



ATTACHMENT 6

MANDATORY REQUIREMENT CERTIFICATION

CERTIFICATIONS:

- _____1. The Bidder has at least seven (7) years of recent experience providing the size and scope of the requirements herein.
- _____2. The Bidder submitted satisfactory evidence that it has had previous experience, adequate financial resources, and organization as herein specified to perform the type, magnitude, and quality of work specified qualifications.
- _____3. Bidder has the ability to pull requested records and ship to NYSIF within 24 business hours of the request.
- _____4. Bidder has the ability to pull requested physical records, scan, and securely email the scanned records to NYSIF within 24 business hours of the request.
 - a. After scanning, physical records must be immediately returned to their secure storage carton. Bidder is not to retain any electronic copy of the scanned physical records and any electronic copy created during the scanning process must be securely destroyed in accordance with the NY State Office of Information Technology Services Sanitation/Secure Disposal Standard (ITS Policy No. NYS-S13-003) immediately after sending to NYSIF.
 - b. Following each request, Bidder must send a signed statement to NYSIF that all electronic copies have been securely destroyed and no electronic copies have been retained within 24 hours of securely destroying the electronic copies. See Certificate of Secure Destruction (Attachment 5) for a sample template.
 - c. If Contractor's RMS is secure and can electronically transmit the records through there for NYSIF staff to access, please indicate that in your proposal. Note, the electronic file would still need to be immediately destroyed, they cannot be retained within the RMS.
- _____5. The Bidder's Storage Facility meets the following requirements:
 - _____ a. Must be a secure facility(ies) located in the State of New York and be located in the service area for daily pick-up/delivery of all major shipping firms including, but not limited to, United Parcel Service (UPS), FedEx, DHL, etc. **Please be advised**, the use of the United States Postal Service (USPS) for delivery to NYSIF is PROHIBITED, as the package will not be properly delivered to the Offices.
 - _____ b. Facility must be able to provide adequate physical storage capacity for as many as 36,000 cartons upon execution of the contract. NYSIF

anticipates a reduction in stored cartons over the course of the contract. In addition, there are yearly deposits of approximately 100 cartons, and destruction of approximately 15% of the inventory per year; however, no minimum or maximum level or quantity is guaranteed or implied. Destruction is expected to outpace intake.

i. Note: all amounts provided above are estimates and subject to change. The awarded firm will be provided with the exact number of cartons to be initially relocated prior to shipment.

_____ c. Must be above-ground and situated outside of a flood-prone area and areas containing sources of toxic, hazardous, or combustible materials.

_____ d. Must be constructed of brick, concrete, and/or steel constructions, and have flooring designed to support the weight of the planned storage when fully utilizing the square- footage and storage height available.

_____ e. Must have a roof that is non-combustible, is leak-proof, and has no roof-mounted equipment above the records storage area.

_____ f. Must not contain any highly flammable, caustic, explosive, or other materials that could contribute to the damage

_____ g. Must be protected with heat and smoke detectors that are monitored 24-hours per day, 365 days per year. It must be equipped with a fire suppression system and must be central station connected to mitigate damages and proper notification made to NYSIF.

_____ h. Storage facility must have procedures in place to ensure protection from damage, disaster (i.e., water, fire), and theft. Facility must also have procedures in place to ensure protection from ultraviolet (UV) light, air pollutants, and vermin. Prevention systems should comply at a minimum with NFPA standards.

_____ i. Must have a reasonable climate control system for document storage to ensure the integrity and longevity of the records over the term of the contract.

_____ j. Shelving height should be a minimum of 6 inches from the floor and 18 inches between the top of cartons on top shelves and the ceiling. Contractor may not store cartons in a manner that will cause the cartons to be crushed or destroyed. Contractor must replace any boxes that are destroyed due to the Contractor's mishandling.

_____ k. Must operate during normal business hours (Monday through Friday, 8:30 am to 5:00 pm) for retrieval and/or review of records and provide an emergency contact for off hours, State holidays, and weekends.

_____ l. Upon NYSIF's request, Contractor must provide an on-site audit room to review records at no additional charge to NYSIF.

- _____ m. Must have strict access control systems in place to prevent unauthorized persons from accessing records. The facility must have 24-hour per day access control with security measures to include, but not limited to monitored camera systems, automated or manual access control systems and a log of all persons that access NYSIF's records.

- _____ n. With respect to conducting an analysis of the Bidder's proposed facility, it shall be available for inspection. Subsequent to award, Contractor's storage facility shall be subject to inspections at any time. In all instances proper notification will be communicated by appropriate NYSIF personnel.

- _____ o. The Contractor will replace and re-box significantly deteriorated cartons over the life of the contract, including at the beginning and end of the contract term.

- _____ p. At the conclusion of the contract, the Contractor will prepare NYSIF's records for relocation per Section 2.3.10.

- _____ q. All records, both physical and electronic inventory, must be turned over to NYSIF at the conclusion of the contract. Once transferred to and confirmed by NYSIF, Contractor's electronic inventory is to be destroyed in a secure manner.

Signature

Date

Typed/Printed Name

Company Name

Title