



SCOTT MINNIX
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Telephone: (323) 881-3719
E-mail: jane.lee@isd.lacounty.gov

"Trusted Partner and Provider of Choice"

October 18, 2017

ADDENDUM NUMBER THREE TO REQUEST FOR STATEMENT OF QUALIFICATION (RFSQ) # 104542 FOR DOCUMENT STORAGE SERVICES MASTER AGREEMENT

This Addendum Number Three is being issued to revise the requirements for RFSQ #104542.

1. Refer to RFSQ, Section 1.1 Scope of Work. Add the following paragraph:

Vendors may seek to qualify in one or more of the following Document Storage Services categories:

- I. Paper Records
 - II. Vault Storage – Special
2. Refer to RFSQ, Section 1.4 Vendor's Minimum Qualifications. Add the following sub-paragraph 1.4.2:

1.4.2 Category Specific Qualifications

Vendors that meet the minimum qualifications identified in Section 1.4.1 must also meet the additional requirements as identified in Exhibit A – Statement of Work, Section 14.0, Specific Categories and Additional Requirements.

3. Refer to Appendix B, Sample Master Agreement, Exhibit A – Statement of Work. Add the following Section 14.0:

14.0 Specific Categories and Additional Requirements

14.1 Category I: Paper Records

No additional requirements.

14.2 Category II: Vault Storage - Special

14.2.1 Transportation

Contractor shall provide vehicles that are air conditioned in the cargo compartment to maintain a temperature between 65° F (18° C) and 75° F (24° C).

14.2.2 Storage Methods & Temperature Requirements

Documents shall be stored on shelves, racks or in storage cabinets made of non-corrosive materials. Storage temperature should be less than 70° F, ideally at about 65° F. Relative humidity should not exceed 40%, ideally, should be kept within a range of 20% to 30%. Fluctuations in temperature and humidity ideally should not exceed 5% in a 24-hour period.

4. Refer to RFSQ, Appendix C – RFSQ Required Forms. Add attached Exhibit 14, Category Specific Submittal Form.

The updated RFSQ will be posted via the County's website at <http://camisvr.co.la.ca.us/lacobids/>. All other terms and conditions of RFSQ #104542 remain in effect.

REQUIRED FORMS - EXHIBIT 14

DOCUMENT STORAGE SERVICES MASTER AGREEMENT STATEMENT OF QUALIFICATION SUBMITTAL FORM

This serves as an application for the Document Storage Services Master Agreement.

To Complete the Statement of Qualification:

1. Check off/fill out all the requirements met and sign form.
 - Minimum Qualifications (applies to all vendors)
 - Category Specific Qualifications (only complete sections in categories you intend to apply for)
2. Attach all applicable documents listed in Required Forms section.
3. Attach copies of the licenses/certificates/proof registrations checked off in specific categories.
4. Vendor acknowledges and certifies that it meets the Minimum Qualifications listed in Paragraph 1.4 - Minimum Qualifications, and the applicable requirements of Paragraph 2.7.2 – Vendor’s Qualifications of this Request for Statement of Qualifications (RFSQ).

COUNTY USE ONLY

VENDOR NAME		AGREEMENT #
DATE RECEIVED	ANALYST	

1.4 MINIMUM QUALIFICATIONS

APPLICATION CATEGORIES (check all that apply)	YEARS PERFORMING SERVICE (within the last 5 years)
☐ Category I Paper Records	_____ yrs
☐ Category II Vault Storage – Special	_____ yrs

INSURANCE REQUIREMENTS (for all vendors)	County Use Only
GENERAL LIABILITY	
General Aggregate: \$2,000,000	☐
Products/Completed Operations Aggregate: \$1,000,000	☐
Personal and Advertising Injury: \$1,000,000	☐
Each Occurrence: \$1,000,000	☐
AUTO LIABILITY	
Auto Liability: \$1,000,000	☐
WORKERS' COMPENSATION	
Each Accident: \$1,000,000	☐
Disease – Policy Limit: \$1,000,000	☐
Disease – Each Employee: \$1,000,000	☐
WAREHOUSE OPERATIONS LEGAL LIABILITY	
Deductible: \$5,000 Maximum	☐
Limits: \$10,000,000	☐
MOTOR TRUCK CARGO	
Deductible: \$5,000 Maximum	☐
Limits: \$10,000,000	☐

