and back pages independently
- Handles machine, upper case and lower case characters, including most dot-matrix

Deskew example

Input image



Manual deskew
(Selected part of input image and rotate.)



Autocrop+
Deskew
(Crop and rotate.)



We utilize Kodak and Fujitsu along with Kodak Capture Pro scanning software which is a subset of Kofax VRS (Best Practice within our industry). Our software allows us to output images and metadata to any required client specifications including direct interface with many common records management systems.

The list below details our inventory of conversion equipment.

Qty	Description
4	Contex Crystal 40 Plus / HD 4250 Large Format Scanners – Black & White (B&W), Grayscale & Color Scanning Capabilities / ScanOS Software
1	Contex Crystal 40 Plus / HD 4250 Large Format Scanners – Black & White (B&W), Grayscale & Color Scanning Capabilities / ScanOS Software
1	KIP 40 Plus Large Format Scanner – B&W, Grayscale & Color Scanning Capabilities – ScanClient Software – Version 2.0.0.16
1	Kodak i660 – 120 Page Per Minute (PPM) Scanner / 240 Page Per Minute (PPM) Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size – Kodak CapturePro Software
6	Kodak i4200 – 120 Page Per Minute (PPM) Scanner / 240 Page Per Minute (PPM) Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size – Kodak CapturePro Software
3	Kodak i1440 – 100 PPM Scanner / 200 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size - Kodak CapturePro Software
1	Fujitsu fi6800 – 130 PPM Scanner / 260 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	Fujitsu fi6670 – 70 PPM Scanner / 260 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	Fujitsu FI5900C – 120 PPM Scanner / B&W, Grayscale and Color Capabilities / Scans Up to Leger (11" x 17") Size
6	Fujitsu FI-5650C / 5750 – 57 PPM Scanner / 114 PPM Duplex Capability / B&W, Color & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	Fujitsu FI-4860C – 60 PPM Scanner / 120 PPM Duplex / B&W, Color & Grayscale Scanning / Scans Up to Ledger (11"x17") Size
5	M4097D – IPC (Image Enhancement Controls) – 50 PPM Scanner / 100 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
6	M4120C – 25 PPM Scanner / 50 PPM Duplex Capability / B&W, Color /Grayscale Scanning Capabilities/ Scans Up to Legal (8.5" x 14") Size
1	Mekel Mach V Microfilm Scanner – Quantum Scan Software / B&W and Grayscale Capabilities / Scans 35mm - 16mm roll film / Group IV tiff images and/or Jpeg files are created automatically during conversion. Other file options available. 100% Image Capture
4	Wicks & Wilson - 4100 Microfilm Scanner / B&W and Grayscale Capabilities / Scans 35mm and 16mm roll film / Group IV tiff images are created automatically during conversion. Other file options can be chosen prior to media conversion.
1	Mekel Mach VII Microfiche Scanners – / B&W and Grayscale Capabilities / Scans 35mm, 16mm, Comm Fiche, Jacketed and unjacketed / Group IV tiff images and/or Jpeg files are created automatically during conversion. Other file options available. 100% Image Capture

Document Scanning Software: Kodak Capture Pro, Version 5.1.3 (Production Software)
Laserfiche Avante Version 10.3.1
Wide Format Scanning Software: NextImage Scan & Archive, Version 7.3
Microfilm Conversion Software : Quantum Scan 1.02.22 / Quantum Process 1.

2.5.3 REQUIRED SERVICES: SCANNING, INDEXING, IMAGING & MEDIA CONVERSION

The Awarded Bidder shall:

Have the ability to handle documents that are stored in multiple formats and media, including loose pages, sewn-in bindings, stapled and 3-ring binders. **Bidder shall separate and prep all documents from their binding prior to scanning and indexing. Once scanned, documents will be shredded by the Award Bidder as instructed by the City in accordance with paragraph 2.4.1.1 above.**

The condition of most records is reasonably good; however, some older records shall require special handling. Specifically, some records are more than one hundred years old and are in varying condition maintained by the City Clerk's Office. Such records are archived in a controlled and fire-proof environment and need to be handled with care; due diligence must be exercised to preserve the documents in their original condition. The intrinsic value of rare or unique records shall be assessed by the City and, in the event of damage, charged back to the Awarded Bidder.

Document Preparation and Best Practices

Document preparation is critical to the success of any paper conversion project. Prepping procedures are determined during Proof of Concept and the Kick-Off meeting. Document types are identified, and many questions are answered. Solid relationships are established, and production timelines are exactly determined. Years of experience has taught us this phase of production is critical to quality and adherence to deadlines.

Each document type has its own specific prepping procedures and documents must be organized in a consistent, user-friendly manner consistent with your current or desired filing system. Our prep staff is determined when project teams are established. They are familiar with your project and ask questions when something appears different or out of the ordinary (missing control sheets, color documents, misfiled records, etc...). The document prep staff remove all the staples, repair any torn documents, emboss any raised seals on both small and large format documents, identify color, faded, and illegible documents, etc... In addition, post-it notes will be relocated to an area on the document where information is not interrupted, otherwise, they will be placed on a blank page immediately preceding the original document. Torn pages will be repaired.

Raised Seals

Legal documents and wide format drawings often contain raised seals. We have set the benchmark and best practice of effectively embossing the seals for proper visibility on scanned images.



Special consideration and control procedures must be established when scanning large and small format records that originate from the same file. These records are scanned

on different systems, small format scanners and wide format scanners. Control numbers and identifiers must be used to accurately reunite these records in a digital format. Through years of quality control experience, we have perfected these procedures to insure this occurs. Thus, small format application records and supporting documents are combined digitally with their wide format drawing affiliated records.

After small and large format record files are reunited and confirmed, control numbers are eliminated such that their original records properties are not affected; and all information is just a digital copy of the historic paper image.

VOID Stamps

Wide format drawings are often voided on the front or back of the sheets. **With client consent**, we will stamp all drawings on the front side as "Void" if the back side is stamped and the front is not. Thus, it is clear to the end-user that the drawing is void while viewing.



Special consideration might be necessary when prepping / scanning certain documents. Often there are watermarks that may distort or hide data on the original / scanned image.

