

December 18, 2018

Notice to Potential Proposers:

**BULLETIN NUMBER 2  
INVITATION FOR BIDS (IFB)  
VISITOR BUS TRANSPORTATION SERVICES  
IFB NUMBER 658-SH**

This Bulletin Number 2 is being issued to notice potential Bidders that Invitation for Bids (IFB) 658-SH for Visitor Bus Transportation Services has been revised to update the County contact information, including but not limited to, the following subparagraphs of the IFB:

1. Subparagraph 1.9 (Contact with County Personnel) of the IFB is deleted in its entirety and restated as follows:

**1.9 CONTACT WITH COUNTY PERSONNEL**

Any 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: Alex Madera, Contract Analyst  
211 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
E-mail address: AMadera@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.

2. Subparagraph 2.5 (Bidder's Questions) of the IFB is deleted in its entirety and restated as follows:

## **2.5 BIDDER'S QUESTIONS**

- 2.5.1 Bidders may submit written questions regarding this IFB by mail or e-mail to the Contract Analyst identified below. All questions must be received by December 19, 2018 as specified in Paragraph 2.3 (IFB Timetable) of this IFB. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to this IFB.
- 2.5.2 When submitting questions, please specify the IFB paragraph number, subparagraph, page number, and quote the passage that prompted the question. This will ensure that the question can be quickly found in the IFB. County reserves the right to group similar questions when providing answers.
- 2.5.3 Questions may address concerns that the application of minimum mandatory requirements, review criteria and/or business requirements would unfairly disadvantage Bidders or, due to unclear instructions, may result in the County not receiving the best possible responses from Bidder.
- 2.5.4 Questions should be addressed to:

Los Angeles County Sheriff's Department  
Fiscal Administration Bureau, Contracts Unit  
211 W. Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Attention: Alex Madera, Contract Analyst  
Email address: [AMadera@lasd.org](mailto:AMadera@lasd.org)

3. Subparagraph 2.9 (Bid Submission) of the IFB is deleted in its entirety and restated as follows:

## **2.9 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 Bidder and bear the words:

**“BID FOR VISITOR BUS TRANSPORTATION SERVICES IFB 658-SH”**

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

Los Angeles County Sheriff's Department  
Fiscal Administration Bureau-Contracts Unit  
211 W. Temple Street, 6th Floor  
Los Angeles, California 90012  
Attention: Alex Madera, Contract Analyst

**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 U.S. Mail. Any bids received after the scheduled closing date and time for receipt of bids, as listed in subparagraph 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.**

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.

Bulletin Number 2 will be accessible in electronic Portable Data File (PDF) format by 4:00 p.m. (Pacific Time) on December 18, 2018, via the Department's website at <http://shq.lasdnews.net/shq/contracts/info.html>.

All other Terms and Conditions of the IFB remain in effect.

Should you have questions, please contact Contract Analyst Alex Madera at [AMadera@lasd.org](mailto:AMadera@lasd.org).