



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ALEX VILLANUEVA, SHERIFF



July 7, 2020

Notice to Potential Proposers:

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS (RFP) NO. 630-SH
AS-NEEDED SECURITY GUARD SERVICES**

INTRODUCTION

The Los Angeles County (County) Sheriff's Department (Department) is issuing this RFP to solicit proposals from interested and qualified vendors (Proposers) that can provide as-needed armed and unarmed security guard (Guard) services (Services) on a 24-hour, seven-days-per-week basis, which may include designated County and/or court-recognized holidays, at County facilities (Facilities) and County courthouses (Courthouses) located within the County.

PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required Services outlined in Appendix A (Statement of Work) of the RFP, are invited to submit a proposal, provided they meet the following **Minimum Mandatory Requirements**:

1. Proposer must demonstrate the ability to provide armed and unarmed Guard Services for all locations listed in Attachment A1 (County Courthouses and Other Sheriff's Facilities) to Appendix A (Statement of Work) and for all vacancies listed in Attachment A2 (County Security Staff Vacancy Levels and Contractor's Required Staffing) to Appendix A (Statement of Work) to the RFP. Proposer shall include an organizational chart in Section B.1 of its proposal indicating the number of certified Guard personnel currently on staff, in accordance with Paragraph 7.8.7 (Proposer's Qualifications (Section B)) of the RFP.

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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2. Proposer must have a minimum of 40 total certified armed and unarmed Guard personnel on staff or on call at all times, of which a minimum of 60 percent (24 Guards) must be armed. Guard's required certificates and licenses are outlined in Paragraph 4.0 (Required Certificates and Licenses) of Appendix A (Statement of Work) to the RFP. This requirement will be verified by County utilizing Proposer's organizational chart provided as part of Section B of the proposal.
3. Proposer shall have at least five years of continuous armed and unarmed Guard Service experience within the last ten years, comparable to the Services identified in Appendix A (Statement of Work) to the RFP. Proposer shall provide at least three references that verify this Minimum Mandatory Requirement in Section B.2 (Proposer's References) of its proposal. Contractor shall complete and submit Exhibit 3 (Prospective Contractor References) found in Appendix C (Required Forms) to the RFP, which shall include start dates, end dates, agency names, and a brief description of the Services provided.
4. Proposer shall assign a Project Manager who has a minimum of two years of experience within the last seven years, managing a project comparable in size and scope to the Services described herein, who will be responsible for assuring that all requirements described in Appendix A (Statement of Work) to the RFP, are fulfilled. A copy of the Project Manager's resume must be submitted with the proposal as pursuant to Paragraph 7.8.7 (Proposer's Qualifications) of the RFP.
5. Proposer's proposed line supervisors must have at least two years of supervisory experience. All proposed supervisors must meet the training and certification requirements specified in Appendix A (Statement of Work) to the RFP. Proposer must include copies of certificates and resumes for proposed supervisory staff pursuant to Paragraph 7.8.7 (Proposer's Qualifications) of the RFP.
6. Contractor shall maintain an office in Los Angeles County with a telephone in the Contractor's name where Contractor conducts business. If Contractor maintains several offices in the County, it shall designate one office in the County as the main contact for County.
7. If Proposer's compliance with a County Contract has been reviewed by the Department of the Auditor-Controller within the last ten years, Proposer must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such

disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

RFP RELEASE

The RFP will be accessible in electronic Portable Data File (PDF) format via the Department’s website at <http://www.shq.lasdnews.net/shq/contracts/info.html>.

RFP TIMETABLE

The timetable for this RFP is as follows:

- Release of RFPJuly 7, 2020
- Request for a Solicitation Requirements Review Due.....July 21, 2020
- Last day to Confirm Attendance to Mandatory Proposers’ Conference.....July 28, 2020
- Virtual Mandatory Proposers’ Conference.....August 5, 2020
- Written Questions Due by 3:00 p.m. (Pacific Time).....August 14, 2020
- Written Questions and Answers Released.....August 28, 2020
- **Proposals due by 3:00 p.m. (Pacific Time).....September 15, 2020**

The foregoing dates may be changed at any time at the sole discretion of the Department. Such changes shall be made through an addendum and posted on the Department’s website at <http://www.shq.lasdnews.net/shq/contracts/info.html>. All potential Proposers are encouraged to monitor the above solicitation website for Bulletins, as they are posted, during the entire solicitation process.

PROPOSAL SUBMISSION

The original Business Proposal (Sections A through F) and four numbered exact hard copies, and two separate electronic exact copies in pdf format on flash-drives or compact discs, shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"BUSINESS PROPOSAL FOR AS-NEEDED
SECURITY GUARD SERVICES
REQUEST FOR PROPOSALS 630-SH"**

The original Cost Proposal and two numbered exact hard copies, and one electronic exact copy in pdf format on a flash-drive or compact disc, must be submitted in a separate sealed package, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"COST PROPOSAL FOR AS-NEEDED
SECURITY GUARD SERVICES
REQUEST FOR PROPOSALS 630-SH"**

The proposal(s) shall be delivered or mailed to the Contract Analyst identified below.

While both the Business Proposal and the Cost Proposal may be boxed and delivered together, they must be SEALED SEPARATELY within the box.

It is the sole responsibility of the submitting Proposer to ensure that its proposal is received by September 15, 2020 at 3:00pm. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in Paragraph 7.2 (RFP Timetable), of the RFP, will not be accepted and will be returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

All contact regarding the RFP or any matter relating thereto must be in writing and may be mailed or e-mailed to the County's point of contact identified below:

Los Angeles County Sheriff's Department - Contracts Unit
211 W. Temple Street, 6th Floor
Los Angeles, CA 90012
Attention: Rayvin Secol, Contract Analyst
E-mail address: rjsecol@lasd.org

If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their proposal from further consideration.

Sincerely,

ALEX VILLANUEVA, SHERIFF

A handwritten signature in blue ink that reads "Rick Cavataio". The signature is written in a cursive style with a long horizontal flourish at the end.

Rick Cavataio, Director
Fiscal Administration Bureau