

County of Los Angeles Sheriff's Department Headquarters



4700 Ramona Boulevard Monterey Park, California 91754-2169

March 16, 2012

Notice to Potential Bidders:

BULLETIN NUMBER 1
INVITATION FOR BIDS (IFB)
HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) EQUIPMENT
MAINTENANCE AND REPAIR SERVICES
IFB NUMBER 480-JPA

INTRODUCTION

The Los Angeles Regional Crime Laboratory Facility Joint Exercise of Powers Authority (JPA) is issuing this Invitation for Bids (IFB) to solicit bids for an Agreement with a qualified Bidder who can provide Heating, Ventilation, and Air Conditioning (HVAC) Equipment Maintenance and Repair Services for the equipment located at the Hertzberg-Davis Forensic Science Center (HDFSC).

PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Bidders that can demonstrate their ability to successfully provide the required services outlined in Appendix B, Statement of Work, in its entirety, are invited to submit bids, provided they meet the following requirements at the time that the bid is submitted and continue to meet these requirements during the subsequent contracting process. Failure of a Bidder to meet all of the Minimum Requirements may result in the elimination of the bid from further consideration (see Paragraph 3.2, Adherence to Minimum Requirements).

Bids must include the required documentation to substantiate that Bidder meets these Minimum Requirements listed in Paragraph 1.4 of the IFB.

1.4.1 Bidder must have five (5) years of experience, within the last five (5) years, providing heating, ventilation, and air conditioning maintenance and repair services equivalent or similar to the services identified in Appendix B, Statement of Work. The services must be for equivalent equipment as the equipment listed in Appendix B, Statement of Work, Exhibit C, Equipment List and Price Schedule.

A Tradition of Service Since 1850

- 1.4.2 Bidder must have had a least one (1) successful contract worth over \$250,000, within the last five (5) years.
- 1.4.3 Bidder must have an office within 100 miles from HDFSC.

IFB TIMETABLE

The timetable for this IFB is as follows:

•	Bid Submittal Deadlineby 3:00p.m. (Pacific Time)	April 27, 2012
•	Release of Questions and Responses	April 13, 2012
•	Bidders Conference and Site Visit	April 4, 2012
•	Written Questions Due by 3:00 p.m. (Pacific Time)	March 30, 2012
•	Request for a Solicitation Requirements Review Due	March 30, 2012
•	Release of IFB	March 16, 2012

The foregoing dates may be changed at any time in the sole discretion of the JPA. Such changes shall be made through an addendum and posted on the Los Angeles County Sheriff's Department's (Department) website at http://www.lasdhq.org/lasd_contracts/info.html.

IFB RELEASE

The IFB will be released and will be accessible via the Sheriff's Department website at: http://www.lasdhq.org/lasd_contracts/info.html (underscore between "lasd" and "contracts"), and the County website at: http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStrat.asp

If the Bidder wishes to access the IFB via the above Department's website, the Bidder **MUST** inform the Department's Contracts Unit Analyst at memurr@lasd.org of Bidder's name, mailing address, email address, fax number and telephone number. This will ensure that the Bidder receives any further Bulletins related to this IFB.

IFB SUBMISSION INFORMATION

Bidder must submit one (1) original proposal and three (3) exact duplicate numbered copies, as specified in Paragraph 2.9 of the IFB.

The Bid must be submitted in a sealed envelope or box plainly marked in the upper left-hand corner with the name and address of Bidder and bear the words:

"INVITATION FOR BIDS (IFB) FOR HVAC EQUIPMENT AND REPAIR SERVICES IFB NUMBER 480-JPA"

The bid(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: Marcelle Murr, Contract Analyst

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

CONTACT WITH COUNTY PERSONNEL

Any contact regarding the IFB 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, Room 214 4700 Ramona Boulevard Monterey Park, California 91754 Attention: Marcelle Murr

Email address: memurr@lasd.org Fax Number: (323) 415-4389 If it is discovered that a bidder contacted and/or received information from any County or JPA personnel other than the person specified above, regarding this solicitation, the Sheriff, in his sole determination, may disqualify such bidder's bid from further consideration.

Sincerely,

Los Angeles Regional Crime Laboratory Facility Joint Exercise of Powers Authority

Glen Joe, Director Fiscal Administration Sheriff's Department