



# **LOS ANGELES REGIONAL CRIME LABORATORY FACILITY AUTHORITY**

## **REQUEST FOR PROPOSALS FOR HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) EQUIPMENT MAINTENANCE AND REPAIR SERVICES**

**RFP No. 750-SH**

**February 2026**

**Prepared By  
Los Angeles Regional Crime Laboratory Facility Authority,  
A California Joint Powers Authority**

These guidelines are intended to provide general information only and are subject to revision. The rights and obligations of any party contracting with the JPA will be determined in accordance with the terms of the applicable Contract and applicable law.

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## APPENDICES

- A Sample Contract:** Identifies the terms and conditions in the contract.
  - Exhibit A** Statement of Work
    - Attachment 1** Equipment List
    - Attachment 2** Maintenance Schedule
    - Attachment 3** Performance Requirements Summary (PRS) Chart
  - Exhibit B** Pricing Schedule
  - Exhibit C** JPA's Administration
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  - Exhibit F** Contract Discrepancy Report
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- B Required Forms:** Forms that must be completed and included in the proposal.
- C Solicitation Requirements Review (SRR) Request:** Transmittal form sent to the Department requesting a Solicitation Requirements Review.

## 1.0 INTRODUCTION

- 1.1 The Los Angeles Regional Crime Laboratory Facility Authority, a California Joint Powers Authority (JPA), is issuing this 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 (Services) exclusively for the HVAC system (e.g., air handlers, split systems, humidifiers, exhaust fans, pumps, boilers, cooling towers, and chillers) at the Hertzberg-Davis Forensic Science Center (HDFSC) located at 1800 Paseo Rancho Castilla, Los Angeles, California 90032.
- 1.2 The JPA's three governing bodies consist of the County of Los Angeles (County), the City of Los Angeles (City) and the California State University, Los Angeles (CSULA). The County's Sheriff's Department (Department) is the lead agency in the operation of the HDFSC and the primary administrator responsible for contracting Services on behalf of the HDFSC.
- 1.3 The JPA's exercise of powers, pursuant to the terms of the First Amended Joint Exercise of Powers Agreement between the County and the City, is subject to the laws and regulations governing the County. Accordingly, certain County laws and policies will apply to this RFP and the resulting contract, as indicated herein below where applicable.
- 1.4 As a state-of-the-art full-service criminal laboratory and education center, the HDFSC is home to fully accredited crime laboratories for the Department and the Los Angeles Police Department (LAPD), as well as education classrooms equipped with the latest technology for CSULA's School of Criminal Justice and Criminalistics. It also provides, upon request, crime lab services to numerous law enforcement agencies within the County, as well as analyses services for state, federal, and other county agencies.
- 1.5 The HDFSC houses vital evidentiary materials collected from crime scenes, suspects, and victims including, but not limited to, testing processes crucial in criminal proceedings, ranging from DNA analysis, latent fingerprint analysis, toxicology tests, trace-evidence analysis, ballistics and firearms analysis, and controlled substances. As such, HVAC Services are critically important for the HDFSC to ensure the integrity, reliability, and accuracy of evidence, protecting sensitive equipment, and safeguarding the health and safety of laboratory personnel and the environment.
- 1.6 Titles, captions and headings contained in this solicitation are inserted as a matter of convenience and for reference and are not intended and must not be deemed or construed to define, limit, extend or otherwise describe the scope or any provision of this solicitation.

## **2.0 PURPOSE – CONTRACT FOR HVAC EQUIPMENT MAINTENANCE AND REPAIR SERVICES**

### **2.1 Statement of Work (SOW)**

Services must include all Original Equipment Manufacturer (OEM) parts, materials and labor, general maintenance and inspection services, preventative maintenance and inspection services, and emergency/unscheduled Services for all equipment listed in Attachment 1 (Equipment List) to Exhibit A (Statement of Work) to this RFP.

### **2.2 Contract: Terms and Conditions**

Contractor will be expected to implement the requirements outlined in Appendix A (Sample Contract) to this RFP.

#### **2.2.1 Anticipated Contract Term**

The contract will commence on December 15, 2026, following and subject to its award by the Joint Powers Authority Board (JPA Board).

The contract term will have an initial period of four years, unless sooner terminated in whole or in part as provided in the contract.

The JPA has the sole discretion to extend the term of the contract for up to three additional one-year option periods, for a maximum term not to exceed seven years.

#### **2.2.2 Contract Rates**

The contract rates will remain firm and fixed for the term of the contract including any option period exercised by the JPA Board. It is the responsibility of Proposer, in calculating the proposal price, to take into consideration the possible escalation of material and other costs during the term of the contract.

#### **2.2.3 Days of Operation**

Contractor must provide non-emergency repairs and routine, quarterly, and annual inspections, Monday through Friday, during normal business hours of 6:00 a.m. through 3:30 p.m. excluding County-recognized holidays; and provide emergency HVAC equipment maintenance and repair services 24/7, including [County-recognized holidays](#).

The JPA Facility Manager will provide a list of County-recognized holidays to Contractor at the onset of Services, and thereafter, annually at the beginning of the calendar year.

#### **2.2.4 Indemnification and Insurance**

Contractor will be required to comply with the provisions contained in Paragraph 8.24 (Indemnification) of Appendix A (Sample Contract) to this RFP. Contractor must procure, maintain, and provide to the JPA proof of insurance coverage for all the programs of insurance along with associated amounts specified in Paragraph 8.25 (General Provisions for all Insurance Coverage) and Paragraph 8.26 (Insurance Coverage) of Appendix A (Sample Contract) to this RFP.

### **3.0 MINIMUM MANDATORY REQUIREMENTS**

Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required Services outlined in Exhibit A (Statement of Work) to this RFP, are invited to submit a proposal, provided the firm submitting the proposal meets the following Minimum Mandatory Requirements at the time of proposal submission:

- 3.1 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 this 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 this RFP.

- 3.2 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 this RFP.

