

INVITATION TO BID
OFFICE OF THE ORLANDO-ORANGE COUNTY
EXPRESSWAY AUTHORITY
ORLANDO, FLORIDA

Sealed Bids will be received in the office of the Orlando-Orange County Expressway Authority (Authority), 4974 ORL Tower Road Orlando, Florida 32807 until 1:30 p.m. (Orlando local time) on July 29, 2013, for the work generally described below.

**RECORDS CONVERSION SERVICES
CONTRACT NO. 000978**

The Contractor shall provide all labor, materials, equipment and incidentals necessary to perform record conversion services for the Authority. Services shall include, but are not limited to:

(i) preparing and microfilming documents including large format drawings and construction plans; (ii) converting the silver film to Diazo for the purpose of creating new duplicate rolls of Diazo microfilm; (iii) scanning documents to CD's or DVD's; (iv) delivering finished microfilm, CD's, or DVD's; (v) providing film verification assistance on a schedule approved by the Authority; (vi) providing assistance in designing the indexing configuration. Services shall be performed on-site at the Authority's Headquarters Building with the exception of microfilming.

The Contract time for this project will be 3 years with renewal options.

At the time of Bid submittal, Bidder shall have a minimum of five (5) years of experience in providing records conversion services as detailed in the scope of services. References shall be submitted with the bid for verification purposes. Failure to submit the reference form may result in rejection of the Bid.

Bidder shall comply with the applicable provisions of the Fair Labor Standards Act.

The Orlando-Orange County Expressway Authority, in accordance with the Provisions of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq., the Florida Civil Rights Act of 1992, as amended, § 760.10 et seq., Fla. Stat. (1996), and other federal and state discrimination statutes, prohibits discrimination on the basis of race, color, sex, age, national origin, religion, and disability or handicap. The Authority notifies all Bidders and individuals it requires and encourages equal employment opportunity for minority and women as employees and subcontractors.

The Authority notifies all Bidders it encourages small, minority and women owned businesses to have full opportunity to submit Bids in response to this invitation and Bidders will not be discriminated against on the basis of sex, race, color, national origin, religion or disability, or other protected status.

From the first date of publication of this invitation, no person may contact any Authority Board Member, Officer or Employee with respect to this invitation or the services to be provided. Reference is made to the lobbying guidelines of the Authority for further information regarding this Non-Solicitation Provision.

All work shall be done in accordance with the Bidding Documents of the Orlando-Orange County Expressway Authority.

It is the Authority's intent to award the project to the lowest responsive and responsible Bidder. The Authority specifically reserves the right to take a Bidder's past performance with the Authority (and others) into consideration in determining whether the Bidder and Bid are responsive, responsible and qualified and most advantageous to the Authority.

By submitting its Bid, the Bidder is signifying its awareness and understanding that the Bid process will be subject in all respects to the provisions of applicable laws, rules and regulations and the policies of the Authority as they may be amended or modified from time to time.

Pursuant to Florida Statutes, Section 119.07(1), upon the earlier to occur of (i) Authority's Notice of Award of the contract, or (ii) thirty days after Bid opening, all Bids submitted pursuant to this Invitation to Bid (including all components thereof and all other materials submitted in connection therewith) shall become public records. Thereafter (with very limited exceptions) all Bids, proposals, documents, letters, software and other materials submitted to the Authority by on behalf of any Bidder (including material that a Bidder may consider confidential or proprietary) may be inspected, examined and copied by any person desiring to do so in accordance with Florida Statutes, Chapter 119. It is not necessary for any person to obtain the consent of the Authority, or the Bidder, to exercise its right under Chapter 119.

Any Bidder adversely affected by: (i) Bid specifications, (ii) a notice of an intended decision (including, but not limited to, a Notice of Intent to Award or Notice of Intent to Reject), or (iii) a decision (including, but not limited to a contract award), who desires to protest must comply with the proper procedures in the Orlando-Orange County Expressway Authority's Procedure for Resolution of Protests, Rule Chapter 3-1, which is available for review upon request at the Authority's Office, 4974 ORL Tower Road, Orlando, Florida. Failure to comply with Rule Chapter 3-1 shall constitute a waiver of any right to initiate protest proceedings. A protest bond in the amount of \$5,000.00, or 1% of the lowest bid submitted, whichever is greater, will be required to protest a Notice of Award or Notice of Intent to Reject.

The Bidding Documents for this Project may be downloaded from www.ocea.com/DoingBusinessWithUs/Procurement/ProcurementAccountLogineProcurementRegistrati.aspx, commencing July 1, 2013. Registration is required in order to download.

A mandatory pre-bid meeting will be held on July 9, 2013, beginning at 10:00 a.m., in the Authority's Headquarters Building at the address shown above. The purpose of the meeting will be

to discuss requirements of the project in an open forum. Attendance at the pre-bid meeting is mandatory in order to bid on the project. An inspection of the room in the Headquarters Building where the scanning will take place will be held immediately after the meeting. Attendance at the inspection is also mandatory.

Each Bid must be submitted in a separate sealed envelope with the name of the Bidder, Bidder's address, and the project number written on the outside. For information and question submission concerning this project during the Bidding process, email: ITB000978@oocea.com.

All Bids shall remain open for acceptance by the Authority for ninety (90) calendar days after the day of the Bid opening. The right is reserved by the Authority to reject any or all Bids.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

Claude Miller
Director of Procurement