REQUIRED FORMS

APPENDIX C		County Use Only
Exhibit 1: Vendor's Organization Questionnaire/Affidavit and CBE Information	☐	☐
Exhibit 2: Certification of No Conflict of Interest	☐	☐
Exhibit 3: Vendor's EEO Certification	☐	☐
Exhibit 4: Request for Preference Consideration	☐	☐
Exhibit 5: Familiarity with the County Lobbyist Ordinance Certification	☐	☐
Exhibit 6: Prospective Contractor References	☐	☐
Exhibit 7: Prospective Contractor List of Contracts	☐	☐
Exhibit 8: Prospective Contractor List of Terminated Contracts	☐	☐
Exhibit 9: Attestation of Willingness to Consider GAIN/GROW Participants	☐	☐
Exhibit 10: County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception	☐	☐
Exhibit 11: Charitable Contributions Certification	☐	☐
Exhibit 12: Certification of Compliance with the County's Defaulted Property Tax Reduction Program	☐	☐
Exhibit 13: Zero Tolerance Policy on Human Trafficking Certification	☐	☐
Exhibit 14: Statement of Qualification Submittal Form	☐	☐
VENDOR SUPPLIED		
Certificate of Good Standing (if Corporation or LLC)	☐	☐
Statement of Information (if Corporation or LLC)	☐	☐
Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership (if Limited Partnership)	☐	☐
Statement of Pending Litigation	☐	☐
ACORD Certificate of Insurance	☐	☐
LA County named additional insured	☐	☐
All applicable licenses, certificates & proof of registration attached	☐	☐

APPLICANT ACKNOWLEDGES THAT IF ANY FALSE, MISLEADING, INCOMPLETE, OR DECEPTIVELY UNRESPONSIVE STATEMENTS IN CONNECTION WITH THIS SOQ ARE MADE, THE SOQ MAY BE REJECTED. THE EVALUATION AND DETERMINATION IN THIS AREA SHALL BE AT THE DIRECTOR'S SOLE JUDGMENT AND HIS/HER JUDGMENT SHALL BE FINAL. I DECALARE UNDER PENALTY OF PERJURY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT.	
PREPARER'S SIGNATURE	DATE
PRINT PREPARER'S NAME	TITLE
ADDRESS	CITY , STATE



SCOTT MINNIX
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Telephone: (323) 881-3719
E-mail: jane.lee@isd.lacounty.gov

"To enrich lives through effective and caring service"

March 20, 2017

ADDENDUM NUMBER TWO TO REQUEST FOR STATEMENT OF QUALIFICATION (RFSQ) # 104542 FOR DOCUMENT STORAGE SERVICES MASTER AGREEMENT

Dear Vendors:

This Addendum Number Two is issued to provide revision to the requirements of RFSQ #104542.

- In Appendix A, Statement of Work - Sub-paragraph 8.2.1 Scanning, is deleted in its entirety and replaced with the following:

8.2.1 Intentionally Omitted

All other terms and conditions of RFSQ #104542 remain in effect.

//
//
//
//
//



SCOTT MINNIX
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Telephone: (323) 881-3719
E-mail: jane.lee@isd.lacounty.gov

"To enrich lives through effective and caring service"

December 1, 2016

ADDENDUM NUMBER ONE TO REQUEST FOR STATEMENT OF QUALIFICATION (RFSQ) # 104542 FOR DOCUMENT STORAGE SERVICES MASTER AGREEMENT

Dear Vendors:

This Addendum Number One is issued to respond to questions submitted and to provide clarifications and revisions to the requirements of RFSQ #104542.

