

ATTACHMENT 1 TO BULLETIN NUMBER 17  
PART 5 – QUESTIONS AND ANSWERS  
LOS ANGELES COUNTY SHERIFF’S DEPARTMENT

**REQUEST FOR PROPOSALS (RFP) NO. 475-SH**  
AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES

QUESTION NUMBER	RFP LANGUAGE (IF PROVIDED)	POTENTIAL PROPOSER’S QUESTION	ANSWER
202.	<p>RFP 8.1.1 The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal by the due date and time specified in Bulletin 1, or any addendum amending the proposal due date and time.</p> <p>Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective contractor. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite Proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.</p>	<p>a. In the instance the County seeks to include any entities outside of the LASD to assist with the evaluation of proposals, will the County require a redacted copy of the Offeror's business proposal to ensure offeror anonymity to avoid the potential for a conflict of interest, or a possible lack of objective evaluations of proposals if a market competitor from industry is involved?</p>	<p>a. County guidelines for the evaluation process will be followed.</p>

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203.	Appendix D (Required Forms) 2.7.2.1; Should the Department open a new repair location, and the County Project Manager determines that this requires additional minimum staff technician (and not just the transfer of existing personnel), the annual price for Fixed-Price services would increase by \$65,000, per technician added.	<p>a. Please clarify that the \$65,000 applies to journeyman technicians <u>only</u>.</p> <p>b. What per capita dollar adjustment to the Fixed Price does the County propose for the addition of: Managerial staff? IT specialists? Administrative Staff? Specialized technicians such as heavy-duty or bus technicians?</p> <p>c. This contract spans a decade. Will the County make annual adjustments to the proposed labor adjustments based on recognition of salary changes over time?</p> <p>d. Will the County adjust the proposed per technician increase amount due to changes in the minimum wage and/or Living Wage laws affecting workers in all categories?</p> <p>e. What allowance to the fixed fee will the county allow for the additional tools, workstation and other equipment needed to properly outfit a technician?</p>	<p>a. It refers to all technicians.</p> <p>b. None. This staff is part of Appendix B (SOW Exhibits), Exhibit 3B (Administrative and other Required Staffing Level). Any additional staff above and beyond this would be on the Contractor. Heavy duty or bus technicians are considered the same as a journeyman vehicle technician.</p> <p>c/d. Refer to Exhibit 11 (Price Sheet) of Appendix D (Required Forms). No annual adjustment, the prices are firm and fixed. However, if requested by Contractor cost of living adjustments (COLA) may be applied at the sole discretion of County as specified in sub-paragraph 5.6 of Appendix C (Sample Contract). Proposal should reflect possible increases in the minimum and Living Wage.</p> <p>e. There is no allowance. Proposer must provide needed equipment for their technicians.</p>

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204.		In the event the fleet composition changes to newer or different vehicles that require more expensive parts or different tooling, will the Offeror be entitled to an equitable adjustment to account for such additional costs?	<p>Reference sub-paragraph 1.6.1, of Appendix A (SOW), “The number of Department vehicles, as well as the year, make, model, mix of Department vehicles, miles driven, number of repair locations, number of Department UOAs, and required staffing is expected to change during the term of the Contract.” This gives notice to the Proposers.</p> <p>Contractor will need to adjust accordingly and ensure that Contractor technicians are properly trained and equipped. County will consider adjustments on a case-by-case basis; and any special equipment or tools provided by County will remain property of County.</p>
205.		<p>a. Please explain how statutory compliance for each asset under maintenance is managed and reported to users.</p> <p>b. How does this automatically align with other activity that is happening or scheduled to happen to the asset and how are the results from those statutory events recorded and made available for audit purposes?</p> <p>c. Please explain the types of statutory events supported and the nature of them (i.e. time bound, usage bound)</p>	<p>a. This is done through and tracked in ShopFax.</p> <p>b. This is not automatic, only when a Repair Order is opened.</p> <p>c. Refer to Exhibit 5 (Preventive Maintenance and Other Inspection Checklists). Some statutory events would be by CHP, on the tankers, etc.</p>

