



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM McDONNELL, SHERIFF



March 28, 2017

Notice to Potential Proposers:

**BULLETIN NUMBER 1  
REQUEST FOR PROPOSALS (RFP)  
AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES  
RFP NUMBER 475-SH**

## **INTRODUCTION**

The Los Angeles County Sheriff's Department (Department) is issuing a Request for Proposals (RFP) to solicit proposals from qualified vendors (proposers) for a contract with an organization that can provide automotive fleet management and maintenance services.

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

Interested and qualified proposers that can demonstrate their ability and qualifications to successfully provide the required services are invited to submit proposal(s), provided they meet the following minimum mandatory requirements:

### **Minimum Mandatory Requirements**

1. Proposer must demonstrate a minimum of five (5) years of experience within the last ten (10) years Directly Providing both comprehensive management and Maintenance for a Fleet or Fleets of Vehicles of at least 1,000 Vehicles at one repair location.

Proposer shall provide references that verify this minimum mandatory requirement, which shall include start dates, end dates, agency names, and services provided on Exhibit 2 (Prospective Contractor References) of Appendix D (Required Forms).

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— Since 1850 —

- 2. Proposer must demonstrate a minimum of one (1) year of experience within the last ten (10) years Directly Providing both comprehensive management and Maintenance at three (3) or more repair locations simultaneously, which serve a combined total of at least 1,000 Vehicles.

Proposer shall provide references that verify this minimum mandatory requirement, which shall include start dates, end dates, agency names, and services provided on Exhibit 2 (Prospective Contractor References) of Appendix D (Required Forms).

**RFP RELEASE**

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

**RFP TIMETABLE**

The timetable for the RFP is as follows:

|   |                             |
|---|-----------------------------|
| Release of RFP .....  | March 28, 2018              |
| Request for a Solicitation Requirements Review Due .....                    | April 12, 2018              |
| Last Day to Confirm Attendance to Mandatory Proposers Conference. ....      | May 8, 2018                 |
| Mandatory Proposers Conference and Site Visit<br>(3 consecutive days) ..... | May 15 through May 17, 2018 |
| Application for Exemption to Living Wage Program Due .....                  | May 31, 2018                |
| Written Questions Due by 3:00 p.m. (Pacific Time) .....                     | May 31, 2018                |
| Notification of Approval of Exemption to Living Wage .....                  | June 14, 2018               |
| Written Questions and Answers Released .....                                | June 28, 2018               |
| <b>Proposals due by 3:00 p.m. (Pacific Time) .....</b>                      | <b>July 19, 2018</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://www.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.

**MANDATORY PROPOSER’S CONFERENCE AND FACILITY SITE VISIT**

A Mandatory Proposer’s Conference will be held to discuss the RFP requirements. All potential Proposers **must** attend the Mandatory Proposer’s Conference *and* facility site visit in **their entirety** or their proposals may be rejected (disqualified) without review and eliminated from further considerations.

Prospective Proposers must notify Senior Analyst Carol Augustine (cjaugust@lasd.org) with the number of employees (maximum of three) attending the conference by the deadline listed in the RFP Timetable.

### **PROPOSAL SUBMISSION**

The original Business Proposal and five (5) 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:

**"BUSINESS PROPOSAL FOR AUTOMOTIVE FLEET MANAGEMENT AND  
MAINTENANCE SERVICES  
REQUEST FOR PROPOSALS 475-SH"**

The original Cost Proposal and two (2) numbered exact hard copies, and one (1) electronic copy in pdf format on a flashdrive 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 AUTOMOTIVE FLEET MANAGEMENT AND  
MAINTENANCE SERVICES  
REQUEST FOR PROPOSALS 475-SH"**

The proposals shall be delivered or mailed to:

Los Angeles County Sheriff's Department  
Fiscal Administration – Contracts Unit  
Attention: Carol Augustine, Senior 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 proposal 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 proposals received after the scheduled closing date and time for receipt of proposals, as listed in the RFP Timetable, will not be accepted and returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All proposals shall be firm offers and may not be withdrawn for a period of three hundred and sixty-five (365) calendar days following the last day to submit proposals.

**CONTACT WITH COUNTY PERSONNEL**

All contact regarding this RFP 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: Carol Augustine, Senior Analyst  
211 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
e-mail address: cjaugust@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,

JIM McDONNELL, SHERIFF



Glen Joe, Director  
Fiscal Administration