Message ✕

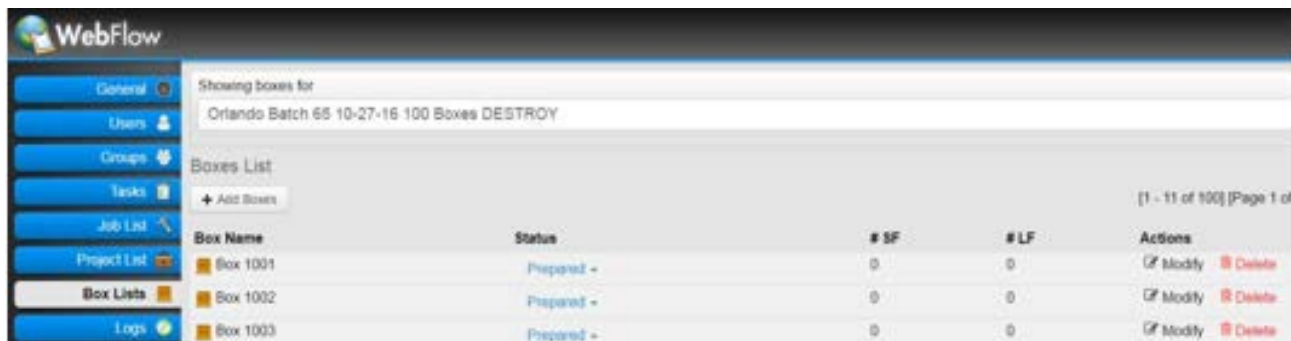
From: Kay McNeil
Sent: 10/24/17 4:43pm

Orange County Clerk of Courts. Please look closely at the old birth certificates. There may be watermarks that could hide the text of the document. There is a special Page Setup, called "Watermark" to use. The important part of the page is the text, not the watermark itself. If you have any questions, please come see me.

[↩ Reply](#) [🗑 Delete](#) [✔ Close](#)

Document preppers basically get the records ready for digital conversion. The preparation staff also record a document count for each box on our Preparation Labels which are on the front of each box. These labels contain the date and signature of the person who performed the work. These labels correlate directly to labor performed within WebFlow. **Quality Control. Your box lists / control logs will be verified at various stages, including document preparation.**

This screenshot depicts that boxes 1001 thru 1010 have been prepared. Through other reports, we can review box preparation times, budget times, average times and projected completion dates. All boxes are tracked through all levels of production.

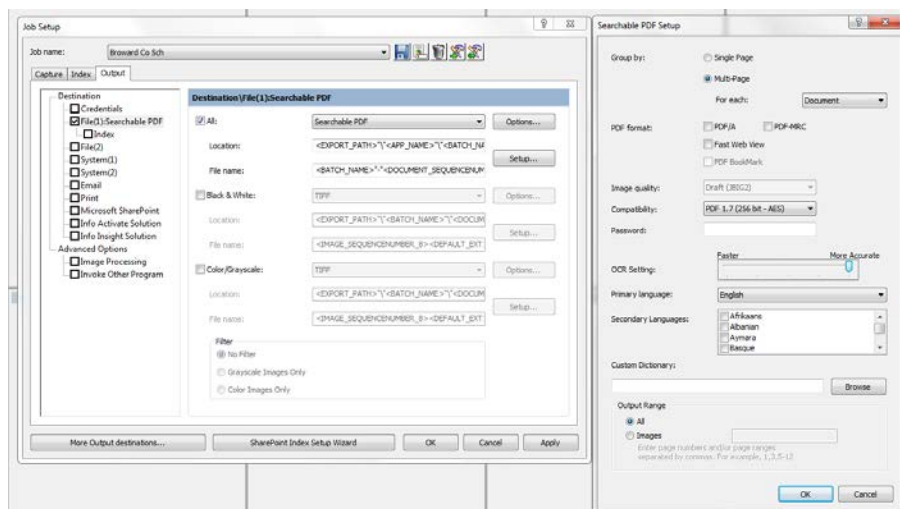


2.5.4 REQUIRED SERVICES: SCANNING, INDEXING, IMAGING & MEDIA CONVERSION

The Awarded Bidder shall:

Have the ability to provide scanned documents viewable in PDF format at a minimum of 300 dpi and in other formats such as: TIFF, GeoTIFF, JPEG< PDF, Searchable PDF

The Laserfiche repository generally consists of scanned tiff files while PDF files are often imported as a function of convenience. TIFF files are generally non-proprietary and have a smaller file size, thus most scanned documents are TIFF. TIFF files are automatically converted to PDF during export (for sharing purposes in emails and other reasons). Regardless, should COCG prefer scanned pdf files, or other file types, we will comply accordingly. Below is an example set-up screen.



2.5.5 REQUIRED SERVICES: SCANNING, INDEXING, IMAGING & MEDIA CONVERSION

The Awarded Bidder shall:

Have the ability to provide each scanned document as an individual file with all appropriate metadata and indexing, in accordance with the City's specification for file names, and loaded into Laserfiche by the Awarded Bidder. The Awarded Bidder will be responsible for loading files and indexing all files provided by the City. An automatic document naming ability is important, allowing any or all the following information to be added: date, time, department name, document type address, folio, sequential document number and additional metadata if needed.

Awarded Bidder will be responsible for loading documents into Laserfiche, the City's records retention software, including but not limited to manual entry of metadata information associated to each file.

ADS staff is well trained in the differing needs of our clients in regard to identifying and indexing their records in Laserfiche as well as other platforms. Index fields required will be identified at the beginning of each stage or document type and will be specified in each corresponding Job Setup and template for COCG.

2.5.6 REQUIRED SERVICES: SCANNING, INDEXING, IMAGING & MEDIA CONVERSION

The Awarded Bidder shall:

Have the ability to provide scanned documents using Optical Character Recognition (OCR) to permit full-text searches using a document management system.

OCR is often performed on the system where the repository resides. Most of our clients' schedule OCR to occur in the evenings or during non-peak hours.

Since we are a Premier reseller of Laserfiche (we actually run our company with it), we can provide this as a service to COCG as well.

2.5.7 REQUIRED SERVICES: SCANNING, INDEXING, IMAGING & MEDIA CONVERSION

The Awarded Bidder shall:

Have the ability to perform extensive manual documentation classification and metadata management to facilitate City-wide search, retrieval, and process improvement. Some data will be provided by the City. However, some data will require the Awarded Bidder to manually look for key phrases on the paper and document and enter it into Laserfiche.