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206.	SOW 2.1.4; County Project Manager or designee shall have the sole discretion, at any time during the term of the Contract, to change and/or adjust the required work shift hours and/or the minimum staffing for specific repair locations, while still maintaining the total minimum staffing levels specified in Appendix B (SOW Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) and Exhibit 3B (Administrative and Other Required Staffing).	<p>a. An extension of hours of operation may require additional staff to maintain minimum headcount during hours of operation. Since there is no adjustment to the total Minimum Staffing Level per Repair Location, will the County authorize an adjustment to the Fixed Price to fairly compensate the contractor for the increased labor cost?</p> <p>b. Will the County suspend liquidated damages for the affected location and allow a mutually agreed transition period to recruit and train additional staff if necessary?</p>	<p>a. No, sub-paragraph 2.1.4 of the SOW will not require Contractor to increase the Minimum Staffing Levels. Refer to sub-paragraphs 5.1.6 and 8.1.5 in Appendix C (Sample Contract) for information on adjustments to the annual price for Fixed Price Services.</p> <p>b. No.</p>
207.	SOW 4.12.7; Contractor shall ensure the out-of-service rate does not exceed the maximum number of vehicles, by category, allowed to be out-of-service (see Table A (Out of-Service Rate – ERVs Black and White), Table B (Out-of-Service Rate – Non ERVs), and Table C (Out-of-Service Rate – Prisoner Transport Bus), below) at any one time for any of the Department’s UOAs.	<p>a. Will contractor be considered non-compliant if LASD delivers more vehicles than maximum number allowed?</p> <p>b. Please confirm that the Contractor will make <u>one</u> daily count of vehicles out of service, not to include completed vehicles awaiting pickup and other exceptions as noted in sub-section 4.12.9, as close to 2:30 PM each day as is possible. This timing conforms with the Liquidated Damages in Exhibit 8.</p>	<p>a. Yes.</p> <p>b. Refer to sub-paragraph 7.1.9, Appendix A (SOW), “the VOSR shall be run and shall be current and accurate at 2:30 p.m. each business day.” It includes vehicles that are out of service for maintenance and/or repairs, not completed vehicles “waiting for pick up”, that have closed repair orders or vehicles that fall under sub-paragraph 4.12.9 (Exceptions), Appendix A (SOW).</p>

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208.	SOW 5.8.2; Contractor shall purchase continued licensing and ongoing maintenance and support for all County-owned IBM Cognos report-writer licenses, which shall include all software updates for six (6) Department-designated access points (four (4) Contractor access points, plus two (2) County-only access points).	<p>a. Who is responsible for purchasing security software/programs?</p> <p>b. about the minimum staffing requirement for the Central Jail night shift. The RFP requires 5 bus technicians from 9:00 PM until 5:30 AM, and per section 8.26.5.3 we would pay \$30.00 per hour for any shortages. I don’t see any way we could have extra bus techs on hand to fill in for absences. Currently we are ok as long as we send an extra person to work there the next day.</p> <p>c. can you provide the estimated annual expense for the six (6) IBM Cognos report-writer licenses?</p> <p>d. What are the current requirements and cost of the licensing and maintenance?</p>	<p>a. Contractor is responsible. Refer to sub-paragraph 5.6.3, Appendix A (SOW).</p> <p>b. The Twelve (12) Technicians identified in Exhibit 3B, (Administrative and Other Required Staffing) of Appendix B (SOW Exhibits) are as needed and may work any shift. It’s up to the Contractor to manage the staff. It should be noted that only those technicians with the proper certifications can work on buses.</p> <p>c/d. Cognos – 2 license x \$304.51=\$609.02 (1 LASD &amp; 1 Contr computer); Production Server-ShopFax Annual Support = \$16,000; Production Server-IBM Universe Annual Support = \$9,480; DR Server- ShopFax Annual Support +\$8,750; DR Server-IBM Universe annual Support = \$3,555.</p> <p>*Note: Current Contractor cost which is subject to change based on Proposer’s negotiated price.</p>
209.	SOW 3.1 Startup and Transition, 3.1.2 STP Requirements, Task-subsection 3.1.2.15	Are internet capable lines provided to the proposer’s “own-use business-use” computers by the County, if not will the County allow the proposer to have lines installed?	There are internet capable lines available; however, if additional lines are needed County may allow the proposer to have lines installed as approved by County and in accordance with County requirements.

