

March 3, 2026

Notice to Potential Proposers:

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS (RFP)
AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES
RFP NUMBER 731-SH**

INTRODUCTION

The Los Angeles County (County) Sheriff's Department (Department) is issuing this Request for Proposals (RFP) to solicit proposals for a contract with organizations that can provide comprehensive Automotive Fleet Management and Maintenance Services. The objective of the RFP is to award a contract to a Proposer capable of providing reliable, high-quality Automotive Fleet Management and Maintenance Services across multiple repair facilities located within the County.

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 proposal, provided the firm submitting the proposal meets the following Minimum Mandatory Requirements listed below at the time of proposal submission.

Minimum Mandatory Requirements

1. Proposer must demonstrate a minimum of five years' experience, within the last ten years, providing comprehensive fleet services for a fleet of at least 500 vehicles at no less than one repair location. Such experience must include servicing a minimum of 50 police emergency response vehicles.
2. Proposer must demonstrate a minimum of one year of experience, within the last five years, directly providing comprehensive fleet services at no less than three repair locations simultaneously, servicing a combined total of at least 500 vehicles.
3. If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller (A-C) within the last ten years, then Proposer must not have unresolved questioned costs 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, in 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 this RFP is as follows:

- Release of RFP..... March 3, 2026
- Request for a Solicitation Requirements Review Due..... March 17, 2026
- Part 1 – Written Questions Due
(Pre-Proposers’ Conference and Site Visits) March 20, 2026
- Deadline to Reserve Attendance at Mandatory Proposers’
Conference and Site Visits..... March 25, 2026
- Part 1 – Questions and Answers Released April 3, 2026
- Mandatory Proposers’ Conference & Site Visits April 13 – 14, 2026
- Submission of Application for Exemption to Living Wage Program April 17, 2026
- Part 2 – Written Questions Due April 22, 2026
- Part 2 – Questions and Answers Released May 1, 2026
- Proposals due by 3:00 P.M. (Pacific Time)..... May 15, 2026

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/>.

PROPOSAL SUBMISSION

The original Business Proposal, four numbered identical hard copies, and two separate identical electronic copies in Adobe Portable Document Format (PDF), each 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 AUTOMOTIVE FLEET MANAGEMENT
AND MAINTENANCE SERVICES
(RFP No:731-SH)”**

The original Cost Proposal, four numbered identical hard copies, and two separate identical electronic copies in PDF, each on separate flash drives, must be enclosed in a

separate sealed envelope or box with the name and address of the Proposer and reference the solicitation as follows:

**“COST PROPOSAL FOR AUTOMOTIVE FLEET MANAGEMENT
AND MAINTENANCE SERVICES
(RFP No: 731-SH)”**

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

Los Angeles County Sheriff's Department
Fiscal Administration Bureau – Contracts Unit
211 West Temple Street – 6th Floor
Los Angeles, California 90012
Attention: Rodrigo Mojarro

While both the Business and Cost Proposals may be boxed and delivered together, they must be **SEALED SEPARATELY** within the box.

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 proposal received after the Proposals Due date and time as listed in Paragraph 7.2 (RFP Timetable) of the RFP, will not be accepted and will be returned to the sender unopened. Timely hand delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

All contact regarding this RFP or any matter relating thereto must be in writing and e-mailed as follows:

E-mail address: rmojarro@lasd.org
Attention: Rodrigo Mojarro, Contract Analyst

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