1. Responses to questions received in response to this RFSQ are attached to this Addendum Number One as Attachment I.
2. In RFSQ, add Section 1.40 to read as follows:

1.40 Vendor's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking. The policy prohibits Vendors engaged in human trafficking from receiving contract awards or performing services under a County contract.

Vendors are required to complete Exhibit 13 (Zero Tolerance Policy on Human Trafficking Certification) in Appendix C (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Section 8.53 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix B (Sample Master Agreement). Further, contractors are required to comply with the requirements under said provision for the term of any Master Agreement awarded pursuant to this solicitation.

3. In Appendix B, Sample Master Agreement, add the following sub-paragraph:

8.53 Compliance with County's Zero Tolerance Policy on Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Master Agreement. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this paragraph shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Master Agreement.

4. In Appendix C, Required Forms, add the attached Exhibit 13 – Zero Tolerance Policy on Human Trafficking Certification.

All other terms and conditions of RFSQ #104542 remain in effect.

REQUIRED FORMS - EXHIBIT 13

ZERO TOLERANCE POLICY ON HUMAN TRAFFICKING CERTIFICATION

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract for _____ Services		

VENDOR CERTIFICATION

Los Angeles County has taken significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

Vendor acknowledges and certifies compliance with Section 8.53 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of the proposed Contract and agrees that vendor or a member of his staff performing work under the proposed Contract will be in compliance. Vendor further acknowledges that noncompliance with the County's Zero Tolerance Policy on Human Trafficking may result in rejection of any proposal, or cancellation of any resultant Contract, at the sole judgment of the County.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

Print Name:	Title:
Signature:	Date:

Attachment I

1a. Q: When you released the Statement of Work, you want us to give the lowest price for storage, some of these are all inclusive. It's really hard to keep because the requirements could be different. Is there any way that language could be modified or taken out since it's going to be lowest price anyways?

A: For reference, prospective vendors had an opportunity to request a Solicitation Review if the vendor believed that, among other reasons, (1) the application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the vendor; and/or (2) due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective vendor. However, the deadline to submit a Solicitation Requirements Review has passed (see RFSQ Sections 2.3 and 2.4).

1b. Q: They have retrieval & destruction was also listed in there. They have cases vs. boxes. They're all different. If you have indexing to do on one but not the other. But if you bid by certain price, certainly there're some that higher than the others.

A: ISD will be soliciting Subordinate Agreements for Departments based on their needs. Pricing will be requested at that time.

2. Q: What's the process for the \$100 per day per infraction?

A: Refer to RFSQ Sub-paragraph 8.25 – Liquidated Damages.

3. Q: What's the CAP on Limited Liabilities? There's no cap on that, right?

A: Refer to Appendix B Sample Master Agreement, sub-paragraph 8.23 – General Provisions for all Insurance Coverage and sub-paragraph 8.24 – Insurance Coverage.

4. Q: What's the cause/clause for terminating for convenience?

A: Refer to RFSQ Sub-paragraph 8.41 – Termination for Convenience.

5. Q: Is it possible to add digital service to scope of work?

A: Refer to RFSQ Sub-paragraph 8.2.1 – Scanning.

6. Q: With the current contract that's ending, are you going to bid again?

A: Yes, ISD anticipates to release Subordinate Agreement bids in early 2017.

7. Q: Are you going to have a tour?

A: No.

8. Q: Can we have a copy of the presentation?

A: No.

9. Q: Is this bid for paper documents or types/media?

A: This RFSQ solicitation comprises all document storage services. Specific tasks, deliverables, etc. will be determined at the time a department requests Subordinate Agreement bids.

10. Q: What's the volume we are storing for both document and media?

A: Storage volume range from 200 to 300,000 boxes for paper documents, and 3 to 7,000 tapes/cartridges for media.

11. Q: In regards to media, do you see it deviated from what we have with Recall?

A: Question is unclear.

12. Q: What's the cubic feet for Records material?

A: Question is unclear.

13. Q: Do you know if there are any perm out fees associated with your existing vendor? Are they going to charge you for moving the documents to another vendor?

A: No. The new vendor will be working with the existing vendor to pick up documents to be stored.