- 3.3 Proposer must have and maintain a business office within 50 miles of the HDFSC.

- 3.4 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 this RFP and provide a copy of each license and certificate to verify this Minimum Mandatory Requirement.

- 3.5 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 are 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, in the opinion of the County.

## **4.0 JPA'S RIGHTS AND RESPONSIBILITIES**

### **4.1 Representations Made Prior to Contract Execution**

The JPA is not responsible for representations made by any of its officers or employees prior to the execution of the contract unless such understanding or representation is included in the contract.

### **4.2 Final Contract Award by the Joint Powers Authority Board**

Notwithstanding a recommendation of a department, agency, individual, or other party, the JPA Board retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant contract, and to determine which proposal best serves the interests of the JPA. The JPA Board is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

### **4.3 JPA's Option to Reject Proposals or Cancel this RFP**

Proposers are hereby advised that this RFP is a solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The JPA may, at its sole discretion, reject any or all proposals submitted in response to this RFP or may, at its sole discretion, reject all proposals and cancel this RFP in its entirety. The JPA will not be liable for any costs incurred by Proposer in connection with the preparation and submission of any proposal. The JPA reserves the right to waive inconsequential disparities in a submitted proposal.

### **4.4 JPA's Right to Amend Request for Proposals**

The JPA has the right to amend this RFP by written addendum. The JPA is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto. Any such addendum will be made available to each person or organization which JPA records indicate has received this RFP. Should any such addendum require additional information not previously requested, failure to address the requirements will result in the proposal being found non-responsive and not

being further considered, as determined at the sole discretion of the JPA. The JPA is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

#### **4.5 Background and Security Investigations**

As a condition of beginning and continuing work under any resulting contract, background and security investigations of Contractor's staff may be required at the discretion of the JPA. The cost of any required background investigations is the responsibility of Contractor.

### **5.0 NOTIFICATION TO PROPOSERS**

#### **5.1 Public Records Act**

5.1.1 Responses to this solicitation will become the exclusive property of the JPA. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when: a) contract negotiations are complete, b) the JPA receives a letter from the recommended Proposer's authorized officer that the negotiated contract is the firm offer of the recommended Proposer, and c) the JPA releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Los Angeles County Board of Supervisors (County Board) Policy No. 5.055 ([Services Contract Solicitation Protest](#)).

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the JPA's Proposer recommendation appears on the JPA Board agenda.

Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by the Proposer as "Trade Secret," "Confidential," or "Proprietary."

5.1.2 The JPA will not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential will not be deemed sufficient notice of exception. Proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary," in nature.

5.1.3 In the event the JPA is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal

marked "Confidential," "Trade Secrets," or "Proprietary," Proposer agrees to defend and indemnify the JPA from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

## **5.2 Contact with JPA Personnel**

5.2.1 All contact regarding this RFP or any matter relating thereto must be in writing, and e-mailed to:

Contract Analyst: Maria M. Sanchez  
E-mail address: [m1msanch@lasd.org](mailto:m1msanch@lasd.org)

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

## **5.3 Mandatory Requirement to Register on County's WebVen**

Prior to a contract award, all potential Contractors must register in the County's WebVen. WebVen contains the vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at: <http://camisvr.co.la.ca.us/webven/>.

## **5.4 Protest Policy Review Process**

5.4.1 Under County Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) any prospective Proposer may request a review of the requirements under a solicitation for a JPA Board-approved services contract, as described in Paragraph 5.4.3 (Grounds for Review) below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the Paragraphs below. It is the responsibility of Proposer challenging the decision of the JPA to demonstrate that the County committed a sufficiently material error in the solicitation process to justify invalidation of a proposed contract award.

5.4.2 Throughout the review process, the JPA has no obligation to delay or otherwise postpone an award of contract based on a Proposer protest. In all cases, the JPA reserves the right to make an award when it is determined to be in the best interest of the JPA to do so.

### **5.4.3 Grounds for Review**

Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a JPA Board-approved services contract provided for under County Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) are limited to the following:

- a. Solicitation Requirements Review as referenced in Paragraph 9.1 (Solicitation Requirements Review) of this RFP.
- b. Disqualification Review as referenced in Paragraph 9.2 (Disqualification Review) of this RFP.
- c. Department's Proposed Contractor Selection Review as referenced in Paragraph 9.3 (Department's Proposed Contractor Selection Review) of this RFP.
- d. County Independent Review as referenced in Paragraph 9.4 (County Independent Review) of this RFP.

### **5.5 Conflict of Interest**

No JPA, County, City or CSULA employee whose position in their respective entity enables them to influence the selection of a Contractor for this RFP, or any competing RFP, nor any spouse or economic dependent of such employees, will be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Contractor. Proposer must certify that they are aware of and have read [Section 2.180.010 of the Los Angeles County Code](#) as stated in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP.

### **5.6 Determination of Proposer Responsibility**

- 5.6.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the requirements of the contract. It is the JPA's policy to conduct business only with responsible Proposers.
- 5.6.2 Proposers are hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the JPA may determine whether Proposer is responsible based on a review of Proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by Proposer against public entities. Labor law violations which are the fault of subcontractors

and of which Proposer had no knowledge must not be the basis of a determination that Proposer is not responsible.

- 5.6.3 The JPA may declare a Proposer to be non-responsible for purposes of the contract if the JPA Board, at its discretion, finds that Proposer has done any of the following: a) violated a term of a contract with the JPA, the County or a nonprofit corporation created by the County, b) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with the JPA or the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, c) committed an act or omission which indicates a lack of business integrity or business honesty, or d) made or submitted a false claim against the JPA or the County or any other public entity.
- 5.6.4 If there is evidence that the apparent highest-ranked Proposer may not be responsible, the Department will notify Proposer in writing of the evidence relating to Proposer's responsibility, and its intention to recommend to the JPA Board that Proposer be found not responsible. The Department will provide Proposer and/or Proposer's representative with an opportunity to present evidence as to why Proposer should be found to be responsible and to rebut evidence which is the basis for the JPA's recommendation.
- 5.6.5 If Proposer presents evidence in rebuttal to the Department, the Department will evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the JPA Board. The final decision concerning the responsibility of Proposer will reside with the JPA Board.
- 5.6.6 These terms will also apply to proposed subcontractors of Proposers on County contracts.

