



Leroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

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



August 28, 2013

Notice to Potential Proposers

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS
ARMED AND UNARMED SECURITY GUARD SERVICES
REQUEST FOR PROPOSAL NUMBER 456-SH**

INTRODUCTION

The Los Angeles County Sheriff's Department (Department) is issuing this Request for Proposals (RFP) to solicit proposals from interested and qualified vendors (Proposers) to provide Armed and Unarmed Security Guard Services at County of Los Angeles (County) facilities, hospitals, and clinics (Locations) located throughout the County.

PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Proposers who can demonstrate their ability to successfully provide the required services outlined in Appendix B, Statement of Work, and throughout this RFP, are invited to submit proposal(s), provided they meet the Minimum Mandatory Requirements set forth in Paragraph 1.4, Minimum Mandatory Requirements, of the RFP. Failure of a Proposer to meet all of the Minimum Mandatory Requirements may result in the elimination of the proposal from further consideration (see Paragraph 3.2, Adherence to Minimum Mandatory Requirements, of the RFP).

- 1.4.1 Proposer must have five (5) years experience within the last seven (7) years providing both armed and unarmed security guard services equivalent or similar to the services identified in Appendix B, Statement of Work, of this RFP with a minimum aggregate total of 400 guards, at all times, located in one or multiple locations. Proposer must provide references to verify this requirement.
- 1.4.2 Proposer must have five (5) years experience within the last seven (7) years providing armed or unarmed security guard services to at least one (1) facility that is or has been subject to Joint Commission on Accreditation of Healthcare Organizations (JCAHO) compliance requirements such as a hospital or health clinic. Proposer must provide references to verify this requirement.

A Tradition of Service Since 1850

- 1.4.3 Proposer must have five (5) years experience within the last seven (7) years providing both armed and unarmed security guard services to at least one (1) facility (ex: hospital facility, health facility, or health clinic for mental/behavioral health) that requires security guards to have crisis intervention techniques training. Proposer must provide references to verify this requirement.
- 1.4.4 Proposer must provide at least one (1) assigned full-time Contractor Project Manager with a minimum of three (3) years experience within the last five (5) years providing security management services equivalent or similar to those required in this RFP, including management and coordination of services and acting as a "central point of contact" for services. Proposer shall submit resume and include references that verify this experience for the proposed Contractor Project Manager. (If Contractor Project Manager has not yet been hired or identified, Proposer must include the complete job specifications for the position).

RFP RELEASE

The RFP will be accessible in electronic Portable Data File (PDF) format via the Department's website at http://www.lasd.org/lasd_contracts/info.html (underscore between "lasd" and "contracts") and the County's website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

RFP TIMETABLE

The timetable for this RFP is as follows:

- Release of RFP.....August 28, 2013
- Request for a Solicitation Requirements Review Due.....September 12, 2013
- Submission of Application for Exemption to Living Wage Program.....September 17, 2013
- Last Day to Confirm Attendance to Mandatory Proposer's Conference.....October 9, 2013
- Mandatory Proposer's Conference.....October 16, 2013
- Written Questions Due by 3:00 p.m. (Pacific Time).....October 18, 2013
- Written Questions and Answers Released.....November 1, 2013
- **Proposal due by 3:00 p.m. (Pacific Time).....November 14, 2013**

The dates may be changed at any time as determined by County. Such changes shall be made through an addendum and posted on the Department's website at http://www.lasdhq.org/lasd_contracts/info.html. All potential Proposers are encouraged to monitor the above solicitation websites for Bulletins, as they are posted, during the entire solicitation process.

MANDATORY PROPOSER'S CONFERENCE

A Mandatory Proposer's Conference will be held to discuss the RFP requirements. All potential Proposers **must** attend the Mandatory Proposer's Conference in **its entirety** or their proposals may be rejected (or disqualified) without review and eliminated from further consideration. Late arrivals will not be admitted to the conference as specified in Subparagraph 2.7.3 of the RFP.

The Conference schedule is as follows:

Date:	Wednesday, October 16, 2013
Time:	10:00 a.m. – 1:00 p.m.
Location:	Los Angeles Community and Senior Services Department, Centro Maravilla
Address:	4716 East Cesar Chavez Avenue Los Angeles, California 90022

Prospective Proposers shall RSVP with Rowena Asai at: rwasai@lasd.org or fax number (323) 415-1033 to provide the names and titles of personnel who will be attending the Mandatory Proposer's Conference. Prospective Proposers are limited to sending three employees to the Mandatory Proposers Conference. Attendees must be full-time employees of the Proposer's company, must present identification, and must submit a business card upon arrival, as specified in Subparagraph 2.7.2 of the RFP. Prospective Proposers shall confirm attendance with Ms. Asai by October 9, 2013.

RFP SUBMISSION REQUIREMENTS

The original Business Proposal plus five numbered hard copies and an electronic copy in PDF format must be enclosed in a sealed package plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"BUSINESS PROPOSAL FOR ARMED
AND UNARMED SECURITY GUARD SERVICES
REQUEST FOR PROPOSALS 456-SH:
FOR [insert North, South, or Central, as applicable] Zone"**

The original Cost Proposal, plus three numbered hard copies, an electronic copy in PDF format, as well as an electronic copy of excel spreadsheets as noted in Paragraph 2.10, Cost Proposal Format of the RFP must be enclosed in a sealed package plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"COST PROPOSAL FOR ARMED
AND UNARMED SECURITY GUARD SERVICES
REQUEST FOR PROPOSALS 456-SH:
FOR [insert North, South, or Central, as applicable] Zone"**

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

Los Angeles County Sheriff's Department
Contracts Unit - Room 214
Attention: Rowena Asai, Contracts Analyst
4700 Ramona Boulevard
Monterey Park, California 91754

It is the sole responsibility of the submitting Proposer to ensure that its proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the United States Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as stated in this Bulletin Number 1 or any later bulletin amending the proposal due date, will not be accepted and will be returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

Any contact regarding the RFP or any matter relating hereto **MUST** be in writing and may be mailed, emailed, or faxed to:

Los Angeles County Sheriff's Department
Contracts Unit
Attention: Rowena Asai
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754
Email address: rwasai@lasd.org
Fax Number: (323) 415-1033

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

Sincerely,

LEROY D. BACA. SHERIFF

A handwritten signature in blue ink, appearing to be "Glen Joe", written over the typed name.

Glen Joe, Director
Fiscal Administration