



Erroy D. Baca, Sheriff

February 3, 2011

County of Los Angeles
Sheriff's Department Headquarters

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



Notice to Prospective Contractors:

**BULLETIN NUMBER 2
REQUEST FOR STATEMENT OF QUALIFICATIONS 444-SH
HELICOPTER MAINTENANCE, ENGINEERING AND REPAIR SERVICES**

This Bulletin Number 2 is being issued to provide revisions to RFSQ documents and responses to questions that were received. The responses are final and become part of the RFSQ.

A. RFSQ, Subparagraph 1.4.4, License/Certification, shall be deleted in its entirety and replaced with the following:

1.4.4 License/Certification - Vendor must:

- (1) Operate a certificated repair station, currently certified and approved by the Federal Aviation Administration (FAA) under Special Federal Aviation Regulations codified at 14 C.F.R Part 145;
or
- (2) Operate a certificated Approved Maintenance Organization (AMO), currently certified and approved by Transport Canada under Canadian Aviation Regulations, Part V, subpart 73; **or**
- (3) Operate an approved repair facility, currently approved by the United States Department of Defense under military standard Defense Contract Management Agency (DCMA) Instruction 8210.1 to provide maintenance, engineering and repair services for the Sikorsky SH-3H series helicopter.

B. RFSQ, Subparagraph 2.6.6, Proof of Licenses (Section D), shall be deleted in its entirety and replaced with the following:

2.6.6 Proof of Licenses (Section D)

Vendor must furnish a copy of all applicable current licenses and/or certifications, including but not limited those that show Vendor meets the

Minimum Mandatory Qualification under Subparagraph 1.4.4(1) or Subparagraph 1.4.4(2). Vendor must also furnish a copy of all supporting evidence from the United States Department of Defense that shows Vendor meets the Minimum Mandatory Qualification under Subparagraph 1.4.4(3).

- C. RFSQ, Subparagraph 3.1.5, Proof of Licenses, shall be deleted in its entirety and replaced with the following:

3.1.5 Proof of Licenses

A review of the proof of licenses, certificates, and supporting evidence provided in Section D of the SOQ.

- D. Appendix D, Required Forms, Exhibit 1, Vendor's Organization Questionnaire/Affidavit, shall be deleted in its entirety and replaced with the revised Appendix D, Required Forms, Exhibit 1, Vendor's Organization Questionnaire/Affidavit, attached to this Bulletin Number 2 as Attachment I.
- E. The Department's responses to questions received from vendors are attached to this Bulletin Number 2 as Attachment 2.

Except as provided herein, all other terms and conditions of this Request For Statement of Qualifications (RFSQ) remain in effect.

You may access this Bulletin Number 2 in electronic (PDF) format via the Department's website at: http://www.lasd.org/lasd_contracts/info.html (underscore between "lasd" and "contracts").

Should you have any questions, please contact Abilene Valdez, Contract Analyst, at arvaldez@lasd.org.

Sincerely,

LEROY D. BACA, SHERIFF



Teri L. Wilhelm, Director
Fiscal Administration

REQUIRED FORMS – EXHIBIT 1 (Bulletin Number 2 - Attachment 1)

VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Page 1 of 4

Please complete, date and sign this form and place it as the **first page** of your SOQ. The person signing the form must be authorized to sign on behalf of the Vendor and to bind the applicant in a Master Agreement. (Additional instructions may be found on page 3 of this Affidavit.)

1. If your firm is a corporation or limited liability company (LLC), state its legal name (as found in your Articles of Incorporation) and State of incorporation:

Name	State	Year Inc.
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2. If your firm is a partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. If your firm is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name	County of Registration	Year became DBA
_____	_____	_____
_____	_____	_____

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? If yes,

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Please list any other names your firm has done business as within the last five (5) years.

Name	Year of Name Change
_____	_____
_____	_____

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

Vendor acknowledges and certifies that it meets and will comply with all of the Minimum Mandatory Qualifications listed in Paragraph 1.4.1 and/or 1.4.2 and/or 1.4.3 and meet all other Minimum Mandatory Qualifications listed in Subparagraph 1.4.4, and 1.4.5 of this Request for Statement of Qualifications, as listed below.

Check the appropriate boxes:

1.4.1 Vendor must have at least five (5) years of experience in providing a full range of aircraft maintenance services in a minimum of one (1) of the following flight-critical areas: dynamic component repair and overhaul, power plant repair and overhaul, airframe repair and refurbishment, aircraft repair parts resale and distribution, aircraft electrical and hydraulic systems maintenance and repair, and avionics systems maintenance and repair. These services are further defined in Appendix B. Statement of Work, Paragraph I.

Yes No

-AND/OR-

1.4.2 Vendor must have at least five (5) years of experience in providing a full range of maintenance services in a minimum of one (1) of the non-flight critical areas defined in Appendix B. Statement of Work, Paragraph II.

Yes No

-AND/OR-

1.4.3 Vendor must have at least five (5) years of experience in providing Completion Services to new, unequipped American Eurocopter Corporation AS350 series helicopters and/or Sikorsky SH-3H helicopters. These services are defined in Appendix B, Statement of Work, Paragraph III.