## **5.7 Proposer Debarment**

- 5.7.1 Proposer is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the JPA or County may debar Proposer from bidding or proposing on, or being awarded, and/or performing work on other JPA or County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and the JPA or County may terminate any or all of Proposer's existing contracts with the JPA or County, if the JPA Board or County Board finds, in its discretion, that Proposer has done any of the following: a) violated a term of a contract with the JPA, the County or a nonprofit corporation

created by the County, b) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with the JPA, the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, c) committed an act or offense which indicates a lack of business integrity or business honesty, or d) made or submitted a false claim against the JPA, the County or any other public entity. These terms will also apply to proposed subcontractors of Proposers on JPA or County contracts.

5.7.2 A listing of Contractors that are currently on the Debarment List for Los Angeles County may be obtained on the following website: <https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>.

## **5.8 Improper Considerations**

### **5.8.1 Attempt to Secure Favorable Treatment**

It is improper for any County, City, CSULA, or JPA elected official, officer, employee, or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that Proposer's provision of the consideration may secure more favorable treatment for Proposer in the award of the contract or that Proposer's failure to provide such consideration may negatively affect the JPA's consideration of Proposer's submission. A Proposer must not offer or give either directly or through an intermediary, consideration, in any form, to a County, City, CSULA, or JPA elected official, officer, employee, or agent for the purpose of securing favorable treatment with respect to the award of the contract.

### **5.8.2 Notification to County**

Proposer must immediately report any attempt by a County, City, CSULA, or JPA officer, employee, agent, or elected official to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861 or <https://fraud.lacounty.gov/>. Failure to report such a solicitation may result in Proposer's submission being eliminated from consideration.

### **5.8.3 Form of Improper Consideration**

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

## **5.9 County Lobbyist Ordinance**

The County has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the “Lobbyist Ordinance,” defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in [County Code Chapter 2.160](#). In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by [Los Angeles County Code Section 2.160.010](#), retained by Proposer is in full compliance with [Chapter 2.160 of the Los Angeles County Code](#) and each such County Lobbyist is not on the Executive Office’s List of Terminated Registered Lobbyists.

## **5.10 Consideration of GAIN/START Participants for Employment**

- 5.10.1 As a threshold requirement for consideration for contract award, Proposers must demonstrate a proven record of hiring participants in the County’s [Department of Public Social Services Greater Avenues for Independence \(GAIN\) or Skills and Training to Achieve Readiness for Tomorrow \(START\) Programs](#) or must attest to a willingness to consider GAIN/START participants for any future employment openings if they meet the minimum qualifications for that opening. Proposers must attest to a willingness to provide employed GAIN/START participants access to Proposers’ employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.
- 5.10.2 Proposers who are unable to meet this requirement will not be considered for contract award. Proposers must submit a completed Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP, along with their proposal.

## **5.11 Jury Service Program**

- 5.11.1 The prospective contract is subject to the requirements of the County’s Contractor Employee Jury Service Ordinance (“Jury Service Program”) ([Los Angeles County Code, Chapter 2.203](#)). Prospective Contractors should carefully review Paragraph 8.8 (Compliance with the County’s Jury Service Program) of Appendix A (Sample Contract), both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their subcontractors.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- 5.11.2 Prospective Contractor must certify compliance with County's Contractor Employee Jury Service Ordinance in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP. If a prospective Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then prospective Contractor must so indicate in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing prospective Contractor's application, the County will determine, at its sole discretion, whether prospective Contractor falls within the definition of "Contractor" or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

## **5.12 Pending Acquisitions/Mergers by Proposing Company**

Proposer must notify the JPA of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If Proposer is restricted from legally notifying the JPA of pending acquisitions/mergers, then it should notify the JPA of the actual acquisitions/mergers as soon as the law allows and provide to the JPA the legal framework that restricted it from notifying the JPA prior to the actual acquisitions/mergers. This information must be provided by Proposer in Exhibit 1 (Organization Questionnaire/Affidavit) of Appendix B (Required Forms) to this RFP. Failure of Proposer to provide this information may eliminate its proposal from any further consideration. Proposer will have a continuing obligation to notify the JPA and update any changes to its response in Exhibit 1 to this RFP, during this solicitation and during the term of any contract that may be awarded pursuant to this solicitation.

## **5.13 Defaulted Property Tax Reduction Program**

- 5.13.1 The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program"), ([Los Angeles County Code, Chapter 2.206](#)). Prospective Contractors should reference the pertinent provisions in Paragraph 8.51 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and 8.52 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Deduction Program) of Appendix A (Sample Contract) to this RFP, both of which are incorporated by reference into and made a part of this solicitation.

The Defaulted Tax Program applies to both Contractors and their subcontractors.

- 5.13.2 Proposers will be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and must maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or must certify that they are exempt from the Defaulted Tax Program by completing Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms) to this RFP. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor ([Los Angeles County Code, Chapter 2.202](#)).
- 5.13.3 Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

#### **5.14 County's Commitment to Zero Tolerance Policy on Human Trafficking**

- 5.14.1 On October 4, 2016, the County Board approved a motion taking significant steps to protect victims of human trafficking by establishing a zero-tolerance policy on human trafficking. The policy prohibits Contractors engaged in human trafficking from receiving contract awards or performing services under a County contract.

Proposers are required to complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP, certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Paragraph 8.54 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix A (Sample Contract) to this RFP. Further, Contractors are required to comply with the requirements under said provision for the term of any contract awarded pursuant to this solicitation.