Assisting in the Design of Indexing Configuration

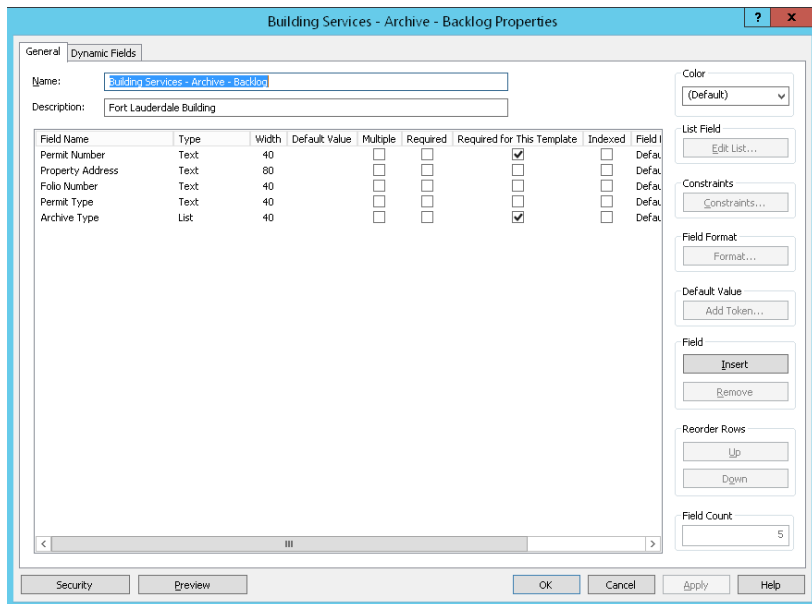
ADS will proactively assist in the design of your indexing configurations based on your requirements and on our experience with current trends with other similar municipalities. Manual documentation classification is almost always a requirement during back-file conversions. We will gladly assist and perform both manual and electronic capture, when available.

We are actively involved with the design of Laserfiche templates with several neighboring cities. We have included some screenshots from the Cities of Fort Lauderdale and Pompano Beach below.

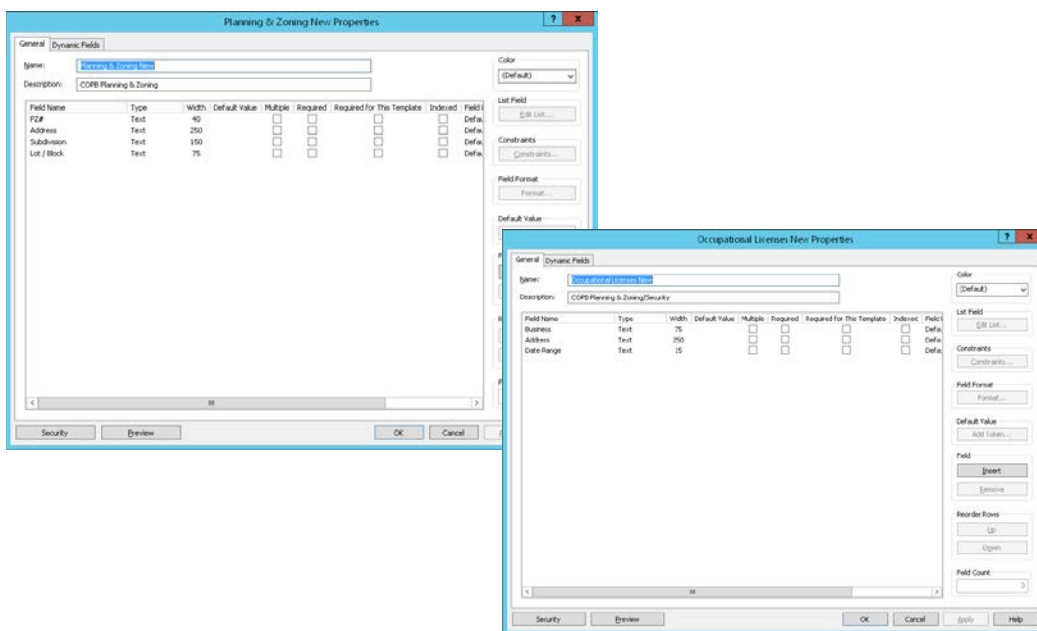
This graphic depicts a template we designed for Building Permit files which defines metadata to be linked to scanned source image files. The source of the metadata is the client's permitting system. Metadata is extracted into an excel spreadsheet which we subsequently

load into a Laserfiche SQL table. We designed a Laserfiche workflow that matches the metadata to the correct scanned image file.

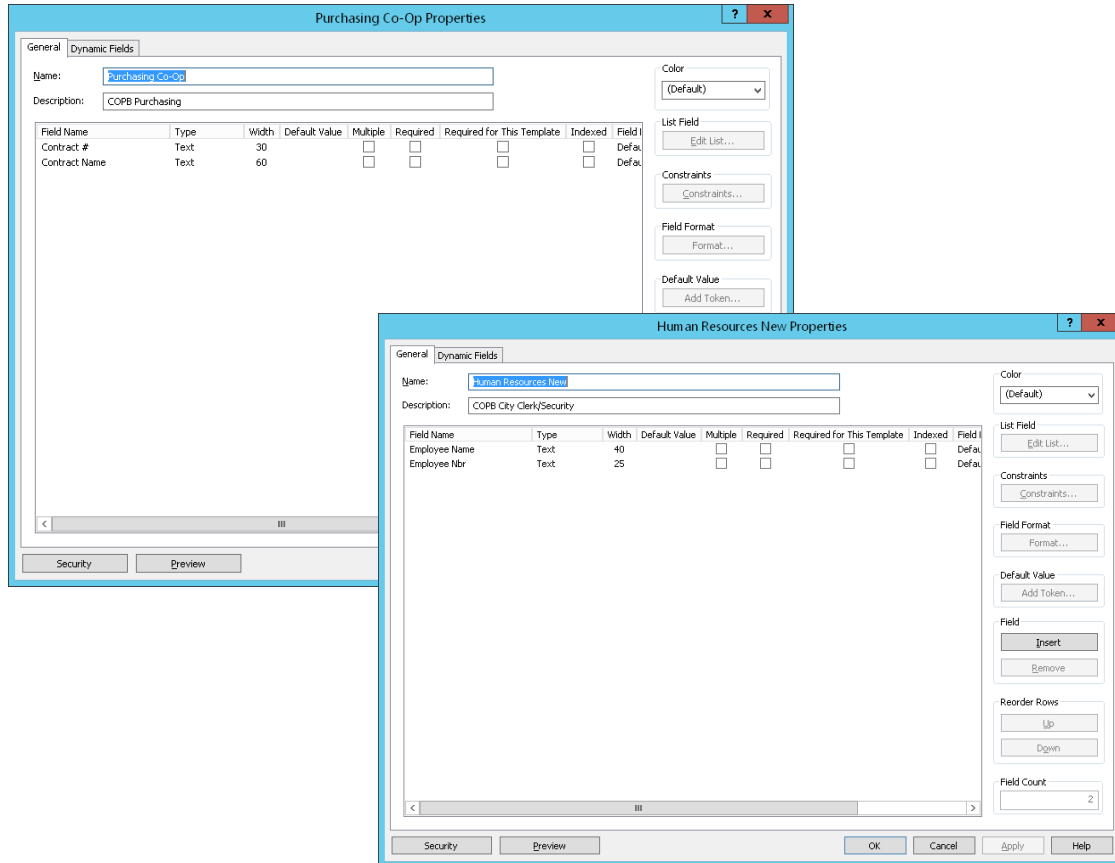
The design of document templates is an evolutionary process. Records management policies and filing methods often change throughout the years. As such, our templates are designed to allow for modifications which often consider new information or information previously unavailable.



