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County of Los Angeles INTERNAL SERVICES DEPARTMENT

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Speed. Reliability. Value.

May 7, 2026

ADDENDUM NUMBER TWO RECORDS MANAGEMENT SERVICES MASTER AGREEMENT REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) # GCS-10637-S

Addendum Number Two is issued to provide clarifications and revisions to the Records Management Services Master Agreement RFSQ #GCS-10637-S. All revisions to the RFSQ appear in **red** text.

1. In **RFSQ, Section 7.4.2.1 Vendor's Background and Experience (Section A.1)**, is deleted in its entirety and revised as follows:

The Vendor must complete, **sign and date the** Exhibit 1 (Organization Questionnaire/Affidavit) as set forth in Appendix B (Required Forms). The person **completing signing** the form must be authorized to sign on behalf of the Vendor and to bind the Vendor into a Master Agreement. Provide a summary of relevant background information to demonstrate that the Vendor meets the minimum mandatory requirements stated in Paragraph 3.0 of this RFSQ and has the capability to perform the required services as a corporation or other entity. Vendors also must describe, in no more than three pages for each category for which they intend to qualify, their approach and capabilities to providing the services per service category, as well as submit a completed Exhibit 10 (Statement of Qualifications Category Submission Form).

Additionally, Vendor must include a list containing all contracts with public entities for the last three (3) years in which the same or similar scope of services was provided. Vendor's completed form Exhibit 7 (List of Public Entities), in Appendix B (Required Forms) must be provided in Section B (Required Forms) of Vendor's SOQ. Vendor may use additional sheets, if necessary.

Taking into account the structure of the Vendor's organization, Vendor must determine which of the below referenced supporting documents the County requires. If the Vendor's organization does not fit into one of these categories, upon receipt of the SOQ or at some later time, the County may, in its discretion, request additional documentation regarding the Vendor's business organization and authority of individuals to sign Contracts.

If the below referenced documents are not available at the time of SOQ submission, Vendors must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Vendor must submit the following documentation with the SOQ:

1. A copy of a "Certificate of Good Standing" with the state of incorporation/organization.

2. A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The Vendor must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

All other terms and conditions of RFSQ# GCS-10637-S remain in effect.