

# Request for Quote

For Courier Services

May 20, 2015

Office of Tiffany Moore Russell  
Orange County Clerk of Courts

425 North Orange Ave, Suite 260  
Orlando, FL 32801



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## Confidentiality Statement

Selected vendor and all sub-contractors of selected vendor shall be required to sign a standard non-disclosure agreement addressing information/content deemed “non-public” if there is not already one on file with the Orange County Clerk of Courts.

The Orange County Clerk of Courts (“hereafter referred to as OCCC”), being a government entity doing business within the State of Florida, is obligated under the “Sunshine Laws” to provide any information other than that deemed “non-public” under the same Laws to any individual making a public records request for such information.

## Submission Details

### Schedule and Deadlines

RFQ released to Public	Wednesday, May 20, 2015
Written Questions Due	Wednesday, May 27, 2015
Response to Vendor Questions	Tuesday, June 02, 2015
Quote Deadline due by 5 PM	Tuesday, June 12, 2015
Evaluation of Quotes and Interviews	Friday, June 19, 2015
Contract Negotiations and Approval by OCCC Senior Staff	Wednesday, July 01, 2015
Contract Awarded	Thursday, July 02, 2015
Contract Signed	Thursday, July 09, 2015

All submissions for responding to this request must be submitted electronically to our office, as stated below, no later than:

**Tuesday, June 12, 2015**  
**No later than 5:00pm EDT**

### Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request For Quote (RFQ):

Damaris Nazario, Purchasing Specialist  
Financial Services Division  
Orange County Clerk of Courts  
425 North Orange Ave, Suite 260  
Orlando, FL 32801  
Voice: 407-836-2214  
Email: damaris.nazario@myorangeclerk.com

## Electronic Submissions

Electronic submission in response to this Request for Quote is the preferred method and will be accepted as long as they meet the following criteria:

Sent via email to: [damaris.nazario@myorangeclerk.com](mailto:damaris.nazario@myorangeclerk.com)

Document standards:

- Microsoft documents are preferred; Adobe .pdf are acceptable
- Firewall security limits all incoming/outgoing correspondence to 15 MB per email attachment(s); Send any correspondence > 15MB in multiple emails and state within the emails the corresponding sequence of each email as they are sent.
- Zip files are acceptable

Orange County Clerk of Courts will confirm receipt of your quote. Please contact Damaris Nazario within 24 hours, if you have not received such confirmation.

## Introduction and Executive Summary

Orange County Clerk of Courts is currently seeking quotes from qualified vendors to provide labor and all transportation assets as necessary to perform courier/delivery services between various locations that include but are not limited to our office branch locations as described herein.

Vendor selected to provide such courier services shall be required to pick-up and/or deliver mail, files, boxes, packages, and/or related items on a daily basis as described in Appendix A.

## Business Overview & Background

OCCC is a constitutional office that serves the citizens of Orange County Florida and those conducting business with the court system of Orange County. OCCC a constitutional office that serves Orange County, has approximately 450 employees.

OCCC maintains nearly 2.5 million circuit and county court records for the 9th Judicial Circuit. As the Information Hub of the Justice System, we keep myorangeclerk.com up-to-date with case information while also providing customers access to their files and all their court needs. We are also accountable to the voters of Orange County, providing a checks and balance to the courts that maintains openness and integrity.

The Mission of OCCC is to manage information of the justice system and provide other public services for the global community in an efficient and effective manner.

## Detailed Specifications

### *Scope of Work*

The successful vendor agrees to provide OCCC daily courier service between various locations as shown below. This service shall include all labor, materials and equipment necessary to execute delivery service from and to the locations listed attached, in accordance with schedule and daily volume as described in Appendix A.

Volume of mail to be handled daily varies and does not exceed 500 pounds. This volume is an approximation and may fluctuate daily.

Vendor shall perform services Monday through Friday, excluding OCCC holidays.

