



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM McDONNELL, SHERIFF



November 14, 2018

Notice to Potential Proposers:

**BULLETIN NUMBER 1  
INVITATION FOR BIDS (IFB)  
VISITOR BUS TRANSPORTATION SERVICES  
IFB NUMBER 658-SH**

## **INTRODUCTION**

The Los Angeles County Sheriff's Department (Department) is issuing an Invitation for Bids (IFB) to solicit bids from qualified vendors (Bidders) for a contract with an organization that can provide bus transportation services to persons visiting inmates at the various Department custody facilities

## **PROPOSER'S MINIMUM MANDATORY REQUIREMENTS**

Interested and qualified Bidders that can demonstrate their ability and qualifications to successfully provide the required services are invited to submit bids, provided they meet the following minimum mandatory requirements:

### **Minimum Mandatory Requirements**

1. Bidder must demonstrate a minimum of five (5) years of 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 the IFB.

Bidder shall provide references that verify this minimum mandatory requirement, which shall include start dates, end dates, agency names, and services provided.

2. Bidder must have a fleet of at least seven (7) buses with a minimum capacity of 43 passengers, one of which is configured to accommodate disabled passengers. All buses must be available on weekends and designated County-recognized holidays.

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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- 3. 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. Such licenses, certificates, and permits shall be provided in Section E (Proof of Licenses) of the bid.
- 4. Bidder must operate a dispatch office within Los Angeles County or adjacent counties.
- 5. If Bidder’s compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Bidder 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.

**IFB RELEASE**

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

**IFB TIMETABLE**

The timetable for the IFB is as follows:

Release of IFB .....	November 14, 2018
Request for a Solicitation Requirements Review Due .....	November 30, 2018
Last day to confirm attendance to Mandatory Bidder’s Conference and Site Visit.....	December 3, 2018
.....	December 3, 2018
Mandatory Bidder’s Conference and Site Visit .....	December 14, 2018
Written Questions Due by 3:00 p.m. (Pacific Time) .....	December 19, 2018
Written Questions and Answers Released .....	December 26, 2018
<b>Bids due by 3:00 p.m. (Pacific Time) .....</b>	<b>January 11, 2019</b>

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://shq.lasdnews.net/shq/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.

### **MANDATORY BIDDER'S CONFERENCE AND SITE VISIT**

A Mandatory Bidder's Conference will be held to discuss the IFB requirements. All potential Bidders **must** attend the Mandatory Bidder's Conference and Site Visit in **its entirety** or their bids may be rejected (disqualified) without review and eliminated from further consideration.

Prospective Bidders must notify Contract Analyst Cynthia Cardenas (ccarden@lasd.org) with the names, titles and a copies of California's Driver's Licenses of employees attending the Mandatory Bidder's Conference and Site Visit (maximum of two) by December 3, 2018.

### **BID SUBMISSION**

The original bid and four (4) numbered exact hard copies, and two (2) separate electronic copies in pdf format on flashdrives 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:

**"BIDS FOR VISITOR BUS TRANSPORTATION SERVICES  
IFB 658-SH"**

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

Los Angeles County Sheriff's Department  
Fiscal Administration – Contracts Unit  
Attention: Cynthia Cardenas, Contract Analyst  
211 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012

It is the sole responsibility of the submitting Proposer to ensure that its bid is received before the submission deadline. Submitting Proposers 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 the 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.

All bids shall be firm offers and may not be withdrawn for a period of two hundred seventy (270) business days following the last day to submit bids.

**CONTACT WITH COUNTY PERSONNEL**

All contact regarding this 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: Cynthia Cardenas, Contract Analyst  
211 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
E-mail address: ccarden@lasd.org

If it is discovered that Bidder 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 bid from further consideration.

Sincerely,

JIM McDONNELL, SHERIFF



Rick Cavataio, Director  
Fiscal Administration Bureau