In these examples, similar processes are utilized for Planning & Zoning files.



In these examples, similar processes are utilized for Human Resources and Purchasing files.



2.5.8 REQUIRED SERVICES: SCANNING, INDEXING, IMAGING & MEDIA CONVERSION

The Awarded Bidder shall:

Have the ability to capture, including scanning, OCR, batch document import and classification (especially of PDFs, but ultimately of CAD drawings and other formats).

ADS can provide all of the above services. Laserfiche has the ability to capture and archive virtually any file type, including CAD. In order for users to view CAD or other file types, the viewer must reside on the particular user system. Batch import is easily facilitated through import scripts or simple “drag and drop.”

2.6.1 REQUIRED SERVICES: WEB PORTAL, RECEIPT OF ORDERS & TRANSITION PERIOD

The Awarded Bidder shall:

Provide self-service document tracking, control, and reporting regarding records and/or boxes in Bidder's care.

As described in detail above, and throughout our proposal, we have designed our own project management software, ADS WebFlow. At ADS, our focus is on quality services and effective project management. By creating our own software and managing our labor costs, we operate in a streamlined environment that considers revenue, margins, and overhead rates in day-to-day operations.

We utilize ADS WebFlow for the tracking and budgetary quality control procedures necessary for an effective workflow. Each batch of records is tracked through their entire lifecycle using this product. We know, at a glance, where each box of each batch of client records is in production / conversion. This helps to expedite records requests (typically within 15 minutes) and to provide client-specific status reports.

Box Name	Status	# SF	# LF	Actions
Box 001	Reviewed -	0	0	Modify Delete
Box 002	Reviewed -	0	0	Modify Delete
Box 003	Reviewed -	0	0	Modify Delete
Box 004	Indexed -	0	0	Modify Delete
Box 005	Indexed -	0	0	Modify Delete
Box 006	Indexed -	0	0	Modify Delete
Box 007	Scanned -	0	0	Modify Delete
Box 008	Scanned -	0	0	Modify Delete
Box 009	Scanned -	0	0	Modify Delete
Box 010	Prepared -	0	0	Modify Delete
Box 011	Prepared -	0	0	Modify Delete
Box 012	Prepared -	0	0	Modify Delete
Box 013	New -	0	0	Modify Delete
Box 014	New -	0	0	Modify Delete
Box 015	New -	0	0	Modify Delete

2.6.2 REQUIRED SERVICES: WEB PORTAL, RECEIPT OF ORDERS & TRANSITION PERIOD

The Awarded Bidder shall:

Have the capability and ability to receive purchase orders/releases via email and provide goods/services as requested in the purchase order/release.

ADS understands this requirement and has this ability.

2.6.3 REQUIRED SERVICES: WEB PORTAL, RECEIPT OF ORDERS & TRANSITION PERIOD

The Awarded Bidder shall:

Comply with a 30 – 60-day transition period, as the material kept in storage may need to be transferred from the incumbent facility to the Awarded Bidder's location. The incumbent vendor shall be responsible for the transfer of records to the Awarded Bidder's facility.

2.6.4 REQUIRED SERVICES: WEB PORTAL, RECEIPT OF ORDERS & TRANSITION PERIOD

The Awarded Bidder shall:

Handle at "no cost" to the City, the intake of records from the incumbent facility to the Award Bidder's location.

2.6.5 REQUIRED SERVICES: WEB PORTAL, RECEIPT OF ORDERS & TRANSITION PERIOD

The Awarded Bidder shall:

Comply with the following end-of-contract requirements:

Upon contract expiration or termination, within 30 calendar days, or on a mutually agreed upon schedule, transport any City records in bidder's possession to a new location designed by the City. If necessary, records shall be packed in boxes provided by the Awarded Bidder and labeled in accordance with the index. Termination fees and/or permanent removal fees shall not be charged.

2.7 ACCESS TO CITY RECORDS

The Awarded Bidder shall:

Access to City records shall be strictly limited to authorized City personnel as designated in writing. The Awarded Bidder shall maintain a sign-in sheet and require identification from all persons seeking access to the records. The Awarded Bidder shall obtain from the City, and maintain on file, the list of authorized City Personnel.

ADS has sufficient warehouse space to accommodate these requirements. We also have Chain of Custody procedures to ensure records security as described elsewhere in or response. We understand the above requirements and pledge agreement.

F PREVIOUS COCG CONTRACT DISCLOSURE

ADS has not had any contracts with COCG in the past or present.

G REFERENCES & PROJECT TEAM QUALIFICATIONS

Our company's Operations Manager (Project Team Leader), Kay McNeil and John Civale, will manage this phase through "hands on" involvement of conversion and data transmission. The company's principal owner, Melody Engle, will also be involved with project management through your conversion lifecycle. Kay and Melody have worked together successfully for 18 years. Our conversion staff has been with us, on average, for at least five years individually. All staff routinely work on similar government conversion projects on a daily basis. We have 35 employees in our service bureaus most of which are cross trained in various capacities.

