



Beroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

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



March 12, 2013

Notice to Potential Bidders:

**BULLETIN NUMBER 1
INVITATION FOR BIDS (IFB)
AS-NEEDED SECURITY GUARD SERVICES
IFB NUMBER 501-SH**

INTRODUCTION

The Los Angeles County Sheriff's Department (Department) is issuing this Invitation for Bids (IFB) to solicit bids from interested and qualified vendors (Bidders) to provide as-needed armed and unarmed security guard services (Guard Services) at the Department's facilities (Facilities) and County Courthouses (Courthouses) located within the County of Los Angeles (County).

PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Each interested and qualified Bidder that 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 shall demonstrate the ability to provide armed and unarmed security Guard Services for all Locations listed in Appendix B, Statement of Work, Attachment 1, County Courthouses and Other Sheriff's Facilities, and for all vacancies listed in Appendix B, Statement of Work, Attachment 2, County Security Staff Vacancy Levels and Contractor's Required Staffing, of this IFB. Bidder shall provide an organizational chart indicating the number of certified guard personnel currently on staff, in accordance with Subparagraph 2.8.4, Bidder's Qualifications (Section B), of this IFB.
- 1.4.2 Bidder shall have at least five (5) years of current, continuous armed and unarmed security guard service experience providing services for government agencies comparable to the Guard Services identified in Appendix B, Statement

of Work, of this IFB. The experience must be verifiable by the references listed in Appendix D, Required Forms, Exhibit 2, Prospective Contractor References, and Exhibit 3, Prospective Contractor List of Contracts, of this IFB.

- 1.4.3 Bidder shall have a minimum of forty (40) certified and licensed armed and unarmed security guard personnel on staff and available, at all times. The required certificates and licenses for Guards are outlined in Appendix B, Section 4.0, Required Certifications and Licenses, of this IFB. This requirement will be verified by County utilizing Bidder's organizational chart provided as part of Subparagraph 1.4.1 above.
- 1.4.4 Bidder shall assign a Contractor Project Manager prior to submission of the Bid, who has a minimum of two (2) years current experience managing a project of comparable size and scope, and who will be responsible for assuring that all requirements described in Appendix B, Statement of Work, of this IFB are fulfilled. A copy of Bidder's proposed Contractor Project Manager's resume shall be submitted with the Bid, as referenced in Subparagraph 2.8.4, Bidder's Qualifications (Section B), of this IFB.
- 1.4.5 Bidder's proposed security guard Supervisors shall possess at least two (2) years of supervisory experience in guard services. Bidders shall have at least one Supervisor on staff prior to submission of the Bid. All proposed guard Supervisors must meet the training and certification requirements specified in Appendix B, Statement of Work, Section 4.0, Required Certificates and Licenses, Section 11.0, Contractor's Guards and Supervisors General Performance, and Section 18.0, Training, of this IFB. Bids must include copies of professional licenses/certificates and resumes for proposed supervisory staff as referenced in Subparagraph 2.8.4, Bidder's Qualifications (Section B), of this IFB.

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

IFB TIMETABLE

The timetable for this IFB is as follows:

- Release of IFB.....March 12, 2013
- Request for a Solicitation Requirements Review Due.....March 22, 2013
- Written Questions Due by 3:00 p.m. (Pacific Time).....March 20, 2013
- Bidders Conference.....March 21, 2013
- Questions and Answers Released.....March 29, 2013
- **Bid Submittal Deadline...by 3:00p.m. (Pacific Standard Time)....April 4, 2013**

The Bidders Conference will be held at Court Services Division, 1000 South Fremont Avenue, Alhambra, California, 91703, Ground Level, Classroom 1, from 2:00 p.m. to 4:00 p.m.

Prospective Bidders shall RSVP to the Contract Analyst identified in Subparagraph 2.5.4 of the IFB, to provide the names and titles of personnel who will be attending the Mandatory Bidder's Conference. Prospective Bidders are limited to sending two (2) employees to the Mandatory Bidder's Conference. Attendees must be full-time employees of the Bidder's company, must present identification, and must submit a business card upon arrival, as specified in Subparagraph 2.6.1 of the IFB.

All potential Bidders **must** attend the Mandatory Bidder's Conference in **its entirety**. Bidders should arrive on time and bring a copy of the IFB. Late arrivals may not be admitted to the Mandatory Bidder's Conference as specified in Subparagraph 2.6.3 of the IFB.

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.

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").

All potential Bidders are encouraged to monitor the above solicitation website for Bulletins, as they are posted, during the entire solicitation process.

IFB SUBMISSION INFORMATION

The original Bid and three numbered exact copies, each accompanied by one electronic copy on CD, shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Bidder and bear the words:

**"BID FOR AS-NEEDED SECURITY GUARD SERVICES
IFB No 501-SH"**

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

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

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
Attention: William Smith
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754
Email address: wksmith@lasd.org
Fax Number: (323) 415-4389

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

for 
Glen Joe, Director
Fiscal Administration