#### **5.15 Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT)**

- 5.15.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under a contract with the County will be an Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
- 5.15.2 Upon contract award or at the request of the A-C and/or the contracting department, Contractor must submit a direct deposit authorization request with banking and vendor information, and

any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

- 5.15.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.
- 5.15.4 Upon contract award or at any time during the duration of the contract, a Contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

#### **5.16 Proposer's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices**

- 5.16.1 On May 29, 2018, the County approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in [California Government Code Section 12952](#). Additionally, on February 27, 2024, the County adopted Los Angeles County Code [Chapter 8.300](#) (Fair Chance Ordinance for Employers) to facilitate meaningful implementation of Fair Chance policies in the County and remove barriers to employment to ensure individuals with criminal records have fair and equitable access to opportunities for gainful employment.
- 5.16.2 Proposers are required to complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP, certifying that they, and their subcontractors, are in full compliance with [Section 12952](#) and [Chapter 8.300](#) of the County Code (Fair Chance Ordinance for Employers), as indicated in Appendix A (Sample Contract) to this RFP.
- 5.16.3 Further, Contractors are required to comply with the requirements under [Section 12952](#) and County Code [Chapter 8.300](#) for the term of any contract awarded pursuant to this solicitation.

#### **5.17 Prohibition from Participation in Future Solicitation(s)**

Any Proposer, Contractor or its subsidiary or subcontractor(s) ("Proposer/Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if Proposer/Contractor has provided advice or consultation for this solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if Proposer/Contractor has developed or prepared any of the solicitation

materials on behalf of the County. A violation of this provision will result in the disqualification of Proposer/Contractor from participation in this County solicitation or the termination or cancellation of any resultant County contract ([Los Angeles County Code, Chapter 2.202](#)).

### **5.18 Community Business Enterprise (CBE) Participation**

The County has adopted a Community Business Enterprise (CBE) Program, which includes business enterprises certified as disadvantaged business enterprises disabled veteran-owned, minority-owned, women-owned, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business types. The County has established a collective 25% participation goal for CBE certified firms, calculated on the eligible procurement dollars. The program maintains data on the types of businesses registered as CBEs and their utilization. Proposer's CBE participation must be reflected in Exhibit 5 [Community Business Enterprise (CBE) Information] of Appendix B (Required Forms) to this RFP.

All Proposers must document efforts it has taken to assure that CBEs are utilized, when possible, to provide supplies, equipment, technical services, and other services under the resultant Contract. Proposer must make documents related to these efforts available to the County upon request.

The County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or gender. The final selection will be based on Proposer's ability to provide the best Service and value to the JPA.

To obtain a list of the County's CBE certified firms, e-mail the request to the County of Los Angeles Department of Economic Opportunity at [CBESBE@opportunity.lacounty.gov](mailto:CBESBE@opportunity.lacounty.gov), with the subject "**Request for CBE Listing.**"

For additional information contact the Office of Small Business at: (844) 432-4900 or at [OSB@opportunity.lacounty.gov](mailto:OSB@opportunity.lacounty.gov).

### **5.19 Contribution and Agent Declaration**

[Government Code Section 84308](#) requires a party to a contract proceeding to disclose any contribution of more than \$500 made to a County or JPA officer within the preceding twelve (12) months by the party or their agent. State regulations require this disclosure to be made at the time an application is filed, and, if a contribution is made during the contract proceeding, within thirty (30) days of making a contribution or on the date on which the party first appears before or communicates with the agency regarding the proceeding after making the contribution, whichever is earliest. All Proposers are advised that they and all of their subcontractors must complete and return as part of the proposal, the Contribution and Agent Declaration included in Exhibit 9 (Contribution and Agent Declaration Form) of Appendix B (Required Forms) to this RFP. Proposers are further

advised that they and their subcontractors must update the Contribution and Agent Declaration Form throughout the pendency of this solicitation if a contribution is made after the initial disclosure when the proposal is submitted, and as requested at any time by the County prior to contract award. Failure by Proposer or any subcontractor(s) to complete and submit the required Exhibit 9 to this RFP, and failure by Proposer or any subcontractor(s) to update the declaration as required by law or as otherwise requested by the County, may eliminate the proposal from further consideration and/or Proposer may be disqualified from a contract award, as determined in the County's sole discretion. Further, all Proposers and their subcontractors are prohibited under [Government Code Section 84308](#) from making a contribution of more than \$500 to a County or JPA officer for twelve (12) months after the date a final decision is made in the contract proceeding involving this solicitation.

## **6.0 COUNTY'S PREFERENCE PROGRAMS**

### **6.1 Overview of County's Preference Programs**

- 6.1.1 The County has three preference programs: the Local Small Business Enterprise (LSBE), Social Enterprise (SE), and Disabled Veteran Business Enterprise (DVBE). The Board encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.
- 6.1.2 The Preference Programs (LSBE, SE, and DVBE) require that a business complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Paragraphs 6.2 [Local Small Business Enterprise (LSBE) Preference Program], 6.3 [Social Enterprise (SE) Preference Program], and 6.4 [Disabled Veteran Business Enterprise (DVBE) Preference Program] of this RFP. Additional information on the County's preference programs is also available on the Department of Economic Opportunity (DEO) website at: [https://iddweb.isd.lacounty.gov/DCA\\_eComplaint/SmallBusinessCertifications](https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications).
- 6.1.3 In no case will the Preference Programs (LSBE, SE, and DVBE) price or scoring preference be combined with any other County preference program to exceed 15% in response to any County solicitation.
- 6.1.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, SE, or DVBE when not qualified.

## **6.2 Local Small Business Enterprise (LSBE) Preference Program**

- 6.2.1 The County will apply the LSBE preference during this solicitation process to businesses that meet the definition of an LSBE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.204 of the Los Angeles County Code](#).
- 6.2.2 The business must be certified by the County prior to requesting the LSBE preference in a solicitation. To apply for certification as LSBE, businesses should contact DEO at [https://iddweb.isd.lacounty.gov/DCA\\_eComplaint/SmallBusinessCertifications](https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications).
- 6.2.3 Businesses requesting the LSBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this RFP and submit their LSBE certification approval letter (“Certification for Non-Federally Funded Solicitations”) from the County with their proposal.