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210.	SOW 3.4 Repair Locations and Facility Equipment, 3.4.2 County Furnished Tools and Equipment, End-of-Contract Inventory	Can you provide the report of the last joint inventory of County-furnished tools and equipment by repair location?	The “Joint Inventory” was done at the beginning of the current Contract and another will be done at the end of the current Contract. The inventory was included in the disk that was given to vendors that attended the Mandatory Proposers’ Conference and Facility Site Visit.
211.	SOW 3.4 Repair Locations and Facility Equipment, 3.4.3 County-Furnished Tools and Equipment, Maintenance and Repair, subsection 3.4.3.7	What is the estimated annual expense of refurbishing existing County tools?	As of this date we have not refurbished any tools, therefore there is no amount.
212.	SOW 3.10 Parts Management and Standards, 3.10.1 General – subsection 3.10.1.3 –	What is the estimated value of inventory at each repair shop?	Refer to the attached Penske Parts Inventory as of March 19, 2019.
213.	SOW 5.3 Technology Administration and Maintenance – subsection 5.3.5-	What is the annual pay rate for the in-house Administrator?	Refer to the Penske Personnel listing that was provided on September 27, 2019.
214.	SOW 3.10 Parts Management and Standards, 3.10.7 Cannibalized Parts, Inventory Program – subsection 3.10.7.6	Can you provide an example of the Excel spreadsheet used to track the fair-market value of cannibalized parts for the Monthly Report?	No. This information is not currently tracked.
215.	SOW 3.12 Other Contractor- Provide Material, Equipment, and Services (Fixed Price) - subsection, 3.12.1	Can you provide the estimated annual expense for the County owned vehicle computer scanner tools, MLG manuals and ALLDATA subscriptions, CCC One Estimating, Kelly Blue Books and Data Acquisition Devices (DAD) (ESP System 1, OBD Inspection System)?	The Department owned vehicle computer scanner tools were provided in the Master Inventory all Stations document sent on August 22, 2018. Costs are not available. Motor Labor Guides (MLG manuals) are online. ALLDATA is a MLG, which the Contractor is responsible for. The current prices are as follows: Alldata Software

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			<p>annual = 7x\$1,500=\$10,500 (excluding tax and markup). CCC Estimating Software annual = 16x\$1,065.45=\$12,785.40 (excluding markup). Kelly Blue Book is currently free and is available on the internet. Ford IDS (Integrated Diagnostic System) Software annual= 16x\$675=\$10,800 (excluding tax and markup. Ford IDS is the Data Acquisition Devices (DAD) which includes the ESP System 1, and OBD Inspection System.</p> <p>Note: Current Contractor cost which is subject to change.</p>
216.	SOW 4.6 Repair Service, Non-Motor Vehicles, 4.6.2 Boat Repairs	Can you provide a detailed fleet list of all boats and associated equipment?	Refer to Vehicle Inventory list that was provided on September 27, 2019.
217.	<p>SOW 5.3.7 ShopFax Maintenance subsection 5.3.7.4</p> <p>SOW 5.3.7 ShopFax Maintenance subsection 5.3.7.6</p>	<p>a. Does the County provide the spare peripherals, if not can you provide the estimated annual expense for this requirement?</p> <p>b. What is the estimated annual expense for maintaining and repairing existing access points, peripherals and peripheral components?</p>	<p>a. Yes.</p> <p>b. Information is not tracked.</p>
218.	RFP - General	a. The information provided via email on August 22 contained multiple data files regarding the fleet and unit repair histories. The data did not provide the LASD fleet vehicle number and manufacturer Vehicle Identification Number (VIN) making it impossible to associate	a. The VIN was given in “Vehicle Repair History” file provided to vendors on August 22, 2018. Each file has its own row.

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		<p>the repair history with the specific vehicle.</p> <p>b. Will the Department add the corresponding vehicle identifiers to the Excel workbook named “14-Vehicle Inventory Exhibit 1 and 1A.XLXS” on the tabs labeled “FP BY TYPE”, “FP BY GROUP”, and “FFS BY TYPE” so bidders other than the incumbent can identify the repair history with a specific vehicle and have the additional vehicle details provided by the manufacturer VIN.</p>	<p>b. See answer to “a” above.</p>
219.	SOW 3.0 Fleet Management Services; 3.5.4, Licenses Permits, Certifications, page 36	<p>The RFP states the "Contractor shall ensure that all pressure vessel permits are reviewed as part of the repair location inspection and maintenance program.</p> <p>a. What is the last date the Air Tanks (Pressure Vessels Permit) were inspected and when is the renewal date for the permits?</p> <p>b. Will the County assure that all certifications are current as of the start date of the new contract?</p>	<p>a. Refer to the October 2018 Monthly Report that was provided on September 27, 2019. The Pressure Vessels Permit information is located in the Facility Inspection Report.</p> <p>b. Currently, Pressure Vessel Permits are free in Los Angeles County. Contractor is responsible for ensuring the Pressure Vessels are inspected every five years. All pressure vessel certifications will be current at the time of the new contract.</p>



