



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ROBERT G. LUNA, SHERIFF



January 11, 2024

Notice to Potential Proposers:

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS (RFP)
INMATE COMMISSARY AND VENDING SERVICES
RFP NUMBER 525-SH**

INTRODUCTION

The Los Angeles County (County) Sheriff's Department (Department) is issuing this Request for Proposals (RFP) to enter into a revenue-sharing Contract with an organization that can provide commissary and vending services to inmate residents of the Department's custody facilities. These services generate revenue that is deposited into the Inmate Welfare Fund (IWF) and spent on inmate educational programs, vocational training, and other services.

The County's Board of Supervisors (Board) has enacted a motion to minimize the financial burden to the County's justice-involved population and their families. The County finds that the visible and hidden costs of incarceration excessively impact low-income communities and communities of color. Additionally, the County has found that the purchase of commissary items to supplement meals takes an unnecessary financial toll on these families. It is the Department's intent to help alleviate the financial burden by contracting with a vendor who can provide commissary and vending goods at the same average price as local retailers.

PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

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

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

A Tradition of Service
— Since 1850 —

1.0 Proposer's Minimum Mandatory Requirements

- a. Proposer must have a minimum of three consecutive years of experience, within the last five years, providing inmate commissary and vending machine* services comparable to the services identified in Exhibit A (Statement of Work) to Appendix A (Sample Contract), to at least one federal, state, or county correctional system under one single governmental agency consisting of one or more jails with a minimum average daily inmate population of 4,000.

*Proposer may subcontract vending machine services, see Minimum Mandatory Requirements listed under Paragraph 2.0 (Proposer's Subcontracted Vending Services Requirements (If Applicable)) below.

- b. Proposer must have earned an overall minimum gross revenue of at least \$9,000,000 per year for a minimum of three consecutive years, within the last five years, from commissary sales. Of the \$9,000,000, Proposer must have earned at least \$1,000,000 per year from vending machine* gross sales.

*Proposer may subcontract vending machine services, see Minimum Mandatory Requirements listed under Paragraph 2.0 (Proposer's Subcontracted Vending Services Requirements (If Applicable)) below.

Proposer must provide documentation to verify this Minimum Mandatory Requirement.

- c. Proposer must have experience providing vending machine* services to five different physical street addresses simultaneously, for a one-year period, within the past five years.

*Proposer may subcontract vending machine services, see Minimum Mandatory Requirements listed under Paragraph 2.0 (Proposer's Subcontracted Vending Services Requirements (If Applicable)) below.

Proposer must provide references and complete and submit Exhibit 8 (Proposer's List of References) to Appendix B (Required Forms), to verify this Minimum Mandatory Requirement.

- d. If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, then Proposer must not have unresolved questions regarding 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 County.

2.0 Proposer's Subcontracted Vending Services Requirements (If Applicable)

- a. If vending machine services are to be subcontracted, subcontractor must have a minimum of three consecutive years of experience, within the past five years, providing vending machine services comparable to the services identified in Exhibit A (Statement of Work) and Appendix A (Sample Contract), to at least one federal, state, or county correctional system under one single governmental agency.

Proposer must provide subcontractors' references and complete and submit Exhibit 8 (Proposer's List of References) to Appendix B (Required Forms) to verify that subcontractor meets this Minimum Mandatory Requirement.

- b. If vending machine services are to be subcontracted, subcontractor must have earned at least \$1,000,000 per year for a minimum of three consecutive years, within the last five years, from vending machine gross sales.

Proposer must provide documentation to verify that subcontractor meets this Minimum Mandatory Requirement.

- c. If vending machine services are to be subcontracted, subcontractor must have experience providing vending machine* services to five different physical street addresses simultaneously, for a one-year period, within the past five years.

*Proposer must provide subcontractors' references and complete and submit Exhibit 8 (Proposer's List of References) to Appendix B (Required Forms), to verify that subcontractor meets this Minimum Mandatory Requirement.

- d. If vending machine services are to be subcontracted, the selected Contractor must bear complete responsibility for all aspects of the vending service.

Proposer must provide a statement affirming this Minimum Mandatory Requirement in writing as part of their proposal.

- e. If vending machine services are to be subcontracted, the selected Contractor is responsible for all vending machine equipment acquisitions, installations, maintenance, and repairs.

Proposer must provide a statement affirming this Minimum Mandatory Requirement in writing as part of their proposal.

RFP TIMETABLE

The timetable for this RFP is as follows:

- Release of RFP 01/11/24
- Request for a Solicitation Requirements Review Due 01/25/24
- Deadline to Register for Mandatory Proposer’s Conference and Custody Facility Site Visits..... 02/07/24
- Mandatory Proposer’s Conference 02/13/24
- Custody Facility Site Visits..... 02/14/24
- Written Questions Due by 3:00 P.M. (Pacific Time)..... 03/01/24
- Questions and Answers Released 03/14/24
- **Proposals due by 3:00 P.M. (Pacific Time)..... 03/28/24**

The foregoing dates may be changed at any time at the sole discretion of the Department. All changes, as needed, will be made through an addendum, and posted on the Department’s website at <https://lasd.org/transparency/solicitations/>. 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 (refer to Sections A through F of the RFP) along with three numbered identical hard copies, and two separate identical electronic copies in pdf format on flash drives, must 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
INMATE COMMISSARY AND VENDING SERVICES
RFP 525-SH”**

The original Cost Proposal along with two numbered identical hard copies, and two identical electronic copies in pdf format on flash drives, 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
INMATE COMMISSARY AND VENDING SERVICES
RFP 525-SH”**

The proposal(s) must be delivered or mailed to:

Los Angeles County Sheriff's Department
Fiscal Administration – Contracts Unit
211 W. Temple Street, 6th Floor West
Los Angeles, California 90012
Attention: Steve Lopez, Contract Analyst

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 responsibility of the submitting Proposer to ensure that its Business and Cost Proposals are received before the submission deadline. 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

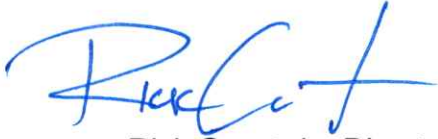
All contact regarding the RFP or any matter relating thereto must be in writing and must be e-mailed to the County's point of contact identified below:

Attention: Steve Lopez, Contract Analyst
E-mail address: s7lopez@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, the County, in its sole determination, may disqualify their proposal from further consideration.

Sincerely,

ROBERT G. LUNA, SHERIFF

A handwritten signature in blue ink, appearing to read "Rick Cavataio". The signature is stylized with a large initial "R" and a long horizontal stroke extending to the right.

Rick Cavataio, Director
Fiscal Administration Bureau