

January 22, 2025

Notice to Vendors:

**BULLETIN NUMBER 1  
REQUEST FOR STATEMENT OF QUALIFICATION (RFSQ)  
ELEVATOR AND ESCALATOR MAINTENANCE SERVICES  
RFSQ NUMBER 743-SH**

**INTRODUCTION**

The Los Angeles County (County), Sheriff's Department (Department) is seeking qualified vendors (Vendors) to enter into Master Agreements with the County to provide as-needed elevator and escalator maintenance services (Services) for the Department's Facilities Services Bureau.

**VENDOR'S MINIMUM MANDATORY QUALIFICATIONS**

Interested and qualified Vendors who can demonstrate their ability to successfully provide all Services listed in Attachment 1 (Statement of Work) to Appendix A (Model Master Agreement) are invited to submit an SOQ provided they meet the following Minimum Mandatory Qualifications:

1. Vendor must have five years of experience, within the last ten years, providing elevator and escalator maintenance services or services equivalent or similar to the services described in Attachment 1 (Statement of Work) to Appendix A (Model Master Agreement) to the RFSQ.

Vendor must complete Exhibit 7 (List of References) of Appendix B (Required Forms) listing all references necessary to verify this Minimum Mandatory Qualification.

2. Vendor must possess the following license and certification:
  - A valid California C-11 Elevator Contractor license issued by the State of California.
  - A Certified Qualified Conveyance (Elevator) Company (CQCC) certificate issued by the State of California.

Vendor must complete Exhibit 9 (Licenses, Certifications, Registrations, and Accreditations) of Appendix B (Required Forms) to the RFSQ and provide a copy of each to verify this Minimum Mandatory Qualification.

- 3. Vendor must employ full-time employees who possess valid Certified Competent Conveyance Mechanic (CCCM) certificates issued by the State of California in good standing, throughout the term of the Master Agreement.

Vendor must complete Exhibit 9 (Licenses, Certifications, Registrations, and Accreditations) of Appendix B (Required Forms) to the RFSQ and provide copies of each to verify this Minimum Mandatory Qualification.

- 4. Vendor must have and maintain a business office within 100 miles of any conveyance equipment listed in Attachment 2 (Conveyance Equipment List) to Appendix A (Model Master Agreement) to the RFSQ. The office must be staffed with qualified service personnel and equipped to respond to 24/7 service requests.
- 5. If Vendor’s compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last ten years, then Vendor must not have unresolved questioned costs identified by the Auditor-Controller in an amount over \$100,000. Costs 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.

Vendor may not use subcontractors’ experience to meet any of the Minimum Mandatory Qualifications listed above.

**RFSQ TIMETABLE**

The timetable for the RFSQ is as follows:

- Release of RFSQ..... January 22, 2025
- Solicitation Requirements Review (SRR) Request Due .....February 5, 2025
- Written Questions Due .....February 12, 2025
- Questions and Answers Released.....February 21, 2025
- **SOQ due by 3:00 p.m. (Pacific Time) ..... March 7, 2025**

The due date for the SOQ marks the initial deadline. SOQs not received by this date may not undergo the initial review; however, they may be reviewed at a later date to

determine if they meet the Minimum Mandatory Qualifications. The RFSQ will remain open until the needs of the Department are met.

### **SOQ SUBMISSION**

The original SOQ, three numbered exact hard copies, and two separate exact electronic copies in PDF format on flash drives, must be submitted in a sealed envelope or box. The envelope or box should be plainly marked in the upper left-hand corner with Vendor's name and address and include a reference to the solicitation as follows:

#### **“SOQ for Elevator and Escalator Maintenance Service (RFSQ 743-SH)”**

The SOQ 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: Juan Amaya, Contract Analyst

**It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline specified in Paragraph 7.2 (RFSQ Timetable) of the RFSQ. Vendor acknowledges that it bears all risks associated with any delays in delivery by any person or entity, including, but not limited to, the U.S. Mail. The County will not accept submissions via facsimile (fax) or electronic mail (email).**

Until the SOQ submission deadline, errors in SOQs may be corrected by emailing the individual identified in Paragraph 1.0 (Solicitation Information) of the RFSQ to withdraw the SOQ and submitting a revised set of SOQs with corrections made. Corrections will not be accepted once the submission deadline has passed.

### **CONTACT WITH COUNTY PERSONNEL**

Any contact regarding the RFSQ or any matters relating thereto must be in writing and emailed to:

Contract Analyst: Juan Amaya  
Email address: [jaamaya@lasd.org](mailto:jaamaya@lasd.org)

Vendors are specifically directed not to contact any other County person or agent for any matter related to the RFSQ. If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above,

regarding the RFSQ, the County, in its sole determination, may disqualify their SOQ from further consideration.

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(Administrative Services Division)

- c: Clint W. Yates, Director, Administrative Services Division (ASD), Facilities Services Bureau (FSB)
- Alex Madera, Administrative Services Manager (ASM) III, Fiscal Administration Bureau (FAB), Contracts Unit (CU)
- Veronica Urenda, ASM II, FAB, CU
- Richard Sigur, Manager II, ASD, FSB
- Juan Amaya, ASM I, FAB, CU