LOS ANGELES COUNTY
SHERIFF'S DEPARTMENT

INVITATION FOR BIDS (IFB)
FOR
VOCATIONAL PRINT SHOP SERVICES
IFB NO. 762-SH

APRIL 2026

Prepared By
County of Los Angeles

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

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APPENDICES

A **Contract**: Identifies the terms and conditions in the contract.

- **Exhibit A** Statement of Work
  - **Attachment 1** List of Machinery
  - **Attachment 2** Entry Application for Access to Custody Facility (Long-term)
  - **Attachment 3** Entry Application for Access to Custody Facility (Short-term)
  - **Attachment 4** Security of Personal Property
  - **Attachment 5** County of Los Angeles Non-Employee Injury Report
- **Exhibit B** Price Sheet
  [Not attached to Appendix A (Contract); See Exhibit 10 (Price Sheet) of Appendix B (Required Forms)]
- **Exhibit C** County's Administration
- **Exhibit D** Contractor's Administration
- **Exhibit E1** Contractor Acknowledgement and Confidentiality Agreement
- **Exhibit E2** Contractor Employee Acknowledgement and Confidentiality Agreement
- **Exhibit E3** Contractor Non-Employee Acknowledgement and Confidentiality Agreement
- **Exhibit F** Contract Discrepancy Report
- **Exhibit G** Invoice Discrepancy Report

B **Required Forms**: Forms that must be completed and included in the bid.

C **Solicitation Requirements Review (SRR) Request**: Transmittal form sent to Department requesting a Solicitation Requirements Review.

1.0 INTRODUCTION

1.1 The Los Angeles County (County) Sheriff's Department (Department) is issuing this Invitation for Bids (IFB) to solicit bids for a Contract with a Bidder that can provide vocational print shop services (Services) for the Department's North County Correctional Facility (NCCF) print shop.

1.2 NCCF's print shop is located at 29340 The Old Road, Castaic**,** California 91384. With a strong emphasis on vocational training, NCCF offers a diverse range of programs designed to provide inmates with practical life skills that are essential for successful reintegration into society. The print shop at NCCF offers a comprehensive training program in commercial printing, where inmates learn the intricacies of offset printing and gain practical experience using industry-standard presses.

1.3 Contractor must provide a qualified, trained, and certified vocational instructor who is a subject matter expert in the operation of a print shop floor, including pre-press design, graphic arts, and bindery to provide the as-needed Services set forth in Exhibit A (Statement of Work) to this IFB.

1.4 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

2.1 Statement of Work (SOW)

Contractor will be expected to implement the requirements outlined in Exhibit A (Statement of Work) to Appendix A (Contract) to this IFB.

2.2 Overview of Solicitation Document

This IFB is composed of the following parts:

2.2.1 Bidder's Minimum Mandatory Requirements

2.2.2 Instructions to Bidders on how to prepare and submit their bid.

2.2.3 Explanation as to how the bids will be reviewed and selected.

2.2.4 The following Appendices are included in the IFB:

A **Contract**: Lists the terms and conditions in the Contract.

B **Required Forms**: Forms contained in this section must be completed and included in the bid.

C **Solicitation Requirements Review (SRR) Request**: Transmittal form sent to the Department requesting a Solicitation Requirements Review.

2.3 Terms and Definitions

Throughout this IFB, references are made to certain persons, groups, or departments/agencies. For convenience, a description of specific definitions can be found in Paragraph 2.0 (Definitions) of Appendix A (Contract) to this IFB.

2.4 Contract: County Terms and Conditions

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

2.4.1 Anticipated Contract Term

The Contract term is anticipated to be for a period of four years commencing upon execution by the County's Board of Supervisors (Board). The County will have the option to extend the term of the Contract for up to two additional one-year option periods, for a maximum Contract term of six years.

2.4.2 Contract Rates

The Contract rates will remain firm and fixed for the term of the Contract, including the two one-year option periods. It is the responsibility of Bidder, in calculating the bid price, to take into consideration the possible escalation of material and other costs during the term of the Contract.