Your Project Team

Team Member	Project Responsibilities	Location / Current Assignments	Unique Qualifications
Melody Engle, Principal Florida Office Working President & CEO 33 Years' Experience 22 Years at ADS	Project Management Production Schedule and Budget On-Site Survey / Kick-Off Meeting Hands-On / Ongoing Client Involvement	Georgia Office / Florida Offices Finalizing GSA Contract Ft Lauderdale Implementation Atlanta Aviation / Ongoing SOC Compliance	Founder and Hands-On Working President of ADS / 1999 - Present CPA / PricewaterhouseCoopers Audit Manager / 1990-1996. Implemented Firmwide paperless audit system / Train-the-Trainer
Kay McNeil Florida Office Project Manager /Team Leader 36 Years' Experience 18 Years at ADS	Project Design & Implementation Taxonomy Beta Testing & File Transmissions Proof of Concept / Client Acceptance Completeness Checks: Source Images/Metadata Overall Project Management	Georgia Office / Florida Offices Ft Lauderdale Implementation Atlanta Aviation / Ongoing Internal Software Migration SOC Compliance	36 Years of City, County & State government experience in software development and data collection / integration 17 Years ADS Operations Manager Laserfiche Certifications
John Civale Florida Office Vice President of Sales 34 Years' Experience	Policy and Procedure Development State Government Business Devt Ongoing Client Communication Estimating and Budget (independent)	Georgia Office / Florida Offices Finalizing GSA Contract Company Expansion / Mergers & Acquisitions	34 Years of City, County & State government records management and conversion experience. Certified Records Manager
James Watt Florida Office Information Technology Director 25 Years' Experience 20 Years' Experience at ADS	Network Design and Configuration Implementation / Ongoing Support of Security Practices	Georgia Office / Florida Offices Network Management Information Technology Security SOC Compliance	High level CISCO Certifications High level Microsoft Certifications Project Management Expertise

MELODY S. ENGLE, CPA



ADVANCED DATA SOLUTIONS, INC. WORKING PRESIDENT

WORK EXPERIENCE

Advanced Data Solutions, Inc.

March 1999 - present

She is the original founder of ADS having direct involvement in all system installations & outsourced imaging directives. She is heavily involved in the database management and workflow of all client engagements. She has been involved in document imaging and the evolution of Florida Municipal Electronic Recordkeeping for fourteen years.

Able Body Labor – 15 Corporations

Chief Financial Officer 1996 - 1999

Management supervision of the Finance & Information Technology Departments. Implementation of EDMS system managing 10 million records annually.

PricewaterhouseCoopers

Audit Manager 1990 - 1996

Managed the audit process for clients in the financial services and manufacturing industries. In addition, she worked in the firm's national office, developing advanced audit training materials used in local/national continuing professional education programs. She was a team leader for the training & implementation of the paperless audit workflow environment for the SE United States. Due to the success of the project, the firm was able to reduce audit paper retention by 95%.

EMAIL

mengle@adsus.net

GENERAL

Place of Birth: Miami, Florida

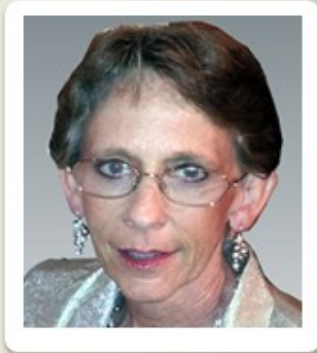
COMMUNITY

Metropolitan Ministries
Homebound Meals /
Heritage United Methodist
Disaster Relief Efforts

PROFESSIONAL SKILLS

- Certified Public Accountant / Strong Focus on Systems Documentation and Internal Controls
- Laserfiche Certified Records Management – Specialist
- Certified Kodak Capture Pro Imaging Product Specialist
- Certified Document Imaging Architect - Pending
- Certified Records Manager - Pending
- Training: Fujitsu, Kodak, Mekel, Wicks & Wilson, Contex, Alchemy and Liberty EDMS Workflow Products

KAY B. McNEIL



ADVANCED DATA SOLUTIONS, INC. OPERATIONS MANAGER

WORK EXPERIENCE

Advanced Data Solutions, Inc.

2002 - present

Kay is responsible for the overall workflow and management of operations. She manages department / project leaders. **Her primary responsibility relates to client metadata: ensuring detailed accuracy of index & image files.** Her scope of responsibility includes ensuring adherence to deadlines, developing & enforcing production schedules, & maximizing workflow & efficiency. She works directly in day-to-day operations with both ADS staff & client representatives to ensure the timely production of work.

Siemens-Nixdorf Computer Corp.

Systems Analyst/Project Manager 1986 - 1995

Kay worked exclusively in the Government Division of Siemens. The client base included Fire & Sheriff Departments, Probation Offices, Clerk of Courts, Property Appraisers and Tax Collectors throughout the United States. Her duties not only included Project Management, but Systems Analysis and Design, Programming, Sales Support, RFP responses, and technical writing of Hardware, Software, and User Manuals.

Specific Projects included the design & implementation of 200 Independent Kiosks for Fee Collection of various Broward County Clerk of Courts offices and related services. Subsequent to my departure, a similar system was designed for Miami-Dade County Clerk of Courts. In addition, she was involved in the programming of the company's first EDMS system.

EMAIL

kmcneil@adsus.net

GENERAL

Place of Birth: Willow Springs, MO

COMMUNITY

Metropolitan Ministries
Disaster Relief Efforts
U.S. Figure Skating / Volunteer

PROFESSIONAL SKILLS

- Strong Focus on Systems Documentation and Project Management
- Laserfiche Certified Records Management – Specialist
- Certified Kodak Capture Pro Imaging Product Specialist
- Certified Document Imaging Architect – Pending
- Training: Fujitsu, Kodak, Mekel, Wicks & Wilson, Contex, Alchemy and Liberty EDMS Workflow Products

JOHN CIVALE



PHONE

954-553-4009

EMAIL

jcivale@adsus.net

ADDRESS

141 Scarlet Blvd,
Oldsmar, Florida 34677

GENERAL

Date of Birth: 10/17/1962
Place of Birth: NYC

COMMUNITY

Troop Leader - Boy Scouts of America
Hurricane Andrew Relief Efforts
Town of Davie - Baseball and Soccer
Coach.

Advanced Data Solutions VICE PRESIDENT OF SALES

WORK EXPERIENCE

Advanced Data Solutions

July 2017 - present

John joined ADS in July 2017 as Vice President of Sales with over 34 years in the Document Management Industry. He possesses a wealth of sales and operational experience and knowledge in document scanning and micrographic service technologies. John is a FCRM, Florida Certified Records Manager.

DRS Imaging

June 2008 – June 2017

John joined the DRS Group in June 2008 as Senior VP of Business Development with over 29 years in the Document Management Industry.

HOV Systems / Lason Services

General Manager 1997-2008

General Manager overseeing Operations and Sales. John closed millions in sales and grew the base of accounts through hard work and the knowledge of the document imaging industry.

American Micro-Image, Inc.

