



JIM JONES
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

9150 East Imperial Highway
Downey, CA 90242

"To enrich lives through effective and caring service"

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December 8, 2015

Dear Vendor:

AS-NEEDED SMALL OFFICE EQUIPMENT REPAIR MASTER AGREEMENT
(AS-NEEDED SOE REPAIR MA)
REQUEST FOR STATEMENT OF QUALIFICATIONS # 104517

Thank you for your interest in the Los Angeles County's As-Needed Small Office Equipment Repair Master Agreement (As-Needed SOE Repair MA) contracting opportunity. Attached, please find the Request For Statement of Qualifications (RFSQ) #104517, which includes the Master Agreement. In downloading the files, the RFSQ documents should be assembled in the following order: (1) the As-Needed SOE Repair MA RFSQ - Cover Letter; (2) As-Needed SOE Repair MA - RFSQ (3) Appendix A - Required forms; (4) Appendices B - G; (5) Appendix H - Sample Master Agreement (6) Appendix H - Sample Master Agreement-Exhibits (7) Appendix I - Defaulted Tax Property; (8) Appendix J- Statement of Work.

Please review all of the attachments thoroughly, complete the required forms and documentation and send one (1) original and one (1) copy of the Statement of Qualifications (SOQ) package to:

Contracts Analyst (SOE)
County of Los Angeles
Internal Services Department
9150 East Imperial Hwy. MS-46
Downey, CA 90242

There is no deadline for submitting your SOQ. However, all documentation requested must be submitted at the same time. When you have submitted all of the required documentation, County will evaluate your firm's technical qualifications. If your firm's technical qualifications are deemed acceptable with all required forms and upon completion of the administrative review, the County will execute the Master Agreement and send you a complete, executed copy of the Agreement.

If you have any questions regarding the RFSQ process, please send an email to kido@isd.lacounty.gov.

Sincerely,

Mark W. Manning,
Administrative Services Manager III
Contracts ITS- PCS Contracting Division

MWM:ki
Attachments