2.4.3 Days of Operation

Contractor will be required to provide Services on County Business Days and weekends, excluding County-recognized holidays.

2.4.4 Indemnification and Insurance

Contractor will be required to comply with the provisions contained in Paragraph 8.24 (Indemnification) of Appendix A (Contract) to this IFB. Contractor must procure, maintain, and provide to the County 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 (Contract) to this IFB.

3.0 MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Bidders that can demonstrate their ability to successfully provide the required Services outlined in Exhibit A (Statement of Work) of Appendix A (Contract) to this IFB are invited to submit bids, provided Bidder submitting the bid meets the following Minimum Mandatory Requirements at the time of bid submission:

3.1 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 this 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 this IFB listing all references necessary to verify this Minimum Mandatory Requirement.

3.2 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 this IFB listing all references necessary to verify this Minimum Mandatory Requirement.

3.3 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 this IFB and provide a copy of each license, certification, and/or accreditation to verify this Minimum Mandatory Requirement.

3.4 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.

4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 County's Right to Amend IFB

The County has the right to amend this IFB by written addendum. The County is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto. Such addendum will be made available to each person or organization which the County records indicate has received this IFB. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the bid not being considered, as determined at the sole discretion of the County. The

County 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.

4.2 Final Contract Award by the Board of Supervisors

Notwithstanding a recommendation of a department, agency, individual, or other, the Board retains the right to exercise its judgment concerning the selection of a bid and the terms of any resultant Contract, and to determine which bid best serves the interests of the County. The 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 County's Option to Reject Bids

Bidders are hereby advised that this IFB is a solicitation for bids 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 statue, ordinance, rule, or regulation. The County may, at its sole discretion, reject any or all bids submitted in response to this IFB or may, at its sole discretion, reject all bids and cancel this IFB in its entirety. The County will not be liable for any costs incurred by a Bidder in connection with the preparation and submission of any bid. The County reserves the right to waive inconsequential disparities in a submitted bid.

4.4 Background and Security Investigations

As a condition of beginning and continuing work under any resultant Contract, background and security investigations of Contractor's staff may be required at the sole discretion of the County. The cost of any required background checks will be the responsibility of Contractor.

5.0 NOTIFICATION TO BIDDERS

5.1 Public Records Act

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

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

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

5.1.2 The County 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 bid as confidential will not be deemed sufficient notice of exception. Bidders must specifically label only those provisions of their respective bid which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

5.1.3 In the event the County 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 bid marked “Confidential,” “Trade Secrets,” or “Proprietary,” Bidder agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

5.2 Contact with County Personnel

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

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

5.2.2 If it is discovered that Bidder contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, the County, at its sole determination, may disqualify their bid 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 Bidder’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 Process

5.4.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Bidder may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Paragraph 5.4.3 (Grounds for Review) below. Additionally, any actual Bidder may request a review of a disqualification or of a proposed Contract award under such solicitation as described respectively in the Paragraphs below. It is the responsibility of Bidder challenging the decision of a County

department 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 County has no obligation to delay or otherwise postpone an award of Contract based on a Bidder protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County 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 Board-approved services Contract provided for under 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 IFB.

b. Disqualification Review as referenced in Paragraph 9.2 (Disqualification Review) of this IFB.

c. Proposed Contractor Selection Review (PCSR) as referenced in Paragraph 9.3 (Proposed Contractor Selection Review (PCSR)) of this IFB.

d. County Independent Review (CIR) as referenced in Paragraph 9.4 (County Independent Review (CIR)) of this IFB.

5.5 Conflict of Interest

No County employee whose position in the County enables them to influence the selection of a Contractor for this IFB, or any competing IFB, nor any spouse of economic dependent of such employees, must be employed in any capacity by a Bidder or have any other direct or indirect financial interest in the selection of a Contractor. Bidder must certify that they are aware of and has read Section 2.180.010 of the County Code as stated in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this IFB.