## **6.3 Social Enterprise (SE) Preference Program**

- 6.3.1 The County will apply the SE preference during this solicitation process to businesses that meet the definition of a SE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).
- 6.3.2 The business must be certified by the County, prior to requesting the SE preference in a solicitation. To apply for certification as a SE, businesses should contact DEO at [https://iddweb.isd.lacounty.gov/DCA\\_eComplaint/SmallBusinessCertifications](https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications).
- 6.3.3 Businesses requesting the SE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this RFP and submit their SE certification approval letter (“Certification for Non-Federally Funded Solicitations”) from the County with their proposal.

## **6.4 Disabled Veteran Business Enterprise (DVBE) Preference Program**

- 6.4.1 The County will apply the DVBE preference during this solicitation process to businesses that meet the definition of a DVBE, consistent with [Chapter 2.211 of the Los Angeles County Code](#).
- 6.4.2 The business must be certified by the County, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, businesses should contact DEO at [https://iddweb.isd.lacounty.gov/DCA\\_eComplaint/SmallBusinessCertifications](https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications).

6.4.3 Businesses requesting the DVBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this RFP and submit their DVBE certification approval letter from the County with their proposal.

### **6.5 Preference Program Enterprises (PPEs) - Prompt Payment Program**

It is the intent of the County that Certified Preference Program Enterprises (PPEs) receive prompt payment for services they provide to County Departments. Prompt payment is defined as 15 calendar days after receipt of an approved, undisputed invoice which has been properly matched against documents such as a receiving, shipping, or services delivered report, or any other validation of receipt document consistent with County Board Policy 3.035 ([Preference Program Payment Liaison and Prompt Payment Program](#)).

## **7.0 BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION**

This Paragraph contains key project activities, provides Proposers with proposal submission requirements and submittal instructions, and identifies evaluation criteria.

### **7.1 Truth and Accuracy of Representations**

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal will be sufficient cause for rejection of the proposal. The evaluation and determination in this area will be at the County's sole judgment and its judgment will be final. All proposals must be firm and final offers and may not be withdrawn for a period of 365 days following the final proposal submission date.

### **7.2 RFP Timeline**

The timeline for this RFP is as follows:

- RFP Release Date..... 02/26/2026
- Request for a Solicitation Requirements Review (SRR) Due..... 03/12/2026
- Deadline to Register for Mandatory Proposers' Conference and Crime Lab Facility Site Visit ..... 03/18/2026
- Mandatory Proposer's Conference and Crime Lab Facility Site Visit..... 03/24/2026
- Written Questions Due ..... 04/02/2026
- Questions and Answers Released..... 04/09/2026
- Proposals Due by 3:00 PM (Pacific Time)..... 04/17/2026

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/>. All potential Proposers are encouraged to monitor the above solicitation website for Bulletins, as they are posted, during this entire solicitation process.

### 7.3 Proposers' Questions

7.3.1 Proposers may submit written questions regarding this RFP by e-mail to: Contract Analyst, Maria M. Sanchez at [m1msanch@lasd.org](mailto:m1msanch@lasd.org). All questions must be received by the date and time specified in Paragraph 7.2 (RFP Timeline) above. All questions, without identifying the submitting company, will be compiled with the appropriate answers, and issued as an addendum to this RFP.

7.3.2 When submitting questions, please specify this RFP, Paragraph number, and page number as well as quote the language that prompted the question. This will ensure that the question can be quickly found in this RFP. The County reserves the right to group similar questions when providing answers.

### 7.4 Mandatory Proposers' Conference and Site Visit

7.4.1 A Mandatory Proposers' Conference will be held to discuss the RFP requirements. County staff will provide an overview of this RFP, the Services, and respond to questions from potential Proposers.

7.4.2 A Mandatory Site Visit will follow the Mandatory Proposers' Conference to allow potential Proposers to tour the HDFSC and observe the HVAC system and equipment.

7.4.3 Interested Proposers are strongly encouraged to review this RFP in its entirety and begin preparation of their proposals prior to the conference and site visit.

7.4.4 All potential Proposers **must** attend this conference and site visit in **its entirety**, or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration.

7.4.5 Prospective Proposers must RSVP to Contract Analyst, Maria M. Sanchez at [m1msanch@lasd.org](mailto:m1msanch@lasd.org) with the names, titles, e-mail addresses, and phone numbers of not more than three full-time employee/representatives who will be attending the Mandatory Proposers' Conference, on or before the deadline specified in Paragraph 7.2 (RFP Timeline) above.

7.4.6 The Mandatory Proposers' Conference and Site Visit will be scheduled as follows:

Date: March 24, 2026\*  
Time: 09:30 A.M. (PST)

\*Only potential Proposers who have successfully provided notice of attendance on or before the deadline specified in Paragraph 7.2 (RFP Timeline) above will be notified of the location of the conference.

7.4.7 Proposers should bring a copy of this RFP. Late arrivals will not be admitted to the conference and site visit.

7.4.8 County staff will make a reasonable attempt to respond to questions from potential Proposers at the conference and site visit; however, all subsequent written answers and any bulletins to this RFP will supersede verbal responses provided at the conference. Written answers will be posted on the Department's website, by the date specified in Paragraph 7.2 (RFP Timeline) above, at <https://lasd.org/transparency/solicitations/>.

## **7.5 Preparation of the Proposal**

Two separate proposals must be submitted – a Business Proposal and a Cost Proposal. All proposals must be bound and submitted in the prescribed format. Any proposal that deviates from this format may be rejected as non-responsive without review, at the County's sole discretion.