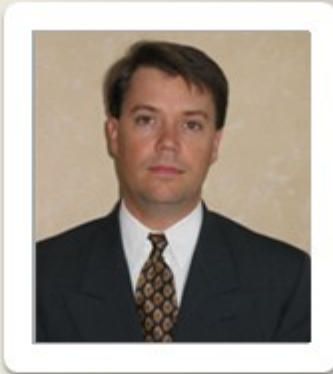
Vice President 1984-1997

As Vice President John was responsible for the day to day operation and increasing revenue by 145% in 5 years. John also added new products and services.

PROFESSIONAL SKILLS

- FCRM (Florida Certified Records Manager)
- Certified Document Imaging Architect (pending)
- Kodak Capture Pro Imaging Products
- Laserfiche Document Management Products
- Contex and Kip Large Format Scanners
- ScanOS Large Format Software Capture
- WideImage Large Format Software Capture
- Wicks & Wilson SCANfilm Conversion Hardware/Software
- High Speed Fujitsu/Kodak/Canon Production Scanners

JAMES M. WATT



PHONE

813-855-3545

EMAIL

jwatt@adsus.net

ADDRESS

141 Scarlet Boulevard
Oldsmar, FL 34677

GENERAL

Date of Birth: 1971
Place of Birth: New York

COMMUNITY

Pinellas County Sherriff - Ride
and Run with the Stars
Girl Scouts
Lokey Charities

ADVANCED DATA SOLUTIONS, INC. SENIOR NETWORK ENGINEER

WORK EXPERIENCE

Advanced Data Solutions, Inc.

April 2000 - present

Jim has designed, implemented and supported a wide array of business IT solutions including mobile workforce automation, remote access, network security, email and groupware solutions, network wide threat assessments, project management and many other business technology solutions for ADS.

Connelly Insurance Group

IT Specialist 1998 - present

Jim is the IT specialist for The Connelly Insurance Agency (CIG). With CIG, he designs, implements and supports an array of automation projects for the agency, which includes an agency-wide scanning and document management system, direct to the desktop network fax solution and Citrix Metaframe remote access system and other Agency Automation projects.

MOON Communications

IT Specialist 1996 - 1998

Before joining CIG, Jim Watt designed, implemented and supported the LAN/WAN infrastructure for MOON Communications. It supported patient medical records with security and fault tolerance in mind, implemented MOON's main computer room consisting of DEC Alpha 4100 servers with DEC Storage Works.

PROFESSIONAL SKILLS

- Cisco Certified Meraki Network Administrator
- Cisco CCNA
- Microsoft MCSE
- Digium dSSE
- Apple ACTC
- SonicWall CSSA

REFERENCES

Each of the below projects have client-driven delivery requirements. At project inception, we have a kick-off meeting where we discuss deadlines and anything special that might require special urgency. These matters are defined within their timelines. We operate one-two shifts in our service bureaus based on production requirements.

Pompano Beach / Document Imaging, Microform and LASERFICHE Implementation

ADS began converting small and large format documents for the City during 2002. In 2010, we began the back-file conversion of millions of microformed images & data input resulted in concise data management & drastically improved record retrieval times. We converted nearly 1 million images from the City's microfiche library and tagged files with appropriate metadata. This project was completed in eighteen months.

Paper scanning services are ongoing citywide. We work with various departments including police, finance, public works and others, but focus primarily on Growth Management. We convert building permit files consisting of a multitude of small documents and large format prints. To date, we have converted over 3 million small format documents and 250 thousand large format prints.

During 2003, we implemented a document imaging system within the City Clerk's office. This system grew to 45 users. The system managed paper records spanning 50 years and simplified public records requests. We established multiple databases (Folder structures, indexing schemes, password security, drop-down menus, search routines, and extensive OCR).

During 2015 / Current, we migrated the city to a more robust **Laserfiche system** in a citywide deployment that included all the above plus the development and design of several extensive workflows and forms processing routines. To date, we have installed 186 users and have written and supported many custom workflow routines.

Contact Name: Eugene Zamoski, Information Technology Director
Telephone: 954-786-4537
Email: Eugene.Zamoski@copbfl.com

City of Ft Lauderdale / Document Imaging Services & Laserfiche Briefcase

ADS began converting small and large format documents for the City during 2017. Since that time, we have primarily converted small and large format documents for the areas within Growth Management. All records are imported into the City's Laserfiche using Laserfiche briefcases designed for specific document types. Data is extracted from the City's permitting system into an 600,000 line excel file. Data from the excel file is used for a custom Laserfiche workflow which populates metadata into index fields designed by both ADS and the City. Services are ongoing. We have converted 3,500,000 small format pages and 150,000 large format prints and 3.8 million metadata entries for the city.

Contact Name: Floyd Brock, Permits Service Supervisor
Telephone: 954-828-5281
Email: FBrock@fortlauderdale.gov

Village of Pinecrest / Document Imaging and Laserfiche System Implementation(s)

ADS began converting small and large format documents for the Village during 2001 - Current. During 2003 we implemented a document imaging system within the City Clerk's and Building Department offices. The system manages paper records spanning 15 years and simplified public records requests. We have scanned and converted hundreds of thousands of small and wide format records for both the Clerk and Building departments. All building records since Village inception during 1999 have been converted. The Village has implemented a Laserfiche ECM system with our assistance and training.

Contact Name: Guido Inguanzo, Village Clerk
Telephone: 305-234-2121
Email: Inguanzo@pinecrest-fl.gov

Since inception, we have converted records for over 150 Florida Cities. Other references are available upon request.

County Government

Through the years, we have performed services for dozens of County Government offices. Below is a short list.

Fulton County	Oconee County
Paulding County	Broward County
Hillsborough County	Miami-Dade County
Martin County	Monroe County
Sarasota County	Orange County
Seminole County	Okeechobee County
Santa Rosa County	Alachua County
Pasco County	Polk County
Clay County	Palm Beach County

We have been providing services for most of our clients for years. It is extremely rare for ADS to fulfill a back-file conversion project and not be asked to continue as the service provider. In those cases, there are either no more records to convert or the client assumes this task "in-house."

We earn the relationship, not just the project.

It is a fair statement to say that our clients do not view ADS as just a vendor, but rather an extension of their conversion team. Our job is to make these efforts as seamless and painless as possible. Those who work with us directly have full confidence that we dedicate all resources and efforts to satisfying client needs as quickly as possible.

We just try harder.