Vendor shall ensure that each driver connected with performance of this courier service provided shall have a valid and appropriate State of Florida Driver's License and sign a non-disclosure confidentiality agreement. Driver is not to leave boxes/mail in an unsecured area that may be open to public viewing or access. The vehicle must be locked when unoccupied.

Vendor shall provide for own parking during the performance of this service.

### *Orange County Clerk of Courts Responsibilities*

OCCC shall provide the following in support of the courier service provider awarded the contract based on this RFQ:

- Complete address for all pick-up and drop-off locations.
- Times for all pick-up and drop-off locations.

Vendors are encouraged to make list of additional information requested by the Written Questions Due date listed on Page 3 –under *Schedule and Deadline* of this RFQ.

## Terms and Conditions

This Request for Quote (RFQ) is an invitation by the OCCC for potential vendors to submit a proposal, which may be subject to subsequent discussion. Submittal of a proposal does not create any right in or expectation to a Contract with the OCCC. The OCCC reserves the right to reject any or all proposal and the OCCC further declares that it should incur no financial obligations for any costs by any company in preparation of their proposal.

### *Background Checks*

All employees of selected vendor providing onsite services at any of the locations listed in Appendix A will be required to successfully pass a criminal background check processed by the Orange County Sheriff's Office.

*Cost and Fee Arrangement*

The vendor must provide a binding quote with maximum cost for the courier services based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items or services shall be priced separately from this Request for Quote.

Responses should include a breakdown of the firm's rates, fees and/or charges for services on a monthly basis.

OCCC payment terms are within 45 days of receipt of invoices. All invoices shall include the Purchase Order (PO) number issued based on contract term dates. Any invoices that do not include the PO number may be returned to the vendor for further re-processing.

All prices shall be firm and not subject to increase during the period of the Contract.

The parties to this Agreement agree that the services to be provided Clerk are a number (X) daily pick-ups, a number (X) daily drop offs per week, that are paid for at a flat monthly rate. In the event there are not such number (X) daily pick -ups or drop- offs on a given day, the parties agree that the monthly rate to be paid by the Clerk for that month shall be reduced as follows: the monthly rate divided by the sum of such number (X) pick -ups and such number (X) drops offs per day for that month equals the amount the monthly rate for that month will be reduced and not due and owing by the Clerk.

*Termination Clause*

OCCC shall have the right to terminate or modify the Contract at any time, upon 30 days written notice to the service provider, whenever OCCC determines that the performance of the vendor is unsatisfactory, whenever the funds are not appropriated by OCCC to pay for such services, or for cause of the convenience of OCCC.

**Selection Criteria, Evaluation and Award**

To be considered, a vendor must meet the following minimum qualifications:

1. Vendor must have a minimum of two consecutive years of paid experience performing services similar to those required in this RFQ.
2. Vendor must submit three references from current and/or former paying clients for whom vendor has provided services similar to those required herein, within the last two years. References shall be contacted by OCCC to validate the information provided by the vendor and to determine the client's overall satisfaction with the services provided. Vendor is responsible for notifying their references that OCCC may contact them for reference and performance information. If references cannot be reached, the quote may be deemed non-responsive and rejected. If references obtained by OCCC are not favorable, OCCC shall reject the bid.
3. Vendor must possess all licenses and permits required to complete this contractual service. Licenses and permits must be in good standing at the time of quote submission and during the

term of the agreement. Vendor must submit a copy of the said license(s) and permit(s) along with the response to this RFQ.

4. The vendor should provide Information on certifications such as Minority and Women Business Enterprise, Better Business Bureau standing, etc.
5. The vendor should provide information regarding any pending or previous litigation within the last ten years related to the services/products being requested regardless of outcome.

*Insurance and Permit requirements*

Vendor shall provide detail and proof of Commercial General Liability and Motor Vehicle Liability with a limit of not less than \$100,000 for each occurrence. Vendor at his/her own expense shall be responsible for obtaining the necessary insurance, permits, franchise, licenses, and other authorities required for lawfully effecting the work described herein.

*Evaluation and Award*

At the time of quote evaluations, each quote shall be checked for the presence of absence of required information in conformance with the submission requirements of this RFQ. OCCC shall evaluate and score each quote to determine its responsiveness to the published requirements.

