

Department of Justice, Litigation –
Attachment B -Specifications, Terms & Conditions

VENDOR IS TO PROVIDE A RECORDS STORAGE FACILITY ("FACILITY") FOR THE DEPARTMENT OF JUSTICE - LITIGATION DIVISION - LOCATED AT 400 POYDRAS STREET, NEW ORLEANS, LA 70130 ("AGENCY"), MEETING THE FOLLOWING REQUIREMENTS:

THE CONTRACTOR WILL BE RESPONSIBLE FOR STORAGE, PICK-UP AND DELIVERY OF BOXES TO THE AGENCY LOCATION, RECEIVING, DATA ENTRY, INDEXING, BAR CODING, QUARTERLY INVENTORY REPORTS AND RE-FILING AS NECESSARY BY AGENCY. AT TIME OF BID, THE APPROXIMATE NUMBER OF BOXES STORED AT THE CURRENT VENDOR'S FACILITY IS 1,310. AGENCY WILL TYPICALLY REQUEST BOXES TO BE PICKED UP FROM AGENCY TO BE DELIVERED TO THE FACILITY BY THE CONTRACTOR ONCE EVERY THREE (3) MONTHS.

THE SUCCESSFUL BIDDER MUST ASSURE THE AGENCY OF THEIR PROFESSIONAL ACUITY AND COMMITMENT TO EXCELLENCE OF SERVICE - ALL OF WHICH IS NECESSARY IN ORDER FOR THE AGENCY TO PROVIDE THE LEVEL OF SERVICE DEMANDED BY ITS STAFF AND CLIENTS.

THE FACILITY MUST BE A DEDICATED VITAL RECORDS STORAGE FACILITY OR INCLUDE A DEDICATED VITAL RECORDS STORAGE SECTION AT THEIR FACILITY, IN ACCORDANCE WITH ANSI STANDARDS FOR OFF-SITE STORAGE. THIS FACILITY MUST BE CLIMATE-CONTROLLED, SECURE AND HAVE PROVISIONS AGAINST INTRUSIONS.

THE FACILITY MUST BE EQUIPPED WITH AN AUTOMATED FIRE SUPPRESSION SYSTEM. THE FIRE SUPPRESSION SYSTEM MUST AUTOMATICALLY ACTIVATE UNDER THE CONTROL OF SMOKE/FIRE DETECTORS. IT MUST ALSO INCLUDE SUFFICIENT OPERATIONAL FIRE AND SMOKE ALARMS. THE FACILITY MUST BE DESIGNED TO WITHSTAND CATEGORY 1 HURRICANE FORCE WINDS AND HAVE REASONABLE FLOOD PROTECTION. AN EMERGENCY PLAN MUST BE IN EFFECT IN THE EVENT THE FACILITY BECOMES INACCESSIBLE DUE TO NATURAL DISASTERS. A COPY OF THE PLAN MAY BE REQUESTED BY AGENCY PRIOR TO OR AFTER AWARD, AND IF REQUESTED, MUST BE SUBMITTED WITHIN ONE (1) DAY OF REQUEST.

THE FACILITY MUST HAVE INSURANCE COVERAGE ON THE CONTENTS BEING STORED PROVIDE PROOF OF COVERAGE AND COVERAGE LIMITATIONS, PRIOR TO AWARD, AND PROVIDE TO AGENCY WITHIN TWO (2) DAYS OF REQUEST.

SUCCESSFUL CONTRACTOR MUST BE HIPAA COMPLIANT. VENDOR WILL BE REQUIRED TO SIGN AND SUBMIT A CONFIDENTIALITY AGREEMENT UPON AWARD OF CONTRACT.

SUCCESSFUL VENDOR IS REQUIRED TO PERFORM BACKGROUND CHECKS ON ALL HIRED EMPLOYEES. VENDOR WILL ATTEST THAT HE HAS PERFORMED BACKGROUND CHECKS, WHEN REQUESTED BY AGENCY.

THE VENDOR'S STORAGE FACILITY MUST BE ACCESSIBLE TO THE AGENCY DURING REGULAR HOURS OF AGENCY'S OPERATION (8:30AM - 5:00PM M-F).

SUCCESSFUL VENDOR MUST BE ABLE TO DELIVER THE REQUESTED RECORDS TO THE AGENCY UPON REQUEST BY AGENCY PERSONNEL, WITHIN ONE (1) HOUR OF REQUEST. HOWEVER, DUE TO POSSIBLE URGENT REQUESTS, THE AGENCY MAY NEED TO PICK UP BOXES IN LESS THAN AN HOUR (45 MINUTES OR LESS), BY GOING TO THE VENDOR'S FACILITY TO PICK UP THE RECORDS THAT WERE REQUESTED PRIOR TO ARRIVAL AT THE FACILITY. SUCH RECORDS REQUESTED SHOULD BE

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AVAILABLE WITHIN FORTY-FIVE (45) MINUTES OF REQUEST BY AGENCY. IF REQUEST IS MADE AT OR AFTER 4PM, ITEMS MAY BE DELIVERED THE NEXT BUSINESS DAY BY 9:30AM.

