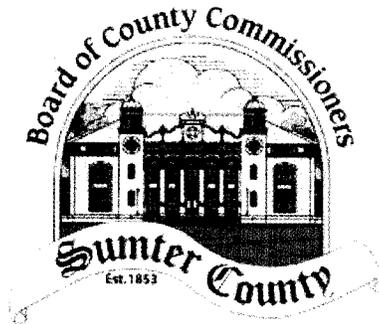


REQUEST FOR INFORMATION FOR:
RFP# 025-0-2012/AT
DUE 12/03/2012 @ 10:00 AM



SUBMITTED BY:

John Civale
SVP of Business Development
The DRS Imaging Group of FL-Miramar
11281 Interchange Circle South
Miramar, FL 33025
Telephone: (954) 538-1112
Mobile: (954) 553-4009
Fax: (954) 538-0717

E-mail: jcivale@drsimaging.com
Web Site: www.drsimaging.com



11/20/2012
Chris Morrison
Sumter County
7375 Powell Road Suite 200
Wildwood, FL 34785

To whom it may concern:

The DRS Group of Florida is pleased to have the opportunity to provide this information to Sumter County as a prospective bidder to electronically scan your records. The DRS Group of Florida has vast experience in handling City and County Records.

With 8 locations, over 30,000 completed conversion projects, 250 dedicated professionals and 48 years in business, we plan to perform all services related to any contract award with our own DRS employees and resources.

We believe that you will find our qualification, experience, and references far exceed our competition.

During your evaluation process, we invite you to contact us as needed. Our project personnel contact information is as follows and you may also contact me at your convenience.

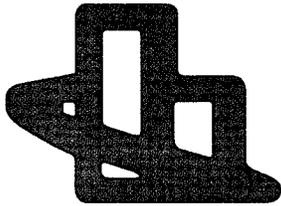
Cindy Wix, Operations Manager-Miramar
The DRS Group of Florida
11281 Interchange Circle South
Miramar, FL 33025
Phone: 954-538-1112
Fax: 954-538-0717
Email: cwix@drsimaginq.com

John Civale SVP Business Development
The DRS Group of Florida
11281 Interchange Circle South
Miramar, FL 33025
Phone: 954-538-1112
Fax: 954-538-0717
Email: jcivale@drsimaginq.com

The following pages contain our Company Qualifications and Experience. The DRS Group stands ready to serve the Sumter County Public Works Department.

Sincerely,

John Civale
SVP of Business Development
Phone: 954 553-4009; Fax: 954-538-0717
Email: jcivale@drsimaginq.com



The DRS Group
ESTABLISHED 1964

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THE DRS GROUP - OVERVIEW & EXPERIENCE

The DRS Group was founded in 1964 with the goal of providing a less costly and more efficient means of document imaging and conversion. The DRS Group is one of the oldest and largest service bureaus in the United States. We have grown to service the entire nation and indeed the globe, offering a complete line of onsite and outsource services (such as Imaging, Data Entry, Data Capture, and Micrographics), turnkey systems, and imaging-related hardware and document management solutions.

Our experience and operational insight have helped our customers attain measurable results through increased productivity, lower costs, and technological innovation. We have successfully completed more than **30,000** projects with a variety of systems and formats. In just the past five years, we have converted over **five hundred million** paper records to electronic format.

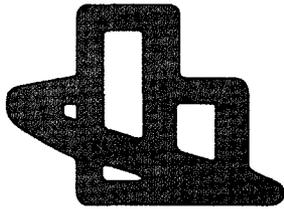
The DRS Group offers a complete suite of solutions to meet the daily challenges organizations of all sizes are faced with in today's business environment, such as:

- Remaining competitive in an era of rising costs.
- Meeting increasing demands for customer service.
- Satisfying regulatory requirements and changing legislation.
- Preserving and accessing vital information in a timely manner.
- Ensuring business safety and viability in the event of a disaster.
- Providing one-stop service that you can rely on.

The DRS Group continues to provide solutions to these and other complex issues for Clients throughout the United States as we have done since 1964. We are capable of handling all of your information management needs, allowing you to focus on your core business interests. Our products and services include, but are not limited to:

- Digital/Film Media Conversions
- Digital Preservation Services
- Document Imaging Services – Electronic Imaging and Microfilming
- Micrographics Hardware & Supplies
- Document Imaging Equipment & Supplies
- Check Scanning Solutions & Depot Repair Service
- Various Software Solutions
- Microfilm/Microfiche Processing & Duplication Services
- On-Site Document Imaging Services
- Secure Document and Media Destruction Services

With 8 locations, over 30,000 completed conversion projects, 250 dedicated professionals and 48 years in business, ***The DRS Group Document & Content Management Solutions deliver cost savings and improved records management.***



The DRS Group
ESTABLISHED 1964

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Our commitment to our clients and dedication to provide top-quality service will continue to be the guiding beacons for the DRS Group. We have never strayed from our belief that success results from satisfied customers. And that's our promise to you.

The DRS Group is committed to its employees as well. We hire only top notch professionals and provide them with the tools, training and opportunity for growth that inspires our employees to stay with DRS.

To become part of the DRS team, employment candidates must successfully pass a pre-employment background screening and substance abuse testing. We utilize a nationally recognized employer business solutions provider for these services to assist us in establishing consistent hiring practices and maintaining a safe and productive workplace. The pre-employment screening process consists of identity verifications and address histories, employment, education and credential verification, criminal records check (county, state and federal levels), and review of DMV reports and credit, civil and bankruptcy records. To insure each individual's right to privacy and protection of their personal and confidential information, any information received is reviewed only by our main office and local hiring managers are given only a pass or fail result. Candidates who receive an acceptable screening are elevated to the next level of the hiring process which includes personal reference verification, skills assessment and the like. No individual who receives an unacceptable pre-employment or substance abuse screening is offered employment at The DRS Group.