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220.	SOW 4.3 Preventive Maintenance Program; 4.3.10.2 Marine Vessels (Boats) PMs and 4.6.2 Boat Repairs, page 60, 64	Sections 4.3.10.2 and 4.6.2 indicate boat maintenance and repairs may be completed by Department Fleet personnel, at the sole discretion of the County Project Manager or designee. Will the County please indicate the volume and types of boat maintenance and repairs within the past twenty-four (24) months that have been completed by the incumbent Contractor and, additionally, by the Department's Fleet personnel?	Refer to the Boat Labor Hours for 2017-2018 that was provided on November 8, 2019.
221.	SOW 4.32.6 Decommissioning for Auction or Sale/ 4.32.6.10, page 102	When vehicles are transported for decommissioning, is the transport cost reimbursed as Fee-for-Service?	If a Fixed-Price vehicle is decommissioned (removed from Fleet) at a station and not drivable, the tow to Eastern Facility is paid by the Contractor. If a Fee-for-Service vehicle is decommissioned (removed from Fleet) at a station and not drivable, the tow to Eastern Facility is reimbursed as Fee-for-Service. Once at Eastern, the vehicle is picked up by an auction house at no charge to the Contractor.
222.	SOW 5.0 Fleet Management Information Systems and Services; 5.2.7 ShopFax Background and 5.3.2 Technology Administration and Maintenance, page 113	a. If the Contractor is required to maintain county-owned terminals / Access Points, will the County please provide a list of current hardware, including all peripherals, printers, servers, monitors and any other hardware that the Contractor will be required to maintain? Also please provide a breakdown of	a. Refer to the attached LASD Computer Equipment Master List.

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		<p>what hardware is in which location.</p> <p>b. Please also provide current hardware specifications including age, processor class, speed, amount of RAM, and Hard Drive space.</p> <p>c. What is the current operating system and release?</p> <p>d. What is the current release of MS Office?</p> <p>e. Will all software and hardware be at the latest release level or new at the time of contract start?</p> <p>f. If the licenses are owned by the County, will the license cost be Fee-For-Service?</p>	<p>b. Currently not available</p> <p>c. Varies by computer (Vista, XP, Windows 7, Windows 10)</p> <p>d. Varies by computer (Open Office, Office 97, Office 2016)</p> <p>e. No, but will upgrade as computers are changed out.</p> <p>f. No, the license cost is part of Fixed-Price. Refer to sub-paragraph 5.3 (Technology Administration and Maintenance) and sub-paragraph 5.3.1 of the SOW.</p>
223.	SOW 5.0 Fleet Management Information Systems and Services; 5.2.5 ShopFax Background, page 113	Will Wi-Fi internet access be available at all location for contractor use.	Wi-Fil Access is not available at all stations.
224.	SOW 5.0 Fleet Management Information Systems and Services; 5.3.7.3 ShopFax Maintenance, page 114	Will the Department provide list of printers and annual consumption of ink, supplies and paper for each workstation or an estimated cost to meet this requirement?	No. Per the current Contractor, information is not available.
225.	SOW 5.0 Fleet Management Information Systems and Services; 5.3.7.6 ShopFax Maintenance, page 115	<p>a. Will the Department provide the maintenance history and cost to maintain the access points?</p> <p>b. What amount of downtime was recorded in previous years for equipment downtime?</p>	<p>a. Per the current Contractor, information is not available.</p> <p>b. Refer to the October 2018 Monthly Report, which was provided on September 27, 2019, and includes a</p>