## **7.6 Business Proposal Requirements and Evaluation Criteria (60%)**

7.6.1 The content and sequence of the Business Proposal must be as follows:

- Table of Contents
- Executive Summary (Section A)
- Proposer's Qualifications (Section B)
- Proposer's Approach to Providing Required Services (Section C)
- Proposer's Quality Control Plan (Section D)
- Exceptions to Terms and Conditions of Contract and/or Requirements of Statement of Work and Attachments (Section E)
- Business Proposal Required Forms and Corporate Documents (Section F)

## **7.6.2 Table of Contents**

List all material included in the Business Proposal. Include a clear definition of the material, identified by sequential page numbers and by Section and Paragraph reference numbers.

## **7.6.3 Executive Summary (Section A)**

Summarizes the contents of Proposer's Business Proposal. The summary must provide the County with a broad understanding of Proposer's approach, qualifications, experience, and staffing.

## **7.6.4 Proposer's Qualifications (Section B)**

Proposer must clearly demonstrate that Proposer's organization has the qualifications background, experience, and financial capability to provide and perform the required Services. The following Sections must be included:

### **7.6.4.1 Proposer's Background and Experience (Section B.1)**

Provide a summary of relevant background information and experience to demonstrate that Proposer meets or exceeds the Minimum Mandatory Requirements listed in Paragraph 3.0 (Minimum Mandatory Requirements) of this RFP and has the capability to perform the required Services as a corporation or other entity.

The following subsections must also be included in this Section B.1 (Proposer's Background and Experience) of the Business Proposal:

- Proposer's company name, local contact name, telephone number, and email address, including the number of years Proposer has been in business under the current company name, as well as prior company names, and the location of Proposer's home office and local office,
- Proposer must provide an organizational chart which describes how proposer manages projects similar to the Services in this RFP,
- Description of Proposer's hiring process. The description must include, but not be limited to, hiring requirements, background checks, vetting of all required licenses and certificates, discipline policy, and termination policy, and

- Resumes for Proposer’s proposed Project Director, Project Manager, and key staff identified to perform Services under the resultant contract. Resumes must demonstrate relevant experience and expertise as described throughout Appendix A (Sample Contract) and Exhibit A (Statement of Work) to this RFP.

**7.6.4.2 Proposer’s List of References (Section B.2)**

Each Proposer must complete and include Exhibit 4 (Debarment History and List of Terminated Contracts) and Exhibit 8 (Proposer’s List of References) of Appendix B (Required Forms) to this RFP, as described below. It is Proposer’s sole responsibility to ensure that information provided for each reference is accurate.

- a. The County may disqualify a Proposer as non-responsive and/or non-responsible if:
  - References fail to substantiate Proposer’s description of the services provided, or
  - References fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel, or
  - The County is unable to reach the point of contact after reasonable effort. It is Proposer’s responsibility to inform the point of contact of availability during normal working hours.
- b. Exhibit 8 (Proposer’s List of References)

Proposer will be evaluated on the verification of references provided in Exhibit 8 (Proposer’s List of References) of Appendix B (Required Forms) to this RFP. In addition to the references provided, the County will review the County’s Contractor Alert Reporting Database (CARD), as applicable, reflecting past performance history on County or other contracts. This review may result in point deductions in this evaluation category [Proposer’s List of References (Section B.2)].

Proposer must provide three references from different companies where the same or similar scope of services was provided as set forth

in Exhibit A (Statement of Work) to validate that Proposer meets the Minimum Mandatory Requirements stated in Paragraph 3.0 (Minimum Mandatory Requirements) of this RFP. Although one reference may satisfy the requirements listed in Paragraph 3.0, a total of three references from different companies are still required for evaluation. Proposer's completed Exhibit 8 to this RFP, must be provided in Section F (Business Proposal Required Forms and Corporate Documents) of Proposer's business Proposal.

- c. Exhibit 4 (Debarment History and List of Terminated Contracts)

The County will conduct a review of Proposer's terminated contracts and debarment history. Proposer must include contracts terminated within the past five years with a reason for termination in Exhibit 4 (Debarment History and List of Terminated Contracts) of Appendix B (Required Forms) to this RFP and include in Section F (Business Proposal Required Forms and Corporate Documents) of Proposer's Business Proposal.

#### **7.6.4.3 Proposer's Financial Capability (Section B.3)**

The County will conduct a review of Proposer's financial capability. Proposer must provide copies of its most current and prior two fiscal years financial statements. Statements must include the company's assets, liabilities and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. It should be noted that depending on the nature of the entity (e.g., for-profit, non-profit, governmental), the title of these statements may differ. For example, the balance sheet for a non-profit entity is referred to as a Statement of Financial Position. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

#### **7.6.4.4 Proposer's Pending Litigation and Judgments (Section B.4)**

The County will conduct a review of Proposer's pending litigation and judgements. Proposer must identify by case name, number, and court jurisdiction any pending litigation in which Proposer is involved, or judgements against Proposer in the past five years. Provide a statement describing the size and scope of any pending or threatening litigation against Proposer or principals of Proposer.

A Proposer that fails to disclose litigation and judgement may be rejected as non-responsive or disqualified.

If a Proposer has no pending litigation, credible threatened litigation, or judgement, then a statement stating so must be provided in Section B.4 (Proposer's Pending Litigation and Judgements) of their Proposal.

#### **7.6.5 Proposer's Approach to Providing Required Services (Section C)**

Proposer will be evaluated on its description and methodology to be used to meet or exceed the requirements of Exhibit A (Statement of Work) to this RFP including, but not limited to, the following:

- a. Proposer's plan to meet general maintenance Service requirements based on the equipment listed in Attachment 2 (Maintenance Schedule) of Exhibit A (Statement of Work) including type of equipment and frequency of maintenance (e.g., annually, quarterly, semiannually, or monthly).
- b. Proposer's plan for annual maintenance and inspection Services including copy of a draft annual inspection report comprised of condition of equipment, repairs completed and recommendations of future repairs.
- c. Proposer's plan for responding to emergent and unscheduled work.
- d. Proposer's plan for providing a training program for new employees while continuing in-service training for all employees. This plan should include the safe handling of all equipment as part of employee's assigned tasks.