Yes No

1.4.4 License/Certification – Vendor must:

- (1) Operate a certificated repair station, certified and approved by the Federal Aviation Administration (FAA) under Federal Aviation Regulation codified at 14 C.F.R. Part 145; or
- (2) Operate a certificated Approved Maintenance Organization (AMO), certified and approved by Transport Canada under Canadian Aviation Regulations, Part V, subpart 73; or
- (3) Operate an approved repair facility, currently approved by the United States Department of Defense under military standard Defense Contract Management Agency (DCMA) Instruction 8210.1 to provide maintenance, engineering and repair services for the Sikorsky SH-3H series helicopter.

Yes No

1.4.5 Vendor must have a business office located within the continental United States or Canada staffed by qualified service personnel who maintain service records and receive service requests over the telephone.

Yes No

Vendor further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Sheriff's sole judgment and his/her judgment shall be final.

Vendor's Name: _____

Address: _____

E-mail address: _____ Telephone number: _____

Fax number: _____

On behalf of _____ (Vendor's name), I _____ (Name of Vendor's authorized representative), certify that the information contained in this Vendor's Organization Questionnaire/Affidavit is true and correct to the best of my information and belief.

Signature

Internal Revenue Service
Employer Identification Number

Title

California Business License Number

Date County WebVen Number

Additional Instructions:

Taking into account the structure of the Vendor's organization, Vendor shall determine which of the below referenced supporting documents the County requires. If the Vendor's organization does not fit into one of these categories, upon receipt of the Vendor or at some later time, the County may, in its discretion, request additional documentation regarding the Vendor's business organization and authority of individuals to sign Master Agreements.

If the below referenced documents are not available at the time of proposal submission, Vendor must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Vendor must submit the following documentation with the proposal:

1. A copy of a "Certificate of Good Standing" with the state of incorporation/organization
2. A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The Vendor must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State and any amendments.

**BULLETIN NUMBER 2
ATTACHMENT 2**

**HELICOPTERS MAINTENANCE, ENGINEERING AND REPAIR SERVICES
RFSQ No. 444-SH**

Questions and Answers

1. Is there a standard format or are there specific data points that must be covered in regards to the SOQ?

Response: All SOQ's must be bound and submitted in the prescribed format as outlined per the RFSQ, Paragraph 2.6, Preparation and Format of the SOQ.

2. The description said that these Helicopters need to be refurbished; do they need some paint and interior?

Response: Refer to Appendix B, Statement of Work, Paragraph II, Service Type 2 – Non-Critical Component Services, Number 12, Aircraft Interiors, for a description of services relative to aircraft interiors.

3. I am unable to find Exhibit C – Price Sheet which is identified in the Master Agreement document?

Response: Exhibit C, Price Sheet, is prepared and submitted by the Vendor. Refer to the RFSQ, Paragraph 2.6, Preparation and Format of the SOQ, Subparagraph 2.6.8, Price Sheet (Section F), for the structure and description.

4. RFSQ, Paragraph 1.6, Master Agreement Process; What is the total number by service type of Work Orders issued to vendors during last 5-year contract period?

Response: The Department has issued a total of 1,189 Work Orders under the current Master Agreements during the last 5 years. The Department does not breakdown the number of Work Orders issued by Service Type.

5. RFSQ, Paragraph 1.6, Master Agreement Process; What is the total value by service type of the Work Orders issued to vendors during the last 5-year contract period?

Response: The Department has issued Work Orders in the amount of \$18,181,206 for Critical and Non-Critical Service Types under their Master Agreements during the last five years. The Department does not breakdown this amount by Service Type.

6. Exhibit A, Additional Terms and Conditions, Paragraph 3, Confidentiality, Subparagraph 3.1.3; With respect to the Confidentiality Agreements; can they be forwarded as employees are assigned to a work order under this agreement?

Response: Yes, Contractor shall ensure that it obtains and submits to the Department, a signed "Contractor Employee Acknowledgement and Confidentiality Agreement" as specified in Exhibit F1 of the Appendix A, Master Agreement, for each employee performing services under any resultant Master Agreement, before work begins.

7. Appendix C, Work Order Format; is the work order available in an electronic format?

Response: Yes, the Work Order form is available in an electronic format. Work Orders are typically issued in PDF or electronic format by the County Project Manager. Appendix C, Sample Work Order Format, is attached to the RFSQ, as a sample document. .

8. The previous contract did not involve critical components, is this an expansion of the former contract?

Response: The current Master Agreements do include critical component services; therefore, this is not an expansion to the services in the current Master Agreements. It is a "New Solicitation" to replace the current Master Agreements that expire on April 30, 2011.

9. Exhibit A, Additional Terms and Conditions, Paragraph 12.3 Insurance Coverage; Why is there a requirement for \$10 million in Hangarkeeper insurance for critical and/or completion services? Hangarkeeper coverage covers property damage while in the custody/control of the policy holder and there is no precedent for county owned components or aircraft to be valued at that amount at the contractor's facility?

Response: Through consultation with the County's Chief Executive Office (CEO), Risk Management Bureau, the stated amount of Hangarkeepers coverage was deemed appropriate to protect the County's assets.

10. For the bid purposes, can an SOQ be submitted with the insurance coverages at the non-critical component level (e.g. \$5 million Hangarkeeper coverage)?

Response: Yes, but the SOQ may be submitted with the insurance coverages at the non-critical component level only if the SOQ is being submitted to qualify only under Service Type 2, Non-Critical Component Services.