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"Trusted Partner and Provider of Choice"

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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