DRS supports equal employment opportunity in principle and in practice, and will comply with all applicable federal, state and local laws and regulations prohibiting discrimination on the basis of race, color, religion, sex, national origin, age, citizenship status, disability or veteran status. DRS complies with all applicable terms and provisions of Title VII of the Civil Rights Act, Executive Orders 11246 and 11375 on Equal Employment Opportunity and all appropriate amendments, the Americans with Disabilities Act, and the Family and Medical Leave Act. The DRS Group is a Drug Free Workplace.



THE DRS GROUP OF FLORIDA - OVERVIEW

The DRS Group has two locations in Florida. Our Miramar is located at 11281 Interchange Circle South, Miramar, Florida and our Sanford Satellite facility.

The DRS Group-Florida provides on-site and off-site document management services and solutions for many city, county and state government agencies, as well as public and private business enterprises throughout our State.

The DRS Group has a workforce of 25 people in our Florida facilities and over 250 company-wide. Our people are our strength and have extensive experience in both microfilming and document imaging applications and processing. Our staff has extensive experience in all phases of document management processes and employee tenure ranges from five years minimum, up to thirty years.

The DRS Group understands the importance of security and protecting our customer's information. DRS employees are required to pass a criminal background check. Within our facilities, we utilize keyless (badge) restricted access systems, 24/7 video surveillance and monitoring. Our facilities are secure at all ingress/egress points. The production areas are isolated from common areas in the building. The production areas, storage areas, customer information and vital DRS systems are secured at all times. Our facilities are also HIPAA compliant. All non-employees sign in and out of our facility and are escorted at all times.

Kodak

At DRS, quality is the key to our success. Many of our facilities (including Florida, New York, South Carolina, Tennessee and Virginia) are **Kodak Certified Document Conversion Centers** and we subscribe to Eastman Kodak's **ImageGuard Lab Quality Monitoring Program**. All microfilming related quality processes meet film manufacturer specifications and all permanent microfilm is processed according to archival standards as defined by ANSI and AIIM. Lab Monitoring Tests are performed monthly at a minimum and Lab Quality Assurance Reports are provided back to us from Eastman Kodak's Quality Experts.

For electronic document conversion, we utilize state-of-the-art Canon, Kodak and Vidar document scanners as well as Canon and Minolta microfilming equipment (planetary cameras). For our document management software, we employ Kofax VRS (Virtual ReScan) which greatly improves our productivity and final product quality. In addition, we have multiple, redundant document imaging devices so that we are able to adapt to specific project needs, location, fluctuations in work volume to maximize productivity and uptime.

We go the extra mile for our customers each and every day because to us, superior service is critical and one of the primary reasons that customers choose The DRS Group as their services provider.



KEY PROJECT MANAGEMENT TEAM

Cindy Wix, Operations Manager, The DRS Group of Florida, Miramar

Phone: (954) 538-1112; cwix@drsimaginq.com

Cindy Wix joined the DRS Group in August 2001 and helped establish the Miramar facility. She started in the micrographics/electronic imaging business in November 1978 at Dataplex/ACS, serving as Branch Manager for 7 years.

Cindy is a seasoned professional with 34 years of experience in all aspects of micrographics and electronic image capture processing and has extensive experience in application assessment based on retrieval requirements.

Cindy was the Project Manager and oversaw all phases from implementation through to production for Lee County Community Development (which included DP&Z). Additionally, when Miami-Dade County DP&Z decided to outsource their document imaging, Cindy served as Project Manager for project start-up while at ACS.

Cindy will be the primary point of contact for services provided by the Miramar facility.

John Civale SVP Business Development

Phone: (954) 553-4009; jcivale@drsimaginq.com

As Senior Vice President of Business Development John plans to expand the DRS presence in the marketplace through new and existing business growth in the Commercial and Government business sectors.

John Civale possesses a wealth of sales and operational expertise in all aspects of document scanning and micrographic service technologies. Having spent much of his career focusing on state and local government records management needs, John has architected a variety of service solutions to increase access and efficiency, reduce cost and ensure compliant record retention processes for an extensive list of agencies, boards and departments.

John resides in Florida and brings to us over 27 years in the Document Management Industry. Prior to joining The DRS Group, John has served as Vice President of American Micro-Image, Inc. and later, as the General Manager of HOV Systems (formerly LASON). John is an active member of the Florida Records Management Association (FRMA) and participates in a variety of industry organizations, trade shows and technology forums

**Paul Solomon, Chief Operating Officer**

Phone: (407) 833-9126; psolomon@drsimaging.com

Paul joined The DRS Group in July 1999 as Chief Operating Officer. Paul resides in Longwood and including overall operations responsibility for the two facilities in Florida, he is responsible for all business units outside of the New York area.

Before joining The DRS Group, Mr. Solomon served at Dataplex/ACS Image Solutions as Vice President of Operations for twelve successful years.

His hands-on approach with major clients has created a win/win type of environment on project successes. To date, Mr. Solomon brings over twenty seven (27) years of experience in information services both with analog and digital document conversions. From years of experience in litigation support, Mortgage record conversions, Building/Planning and Zoning records conversions, Paul's experience provides the type of project management that is required in today's document imaging world.

Paul will be the primary point of contact for all services provided by the Longwood facility as well as be a focal point for major project coordination and problem resolution.

Doug Phelan, Chief Technology Officer

Phone: (212) 924-8680; dphelan@drsimaging.com

Doug joined The DRS Group in June 2004 as Chief Technology Officer with responsibility for all internal Technology Decisions within The DRS Organization. He also has operational responsibility for the New York Locations.

Before joining The DRS Group, Mr. Phelan was a Director of Technology for a software development company specializing in securities processing. Prior to working in the securities industry he was the MIS Director for a top five Law firm in NY.