VENDOR MUST HAVE BAR CODE SCANNING INVENTORY CONTROL SYSTEM.

THE SUCCESSFUL VENDOR WILL BE RESPONSIBLE FOR THE TRANSFER OF THE APPROXIMATELY 1,572 CUBIC FEET OF RECORDS FROM CURRENT RECORDS STORAGE FACILITY TO THE AWARDED BIDDER'S LOCATION AS REQUESTED BY THE LADOLITIGATION N.O. THE SUCCESSFUL VENDOR WILL PICK UP CURRENT FILES IN STORAGE FROM CURRENT CONTRACT VENDOR. THIS INCLUDES THE MOVING TRIP TO FACILITY OF THE CURRENT CONTRACT VENDOR, GUARDIAN RECORD & DATA MANAGEMENT D/B/A HMSI, LOCATED AT 5860 CITRUS BLVD, SUITE D-11, NEW ORLEANS, LA, 70123, PHONE NUMBER (504) 305-4311, PICKING UP, MOVING AND PLACING THOSE BOXES INTO YOUR STORAGE FACILITY WHERE FILES WILL BE STORED FOR REMAINDER OF NEW CONTRACT. QUANTITY OF BOXES TO BE MOVED WILL BE APPROXIMATELY 1,310. VENDOR MUST ACKNOWLEDGE QUANTITY (THE NUMBER OF BOXES) RECEIVED FROM CURRENT CONTRACTOR. AGENCY WILL COORDINATE MOVE SCHEDULE WITH BOTH VENDORS. THIS MOVE SHOULD BE COMPLETED WITHIN SEVEN (7) DAYS OF EFFECTIVE DATE OF CONTRACT, AT NO CHARGE.

AT THE END OF THE CONTRACT TERM, OR IF CONTRACT IS NOT RENEWED OR CANCELED FOR ANY REASON, THE STORED RECORDS WILL BE MOVED BY VENDOR WHO WILL HAVE THE NEXT NEW CONTRACT. THE CURRENT CONTRACT VENDOR WILL PALLETIZE, STACK WITH BARCODES VISIBLE AND SHRINK WRAP ALL BOXES PER INSTRUCTIONS OF THE AGENCY FOR DELIVERY TO NEW STORAGE SITE. FINAL INVENTORY SHEETS MUST BE PROVIDED ON ALL RECORDS AT END OF CONTRACT TERM. SUCCESSFUL VENDOR (NEW CONTRACTOR) MUST COMPLETE A BEGINNING INVENTORY ON ALL RECORDS RECEIVED FROM CURRENT CONTRACTOR AT START OF CONTRACT TERM. AGENCY PERSONNEL WILL BE PRESENT AT TIME OF MOVE, ALONG WITH NEW CONTRACT VENDOR, TO PROPERLY APPROVE INVENTORY INFORMATION. THIS PREPARATION MUST BE COMPLETED WITHIN 5 BUSINESS DAYS OF NOTIFICATION.

VENDOR IS TO BILL MONTHLY, SPECIFYING THE SERVICES PROVIDED, NUMBER OF CUBIC FEET BEING USED BY AGENCY FOR STORAGE, AND ANY TRANSACTIONS DONE THAT MONTH, REFERENCING THE LINE ITEM AND UNIT PRICES ON THE ORIGINAL BID AND SUBSEQUENT PURCHASE ORDER.

SHIPPING AND RECEIVING RECORDS ARE TO BE SIGNED AND MAINTAINED FOR FUTURE REFERENCE. A SIGNED COPY OF EACH TRANSACTION SHOULD BE ATTACHED TO INVOICE WHEN SUBMITTED TO AGENCY FOR PAYMENT.

THE RECORDS RELATIVE TO THIS CONTRACT ARE CONTAINED IN STORAGE BOXES OF THE FOLLOWING SIZE: 10" HIGH X 12" WIDE X 15" DEEP - OR 1.2 CUBIC FEET OF SPACE.

NOTE: ANY X-RAYS TO BE INCLUDED IN THIS CONTRACT WILL BE CONSIDERED, FOR BILLING PURPOSES, AS ONE (1) BOX. ANY EXHIBITS (NOT INCLUDING X-RAYS) THAT DO NOT FIT INSIDE A STANDARD SUPPLIED BOX WILL BE CONSIDERED AS TWO (2) BOXES. THESE WOULD TYPICALLY BE STORED UNBOXED, WRAPPED IN BROWN SHIPPING PAPER BY AGENCY, BUT WILL BE INDEXED AND STORED BY VENDOR AT FACILITY.

PRIOR TO AWARD, THE AGENCY RESERVES THE RIGHT TO VISIT THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER'S STORAGE FACILITY THAT WILL BE USED DURING THE TERM OF THE CONTRACT TO CONFIRM THAT THE FACILITY CONFORMS TO THESE SPECIFICATIONS.