

January 28, 2014

Notice to Potential Bidders:

**BULLETIN NUMBER 1
INVITATION FOR BIDS (IFB)
VISITOR BUS TRANSPORTATION SERVICES
IFB NUMBER 518-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 bus transportation services for persons visiting inmates at the various custody facilities.

Services for this Agreement include providing and maintaining the necessary buses and/or other vehicles as appropriate, transporting visitors to and from the various custodial facilities, providing qualified drivers, mechanics, and all other support personnel required to maintain the vehicles, providing reports and other information as needed by the County. Visitation is only allowed on weekends and on designated County holidays.

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) are invited to submit Bids provided they meet the following requirements:

- 1.4.1 Bidder must have five (5) years experience, within the last seven (7) years, providing bus transportation services for public/government organizations and/or custodial facilities similar to the services identified in Appendix B (Statement of Work) of this IFB.
- 1.4.2 Bidder must have at least five (5) buses (minimum capacity of 47 passengers) available on weekends and County holidays.
- 1.4.3 Bidder must have at least one bus/vehicle that is equipped to accommodate disabled passengers.

1.4.4 Bidder must have all required licenses, certificates and permits required by Federal, State and local laws, ordinances and directives, as well as Transportation Charter Party Permits issued by California Public Utilities Commission, as they apply to bus/vehicle transportation services. All such licenses, certificates, and permits shall be provided in Section E (Proof of License), of the Bid.

1.4.5 Bidder must operate a dispatch office within Los Angeles County.

IFB TIMETABLE

The timetable for this IFB is as follows:

- Release of IFBJanuary 28, 2014
- Request for a Solicitation Requirements Review Due February 11, 2014
- Written Questions Due by 3:00 p.m. (Pacific Time) February 5, 2014
- Bidder’s Mandatory Conference and Site Visit February 10, 2014
- Questions and Answers Released February 18, 2014
- **Bids due by 3:00 p.m. (Pacific Standard Time)..... February 21, 2014**

Bidder’s Conference and Site Visit

The Bidders Mandatory Conference and Site Visit will be held at:

Date: Monday, February 10, 2014

Time: 10:30 a.m. - 12:30 a.m.

**Location: Peter J. Pitchess Detention Center
PDC Visitor Parking Lot
29330 The Old Road
Castaic, California 91384**

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 employees to the Mandatory Bidder's Conference. Attendees **must** be full-time

employees of the Bidder's company, present identification, and 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(s) and three (3) numbered exact hard copies; and two (2) compact discs, each containing the bid(s) in electronic format, must be submitted 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 VISITOR BUS TRANSPORTATION SERVICES
IFB NUMBER 518-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



Glen Joe, Director
Fiscal Administration