Doug's expertise lies in allowing The DRS Group to meet all its clients' needs. A large piece of his focus is enabling The DRS Group the ability to import scanning data into each client's Imaging System they have installed. He continues to monitor all changes within the Document Management arena to insure DRS remains on the cutting edge of Document Imaging. Doug has achieved CDIA+ (Certified Document Imaging Architect) certification and to date brings over fifteen (15) years of experience in information services.

As needed and through coordination with Paul Solomon, Doug will provide any additional technical resource needed for document management system integration, system compatibility or hardware/software related issues.



APPROACHES AND METHODS

The key steps in our Project Work Plan are listed as follows:

- Work with the County to finalize project scope, establish service location, obtain access to records and finalize details with regard to the conversion project
- Establish Project Deliverables, Due Dates and Production Schedules
- Establish and Perform Regular Pickup/Deliveries Schedule
- Document Preparation
- Electronic Capture (Scan)
- Indexing
- Quality Control/Quality Assurance
- Output of electronic images and index
- Reassembly/Return of Paper Files

General DRS Document Imaging Processes:

The DRS Group has developed and put into practice production processes which apply in principle for virtually all projects that we encounter. Therefore, it is assumed the following basic processes will take place within the scope of any awarded contract to The DRS Group of Florida.

Although each particular document type may have some slightly different requirements and inherent nuances based on customer needs and document types, the basic process procedures are applicable.

Pickup and Delivery:

The DRS Group-Florida will pick up the 35 boxes the County has ready and schedule a regular pick up for the remaining on a monthly or other determined basis utilizing only DRS employees.

Our drivers take all possible precautionary steps to ensure that our company owned vehicles are secure at all times and while in transit with customer records, all doors are locked and no other stops are made (barring the event of an actual emergency situation). Our vehicle is also equipped with a fire extinguisher.

DRS' company-owned delivery vehicles are of sufficient size and capacity to accommodate transportation of up to 100 boxes per trip. In the event there are more boxes of documents to pickup or return, a larger capacity vehicle is utilized so that shipments are kept together and secure.



Document Preparation

Files are removed from the box or batch by Prep Clerks one folder at a time. Documents within each folder are counted and checked for proper document order per specifications. The Prep Clerk visually inspects the folder to confirm documents within each folder to verify all papers belong to that specific folder. In the event of a mis-file or an out of order document, pages are placed in the correct order or correct folder. If the correct folder is not located in the box, the customer is contacted for disposition and further instruction.

Each folder of documents is prepped (prepared for imaging) which includes the removal of staples, paper clips or other fasteners. As necessary, corners are straightened and torn pages are taped. Any documents that are too small to safely pass through the scanning equipment are taped to 8.5"x11" sheets for smooth transport through the scanner. Large format documents are unrolled or unfolded and flattened/straightened. Post-It Notes are repositioned so that no other information is obscured. All documents that are 11"x17" and smaller will be separated and combined with their respective file folder.

After all folders within a box are prepped, the source documents are returned to the box in the order received. Large format documents are secured together and marked by file number with a cover sheet. They are then batched by the department, marked by file number and file location for later return to the box. Boxes with source documents are placed in the "Source Scan" staging area in sequential order. Large Format documents are placed in the "Large Format Scan" staging area.

Document Scanning

At the beginning of each production shift, the DRS Scan Technician calibrates the scanning equipment and verifies that all settings will produce optimum image capture and meet the Counties and State of Florida specifications. If necessary, the settings can be adjusted to ensure highlights, light inks; light or dark pages, poor photocopies, etc. are captured appropriately for maximum readability.

All documents, and folders when required, will be scanned as presented and the resolution or scale of the engineering documents will match the original when using measuring tools.

Resolutions: 300 dpi for black and white
400 dpi or greater for large drawing, grayscale or color

Source documents are scanned one file at a time. After scanning of an individual file is completed, the Scan Technician reviews the images captured for readability and a visual QC is preformed, pages not legible are marked "NOT LEGIBLE". This is the first step in our Quality Control process. The page count is confirmed against the page count provided in the Document Prep stage before continuing to scan the next file. The process is repeated for each folder until the entire box is scanned. The Scan Technician then verifies and compares the number of files scanned from the box to the box index to ensure all files were captured.



Large format drawings are scanned one page at a time utilizing our color-capable large format scanners. After each document is scanned, the Scan Technician checks each blueprint or drawing image for readability. After verification that each large document is successfully scanned, it is re-rolled for re-folded in order to return it to the state it was received in.

If the initial QC check indicates the need for re-scans, re-scans for the file or batch are performed at this time.

Document Indexing (example)

1 DEPT 4
2 TO 125
3 SUBJECT 254
4 DATE 11 (MM/DD/YYYY)
5 FROM (NAME)125
6 FROM (CO/AGENCY) 125
7 ROAD 50
8 PROJECT NAME 200
9 DATE REC 11 (MM/DD/YYYY)
10 RETENTION 11 (MM/DD/YYYY)
11 SCANON 11 (MM/DD/YYYY)

- Pipe Delimited - **Sample:**
<dept>|<to>|<subject>|<date(MM/DD/YYYY)>|<from>|<From(co/agency)>|<Road>|<ProjectName>|<Date Rec(MM/DD/YYYY)>|<Retention>|<ScanOn>|@<directorypath>|*
- Any field not indexed must be a NULL / Blank data value
- Root drive letter is not necessary - only require the physical directory structure based on the storage medium
- ScanOn Date - Default to "ScanOnDate" - IT Staff will populate this field at the time of import
- Any index flagged as "required" must be populated in the Master File or it will be rejected during the import process
- Each Master Data File should contain a maximum of 500 records
- Do not include any EOF/End of File Trailer Record

All index fields pass through their own quality control process which includes index quality control and index verification. This is done by a separate QC Tech to ensure objectivity and accuracy. All index data is sight verified, as well as, audited through the automated software verification process where applicable.

**Document Reassembly (re-filing or re-boxing)**

The DRS Group-Florida will return all documents to their appropriate file folders in the same order received.

As these tasks are completed, it is verified again that the pages within the file correspond with the information on the folder.

