

February 26, 2026

Notice to Potential Proposers:

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS (RFP)
HEATING, VENTILATION, AND AIR CONDITIONING
EQUIPMENT MAINTENANCE AND REPAIR SERVICES
RFP NUMBER 750-SH**

INTRODUCTION

The Los Angeles Regional Crime Laboratory Facility Authority, a California Joint Powers Authority (JPA), is issuing the Request for Proposals (RFP) to solicit proposals for a contract with an organization that can provide heating, ventilation and air conditioning (HVAC) equipment maintenance and repair services exclusively for the HVAC system at the Hertzberg-Davis Forensic Science Center (HDFSC) located at 1800 Paseo Rancho Castilla, Los Angeles, California 90032.

MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required services outlined in the RFP, are invited to submit a proposal, provided the firm submitting the proposal meets the Minimum Mandatory Requirements listed below, at the time of proposal submission.

Minimum Mandatory Requirements

1. Proposer must have five consecutive years of experience, within the last five years, providing HVAC Services as identified in Exhibit A (Statement of Work) to the RFP. Experience must be providing Services for HVAC equipment equivalent to those listed in Attachment 1 (Equipment List) to Exhibit A (Statement of Work).

Proposer must provide references to verify this Minimum Mandatory Requirement on Exhibit 8 (Proposer's List of References) of Appendix B (Required Forms) to the RFP.

2. Proposer's experience must include at least one contract, within the last five years, worth over \$500,000.00.

Proposer must provide references to verify this Minimum Mandatory Requirement on Exhibit 8 (Proposer’s List of References) of Appendix B (Required Forms) to the RFP.

- 3. Proposer must have and maintain a business office within 50 miles of the HDFSC.
- 4. Proposer must possess the following licenses and certification:
 - A valid California C-20 Warm-Air, Heating, Ventilation, and Air Conditioning Contractor license issued by the State of California.
 - A valid California C-38 Refrigeration Contractor license issued by the State of California.

Proposer must complete Exhibit 7 (Licenses, Certifications, Registrations, and Accreditations) of Appendix B (Required Forms) to the RFP and provide a copy of each license and certificate to verify this Minimum Mandatory Requirement.

- 5. If Proposer’s compliance with a County contract has been reviewed by the County’s Department of the Auditor-Controller (A-C) within the last ten years, then Proposer must not have unresolved questions regarding costs that have been identified by the A-C, in an amount over \$100,000.00. Costs include those 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, at the opinion of the County.

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:

- RFP Release Date 02/26/26
- Request for a Solicitation Requirements Review Due..... 03/12/26
- Deadline to Register for Mandatory Proposers’ Conference and Crime Lab Facility Site Visit..... 03/18/26
- Mandatory Proposers’ Conference and Crime Lab Facility Site Visit 03/24/26
- Written Questions Due 04/02/26
- Questions and Answers Released 04/09/26
- **Proposals due by 3:00 P.M. (Pacific Time) 04/17/26**

The foregoing dates may be changed at any time at the sole discretion of the County. Such changes will be made through an addendum and posted on the Department's website at <https://lasd.org/transparency/solicitations/>.

PROPOSAL SUBMISSION

Business Proposal - The original Business Proposal and four numbered exact hard copies and two electronic copies on two separate flash drives must be enclosed in a sealed envelope or box and plainly marked in the upper left-hand corner with the name and address of Proposer and reference the solicitation as follows:

**"BUSINESS PROPOSAL FOR HVAC EQUIPMENT
MAINTENANCE AND REPAIR SERVICES
RFP Number 750-SH"**

Cost Proposal - The original Cost Proposal and two numbered identical copies along with two separated 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 this solicitation as follows:

**"COST PROPOSAL FOR HVAC EQUIPMENT
MAINTENANCE AND REPAIR SERVICES
RFP Number 750-SH"**

The Cost Proposal will be handled separately from the Business Proposal during the evaluation process. While both the Business and Cost proposals may be boxed and delivered together, they must be SEALED SEPARATELY within the box, if one box is used.

Proposal(s) must 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
Attention: Maria M. Sanchez, 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 7.2 (RFP Timeline) 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 e-mailed to:

Contract Analyst: Maria M. Sanchez

E-mail: m1msanch@lasd.org

If it is discovered that Proposer contacted and received information from any County, City, or CSULA personnel, other than the person specified above, regarding the solicitation, the JPA, at its sole determination, may disqualify their proposal from further consideration.