



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ROBERT G. LUNA, SHERIFF



May 2, 2024

Notice to Potential Proposers:

**BULLETIN NUMBER ONE
REQUEST FOR PROPOSALS (RFP)
ARMED AND UNARMED SECURITY GUARD SERVICES
RFP NUMBER 692-SH**

INTRODUCTION

The Los Angeles County (County) Sheriff's Department (Department) is issuing a Request for Proposals (RFP) to solicit proposals from interested and qualified vendor(s) (Proposers) who can provide armed and unarmed security guard services.

The Department is responsible for providing security in facilities, offices, and clinics/Locations throughout the County. As such, the Department requires Proposers to provide armed and unarmed Security Guards and Security Guard Supervisors, twenty-four hours a day, seven days a week, including County-recognized holidays.

MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the armed and unarmed security guard services, outlined in Exhibit A (Statement of Work) of the RFP, are invited to submit a proposal(s), provided they meet the following minimum mandatory requirements:

1. Proposer must have a minimum of five consecutive years' experience within the last seven years providing both armed and unarmed security guard services equivalent or similar to the services identified in Exhibit A (Statement of Work) of the RFP, with a minimum aggregate total of 600 both armed and unarmed Security Guards, at all times, located in one or multiple Locations.

Proposer must provide reference(s) that verify this minimum mandatory requirement and include complete start dates, complete end dates, name of agency, number of armed and unarmed Security Guards, and a description of services provided.

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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2. Proposer must have a minimum of five consecutive years' experience within the last seven years providing both armed and unarmed security guard services to at least one facility that operates as a health facility, health clinic for mental/behavioral health, and/or correctional/custody facility.

Proposer must provide reference(s) to verify this minimum mandatory requirement and include complete start dates, complete end dates, name of agency, number of armed and unarmed Security Guards, and a description of services provided.

3. Proposer must have the capability to provide varying numbers of Security Guards and Security Guard Supervisors and must provide a minimum of five percent additional Security Guards and Security Guard Supervisors who are cleared, trained, certified, and equipped for deployment at any time by the Proposer throughout the term of the Contract.

Verification of this minimum mandatory requirement will be conducted with a review of the Proposer's submitted Exhibit 10 (Living Wage Program Staffing Plan) of Appendix B (Required Forms) of the RFP, for the concerned Area.

4. If Proposer's compliance with a County contract has been reviewed by the Department by the Auditor-Controller within the last ten years, Proposer 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.
5. Proposal must be submitted by the proposal due date and time identified in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements) of the RFP.
6. Proposer must have attended the Mandatory Proposer's Conference identified in Paragraph 8.4 (Mandatory Proposer's Conference) of the RFP.

RFP RELEASE

All potential Proposers are encouraged to monitor the County's solicitation website for Bulletins, as they are posted, during the entire solicitation process.

RFP TIMETABLE

The timetable for the RFP is as follows:

Release of RFP.....	May 2, 2024
Deadline to submit request for Solicitation Requirements Review	May 15, 2024
Deadline to Register for Mandatory Proposers' Conference	May 15, 2024
Mandatory Proposers' Conference	May 22, 2024
Application for Exemption to Living Wage Program Due.....	May 24, 2024
Written Questions Due.....	May 29, 2024
Questions and Answers Released	June 7, 2024
Proposals due by 12:00 p.m. (Pacific Time).....	June 21, 2024

The foregoing dates may be changed at any time at the sole discretion of the Department. Such changes 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 Addendums, as they are posted, during the entire solicitation process.

PROPOSAL SUBMISSION

The original Business Proposal and four numbered identical copies along with two separate identical electronic copies in portable document format (.pdf) on separate flash drives must be enclosed in a sealed envelope or box, with the name and address of the Proposer and reference the solicitation as follows:

**“BUSINESS PROPOSAL FOR ARMED AND UNARMED
SECURITY GUARD SERVICES
(RFP No.: 692-SH)”**

The original Cost Proposal and four numbered identical copies along with two separate identical electronic copies in .pdf on separate flash drives must be enclosed in a separate sealed envelope or box, with the name and address of Proposer and reference the solicitation as follows:

**“COST PROPOSAL FOR ARMED AND UNARMED
SECURITY GUARD SERVICES
(RFP No.: 692-SH)”**

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

Los Angeles County Sheriff's Department
Hall of Justice
Fiscal Administration – Contracts Unit
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Attention: Isabel Ibarra, Contract Analyst

It is the sole responsibility of the submitting Proposer to ensure that its proposal is received before the submission deadline. Submitting Proposers will 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 1.0 (Solicitation Information and Minimum Mandatory Requirements), will not be accepted and returned to the sender unopened. Timely hand delivered proposals are acceptable. No facsimile or electronic 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:

Isabel Ibarra
email address: icibarra@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,

ROBERT G. LUNA, SHERIFF


Glen Joe, Assistant Division Director
Administrative Services Division