Delivery of Image and Index Data (Output)

The final deliverable for this project will be the scanned, attributed, verified (QA/QC) and ready to be uploaded into the Sumter County document management system (EMC AppXtender/WebXtender platform). DRS will also provide a copy of the scanned images and Master Data File(s) on a portable hard drive as a part of the final deliverable.

Each media will be labeled with the beginning and ending permit number and if applicable, volume identifier(s).

Record Retrievals:

The DRS Group-Florida understands that there will be occasions when the County's staff or the general public may need immediate access to files or documents while they are in our possession. To accommodate the need for retrievals, contact DRS as needed. Requests can be made via fax, email or phone call.

We typically fulfill retrieval requests in less than four hour, but commit to responding within one hour of each request. Rush requests will be given priority over non-priority requests.

The DRS Group employs our own Inventory Tracking Process so that we can quickly and efficiently locate any box, file or document at any given time throughout our production processes. We provide this service for many Clients today including Hospitals and other governmental agencies.

To accommodate a retrieval request, we will locate the file and if it has not yet been scanned, we will move it to priority status and scan it out of order (scan on demand) and send via encrypted email or any another County approved method such as FTP site.

The normal operating hours at the DRS facilities are 7:00 a.m. to 11:00 p.m., Monday through Friday. For off-hour or emergency requests for retrievals, contact names and phone number information of no fewer than two (2) DRS employees will be provided. DRS employees are available on a 24/7 basis and there is no limit to the number of retrievals that can be requested.



Quality Control/Quality Assurance:

At The DRS Group, we know that proper quality control and quality assurance during any conversion of paper based documents to electronic image does not happen without due diligence throughout the entire production process. The number of controllable and uncontrollable factors that can be encountered during the conversion process range from human error, hardware, software, and programming malfunctions, and imperfections in the record materials. These factors require that the quality control/quality assurance function be an exacting task and that quality must be the top priority throughout each and every step in the production process.

The DRS Group employs our own Quality Control System for all of our conversion projects. The key elements of our Quality Control System are listed as follows and described below:

1. Production Requirements and Staffing
 2. Image Inspection
 3. Technical Inspection Index Data
 4. Quality Surveillance
1. **Production Requirements and Staffing:** Conversion quality control begins with understanding production requirements and staffing accordingly. To impose reasonably high production requirements on a conversion staff or attempt to accomplish a conversion project with an inadequate number of operating and management personnel invites substandard quality. Reasonable production requirements and throughput schedules have been established to allow time to perform work accurately, with staffing levels established accordingly to support each project phase. A dedicated Quality Control team is in place and they are assigned the responsibility, and empowered with the authority, to reject substandard work. Sufficient time is also allowed to perform the required inspections and re-inspections. The Quality Control team does not perform the imaging or indexing functions in order to provide complete objectivity and ensure accuracy.
 2. **Image Inspection:** After a document has been captured, the resultant images are reviewed by DRS Quality Control Technicians. The scanned images are 100% visually compared to the original documents and inspected for legibility, readability and operator or equipment error. This post scan verification is performed at full size (no thumbnail views) for clarity and faithful reproduction of each original document. The page count total is verified and any discrepancies identified are corrected. Full size image inspection guarantees that each image is readable, accessible and captured to project specifications.
 3. **Inspection of Index Data:** Electronic index data will pass through a rigorous technical inspection to validate that no data is missing or misinterpreted from the original documents. The data entry system will verify (pragmatically and systematically) that appropriate fields have been entered by the indexing operators. Manually entered index information is sight verified and double-keyed. Total production statistics (total documents, both source and large formats) gathered electronically is compared to the manual log sheet. Boxes do not move to the Re-Prep Staging Area until this step has been completed and positive verification achieved. Boxes that do achieve this verification are moved to the Re-Prep Staging Area and the DRS Inventory Tracking is updated.



4. **Quality Surveillance:** Quality Control tasks such as technical inspection and image inspection are, by their nature, continuous activities. In addition to these tasks, we also perform continuous quality surveillance on our equipment and systems. Our equipment is maintained at regular intervals and monitored systematically. We regularly backup our systems to minimize the possibility of any lost work. Additionally, all server systems and key workstations have battery backup power devices and surge protection.

In the event that errors or unacceptable images or index data are presented back in the delivered digital files, The DRS Group will rescan at no charge.

CLIENT REFERENCES AND WORK HISTORY

Our Florida facilities have performed many projects for Florida government agencies including Lee County, City of Altamonte Springs, City of North Miami, City of Miami Beach, which included small and large format document conversions to microfilm and or electronic image.

Lee County, Florida - we were the provider of document imaging services for over five years and primarily served the Community Development Department which encompassed DP&Z. Over the course of the Lee County contract, we converted over 5.5 million paper documents to electronic image, and converted over 52 million documents for our Florida Clients collectively. A significant portion of the documents converted were large format (approximately 500,000) to electronic image.

City of Altamonte Springs, Florida - we have been the sole provider of document imaging services since August 2006 and have assisted several departments including Building and Fire Safety, Growth Management, Public Works, City Clerk, Finance/Purchasing and the Police Department. For the period August 06 to current we have converted and indexed approximately 17,500 large format documents to electronic image.

City of North Miami, Florida - we provided document management services since December 2005. Since that time, we have converted and indexed over 480,000 small format and over 107,500 large format paper documents to electronic image as well as converted microfilm to electronic image.

City of Tamarac, Florida - we provided document management services since October 2008. Since that time, we have converted and indexed over 1,000,000 small format and over 280,000 large format paper documents to an electronic image in an Alchemy format as well as converting electronic images to microfilm. Departments include City Clerk, Finance, Building, Fire Rescue and the City Commissioners offices.

The DRS Group will perform all work in Florida and no part of this contract will be subcontracted. The DRS has been in business for over 48 years, starting as a small micrographic service bureau in New York. Today, we have eight locations and we are pleased to say we could list hundreds of Client references. The following list is a brief sampling of our valued Clients in Florida where we currently provide similar document imaging services from The DRS Group.