5.6 Determination of Bidder Responsibility

5.6.1 A responsible Bidder is a Bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Contract. It is the County's policy to conduct business only with responsible Bidders.

5.6.2 Bidders are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether Bidder is responsible based on a review of Bidder'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 Bidder against public entities. Labor law violations

which are the fault of subcontractors and of which Bidder had no knowledge will not be the basis of a determination that Bidder is not responsible.

5.6.3 The County may declare a Bidder to be non-responsible for purposes of the Contract if the Board, at its discretion, finds that Bidder has done any of the following: a) violated a term of a contract with the County or a nonprofit corporation created by the County, b) committed an act or omission which negatively reflects on Bidder's quality, fitness or capacity to perform a contract with 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 County or any other public entity.

5.6.4 If there is evidence that the apparent highest-ranked Bidder may not be responsible, the Department will notify Bidder in writing of the evidence relating to Bidder's responsibility, and its intention to recommend to the Board that Bidder be found not responsible. The Department will provide Bidder and/or Bidder's representative with an opportunity to present evidence as to why Bidder should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.

5.6.5 If Bidder 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 Board. The final decision concerning the responsibility of Bidder will reside with the Board.

5.6.6 These terms will also apply to proposed subcontractors of Bidders on County contracts.

5.7 Bidder Debarment

5.7.1 Bidder is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar Bidder from bidding or proposing on, or being awarded, and/or performing work on other 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 County may terminate any or all of Bidder's existing contracts with the County, if the Board finds, at its discretion, that Bidder has done any of the following: a) violated a term of a contract with the County or a nonprofit corporation created by the County, b) committed an act or omission which negatively reflects on Bidder's quality, fitness or capacity to perform a contract with 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 County or any other public entity. These terms will also apply to proposed subcontractors of Bidders on County contracts.

5.7.2 A listing of Contractors that are currently on the Debarment List for the 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 elected official, officer, employee, or agent to solicit consideration, in any form, from a Bidder with the implication, suggestion or statement that Bidder's provision of the consideration may secure more favorable treatment for Bidder in the award of the Contract or that Bidder's failure to provide such consideration may negatively affect the County's consideration of Bidder's submission. Bidder must not offer or give either directly or through an intermediary consideration, in any form, to a County 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

A Bidder must immediately report any attempt by a County elected official, officer, employee, or agent to solicit such improper consideration. The report must be made to the County Fraud Hotline at (800) 544-6861 or https://fraud.lacounty.gov/. Failure to report such a solicitation may result in Bidder'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 Bidder to review the ordinance independently as the text of said ordinance is not contained within this IFB. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by County Code Section 2.160.010, retained by Bidder is in full compliance with Chapter 2.160 of the 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, Bidders 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 the participants meet the minimum qualifications for that opening. Bidders must attest to a willingness to provide employed GAIN/START participants access to Bidder's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

5.10.2 Bidders who are unable to meet this requirement will not be considered for Contract award. Bidders must complete and return Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this IFB, along with their Bid.

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") (County Code, Chapter 2.203). Prospective Contractors should carefully review Paragraph 8.8 (Compliance with County's Jury Service Program) of Appendix A (Contract), both of which are incorporated by reference into and made a part of this IFB. The Jury Service Program applies to both Contractors and their subcontractors. Bids 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 Contractors must certify compliance with County's Contractor Employee Jury Service Ordinance in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this IFB. 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 IFB 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 bid, 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 Bidding Company

Bidder must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If Bidder is restricted from legally

notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information must be provided by Bidder in Exhibit 1 (Organization Questionnaire/Affidavit) of Appendix B (Required Forms) to this IFB. Failure of Bidder to provide this information may eliminate its bid from any further consideration. Bidder will have a continuing obligation to notify the County and update any changes to its response in Exhibit 1 (Organization Questionnaire/Affidavit) of Appendix B (Required Forms) to this IFB 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") (County Code, Chapter 2.206). Prospective Contractors should reference the pertinent provisions in Paragraphs 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 Tax Program) of Appendix A (Contract) to this IFB, 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 Bidders 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) of Appendix B (Required Forms) to this IFB. 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 (County Code, Chapter 2.202).