H Pricing Form

BID PRICING SHEET
IFB 2020-039 CITYWIDE RECORDS SCANNING, INDEXING, AND DISPOSITION SERVICES
SOLICITATION CLOSING DATE: JANUARY 27, 2021 AT 2:00 PM

This solicitation will be awarded to lowest responsive, responsible bidder, who bids on all items, and whose bid offers the lowest total price when all items are added in the aggregate. Failure to bid on all items may render your bid as non-responsive. The City in its sole discretion will determine if the pricing received is reasonable and if it is in the best interest of the City to move forward with the award. NOTE: "Additional/Optional Services" pricing is optional and will not be included in the determination of the lowest total price.

VENDOR: Advanced Data Solutions FEIN: 59-35055608

Item No.	Description	Estimated Annual Qty.	Unit of Measure	Unit Price	Extended Amount
PICK-UP OF RECORDS					
1	Pick-up of Record(s) from City location	24	Flat Fee	\$ 30.00	\$ 720.00
DISPOSITION SERVICES					
2	Destruction of records, upon completion of scanning/indexing and transferring into the City's records management retention software (Laserfiche).	195	Box	\$ 4.50	\$ 877.50
DOCUMENT SCANNING AND FORMAT DELIVERY					
NOTE: Unit Prices for Items 3 to 8 must be inclusive of all services outlined under IFB Section 2, paragraph 2.5. Prepping and indexing must be included in the unit pricing.					
3	8.5" x 11"	133,536	Page	\$.045	\$ 2,934.12
4	8.5" x 14"	1,000	Page	\$.045	\$ 45.00
5	11" x 17"	15,158	Page	\$.060	\$ 909.48
5	17" x 22"	6,169	Page	\$.380	\$ 2,344.42
7	22" x 34"	9,000	Page	\$.500	\$ 4,500.00
6	34" x 44"	15,168	Page	\$.430	\$ 6,522.36
8	36" x 48"	1	Page	\$.650	\$.65
TOTAL BID AMOUNT					\$ 24,693.53

ADDITIONAL/OPTIONAL SERVICES					
NOTE: Unit Prices for the below listed goods/services is optional and will not be included in the determination of the lowest total price.					
Item No.	Description	Unit of Measure	Unit Price		
1	Pick-up of Individual File from City location	File	\$ 75.00		
2	Pick-up of Record(s) from Tampa Location: 4745 Oak Fair Blvd, Tampa, FL 33610	Flat Fee	\$ 75.00		
3	Scanning Barcode Sheet Specify Barcodes for indexing	Each	\$.35		
4	Conversion of Microfiche to Digital Format	Image	\$.08		
5	Conversion of Microfiche to Digital Format	Fiche	\$ 4.00		

NOTE: Unit Price shall include, but not be limited to, full compensation for labor, supervision, personnel, materials, any and all tools and equipment used, travel and related expenses and any and all other costs to the Bidder. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. Unit Prices shall remain fixed and firm for the term of the contract, including renewal options.

Authorized Signature: [Signature] Title: SUP of Sales
 Print/Type Name: John Civale Phone: 934-553-4009
 E-mail: jcivale@adsus.net Fax: _____
 Address: 141 South Blvd, SFA City: Odessa State: FL Zip: 33467

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS BID. FAILURE TO SIGN THIS BID PRICE FORM WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE OR PROVIDE THE FORM AS PRESENTED MAY RENDER THE BIDDER NON-RESPONSIVE.

I IFB RESPONSE FORMS

BIDDER'S AFFIDAVIT

SOLICITATION: IFB 2020-039 Citywide Records Scanning, Indexing, and Disposition Services

SUBMITTED TO: City of Coral Gables
Procurement Division
2800 SW 72 Avenue
Miami, Florida 33155

The undersigned acknowledges and understands the information contained in response to this solicitation and the referenced Schedules A through H shall be relied upon by Owner awarding the contract and such information is warranted by the Bidder to be true and correct. The discovery of any omission or misstatements that materially affects the Bidder's ability to perform under the contract shall be cause for the City to reject the solicitation submittal, and if necessary, terminate the award and/or contract. I further certify that the undersigned name(s) and official signatures of those persons are authorized as (*Owner, Partner, Officer, Representative or Agent of the bidder that has submitted the attached response*). Schedules A through H are subject to Local, State and Federal laws (as applicable); both criminal and civil.

- SCHEDULE A – STATEMENT OF CERTIFICATION
- SCHEDULE B – NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT
- SCHEDULE C – DRUG-FREE STATEMENT
- SCHEDULE D – BIDDER'S QUALIFICATION STATEMENT
- SCHEDULE E – CODE OF ETHICS, CONFLICT OF INTEREST, AND CODE OF SILENCE
- SCHEDULE F – AMERICANS WITH DISABILITIES ACT (ADA)
- SCHEDULE G – PUBLIC ENTITY CRIMES
- SCHEDULE H – ACKNOWLEDGEMENT OF ADDENDA

This affidavit is to be furnished to the City of Coral Gables with its solicitation response. It is to be filled in, executed by the bidder and notarized. If the response is made by a Corporation, then it should be executed by its Chief Officer. This document MUST be submitted with the solicitation response.



Authorized Name and Signature

SUP of Sales

Title

1/26/2021

Date

Please go to publicpurchase.com to make sure you have the latest information and any addendums released.

STATE OF FL
COUNTY OF Duval

On this 20th day of January, 2021, before me the undersigned Notary Public of
the State of FL, personally appeared John A. Civalo
(Name(s) of individual(s) who appeared before Notary)

And whose name(s) is/are subscribes to within the instrument(s), and acknowledges it's
execution.

Kristine E. McClow Clark
NOTARY PUBLIC, STATE OF Florida

(Name of notary Public; Print, Stamp or
Type as Commissioned.)

NOTARY PUBLIC
SEAL OF OFFICE:



Personally know to me, or Produced
Identification:

FL DL C140-461-42-3770
(Type of Identification Produced)

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have the latest information and any addendums released

SCHEDULE "A" - CITY OF CORAL GABLES – STATEMENT OF CERTIFICATION

Neither I, nor the company, hereby represented has:

- a. employed or retained for a commission, percentage brokerage, contingent fee, or other consideration, any company or person (other than a bona fide employee working solely for me or the company) to solicit or secure this contract.
- b. agreed, as an express or implied condition for obtaining this contract to employ or retain the services of any company or person in connection with carrying out the contract, or
- c. paid, or agreed to pay, to any company, organization or person (other than a bona fide employee working solely for me or the company) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any):

SCHEDULE "B" - CITY OF CORAL GABLES - NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT

1. He/she is the Representative
(Owner, Partner, Officer, Representative or Agent)

of the bidder that has submitted the attached bid response.