### **7.6.6 Proposer's Quality Control Plan (Section D)**

Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan (QCP) to ensure the requirements of the resultant contract are provided as specified. Evaluation of the QCP must cover the proposed monitoring system of all Services listed in Exhibit A (Statement of Work).

Proposer must present a comprehensive QCP to be utilized by Proposer as a self-monitoring tool to ensure the required Services are provided as specified in Exhibit A (Statement of Work).

The following factors may be included in the QCP:

- Activities to be monitored to ensure compliance with all contract requirements,
- Monitoring methods to be used,
- Frequency of monitoring,
- Samples of forms to be used in monitoring,
- Title/level and qualifications of personnel performing monitoring functions, and
- Documentation methods of all monitoring results, including any corrective action taken.

### **7.6.7 Exceptions to Terms and Conditions of Contract and/or Requirements of Statement of Work and Attachments (Section E)**

7.6.7.1 It is the duty of every Proposer to thoroughly review Appendix A (Sample Contract) and Exhibit A (Statement of Work) to this RFP, to ensure compliance with all terms, conditions, and requirements.

Proposer will be evaluated on their willingness to accept the terms and conditions outlined in Appendix A (Sample Contract) and the requirements outlined in Exhibit A (Statement of Work).

It is the JPA's expectation that in submitting a proposal Proposers will accept, as stated, the terms and conditions in Appendix A (Sample Contract) and the requirements in Exhibit A (Statement of Work) to this RFP. However, Proposers are provided the opportunity to take exceptions to the terms, conditions, and requirements.

The JPA may deduct rating points or disqualify the proposal in its entirety if the exceptions are material enough to deem the proposal non-responsive.

Proposers are further notified that the JPA may, at its sole determination, disqualify any Proposer with whom the JPA cannot satisfactorily negotiate a contract.

7.6.7.2 Section E of Proposer's response must include:

- a. A statement offering Proposer's acceptance of, or exceptions to, all terms and conditions listed in Appendix A (Sample Contract) to this RFP.
- b. A statement offering Proposer's acceptance of, or exceptions to all requirements listed in Exhibit A (Statement of Work).

For each exception, Proposer must provide

- An explanation of the reason(s) for the exception,
- The proposed alternative language, and
- A description of the impact, if any, to Proposer's price.

7.6.7.3 Proposer must indicate all exceptions to Appendix A (Sample Contract) and/or Exhibit A (Statement of Work) by providing a 'red-lined' Word version of the language in question. The JPA materially relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at the JPA's sole discretion, from later making such exceptions, including during any contract negotiations.

The County reserves the right to make changes or edits to Appendix A (Sample Contract) to this RFP, and its Exhibits at its sole discretion.

**7.6.8 Business Proposal Required Forms and Corporate Documents (Section F)**

7.6.8.1 Proposal must include all completed, signed, and dated forms identified in Appendix B (Required Forms).

- |           |  |
|-----------|--|
| Exhibit 1 | Organization Questionnaire/Affidavit               |
| Exhibit 2 | Certification of Compliance                        |
| Exhibit 3 | Request for Preference Consideration               |
| Exhibit 4 | Debarment History and List of Terminated Contracts |

- Exhibit 5 Community Business Enterprise (CBE) Information
- Exhibit 6 Minimum Mandatory Requirements
- Exhibit 7 Licenses, Certifications, Registrations, and Accreditations
- Exhibit 8 Proposer's List of References
- Exhibit 9 Contribution and Agent Declaration Form
- Exhibit 10 Pricing Schedule (include in Cost Proposal)
- Exhibit 11 Declaration

**7.6.8.2 Corporate Documents**

- a. Corporations or Limited Liability Company (LLC):  
 Proposer must submit the following documentation with the Business Proposal:
  - A copy of a "Certificate of Good Standing" from both the state of incorporation/organization and the State of California, if applicable.
  - A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.
- b. Limited Partnership:  
 Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

**7.7 Cost Proposal Requirements and Evaluation Criteria (40%)**

The content and sequence of the Cost Proposal must be as follows:

**7.7.1 Cover Page**

Cover Page must identify, at a minimum, the name of the Proposer's firm and title of this RFP.

### 7.7.2 Pricing Schedule

Proposer must complete and submit Exhibit 10 (Pricing Schedule) of Appendix B (Required Forms) to this RFP.

The maximum number of possible points will be awarded to the lowest Cost Proposal. All other proposals will be compared to the lowest cost and points awarded accordingly.

However, should one or more Proposers request and be granted the preference, the cost component points will be determined as follows:

- a. Fifteen percent of the lowest cost proposed will be calculated, not to exceed \$150,000.00, and that amount will be deducted from the cost submitted by all Proposers who requested and were granted the preference.
- b. In no case will any preference be combined to exceed 15% of the lowest responsible bid meeting specifications.

### 7.8 Firm Offer-Withdrawal of Proposal

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

### 7.9 Proposal Submission

Proposals must be submitted as follows:

- 7.9.1 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"**

- 7.9.2 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, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Attention: Maria M. Sanchez, Contract Analyst

- 7.9.3 Proposers must also include a redacted Business Proposal in searchable Adobe Portable Document Format (PDF), with all confidential, proprietary and trade secret information redacted, as part of its proposal submission. With respect to this requirement, Proposer must submit one electronic copy in searchable PDF format, with confidential, proprietary and trade secret information redacted. Proposers must specifically redact only those parts of the Business Proposal that are actual trade secrets, confidential, or proprietary in nature. Blanket or categorical redactions and/or statements of confidentiality, or the marking of each page of the proposal as "Trade Secret," "Confidential," or "Proprietary," are not acceptable, and will be rejected in the sole discretion of the County.
- 7.9.4 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 this 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.
- 7.9.5 All proposals will be firm offers and may not be withdrawn for a period of 365 days following the last day to submit proposals.

