

March 29, 2017

Notice to Potential Bidders:

**BULLETIN NUMBER 1
INVITATION FOR BIDS (IFB)
HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) EQUIPMENT
MAINTENANCE AND REPAIR SERVICES
IFB NUMBER 609-JPA**

INTRODUCTION

The Los Angeles Regional Crime Laboratory Facility, Joint Powers Authority (JPA) is issuing this Invitation for Bids (IFB) to solicit bids for a Contract 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).

BIDDER'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 Mandatory Minimum Requirements may result in the elimination of the bid from further consideration (see sub-paragraph 3.2, Adherence to Minimum Requirements).

Bids must include the required documentation to substantiate that Bidder meets these Mandatory Minimum Requirements listed in sub-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 as identified in Appendix B (Statement of Work). The services must be for equipment that is equivalent or similar to the equipment listed in Appendix C (Statement of Work Exhibits), Attachment 3 (Equipment List).

1.4.2 Bidder must have had at least one (1) contract worth over \$300,000, within the last five (5) years.

1.4.3 Bidder must have an office within 100 miles from HDFSC.

IFB RELEASE

The IFB will be released and will be accessible via the Sheriff’s Department website at: <http://shq.lasdnnews.net/shq/contracts/info.html>.

IFB TIMETABLE

The timetable for this IFB is as follows:

- Release of IFB.....March 29, 2017
- Request for a Solicitation Requirements Review Due.....April 12, 2017
- Written Questions Due by 3:00 p.m. (Pacific Time).....April 6, 2017
- Bidders Conference and Site Visit.....April 12, 2017
- Questions and Answers ReleasedApril 12, 2017
- **Bid Submittal Deadline by 3:00 p.m. (Pacific Time).....April 26, 2017**

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.lasdnnews.net/shq/contracts/info.html>.

BID SUBMISSION

The original Bid and three numbered copies, and two digital copies on a compact disc or a flash drive, enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Bidder and bear the words:

**“BID FOR HVAC EQUIPMENT MAINTENANCE AND REPAIR SERVICES
IFB NUMBER 609-JPA”**

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

Los Angeles County Sheriff’s Department
Fiscal Administration - Contracts Unit
Attention: Dernice Samuel, Contract Analyst
211 West Temple Street, 6th Floor
Los Angeles, California 90012

It is the sole responsibility of the submitting Bidder to ensure that its Bid is received before the submission deadline. 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 listed in sub-paragraph 2.3, IFB Timetable, will not be accepted and 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

Any contact regarding the IFB or any matter relating thereto must be in writing and may be mailed or e-mailed as follows:

Los Angeles County Sheriff's Department
Fiscal Administration - Contracts Unit
Attention: Dernice Samuel, Contract Analyst
211 West Temple Street, 6th Floor
Los Angeles, California 90012
E-mail address: ddsamuel@lasd.org

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 JPA, in its sole determination, may disqualify such Bidder's bid from further consideration.

Sincerely,

Los Angeles Regional Crime Laboratory Facility
Joint Powers Authority

A handwritten signature in blue ink, appearing to read "Glen Joe", is written over the typed name and title.

Glen Joe, Director
Fiscal Administration

GJ:CA:ca
(Fiscal Administration)

- c: Conrad Meredith, Assistant Division Director, Administrative Services Division (ASD)
- Heather Aubry, Deputy City Attorney, Los Angeles City Attorney's Office
- Amy Caves, Senior Deputy County Counsel
- Glen Joe, Director, Fiscal Administration, ASD
- William C. Dibble, Director, Facilities Services, ASD
- Susie Cousins, Assistant Director, Fiscal Administration, Contracts Unit
- Dan Maloney, Facility Manager, Hertzberg-Davis Forensic Services Center
- Irma Santana, Manager, Contracts Unit
- Carol Augustine, Senior Contract Analyst, Contracts Unit
- Dernice Samuel, Contract Analyst, Contracts Unit