- 2. He/she is fully informed with respect to the preparation and contents of the attached bid response and of all pertinent circumstances respecting such response;
- 3. Said response is made without any connection or common interest in the profits with any other persons making any response to this solicitation. Said response is on our part in all respects fair and without collusion or fraud. No head of any department, any employee or any officer of the City of Coral Gables is directly or indirectly interested therein. If any relatives of bidder's officers or employees are employed by the City, indicate name and relationship below.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

- 4. No lobbyist or other bidder is to be paid on a contingent or percentage fee basis in connection with the award of this Contract.

Advanced Data Solutions, has no connection with any lobbyist, employee or personal relationship to this RFP.



Please go to publicpurchase.com to make sure you have the latest information and any addendums released.

SCHEDULE "C" CITY OF CORAL GABLES – VENDOR DRUG-FREE STATEMENT

Preference may be given to bidders submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under solicitation a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section. As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

The company submitting this solicitation has established a Drug Free work place program in accordance with State Statute 287.087

*Advanced Data Solutions complies with these
Statements + Requirements - [Signature]*

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SCHEDULE "D" CITY OF CORAL GABLES – BIDDER'S QUALIFICATION STATEMENT

The undersigned declares the truth and correctness of all statements and all answers to questions made hereinafter:

GENERAL COMPANY INFORMATION:

Company Name: Advanced Data Solutions, Inc

Address: 141 Scarlet Pwd Oldsmar, FL 34677
Street: City State Zip Code

Telephone No: 813 855-5545 Fax No: () Email: JCivale@ADSus.net

How many years has your company been in business under its present name? 22 years

If company is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statue:

N/A

Under what former names has your company operated? : N/A

At what address was that company located? N/A

Is your Company Certified? Yes No If Yes, ATTACH COPY of Certification.

Is your Company Licensed? Yes No If Yes, ATTACH COPY of License

Has your company or its senior officers ever declared bankruptcy?

Yes No If yes, explain: _____

LEGAL INFORMATION:

Please identify each incident *within the last five (5) years* where a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the bidder's rights, remedies or duties under a contract for the same or similar type services to be provided under this solicitation (*A response is required. If applicable please indicate "none" or list specific information related to this question. Please be mindful that responses provided for this question will be independently verified*):

None

Has your company ever been debarred or suspended from doing business with any government entity?

Yes No If Yes, explain _____

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State of Florida

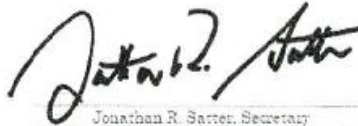
Woman Business Certification

Advanced Data Solutions, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

02/29/2020

02/28/2022



Jonathan R. Sarter, Secretary
Florida Department of Management Services



Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/osd

Local Business Tax Receipt
Miami-Dade County, State of Florida
- THIS IS NOT A BILL - DO NOT PAY



7097512

RECEIPT NO.
RENEWAL
7375496

BUSINESS NAME/LOCATION
ADVANCED DATA SOLUTIONS
INC
DOING BUSINESS IN DADE
COUNTY



EXPIRES
SEPTEMBER 30, 2021

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER
ADVANCED DATA SOLUTIONS INC
C/O MELODY S ENGLE

SEC. TYPE OF BUSINESS
213 SERVICE BUSINESS

PAYMENT RECEIVED
BY TAX COLLECTOR
75.00 07/29/2020
CREDITCARD-20-061517

Employee(s) 10

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector



SCHEDULE "E" CITY OF CORAL GABLES – CODE OF ETHICS, CONFLICT OF INTEREST, AND CODE OF SILENCE

THESE SECTIONS OF THE CITY CODE CAN BE FOUND ON THE CITY'S WEBSITE, UNDER GOVERNMENT, CITY DEPARTMENT, PROCUREMENT, PROCUREMENT CODE (CITY CODE CHAPTER 2 ARTICLE VIII); SEC 2-1023; SEC 2-606; AND SEC 2-1027, RESPECTIVELY.

IT IS HEREBY ACKNOWLEDGED THAT THE ABOVE NOTED SECTIONS OF THE CITY OF CORAL GABLES CITY CODE ARE TO BE ADHERED TO PURSUANT TO THIS SOLICITATION.

SCHEDULE "F" CITY OF CORAL GABLES - AMERICANS WITH DISABILITIES ACT (ADA) DISABILITY NONDISCRIMINATION STATEMENT

I understand that the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title 11, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

The Rehabilitation Act of 1973, 229 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

SCHEDULE "G" CITY OF CORAL GABLES - STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

1. I understand that a "public entity crime" as define in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by incitement or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

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SCHEDULE "H" CITY OF CORAL GABLES - ACKNOWLEDGEMENT OF ADDENDA

1. The undersigned agrees, if this bid response is accepted, to enter in a Contract with the CITY to perform and furnish all work as specified or indicated in the solicitation, any associated addendum and Contract Documents within the contract time indicated in the solicitation and in accordance with the other terms and conditions of the solicitation and contract documents.
2. Acknowledgement is hereby made of the following Addenda, if any (identified by number) received since issuance of the applicable solicitation.

Addendum No. 1 Date 12/23/20 Addendum No. _____ Date _____

Addendum No. 2 Date 1/14/21 Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Failure to adhere to changes communicated via any addendum may render your response non-responsive.

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3. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

4. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[Must indicate which statement below applies.]**
 Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list.

[Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

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City of Coral Gables
Finance Department/Procurement Division


Employer E-Verify Affidavit

By executing this affidavit, the undersigned employer verifies its compliance with F.S. 448.095, stating affirmatively that the individual, firm or corporation has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in F.S. 448.095 which prohibits the employment, contracting or sub-contracting with an unauthorized alien. The undersigned employer further confirms that it has obtained all necessary affidavits from its subcontractors, if applicable, in compliance with F.S. 448.095, and that such affidavits shall be provided to the City upon request. Failure to comply with the requirements of F.S. 448.095 may result in termination of the employer's contract with the City of Coral Gables. Finally, the undersigned employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

473397
Federal Work Authorization User Identification Number
12/12/2011
Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on 1/26/2021 in Jacksonville (city), FL (state).


Signature of Authorized Officer or Agent

John Cirone SUP of Sales
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 26th DAY OF January, 2021.


NOTARY PUBLIC
My Commission Expires:
09/02/2023



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