



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ALEX VILLANUEVA, SHERIFF



February 27, 2020

Notice to Vendors:

**BULLETIN NUMBER 1
INVITATION FOR BIDS (IFB)
VEHICLE TOWING AND LONG-TERM STORAGE SERVICES
IFB NUMBER 663-SH**

INTRODUCTION

The County of Los Angeles (County), Sheriff's Department (Department), is issuing this Invitation for Bids (IFB) to solicit bids for a Contract with an organization (Bidder) that can provide Vehicle Towing and Long-Term Storage Services (Services) for the Department's Central Property & Evidence Unit (CPE).

The Services include but are not limited to: towing and long-term storage of various types of motor vehicles, the parts of vehicles, and/or various types of equipment and/or other similar items, ordered by the Department to be towed and stored for evidentiary purposes (Evidence). The Department's CPE will contact Contractor to request pickup and towing of Evidence to hold for long-term storage.

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) of the IFB are invited to submit bids, provided they meet the following minimum mandatory requirements:

Bidder's Minimum Mandatory Requirements

1. Bidder must have five continuous years of experience, within the last ten years, providing Vehicle Towing and Long-Term Storage Services (Services) equivalent to the Services identified in Appendix B (Statement of Work) of this IFB. At least two of the five continuous years of experience must have been the provisions of Services to a law enforcement agency.

Vendor shall provide references that verify this minimum mandatory requirement and include complete start dates, complete end dates, name of public entity, government agency, or law enforcement agency, and Services provided.

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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- 2. Bidder must have an office and storage facility for Services provided under the Contract located within a twenty mile radius of the Department’s Sherman Block Building, 4700 Ramona Boulevard, Monterey Park, California 91754.
- 3. Bidder’s storage facility for Services shall meet the following requirements:
 - have the capacity to store up to 350 vehicles, additional parts and/or equipment; and
 - have a locking system and barbed wire (or equivalent) fencing that is maintained by the Bidder; and
 - have an alarm/monitoring system that is maintained by the Bidder; and
 - have a video monitoring system that records twenty-four hours a day, seven days a weeks; and
 - be roofed, enclosed, and lighted.

A site visit of Bidder’s storage facility will be conducted to verify Bidder meets this minimum mandatory requirement.

- 4. Bidder must have all required licenses, certifications, and permits listed in Appendix D (Required Forms), Exhibit 11 (Required Licenses, Certifications, and Permits) of this IFB.
- 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	February 27, 2020
Request for a Solicitation Requirements Review Due	March 6, 2020
Written Questions Due.....	March 12, 2020
Questions and Answers Released	March 19, 2020
Bid due by 3:00 p.m. (Pacific Time)	March 26, 2020

The dates may change at any time as determined by the County.

IFB SUBMISSION

The original bid and three numbered exact hard copies, and two separate electronic 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 Bidder and bear the words:

**“BID FOR VEHICLE TOWING AND LONG-TERM STORAGE SERVICES
IFB 663-SH”**

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

Los Angeles County Sheriff's Department
Hall of Justice
Fiscal Administration Bureau – Contracts Unit
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Attn: Abilene R. Valdez, Senior 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) of the IFB, 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 and seventy Business Days following the last day to submit bids.

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
Hall of Justice
Fiscal Administration – Contracts Unit
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Attention: Abilene R. Valdez, Senior Contract Analyst
Email Address: ARValdez@lasd.org

If it is discovered that a 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,

ALEX VILLANUEVA, SHERIFF

A handwritten signature in blue ink that reads "Rick Cavataio". The signature is written in a cursive style with a large initial "R" and a long, sweeping underline.

Rick Cavataio, Director
Fiscal Administration Bureau