**Lee County Community Development**

1500 Monroe Street
Ft. Myers, FL 33901
Contact: Karen Hutcherson
hutched@leegov.com
Telephone: 239-533-8543

City of Miami Beach

1700 Convention Center Drive
Miami Beach, FL 33139
Contact: Victor Armendariz, Records Supervisor
victorarmendariz@miamibeachfl.gov
Telephone: 305-673-7000 x 4249

City of Tamarac

7525 N.W. 88th Avenue
Tamarac, FL 33321
Contact: Lillian Pabon, City Records Manager
lillianp@tamarac.org
Telephone: 954-597-3503

City of Altamonte Springs

Building and Fire Safety
225 Newburyport Avenue
Altamonte Springs FL
Contact: Dianne Vass
DKVass@Altamonte.org
Telephone: 407-571-8433

Greater Orlando Aviation

One Airport Boulevard
Orlando, Florida 32827
Contact: Peggy Skidmore
pskidmore@goaa.org
Telephone: 407-825-2055

Other Governmental References available upon request.

PROPOSAL DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED

The following documents and forms in the following arrangement must accompany each proposal or alternate proposal submitted:

- ❑ Proposal Cover Page. This is to be used as the first page of the RFP. This form must be fully completed and signed by an authorized officer of the vendor.
- ❑ Proposal Document Checklist of Items Required to be Submitted (this sheet).
- ❑ A separate sheet or sheets, clearly identified and numbered, of Exceptions or Deviations from the minimum specifications, must be attached to the Proposal Form (if applicable).
- ❑ Proposer Certification / Addenda Acknowledgement Form.
- ❑ Statement of General Terms and Conditions.
- ❑ Disclosure of Subcontractors, Sub-consultants and Suppliers
- ❑ Proposal / Price Form
- ❑ A sworn, notarized Statement of Contractor's Experience and Personnel.
- ❑ A sworn, notarized Drug Free Work Place Certificate must accompany each proposal or alternate proposal.
- ❑ Hold Harmless Agreement
- ❑ E-Verify Certification Form
- ❑ Anti-Collusion Statement
- ❑ Statement of Public Entity Crimes
- ❑ One (1) original proposal, clearly labeled "Original; three (3) printed copies of the proposal in its entirety; and one (1) electronic version not password protected of the original submitted proposal in its entirety.
- ❑ A Certificate of Insurability, acceptable to the County, shall accompany each proposal or alternate proposal, in the amounts as prescribed by State and Sumter County BOCC

All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the Sumter County BOCC. Prior to commencing services pursuant to the award of this proposal, the Contractor shall furnish to the Sumter County BOCC certificates of insurance showing the required coverage has been procured and paid for in advance. Within thirty (30) days prior to expiration, the Contractor shall provide the Sumter County BOCC with proof that required coverage has been extended.

Date:

I, John CIVALE (name), an authorized officer of The DES Group of Florida
(company/vendor), confirm that the above listed documents are provided in our company's
proposal being submitted to Sumter County and confirm I have read and understand the RFP
document in its entirety



This document must be completed and returned with your Submittal.

GOVERNING LAWS AND REGULATIONS

The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PREPARATION OF PROPOSALS

- Signature of the Vendor: The Vendor must sign the Proposals forms in the space provided for the signature. If the Vendor is an individual, the words “Doing Business As *The Des Group FL*” must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, “Member of the Firm” should be written beneath such signature. If the Vendor is a corporation, the title of the officer signing the Proposals on behalf of the corporation must be stated and evidence of his authority to sign the Proposals must be submitted. The Vendor shall state in the Proposals Form the name and address of each person interested therein.
- Basis for Proposals: The price proposed for each item shall be on a lump sum or unit price basis according to the form of the Proposals. The Proposals prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered.

FISCAL YEAR FUNDING APPROPRIATION

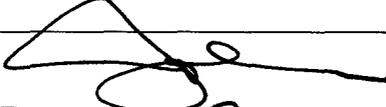
Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the Sumter County BOCC, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the fiscal period at the time of the contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation by the Sumter County BOCC of funds thereafter.

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the contractor shall be entitled to reimbursement for the reasonable value of any nonrecurring cost incurred but not advertised in the price of the supplied or services delivered under the contract or otherwise recoverable.

TAX EXEMPT STATUS

The Sumter County Board of County Commissioners is a governmental agency under Florida law and exempt from Florida sales tax. The tax exempt number will be provided upon request. This exemption does not apply to goods and services purchased separately by a Contractor in connection with its contract obligations. The Contractor shall be responsible for paying any taxes, fees, or similar payments that are required to be paid in connection with the contract work.

**PART 4
PROPOSALS DOCUMENTS
PROPOSALS COVER PAGE**

Name of Firm, Entity or Organization: <i>The DES Group of Florida</i>	
Federal Employer Identification Number (FEIN):	<i>59-3748214</i>
State of Florida License Number (If Applicable):	
Name of Contact Person:	<i>John Civala</i>
Title:	<i>SUP</i>
E-Mail Address:	<i>JCivala@DESImaging.com</i>
Mailing Address: <i>11281 Interchange Cir. South</i>	
Street Address (if different):	
City, State, Zip:	<i>MIRAMAR, FL 33025</i>
Telephone: <i>954-538-1112</i>	Fax: <i>954-538-0717</i>
Organizational Structure – Please Check One:	
Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other <input type="checkbox"/>	
If Corporation:	
Date of Incorporation: <i>10/1/2001</i>	State of Incorporation: <i>FL</i>
States Registered in as Foreign Corporation:	
Authorized Signature:	
Print Name:	<i>John Civala</i>
Signature:	
Title:	<i>SUP</i>
Phone:	<i>954-553-4009</i>
<i>This document must be completed and returned with your Submittal.</i>	

PROPOSER'S CERTIFICATION

Submit To: Sumter County Board of County Commissioners 7375 Powell Road Wildwood, Florida, 34785 Phone 352-689-4400 Fax 352-689-4401	SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS REQUEST FOR PROPOSALS (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT
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DUE DATE: December 3, 2012	DUE TIME: 10:00 am	RFP # 025-0-2012/AT
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TITLE: Sumter County Scanning and Attribution/Indexing of Paper Files for Public Works Division

VENDOR NAME: THE DES GROUP OF FL	PHONE NUMBER: 954 538-1112
VENDOR MAILING ADDRESS: 11281 Interchange Cir. S	FAX NUMBER: 954 538-0717
CITY/STATE/ZIP: Miramar, FL 33025	E-MAIL ADDRESS: J.CIVALE@DESImaging.com

"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose."