**Appendix A**

DAYS	EXPECTED PICK-UP TIME	FROM	TO	EXPECTED DROP-OFF TIME
M-F	9:30AM - 10 AM	OC Clerk of Courts 1111 Rock Springs Rd Apopka, FL 32712	OC Clerk of Courts 425 N Orange Ave Suite 150 Orlando, FL 32801	By 11:30 AM
M-F	8:00 AM	OC Clerk of Courts 3855 S John Young Pkwy Orlando, FL 32839	OC Clerk of Courts 425 N Orange Ave Suite 150 Orlando, FL 32801	8:30 AM
M-F	3:00 PM	OC Clerk of Courts 3855 S John Young Pkwy Orlando, FL 32839	OC Clerk of Courts 425 N Orange Ave Suite 150 Orlando, FL 32801	4:00 PM
M-F	8 AM - 11:00 AM	OC Clerk of Courts 684 S Goldenrod Rd Orlando, FL 32822	OC Clerk of Courts 425 N Orange Ave Suite 150 Orlando, FL 32801	By 11:30 AM
M-F	8 AM - 10:00 AM	OC Clerk of Courts 2000 E Michigan St Orlando FL 32806	OC Clerk of Courts 425 N Orange Ave Suite 150 Orlando, FL 32801	By 11:30 AM
M-F	8 AM - 9:00 AM	OC Clerk of Courts 475 N Story Rd Ocoee, FL 34761	OC Clerk of Courts 1111 Rock Springs Rd Apopka, FL 32712	9:30AM - 10 AM
M-F	9AM - 9:30AM	Recording 109 E. Church Street Suite 300 Orlando, FL. 32801	OC Clerk of Courts 425 N Orange Ave Suite 150 Orlando, FL 32801	By 11:30 AM
M, W, F	8AM-5PM	Apopka Police Dept. 112 E 6th Street Apopka, FL 32703	OC Clerk of Courts - Traffic 425 N Orange Ave Suite 410 Orlando, FL 32801	By Noon
F	8AM - 4PM	Belle Isle 1521 Nela Ave Belle Isle, FL 32809	OC Clerk of Courts - Traffic 425 N Orange Ave Suite 410 Orlando, FL 32801	By Noon
F	8AM-5PM	Eatonville Police Dept. 11 People Street Eatonville, FL 32751	OC Clerk of Courts - Traffic 425 N Orange Ave Suite 410 Orlando, FL 32801	By Noon
T, F	2:30PM- 4:30PM	Maitland Police Dept. 1837 Fennell St Maitland, FL 32751	OC Clerk of Courts - Traffic 425 N Orange Ave Suite 410 Orlando, FL 32801	By Noon
M-F	1PM- 4:30PM	OC Sheriff's Office 2400 W 33rd Street Orlando, FL 32839	OC Clerk of Courts - Traffic 425 N Orange Ave Suite 410 Orlando, FL 32801	By Noon



DAYS	EXPECTED PICK-UP TIME	FROM	TO	EXPECTED DROP-OFF TIME
M-F	8AM-5PM	OPD 100 S Hughey Ave Orlando, FL 32801	OC Clerk of Courts - Traffic 425 N Orange Ave Suite 410 Orlando, FL 32801	By Noon
T, F	8AM-5PM	UCF 4000 Central Florida Blvd Orlando, FL 32816	OC Clerk of Courts - Traffic 425 N Orange Ave Suite 410 Orlando, FL 32801	By Noon
T, F	1PM-3PM	Winter Park Police Dept. 500 N Virginia Ave Winter Park, FL 32789	OC Clerk of Courts - Traffic 425 N Orange Ave Suite 410 Orlando, FL 32801	By Noon
M-F	8 AM – 11:00 AM	OC Clerk of Courts 450 N Lakemont Winter Park, FL 32792	OC Clerk of Courts 425 N Orange Ave Suite 150 Orlando, FL 32801	By 11:30 AM