## **8.0 SELECTION PROCESS OVERVIEW**

### **8.1 Adherence to Minimum Mandatory Requirements (Pass-Fail)**

- 8.1.1 The JPA will review Exhibit 1 (Organization Questionnaire/Affidavit), Exhibit 6 (Minimum Mandatory Requirements), Exhibit 7 (Licenses, Certifications, Registrations, and Accreditations),

and Exhibit 8 (Proposer's List of References) of Appendix B (Required Forms) to this RFP to determine if Proposer meets the Minimum Mandatory Requirements as outlined in Paragraph 3.0 (Minimum Mandatory Requirements) of this RFP.

- 8.1.2 Failure of Proposer to comply with the Minimum Mandatory Requirements may eliminate its proposal from any further consideration. The JPA may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

## **8.2 Selection Process**

- 8.2.1 Only potential Proposers who attend the Mandatory Proposers' Conference and Facility Site Visit in their entirety will be permitted to submit a written proposal in response to this RFP. There will be no exceptions to this requirement.
- 8.2.2 The JPA will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. The JPA will select the successful Proposer through a formal evaluation process, established prior to the opening and evaluation of proposals and remaining fixed throughout the procurement cycle.
- 8.2.3 The JPA reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal. The selection process will begin upon receipt of all timely submitted proposals. Evaluation of the proposals will be made by an evaluation committee selected by the JPA.
- 8.2.4 All proposals will first be screened to determine compliance with the Minimum Mandatory Requirements. Ineligible Proposers will be informed in writing and afforded the opportunity to request a Disqualification Review pursuant to Paragraph 9.2 (Disqualification Review) of this RFP. All proposals that pass the initial screening will then be evaluated based on the evaluation criteria and corresponding weighting factors (evaluation criteria) listed in Paragraph 7.0 (Business Proposal Requirements and Evaluation) above and will be scored and ranked in numerical sequence from high to low.
- 8.2.5 After a prospective Contractor has been selected, the JPA and the prospective Contractor will negotiate a contract for submission to the JPA Board for its consideration and possible approval. If a satisfactory contract cannot be negotiated with a selected prospective Contractor, the County may, at its sole discretion, disqualify such selected prospective Contractor and

begin contract negotiations with the next qualified Proposer that submitted a proposal, as determined by the JPA.

- 8.2.6 Notwithstanding the foregoing, the JPA retains the right to select a proposal other than the qualified proposal with the highest number of points if the JPA determines, at its sole and reasonable discretion that another proposal is the most overall qualified, responsive, responsible, and in the best interest of the JPA.

## **9.0 PROTEST PROCESS OVERVIEW**

### **9.1 Solicitation Requirements Review**

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C [Solicitation Requirements Review (SRR) Request] to this RFP, to the Department conducting this solicitation. A request for a SRR may be denied, at the Department's sole discretion, if the request does not satisfy all the following criteria:

- a. The request is made within the time frame identified in the solicitation document.
- b. The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a proposal,
- c. The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review, and
- d. The request asserts either that:
  - i. application of the Minimum Mandatory Requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity, or
  - ii. due to unclear instructions, the process may result in the JPA not receiving the best possible responses from prospective Proposers.
- e. The Department's determination will be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

### **9.2 Disqualification Review**

9.2.1 A proposal may be disqualified from consideration because the Department determined it was non-responsive at any time during the review/evaluation process. If the Department determines that a proposal is disqualified due to non-responsiveness, the Department will notify Proposer in writing.

9.2.2 Upon receipt of the written determination of non-responsiveness, Proposer may submit a written request for a Disqualification

Review within the timeframe specified in the written determination.

9.2.3 A request for a Disqualification Review may, in Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

- a. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination), and
- b. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g., factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

9.2.4 The Disqualification Review must be completed, and the determination will be provided to the requesting Proposer, in writing, prior to the conclusion of the evaluation process.

9.2.5 Proposer can also be disqualified for reasons described throughout this RFP.

### **9.3 Department's Proposed Contractor Selection Review**

#### **9.3.1 Departmental Debriefing Process**

Upon completion of the evaluation, the Department will notify the remaining Proposers in writing that the JPA is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, at the Department's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting Proposer's response to this solicitation document with the evaluation document. The requesting Proposer will be debriefed only on its response. Because contract negotiations are not yet complete, responses from other Proposers will not be discussed, although the JPA may inform the requesting Proposer of its relative ranking.

During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request a Proposed Contractor Selection Review [see Paragraph

9.3.2 (Proposed Contractor Selection Review)], if the requesting Proposer is not satisfied with the results of the Debriefing.

### **9.3.2 Proposed Contractor Selection Review**

Any Proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in this Paragraph 9.3.2 may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as will be specified by the Department.

9.3.2.1 A request for a Proposed Contractor Selection Review may, at the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

- a. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department).
- b. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
  - i. The Department materially failed to follow procedures specified in its solicitation document. This includes:
    - Failure to correctly apply the standards for reviewing the proposal format requirements.
    - Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
    - Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
  - ii. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in Proposer receiving an incorrect score and not being selected as the recommended Contractor,
  - iii. A member of the evaluation committee demonstrated bias in the conduct of the evaluation,

- iv. Another basis for review as provided by state or federal law, and
- v. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

9.3.2.2 Upon completing the Proposed Contractor Selection Review, the Department representative will issue a written decision to Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the JPA Board. The written decision will additionally instruct Proposer of the manner and timeframe for requesting a County Independent Review [Refer to Paragraph 9.4 (County Independent Review) below].

#### **9.4 County Independent Review**

Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

A request for County Independent Review may, at the JPA's sole discretion, be denied if the request does not satisfy all of the following criteria:

- a. The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department), and
- b. The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review as listed in Paragraph 9.3.2 (Proposed Contractor Selection Review) above.

Upon completion of the County Independent Review, Internal Services Department will forward the report to the Department, which will provide a copy to Proposer.