

April 7, 2026

Notice to Potential Bidders:

**BULLETIN NUMBER 1
INVITATION FOR BIDS (IFB)
VOCATIONAL PRINT SHOP SERVICES
IFB NUMBER 762-SH**

INTRODUCTION

The Los Angeles County (County) Sheriff's Department (Department) is issuing this Invitation for Bids (IFB) to solicit bids for a contract with an organization that can provide vocational print shop services for the Department's North County Correctional Facility print shop located at 29340 The Old Road, Castaic, California 91384.

MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Bidders that can demonstrate their ability to successfully provide the required services outlined in the IFB, are invited to submit bids, provided Bidder submitting the bid meets the Minimum Mandatory Requirements listed below, at the time of bid submission.

Minimum Mandatory Requirements

1. Bidder must have a minimum of five consecutive years of experience, within the last seven years, providing offset printing or binding services equivalent or similar to the services identified in Exhibit A (Statement of Work) of Appendix A (Contract) to the IFB, to at least one federal, state, or County correctional system.

Bidder must complete Exhibit 8 (List of References) of Appendix B (Required Forms) to the IFB listing all references necessary to verify this Minimum Mandatory Requirement.

2. Bidder must demonstrate they have five years of experience operating and providing maintenance to equipment equivalent to those listed in Attachment 1 (List of Machinery) to Exhibit A (Statement of Work).

Bidder must complete Exhibit 8 (List of References) of Appendix B (Required Forms) to the IFB listing all references necessary to verify this Minimum Mandatory Requirement.

3. All Contractor personnel providing services must hold a California Designated Subjects Career Technical Education (CTE) Teaching credential that authorizes the holder to teach in career technical, trade, or vocational courses for grades twelve and below, or primarily adult classes, specifically in all the industry sectors listed below:
 - Arts, Media and Entertainment,
 - Business and Finance,
 - Information and Communication Technologies,
 - Manufacturing and Product Development, and
 - Marketing, Sales, and Service.

Bidder must complete Exhibit 7 (Licenses, Certifications, Registrations, and Credentials) of Appendix B (Required Forms) to the IFB and provide a copy of each license, certification, and/or accreditation to verify this Minimum Mandatory Requirement.

4. If Bidder’s compliance with a County contract has been reviewed by the Department of the Auditor-Controller (A-C) within the last ten years, then Bidder must not have unresolved questioned costs identified by the A-C in an amount over \$100,000. Costs include those that are confirmed to be disallowed costs by the contracting County department and remain unpaid for a period of six months or more from the date of the A-C Report, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

IFB RELEASE

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

IFB TIMETABLE

The timetable for the IFB is as follows:

- IFB Release Date..... April 7, 2026
- Request for a Solicitation Requirements Review Due..... April 21, 2026
- Deadline to Register for Mandatory Bidder’s Conference and Mandatory Site Visit..... April 14, 2026
- Mandatory Bidder’s Conference and Mandatory Site Visit..... April 20, 2026
- Written Questions Due..... April 24, 2026
- Questions and Answers Released April 30, 2026

- **Bids due by 3:00 P.M. (Pacific Time)..... May 7, 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/>.

BID SUBMISSION

The original bid and three numbered exact hard copies and two separate exact electronic copies in PDF format on flash drives must be enclosed in a sealed envelope or box. The envelope or box must be plainly marked in the upper left-hand corner with the name and address of Bidder and reference this solicitation as follows:

“BID FOR VOCATIONAL PRINT SHOP SERVICES (IFB 762-SH)”

Bid 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: Monica Castillo, Contract Analyst

It is the sole responsibility of the submitting Bidder to ensure that its bid is received before the submission deadline. Submitting Bidders will bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any bids received after the scheduled closing date and time for receipt of bids, as listed in Paragraph 7.3 (IFB Timeline) of the IFB, will not be accepted and will be returned to the sender unopened. Timely hand delivered bids are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

All contact regarding the IFB or any matter relating thereto must be in writing and e-mailed to:

Contract Analyst: Monica Castillo
 E-mail: mdcastill@lasd.org

If it is discovered that Bidder 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 bid from further consideration.