



REQUEST FOR PROPOSALS

ADMINISTRATIVE OFFICE OF THE COURTS

REGARDING: ADDENDUM 1

RFP TITLE: OFF-SITE STORAGE SERVICES

RFP NUMBER: ITSO 11-13-LM

PROPOSALS DUE: DECEMBER ~~19~~ 23, 2013
NO LATER THAN 2:00 P.M. (PST)

RFP Title: Off-site Storage Services
 RFP Number: ITSO 11-13-LM
 Addendum 1

This Addendum 1 hereby modifies the RFP as follows:

1. Deletions in the RFP are shown in strikeout font (~~strikeout font~~); insertions are shown in bold underlined font (**bold underlined font**). Paragraph numbers refer to the numbers in the original RFP.
2. The following changes are made to the RFP, 2.0 Description of Services and Deliverables, section 2.2:

2.0. DESCRIPTION OF SERVICES AND DELIVERABLES

2.2 In the context of this RFP, the off-site data storage must be an environmentally controlled storage facility, which provides 24 hour/365 day air conditioning, which controls temperature, humidity, and air exchange. ~~In general, the standard is that this environmental control is the equivalent of that required for an office space (maximum temperature of 75° F (22° C), 60° (16° C) minimum temperature; relative humidity: 60% maximum, 30% minimum). The AOC would prefer a general temperature range of between 70° F maximum and 60° F minimum and a relative humidity of between 50 % and 60%.~~ **Specifics will be provided by Proposer.** See #4, below.

3. The following changes are made to the RFP, 3.0 Timeline for this RFP :

3.0 TIMELINE FOR THIS RFP

The AOC has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the AOC.

EVENT	DATE
RFP issued	November 27, 2013
Deadline for questions to Solicitations@jud.ca.gov	December 10 , 2013, no later than 2:00 PM (PT)
Questions and answers posted (<i>estimate only</i>)	December 12, 2013
Latest date and time proposal may be submitted	December 19, 2013, <u>December 23, 2013</u> no later than 2:00 PM (PT)
Evaluation of proposals. This period includes interviews. (<i>See 10.0 Interviews</i>) (<i>estimate only</i>)	December 20, 2013 <u>December 23, 2013</u> through January 8, 2014
Notice of Intent to Award (<i>estimate only</i>)	January 10, 2014
Negotiations and execution of contract (<i>estimate only</i>)	January 13 through January 17, 2014
Notice of Award (<i>estimate only</i>)	January 21, 2014
Contract start date (<i>estimate only</i>)	January 27, 2014
Contract end date (<i>estimate only</i>)	December 31, 2014

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4. The following changes are made to the RFP, 7.0 Proposal Contents, 7.1.3 Management Summary, section:

7.0 PROPOSAL CONTENTS

7.1.3 Management Summary

7.1.3.2 The management summary should contain the following items:

Proposers will provide conditions and features to accommodate AOC off-site storage needs, including, a ~~A~~ description of Proposer's document storage process. Include data on storage handling capability, transportation assets/capabilities, security of documents, facilities available. Also, include information on proximity of storage facilities to San Francisco and average response times to requests for service.

5. The following changes are made to Attachment 2, Exhibit D, Work to be Informed, 6. Contractor Information:

6. CONTRACTOR INFORMATION

A. The off-site store facility ~~should~~ provides the following features:

- ~~i. Earthquake resistant construction~~
- ~~ii. Environmentally controlled storage facility, which provides 24 hour/365 day air conditioning, which controls temperature, humidity, and air exchange (maximum temperature of 75° F (22° C), 60° (16° C) minimum temperature; relative humidity: 60% maximum, 30% minimum).~~
- ~~iii. Automated non-water fire suppression system~~
- ~~iv. Automatically transferred back-up power~~
- ~~v. 7x24x365 monitoring of security, alarm and fire detection systems~~
- ~~vi. On-line card key access systems for all doors~~
- ~~vii. Electronic gate entry to inside loading/unloading area. [TBD]~~

B. The pickup and delivery vehicles ~~should be specifically equipped, alarmed, unmarked service vehicles which~~ include:

- ~~i. Alarm equipped cab and cargo areas~~
- ~~ii. Mobile radio and cellular communications~~
- ~~iii. Portable HALON fire extinguishers~~
- ~~iv. Facilities to transport Customer data in locked, tamper resistant and fire/water/heat/cold resistant, locked containers [TBD]~~

END OF ADDENDUM 1