



John B. Scott, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

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



August 28, 2014

Notice to Potential Bidders:

**BULLETIN NUMBER 1
INVITATION FOR BIDS
VEHICLE TOWING AND LONG-TERM STORAGE SERVICES
INVITATION FOR BIDS NUMBER 528-SH**

INTRODUCTION

The County of Los Angeles (County) is issuing an Invitation for Bids (IFB) to solicit bids from potential Contractors who can provide Vehicle Towing and Long-Term Storage Services for the Los Angeles County Sheriff's Department's (Department) Central Property and Evidence Unit (CPE). The requested service includes, but shall not be limited to: Towing and storage of various types of motor vehicles, parts of vehicles, and/or various types of equipment, and/or any other similar items ordered for storage by the Department. The Department's CPE will contact Contractor to request pickup and towing of vehicle, parts, and/or equipment to hold for long-term storage.

MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Bidders who can demonstrate their ability to successfully provide the required services outlined in Appendix B (Statement of Work), of the IFB are invited to submit bids provided the Bidder meets the following Minimum Mandatory Requirements:

- 1.4.1 Bidder must have: (a) at least five (5) continuous years' experience, within the last ten (10) years, two (2) years, providing services equivalent to the services identified in Appendix B (Statement of Work) of the IFB; and (b) at least two (2) years of which must have been for a law enforcement agency.
- 1.4.2 Bidder must have an office and storage facility for Services provided under the Agreement located within a twenty (20) mile radius of the Department's Headquarters Building, 4700 Ramona Boulevard, Monterey Park, California 91754.

A Tradition of Service Since 1850

1.4.3 Bidder's storage facility for services provided under the Agreement must have the capacity to store up to 300 vehicles, additional parts and/or equipment, and be secured as described in Appendix B (Statement of Work), Section 3.0 (Storage Specifications and Security Requirements) of the IFB. A site visit of Bidder's storage facility will be conducted to verify Bidder meets this requirement.

1.4.4 Bidder must have all required licenses and permits listed in Appendix D (Required Forms), Exhibit 15 (Required Licenses and Permits) of the IFB.

IFB RELEASE

The IFB will be accessible in electronic Portable Data File (PDF) format by 5:00 p.m. (Pacific Time) on August 28, 2014, via the Department's website at http://www.lasdhq.org/lasd_contracts/info.html.

IFB TIMETABLE

The timetable for this IFB is as follows:

- Release of IFB.....August 28, 2014
- Deadline for Request for Solicitation Requirements Review...September 12, 2014
- Written Questions Due.....September 11, 2014
- Questions and Responses Released.....September 15, 2014
- **Bids Due by 3:00 p.m. (Pacific Time).....September 24, 2014**

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

BID SUBMISSION INFORMATION

The original bid and three (3) numbered exact hard copies; and two (2) Compact Discs, each containing the bid(s) in electronic format, 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:

**“INVITATION FOR BIDS (IFB) 528-SH
FOR
VEHICLE TOWING AND LONG-TERM STORAGE SERVICES”**

The bid and any related information shall be delivered or mailed to:

Los Angeles County Sheriff's Department
Fiscal Administration – Contracts Unit
Carol Augustine, 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 bid due date and time specified in this Bulletin #1, or any addendum amending the bid due date and time. 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 bid due date and time, as specified in this Bulletin #1, or any addendum amending the bid due date and time, will not be accepted and will be returned to the sender unopened. Timely hand-delivered bids are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

All contact regarding this IFB or any matter relating hereto must be in writing and must be mailed or e-mailed to the following person ("Contracts Analyst"):

Los Angeles County Sheriff's Department
Fiscal Administration – Contracts Unit
Carol Augustine, Contracts Analyst
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754
e-mail address: cjaugust@lasd.org

If it is discovered that a Bidder contacted and/or received information from any County personnel, other than the person specified above, regarding this solicitation, the Department, in its sole determination, may disqualify the bid of such Bidder from further consideration.

Sincerely,

JOHN L. SCOTT, SHERIFF


for Glen Joe, Director
Fiscal Administration