1	Addendum #				
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"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for Sumter County Board of County Commissioners (BOCC), respondent agrees that if this Proposals is accepted, the respondent will convey, sell, assign, or transfer to the Sumter County BOCC all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the COUNTY. At the Sumter County BOCC discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."

John Civale SUP		11/26/12
Authorized Agent Name, Title (Print)	Authorized Signature	Date

This form must be completed and returned with your Submittal

Statement of General Terms and Conditions

PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposals/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposals/Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The Contractor agrees to indemnify and hold harmless Board of Sumter County Commissioners, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of value resulting therefrom and is caused in whole or in part by any negligent act or omission of the tenant.

PROHIBITION OF LOBBYING: During the black out period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposals, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the Board awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the Board, or any Board employee other than the Financial Services Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFP) or Invitation to Bid (BID) must be submitted in writing to the Board's Financial Services Manager.

ANTI TRUST LAWS: By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the Boards at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFP/BID Contract Documents. Any inquiry or request for interpretation received by the Financial Services Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposals/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/BID's received. The Board and/or his CONSULTANT do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/BID's, will be available for public inspection ten days after opening of the RFP's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's/BID's must make an appointment by calling the Financial Services Manager at (352) 793-0200. All RFP's/BID's submitted in response to this solicitation become the property of the Board. Unless information submitted is proprietary, copy written, trademarked, or patented, the Board reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/BID, in its best interest.

TAXES: The Board of Sumter County Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFP/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposals in connection with the work for which their RFP/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/BID price or the RFP/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the Boards to vendors is based on the recipient's specific request and application to DemandStar by Onvia at www.DemandStar.com [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

OWNERSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the Board. Reference to literature submitted with a previous RFP/BID will not relieve the Bidder from including any required documents with this RFP/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The Financial Services Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service. **DRUG FREE WORKPLACE:** All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

BOARD OF SUMTER COUNTY COMMISSIONERS, are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the Boards. Submittals not meeting stated minimum terms and qualifications may be rejected by the Boards as nonresponsive. The Boards reserve the right to reject any or all submittals without cause. The Boards reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the Boards, or who has failed to perform faithfully any previous contract with the Boards or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Nextel time is hereby established as the Official Time of the Boards.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFP/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/BID must be submitted. The Proposer/Bidder shall state in the RFP/BID FORMS the name and address of each person interested therein.

Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/BID FORM. In the event that there is a discrepancy on the RFP/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the Boards' intent to select a vendor within **sixty (60) calendar days** of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least **ninety (90) calendar days** after the deadline for receipt of the RFP/BID.

ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the Boards may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Boards reserve the right to make investigations of the qualifications of the firm as it deems appropriate.

PREPARATION COSTS: The Boards shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/BID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the Boards' representative (Financial Services Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):

The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the Financial Services Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc). Proposers/Bidders are required to use the official RFP/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposals/bid. RFP/BID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).

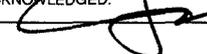
MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/BID specification for any item(s). If RFP's/BID's are based on equivalent products, indicate on the RFP/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/BID's which do not comply with these requirements are subject to rejection. RFP's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/BID FORM. The Financial Services Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the Boards unless evidenced by a Change Notice issued and signed by the Financial Services Manager, or designated representative.

QUANTITIES: The quantities as specified in this RFP/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the Boards within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original Board format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:

 (Signature and Date)

11/26/12

This document must be completed and returned with your Submittal.

REFERENCE & SIMILAR PROJECTS EXPERIENCE FORM

This document must be completed and returned with your Submittal

Owner / Business Name: John Gallagher / Martin County BOCC		
Project Location / Address: 2401 SE Monterey Rd		
City: Stuart	State: FL	Zip Code: 34996
Point of Contact: John Gallagher		Dates of Work: 2009 - 2011
Phone Number: 772-288-5480		Fax Number:
E-mail Address: JGallagher@Martin.FL.US		
Project Name: Scanning Building Records		
Brief Description of Project: DRS converted over 1 million Records from Paper + Microfilm for the Counties Building Dept.		

Owner / Business Name: City of Tamarac		
Project Location / Address: 1525 NW 88 Ave		
City: Tamarac	State: FL	Zip Code: 33321
Point of Contact: Lillian Pabon		Dates of Work: 2008 - Current
Phone Number: 954-597-3503		Fax Number:
E-mail Address: lillianp@Tamarac.org		
Project Name: Scanning + Microfilming		
Brief Description of Project: DRS HAS BEEN scanning various Records for the City of Tamarac since 2008, we have converted over 2.5 million Images for the Building Dept.		

Owner / Business Name: City of Miami Building Dept		
Project Location / Address: 444 SW 2 Ave		
City: Miami	State: FL	Zip Code: 33130
Point of Contact: Debbie Fagan		Dates of Work: 2009 - Current
Phone Number: 305 416-1146		Fax Number:
E-mail Address: dfagan@Ci.miami.FL.US		
Project Name: Scanning Building records		
Brief Description of Project: Scanning BACKfile Records for the Building Dept.		

