



Erroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

*4700 Ramona Boulevard
Monterey Park, California 91754-2169*



July 24, 2009

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS
VENDING MACHINE SERVICES – INMATES ONLY
BID NUMBER 344-SH-2009**

INTRODUCTION

The County of Los Angeles (County) is issuing this Request for Proposals (RFP) to solicit proposals for an Agreement with a qualified Proposer who can provide vending machine services to inmates only who are being held in the Los Angeles County Sheriff's Department (Department) Custody Facilities. Selected proposer will provide Debit Card Vending Machines with the exception of the Department's Mira Loma Detention Center, which shall use Cash Vending Machines only, and the Technology Enhanced Vending Machines that, pursuant to a Proof of Concept (POC) to be conducted by Contractor, shall be technology enhanced to utilize bar code technology to request inmate information and process debits to Inmate accounts.

Interested and qualified proposers that can demonstrate their ability to successfully provide the solicited services and equipment are invited to submit proposal(s) provided they meet all Minimum Mandatory Requirements.

RFP SUBMISSION INFORMATION

RFP Release

The RFP will be available in electronic format on July 24, 2009, after 5:00 p.m. You may access the RFP in electronic (PDF) format via the Department's website at: http://www.lasd.org/lasd_contracts/info.html (underscore between "lasd" and "contracts").

If the Proposer wishes to access the RFP via the above Department website, the Proposer MUST inform Irma Santana of the Department's Contracts Unit at isantana@lasd.org of Proposer's name, organization representing, address, e-mail address, fax number and telephone number.

A Tradition of Service Since 1850

The RFP will also be available in hardcopy and CD format after July 27, 2009, at the following address:

Los Angeles County Sheriff's Department
Sherman Block Sheriff's Headquarters Building
Contracts Unit
4700 Ramona Boulevard, 2nd Floor
Monterey Park, California 91754

Requests for receiving the RFP in the mail can also be made to the Sheriff's Department Contracts Unit (Attention: Irma Santana) at isantana@lasd.org.

RFP Timetable

The timetable for this RFP is as follows:

- ◆ Release of RFP July 24, 2009
- ◆ Request for a Solicitation Requirements Review Due
by 10:00 A.M. Pacific Standard Time (PT) August 7, 2009
- ◆ Written Questions Due by 3:00 P.M. (PT) August 21, 2009
- ◆ Last Day to Confirm Attendance to the Mandatory Proposers Conference and
Mandatory Custody Facility Site Visit..... August 4, 2009
- ◆ Mandatory Proposers Conference and Mandatory Custody Facility Site Visit
(Two Days) August 12-13, 2009
- ◆ Questions and Answers Released September 14, 2009
- ◆ Proposals due by 3:00 P.M. PT October 2, 2009

MANDATORY PROPOSERS CONFERENCE AND MANDATORY CUSTODY FACILITIES SITE VISIT

A two-day **Mandatory** Proposers Conference and **Mandatory** Custody Facilities Site Visit will be held to discuss the RFP. **This is a mandatory Proposers Conference. All potential Proposers must attend this meeting in order to participate in the proposal submission process scheduled as follows:**

Date: August 12-13, 2009
Time: 8:00 a.m. – 5:00 p.m. (each day)
Address: Los Angeles County Sheriff's Department
Twin Towers Correctional Facility
450 Bauchet Street
Los Angeles, California 90012

Please contact Irma Santana [isantana@lasd.org or fax number (323) 415-6321] to RSVP and confirm attendance by August 4, 2009.

Refer to Section 2.6 of the RFP for more detailed information on the Mandatory Proposers Conference and Mandatory Custody Facilities Site Visit.

PROPOSAL SUBMISSION REQUIREMENTS

The complete proposal package must include the original hardcopy **Business Proposal** and five (5) numbered copies and the original hardcopy **County Percentage of Revenue Proposal** and three (3) number copies submitted in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"PROPOSAL FOR
VENDING MACHINE SERVICES – INMATES ONLY
RFP NO. 344-SH-2009"**

The Proposal(s) shall be delivered or mailed to:

Los Angeles County Sheriff's Department
Contracts Unit – Room 214
4700 Ramona Boulevard
Monterey Park, California 91754
Attention: Irma Santana, Contract Analyst

PROPOSAL DUE DATE/TIME: October 2, 2009/3:00 P.M. (PT)

It is the sole responsibility of the submitting Proposer to ensure that its proposal is received before the submission deadline. Proposers shall bear all risks associated with delays in delivery by any person or entity, including the United States Mail. Any proposal(s) received after the scheduled closing time for receipt of proposals, as stated above, will not be accepted and will be returned to the sender unopened. Timely Hand-delivered proposals are acceptable. Facsimile (fax) or electronic mail (e-mail) copies will not be accepted.

CONTACT WITH COUNTY PERSONNEL

Any questions regarding this RFP or any matter relating thereto must be in writing and may be mailed, e-mailed or faxed to:

Los Angeles County Sheriff's Department
Contracts Unit
4700 Ramona Boulevard, Room #214
Monterey Park, California 91754
Attention: Irma Santana
E-mail address: isantana@lasd.org
Fax #: (323) 415-6321

If it is discovered that a Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation during the RFP process, Sheriff, in his sole determination, may disqualify the proposal from further consideration.

All interested and qualified Vendors are invited to submit proposals.

Sincerely,

LEROY D. BACA, SHERIFF


Teri L. Wilhelm, Director
Fiscal Administration