



Erroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

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



March 19, 2009

Notice to Potential Contractors:

BULLETIN #1

INVITATION FOR BIDS (IFB)

VEHICLE TOWING AND LONG TERM STORAGE SERVICES

IFB 384-SH

INTRODUCTION

The Los Angeles County Sheriff's Department (Department) is issuing this Invitation for Bids (IFB) to solicit bids from potential Contractors who can provide Vehicle Towing and Long Term Storage Services for the Department's Central Property and Evidence Unit (CPE). The requested service includes, but shall not be limited to: towing and storage of various types of motor vehicles, parts of vehicles, and/or various types of equipment, and/or any other similar items ordered for storage by the Department. The Department's CPE Unit will contact Contractor to request pickup and towing of vehicle, parts, and/or equipment to hold for long-term storage.

MINIMUM REQUIREMENTS

Interested and qualified Bidders who can demonstrate their ability to successfully provide the required services outlined in Appendix B, Statement of Work, of this IFB are invited to submit bids provided they meet the following requirements.

- 1.4.1 Bidder must have five (5) years minimum experience, two (2) years of which must have been for a law enforcement agency providing services equivalent to the services identified in Appendix B, Statement of Work, of this IFB.

A Tradition of Service Since 1850

- 1.4.2 Bidder must have a Project Manager with two (2) years of experience providing services equivalent to the services described in Appendix B, Statement of Work, of this IFB. The Project Manager must be able to communicate effectively in English.
- 1.4.3 Bidder must have a dispatch office and storage yard(s) for services provided under this Agreement located within a twenty (20) mile radius of the Department's Headquarters Building, 4700 Ramona Boulevard, Monterey Park, California 91754, and meet the requirements as described in Appendix B, Statement of Work, of this IFB.
- 1.4.4 Bidder's storage yard(s) for services provided under this Agreement must have the capacity to store up to 150 vehicles, additional parts and/or equipment, and be secured as described in Appendix B, Statement of Work, of this IFB.
- 1.4.5 Bidder must have all required licenses and permits listed in Appendix D, Exhibit 15, and described in Appendix B, Statement of Work, of this IFB.
- 1.4.6 Bidder will be responsible for moving currently stored vehicles, parts, and/or equipment from their current locations as identified in Appendix B, Statement of Work, Attachment 1, of this IFB, to Bidder's storage yard(s) at the Department's expense.
- 1.4.7 Bidder must comply with the IFB format and requirements set forth in the IFB Submission Requirements, Section 2.0, of this IFB.

IFB INITIALTIMETABLE

The timetable for the release of this IFB is as follows:

- Release of IFB March 19, 2009
- Written Questions Due March 26, 2009
- Request for a Solicitation Requirements Review Due April 2, 2009
- Questions and Responses Released April 3, 2009
- Bids Due April 22, 2009, at 3:00 p.m. (PST)

IFB RELEASE

The IFB will be released and posted on the County's website on March 19, 2009, and will be accessible via the Department's website at http://www.lasd.org/lasd_contracts/info.html.

If the Bidder wishes to access the IFB via the above-referenced Department's website, the Bidder MUST inform the Department's Contracts Unit Analyst at mgimel@lasd.org of Bidder's name, mailing address, email address, fax number and telephone number.

BID SUBMISSION INFORMATION

The original bid and three (3) exact duplicate numbered copies shall be enclosed in a sealed envelope plainly marked in the upper left-hand corner with the name and address of the Bidder and bear the words:

"BID FOR VEHICLE TOWING AND LONG TERM STORAGE SERVICES"

The bid shall be delivered or mailed to:

Los Angeles County Sheriff's Department
Gloria Imel - Contracts Unit
4700 Ramona Boulevard, 2nd Floor
Monterey Park, California 91754

DUE DATE: April 22, 2009

TIME: 3:00 p.m. - PACIFIC STANDARD TIME (PST)

It is the sole responsibility of the submitting Bidder to ensure that its bid is received on or before the submission deadline.

Submitting Bidders shall bear all risks associated with delays in delivery by any person or entity, including the United States Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted. Any bid not received by the deadline date will not be accepted and will be returned to the sender unopened.

CONTACT WITH COUNTY PERSONNEL

Any contact regarding this IFB or any matter relating hereto must be in writing and may be mailed, e-mailed, or faxed as follows:

Los Angeles County Sheriff's Department
Contracts Unit
4700 Ramona Boulevard, 2nd Floor
Monterey Park, California 91754
Attention: Gloria Imel
Fax Number: (323) 415-3838
E-Mail address: mgimel@lasd.org

If it is discovered that a Contractor contacted and/or received information from any County personnel, other than the person specified above, regarding this solicitation, the Department, in its sole determination, may disqualify the Contractor's bid from further consideration.

Sincerely,

LEROY D. BACA, SHERIFF

A handwritten signature in cursive script, appearing to read "Teri L. Wilhelm".

Teri L. Wilhelm, Director
Fiscal Administration