CONTRACTOR'S AFFIDAVIT

State of Florida
County of FL

Before me personally appeared John Cirone who is (title) SVP
of (the company described herein) M. Des Groseuil being duly sworn, deposes and says that the foregoing statements are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements and answers to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any pertinent information requested by The Sumter County Board of County Commissioner deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the applicant.

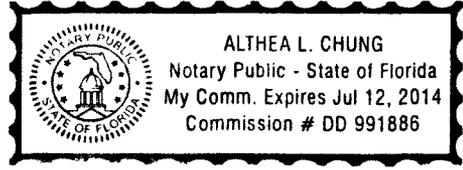
Personally Known _____ or Produced Identification FLORIDA DRIVER LICENSE

Sworn to and subscribed before me this 26th day of NOVEMBER, 2012

Althea L. Chung
NOTARY PUBLIC - STATE OF FLORIDA
(Signature of Notary Public)

Althea L. Chung
(Print Name of Notary Public)

(seal)



This document must be completed and returned with your Submittal

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

The DCS Group of Florida, Inc
(print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under Proposals or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under Proposals or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- “As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”.

[Signature]
Authorized Signature
11/26/12
Date Signed

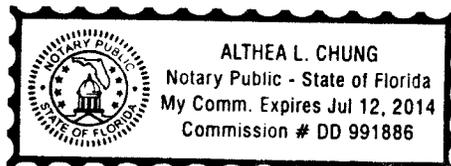
State of: FLORIDA
County of: BROWARD

Sworn to and subscribed before me this 26th day of NOVEMBER, 2012

Personally known [Signature] or Produced Identification FLORIDA DRIVER LICENSE
(Specify Type of Identification)

[Signature]
Signature of Notary

My Commission Expires
(seal)



This document must be completed and returned with your Submittal.

HOLD HARMLESS AGREEMENT

The Contractor/Vendor is required to purchase and maintain minimum limits of \$1,000,000 per occurrence for all liability, which includes general liability and, if applicable, automobile liability. Other coverage may be required where applicable.

The Contractor/Vendor agrees to hold the Board of Sumter County Commissioners harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, unless such claims are a result of the County's sole negligence.

The Contractor/Vendor shall purchase and maintain workers' compensation insurance for all workers' compensation obligations imposed by state law and employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease. Even if the Contractor/Vendor is not required by state law to secure workers' compensation insurance, the Contractor/Vendor shall purchase and maintain worker's compensation insurance in order to perform or provide services to Sumter County. This is the standard requirement however; the Financial Services Department can perform a special review as needed on a case-by-case basis for the Contractor/Vendor.

The Contractor/Vendor shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the County representative requesting the service.

By signature upon this form the Contractor/Vendor stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

The DES Group of Florida
Contractor/Vendor-Print Name
RFP # 025-0-2012/AT
Project Name


Signature
11/26/12
Date

The effective dates of this Hold Harmless Agreement shall be for the current Fiscal Year.

E-Verify Vendor/Contractor/Subcontractor Certification

The Sumter County Board of County Commissioners has mandated that effective August 1, 2012, all vendors, contractors and subcontractors doing business with Sumter County must certify that they have implemented the federal E-Verify program.

E-Verify is a federal system established by the Department of Homeland Security to determine the immigration and work-eligibility status of prospective employees. Detailed E-Verify program information for employers can be found at <http://www.dhs.gov/e-verify>.

Prior to providing goods or services to Sumter County, vendors must certify compliance with the federal E-Verify program. In the case of contractors, this includes obtaining written certification from all subcontractors who will participate in the performance of the contract. The certification below has been prepared for all vendors and contractors to use for this purpose. All subcontractor certifications must be kept on file with the contract vendor and made available to the state and/or County upon request.

CERTIFICATION (In accordance with Executive Order No. 11-02)

I certify that the company shown below is in compliance with the above statement and that I am authorized to sign on its behalf.

Name of Company: The DRS Group of Florida

Authorized signature: 

Printed name & Title: John Civale SVP

Address: 11281 Interchange Cir. South Miami, FL 33025

Date: 11/26/12

Telephone Number: 954-553-4009

E-mail address: JCivale@DRSImaging.com

Sumter County reserves the right to determine how it will respond to any instances of non-compliance or false certification of compliance. Potential County actions include, but are not limited to, cancellation of the contract and/or suspending or debaring the contract vendor from performing services in any aspect to the County.

Please send the completed form to the Financial Services Department, 7375 Powell Road, Suite 206, Wildwood, FL 34785, or fax the form to (352)-689-4436. Once the form is received by the Financial Services Department the completed form will remain on file according to the Sumter County Retention Policy.

Please contact the Financial Services Department at 352-689-4435 with questions regarding this requirement.

The effective dates of this E-Verify Form shall be for the current fiscal year.
This document must be completed and returned with your Submittal.

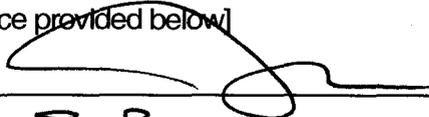
ANTI-COLLUSION STATEMENT

By signing this form, the vendor agrees that this quote is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a quote for the same purpose and that the quote is in all respects fair and without collusion or fraud,

IT IS AGREED BY THE UNDERSIGNED VENDOR. THAT THE SIGNING AND DELIVERY OF THE QUOTE REPRESENTS THE VENDOR'S ACCEPTANCE. OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE VENDOR AND THE BOARD OF SUMTER COUNTY COMMISSIONERS

NAME OF FIRM: The DRS Group of Florida

[Sign in ink in the space provided below]

SIGNED BY: 

TITLE: SVP

ADDRESS: 11281 Interchange Cir. S.