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			report on the ShopFax System Downtime. During the time period of January 1, 2018 to December 31, 2018, ShopFax server was down 17.5 hours.
226.	SOW 5.0 Fleet Management Information Systems and Services; 5.4.1.1 ShopFax Procedures, Repair Order Processing, page 116	If still awaiting charges to post to the work order, such as freight, would the work order be in a completed status but not closed until such charges are realized? Such as remaining in a completed status, then moving to a closed status after all has been posted?	If a vehicle’s repairs are completed and the vehicle is otherwise available for use or is actually back in service, the repair reason would be “Hold For Invoice, “ and is removed from the non-compliance list. It is expected that the Contractor would follow up with this and expedite as soon as possible to close repair orders.
227.	SOW 5.0 Fleet Management Information Systems and Services; 5.6.4 ShopFax Data Security, page 127	a. Will the County provide the current make and model of the uninterrupted power supply?  b. Will the battery replacements be FFS as needed?	a. HP R3000XR, County owned (UPS).  b. If identified during the Initial Inventory, sub-paragraph 3.2.5 (Tools and Equipment, Initial Inventory) Appendix A (SOW), as needing replacement. The initial start-up cost would be Fee-for-Service, afterwards, it will be part of the Fixed-Price cost.
228.	SOW Exhibits 1 and 1A Vehicle Inventory	Exhibit 1A indicates there are 40 boats. For Contractor's liability insurance purposes, we request the County to please provide the specifications and associated replacement cost value for each boat.	Refer to the attached 2016-2018 LASD Vessel Expense Mechanical & Paint/Body Report.
229.	SOW Exhibit 2 Department Repair Locations	a. For Contractor's liability insurance purposes, where are all of the designated mooring locations during Contractor’s maintenance/repair operations for the boats while in the water?	a. L.A. County dock is at 13483 Fiji Way near public launch ramp and/or 13851 Fiji Way (The Marina Del Rey Station).  ESD Port of Los Angeles

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		<p>b. Is the "Boatyard" located at 13555 Fiji Way the only designated repair location for boats while in the water?</p> <p>c. Where are all of the designated lay-up locations during Contractor’s maintenance/repair operations for the boats while on dry land? Is the "Boatyard" located at 13555 Fiji Way the only designated repair location for boats while on dry land?</p>	<p>954 South Seaside Avenue San Pedro, CA 90731</p> <p>Catalina Island 1 Banning House Road Avalon, CA 90704</p> <p>b. No. There are currently four boat repair locations as follows:</p> <ol style="list-style-type: none"> <li>1. ESD Port of Los Angeles 954 South Seaside Avenue San Pedro, CA 90731</li> <li>2. Catalina Island 1 Banning House Road Avalon, CA 90704</li> <li>3. Pitchess Detention Center 29380 The Old Road Castaic, CA 91310</li> <li>4. The Boat Yard 13555 Fiji Way Marina Del Rey, CA 90292</li> </ol> <p>c. No. There are currently four boat repair locations as follows:</p> <ol style="list-style-type: none"> <li>1. ESD Port of Los Angeles 954 South Seaside Avenue San Pedro, CA 90731</li> <li>2. Catalina Island 1 Banning House Road Avalon, CA 90704</li> <li>3. Pitchess Detention Center 29380 The Old Road</li> </ol>

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			<p>Castaic, CA 91310</p> <p>4. The Boat Yard 13555 Fiji Way Marina Del Rey, CA 90292</p>
230.	Appendix C – Sample Contract; 8.38.1; 8.38.5 Record Retention and Inspection - Audit Settlement and 9.2.2 Data Destruction, page 44, 45, 62	We assume the Contractor will be allowed to store the records, referenced in these requirements, remotely but provide the County access to the records within the County of Los Angeles. Is this correct?	Yes, however records must remain in the Continental United States.
231.	Appendix C - Sample Contract: 8.4.1 Budget Reductions, page 17	Regarding the County's requirement to "reserve the right to reduce its payment obligation" should the County reduce its own salaries and benefits paid to its employees, we assume the County and the Contractor will renegotiate staffing requirements, performance metrics, and/or penalties. Is that correct?	Yes.
232.	Appendix D - Required Forms; Exhibit 11, Price Sheet; 4.6, FFS/Direct Purchase, pages 10-12	The County’s RFP provides for a 2% markup on FFS/Directed Purchases. In many cases the cost of sourcing, negotiating, executing a purchase order or contract, vendor setup, receiving, inspection and delivery with only a 2% return for the effort will leave the contractor in a loss position. Will the Department allow bidders to propose a markup based on their average cost of providing this service?	All proposers are required to submit a proposal in response to RFP-475-SH as written. However, if you have any exceptions, please refer to and comply with subparagraph 7.9.11 (Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/or Exceptions to) of the RFP.