



**JOSEPH KELLY**  
TREASURER AND TAX COLLECTOR

# COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

Kenneth Hahn Hall of Administration  
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ttc.lacounty.gov and lacountypropertytax.com

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Fifth District

February 12, 2018

**SENT VIA EMAIL**

Dear Interested Party:

## **REQUEST FOR STATEMENT OF QUALIFICATIONS FOR REAL PROPERTY INSURANCE SERVICES ADDENDUM ONE**

This letter constitutes a written addendum to the Real Property Insurance Services Request for Statement of Qualifications (RFSQ) and provides you with updated information related to the RFSQ. Please note the following:

1. In the Master Agreement, Paragraph 4.2 shall be replaced in its entirety with the revised Paragraph 4.2 to reflect the updated maximum total Master Agreement term, as Attachment I to this Addendum One.
2. In the Master Agreement, Paragraph 8.1.2 shall be replaced in its entirety with the revised Paragraph 8.1.2 to reflect the updated optional term period and designated signee, as Attachment I to this Addendum One.

Should you have any questions, you may contact Kathy Gomez, Administrative Services Manager I, of my staff at (213) 974-7360 or [contracts@ttc.lacounty.gov](mailto:contracts@ttc.lacounty.gov).

Very truly yours,

**JOSEPH KELLY**  
Treasurer and Tax Collector

**Elena Villacrés Torres**  
Administrative Services Manager III

EVT:KAG:jm  
RPIS Adden One Cover Memo 2-12-18 kag

Attachment

4.2 After the initial term, the Treasurer and Tax Collector or his/her designee, shall have the sole option to extend the Master Agreement Term for up to three additional one-year periods for a maximum total Master Agreement Term of **eight years**. Each such option and/or extension shall be exercised at the sole discretion of the Treasurer and Tax Collector or his/her designee throughout the Term of the Master Agreement to meet the needs of the TTC. In the event the TTC desires to renew the Master Agreement by exercising an option term, the TTC shall provide Contractor with a written notice of intent to renew the Master Agreement 30 calendar days prior to the expiration of the Term of the Master Agreement. The renewal option shall be set forth in writing, as provided in Subparagraph 8.1.2, Change Notices and Amendments.

The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the TTC will exercise a Master Agreement term extension option.

8.1.2 The Treasurer and Tax Collector or his/her designee may at his/her sole discretion authorize extensions of time as defined in Paragraph 4.0, Term of Master Agreement. For the TTC to exercise additional optional one-year periods ~~and/or six month to month extensions~~, a written notice shall be prepared and signed by the **Treasurer and Tax Collector** or his/her designee and delivered to the Contractor 30 calendar days prior to the expiration of the current Master Agreement Term. Any such change shall be in the form of an Amendment and signed by the Treasurer and Tax Collector or his/her designee. The Contractor agrees that such extensions of time shall not change any other term or condition of this Master Agreement during the period of such extensions.