CITY & STATE: MiLamar, FL 33025

TELEPHONE: 454 - 553-4009

NO quotes will be withdrawn for a period of sixty (60) days subsequent to the opening of quotes, without the consent of the Board of Sumter County Commissioners,

NO QUOTE (Reason):

This document must be completed and returned with your Submittal

This document must be completed and returned with your Submittal
STATEMENT OF PUBLIC ENTITY CRIMES

This is a sworn statement under Section 287.133(3)(a), Florida Statutes, on public entity crimes and must be signed in the presence of a notary public or other officer authorized to administer oaths.

1. This sworn statement is submitted with Bid, Proposal or Contract No. 025-0-2012/AT for

2. This sworn statement is submitted by The DRS Group of Florida
(Name of entity submitting sworn statement)

whose business address is:

11281 Interchange Cir. S.
Miromar FL 33025

Its Federal Employer Identification Number (FEIN) is 59-3148214. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

3. I understand that a *Public Entity Crime* as defined in Paragraph 287.133(1)(g), Florida Statutes, is 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 with the United States, including, but not limited to, any bid, proposal, reply or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that *convicted* or *conviction* as defined in Paragraph 286.133(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 indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial or entry of a plea of guilty or nolo contendere.

5. I understand that an *affiliate* as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:

(a) A predecessor or successor of a person convicted of a public entity or crime; or

(b) An entity under the control of a natural person who is active in the management of the entity and who has been convicted of a public entity crime. *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 thirty-six (36) months shall be considered an affiliate.

6. 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 bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. *Person* includes those officers, directors, executives, shareholders, partners, employees, members, and agents who are active in management of an entity.
7. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)


(Signature)

Sworn to and subscribed before me this 26th day of NOVEMBER, 2012.

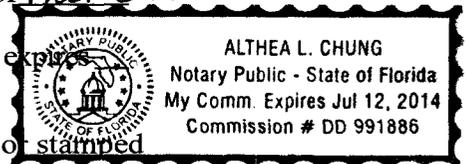
Personally Known _____

OR produced identification FLORIDA DRIVER Lic Notary Public – State of FLORIDA

FLORIDA DRIVER LICENSE
Type of identification produced

My commission expires _____

(Printed, typed or stamped)
Commissioned name of notary public)



STATEMENT OF "NO PROPOSALS"
RFP # 025-0-2012/AT

If you do not intend to submit a Proposal for this project, please complete and return this form prior to date shown for receipt of Proposals to: Sumter County BOCC, 7375 Powell Road, Suite 206, Wildwood, Florida 34785. Attn: Ms. Chris Morrison.

We, the undersigned, have declined to submit a Proposal for your **RFP # 025-0-2012/AT SUMTER COUNTY SCANNING AND ATTRIBUTION/INDEXING OF PAPER FILES FOR PUBLIC WORKS DIVISION** for the following reasons:

- _____ Specifications are too "tight", i.e. geared toward one brand or manufacturer only (please explain reason below)
- _____ Insufficient time to respond to Request for Proposals.
- _____ We do not offer this product/s or equivalent.
- _____ Remove us from your vendor's list for this commodity or service.
- _____ Our product schedule would not permit us to perform to specifications.
- _____ Unable to meet specifications.
- _____ Unable to meet insurance requirements.
- _____ Specifications unclear (please explain below).
- _____ Competition restricted by pre-approved owner standards.
- _____ Other (please specify below or attach a separate sheet).

Remarks:

"We understand that if this "No Proposals" letter is not executed and returned, our name may be deleted from the list of qualified proposers for the owner for future projects or commodities."

Company Name: _

Address: _____

Signature and Title:

Telephone Number _____ Date

Sumter County Board of County Commissioners – RFP # 025-0-2012/AT Sumter County Scanning and Attribution/Indexing of Documents for Public Works Division

PROPOSAL PRICING FORM

All sizes in inches	Estimated Quantity	Unit Price <i>(travel cost factored into unit price)</i>	Total Cost
*Storage Boxes Price per each box 10 (H) x 12 (W) x 15 (D)	100	\$ 400.00	\$ 40,000.00
Flat files greater than 11 x 17 Price per each sheet	10,000	\$ 1.15	\$ 11,500.00
Total Project Cost:			\$ 51,500.00

* When preparing, quote submitter must take into consideration that storage boxes may contain various sized documents.

Estimated quantities are Public Works Division best estimate for proposal. Unit prices for winning proposer will be used to adjust cost for quantities over or below estimated quantity.



CERTIFICATE OF LIABILITY INSURANCE

DRSGROU-01

NIBLACKD

DATE (MM/DD/YYYY)

10/23/2012

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

Insurance Office of America - LNG
1855 West State Road 434
Longwood, FL 32750

CONTACT NAME:

Julia Baldwin

PHONE

(A/C. No. Ext): (407) 788-3000

FAX

(A/C. No.): (407) 788-7933

E-MAIL

ADDRESS: Julia.Baldwin@ioausa.com

INSURER(S) AFFORDING COVERAGE**NAIC #**

INSURER A : Travelers Indemnity Company of America 25666

INSURER B : Travelers Indemnity Company 25658

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED

DRS Group of Florida, Inc.
11281 Interchange Circle South
Miramar, FL 33025

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		6807389H752	11/6/2011	11/6/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY					
	ANY AUTO ALL OWNED AUTOS HIRED AUTOS	SCHEDULED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 5,000		ISFCUP2483Y996	11/6/2011	11/6/2012	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				WC STATUTORY LIMITS OTHER 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)

CERTIFICATE HOLDER**CANCELLATION**

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

Sample

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/22/2012PRODUCER (407)838-3445 FAX: (407)838-3460
LRA Insurance
498 S Lake Destiny Rd

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Orlando FL 32810
INSURED
The DRS Group of Florida Inc
11281 Interchange Circle South
Miramar FL 33025INSURERS AFFORDING COVERAGE
INSURER A: Star Insurance Company NAIC # 18023
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>				
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS / UMBRELLA LIABILITY OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below OTHER	WC 0707529	10/11/2012	10/11/2013	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

()

Sample

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Debra Lampe/KERRIE

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