5.13.3 Bids 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 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.

5.14.2 Bidders are required to complete Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms) to this IFB, 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 (Contract) to this IFB. Further, prospective Contractor is 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 Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the 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(s) 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, 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 Bidder'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 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 Bidders are required to complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this IFB, 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 the Contract.

5.16.3 Further, prospective Contractor is 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 Contractor Alert Reporting Database

5.17.1 The County maintains the Contractor Alert Reporting Database (CARD), which is used to track/monitor poorly performing Contractors. When a County department identifies a significant performance/non-compliance issue(s) with a Contractor, the County department will provide notice to Contractor and will give Contractor an opportunity to correct the issue(s). If Contractor does not take any appropriate steps to correct the issue(s), the County department will enter Contractor, along with any other relevant information pertaining to Contractor's performance issue(s), into CARD.

5.17.2 The information entered into CARD can be accessed by all County departments, and will be used, along with any other relevant information not included in CARD, in determining bidder responsibility. If a County department reviews this information and determines that a finding of non-responsibility should be pursued, the County department will adhere to the guidelines specified in the County Code Chapter 2.202, and the County's Implementation Procedures for Determinations of Contractor Non-Responsibility and Contractor Debarment.

5.18 Prohibition from Participation in Future Solicitation(s)

Any Bidder, Contractor or its subsidiary or subcontractor(s) ("Bidder/Contractor"), is prohibited from submitting a bid in a County solicitation if Bidder/Contractor has provided advice or consultation for the solicitation. A Bidder/Contractor is also prohibited from submitting a bid in a County solicitation if Bidder/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 Bidder/Contractor from participation in the County solicitation or the termination or cancellation of any resultant County contract (County Code, Chapter 2.202).

5.19 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. Bidder's CBE participation must be reflected in Exhibit 5 (Community Business Enterprise (CBE) Information) form of Appendix B (Required Forms) to this IFB.

All Bidders 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. Bidder 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 the Bidder's ability to provide the best service and value to the County.

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 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.

5.20 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 officer within the preceding 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 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 Bidders are advised that they and all of their subcontractors must complete and return Exhibit 8 (Contribution and Agent Declaration Form) of Appendix B (Required Forms) to this IFB as part of their bids. Bidders are further advised that they and their subcontractors must update Exhibit 8 (Contribution and Agent Declaration Form) throughout the pendency of this solicitation if a contribution is made after the initial disclosure when their bids are submitted, and as requested at any time by the County prior to Contract award. Failure by Bidders or any subcontractor(s) to complete and submit the required Exhibit 8 (Contribution and Agent Declaration Form) and failure by Bidders or any subcontractor(s) to update the declaration as required by law or as otherwise requested by the County, may eliminate their bid from further consideration and/or Bidder may be disqualified from a Contract award, as determined at the County's sole discretion. Further, all Bidders and their subcontractors are prohibited under Government Code Section 84308 from making a contribution of more than $500 to a County officer for 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 the County's 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 Bidder complete certification prior to requesting a preference in a solicitation. These programs and how to obtain certification are further explained in Paragraph 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) below. 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.

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 Bidders 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 County Code.

6.2.2 Bidders must be certified by the County prior to requesting the LSBE preference in a solicitation. To apply for certification as an LSBE, businesses should contact DEO at:

https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications

6.2.3 Bidders requesting the LSBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this IFB and submit their LSBE certification approval letter ("Certification for Non-Federally Funded Solicitations") from the County with their bid.

6.3 Social Enterprise (SE) Preference Program

6.3.1 The County will apply the SE preference during this solicitation process to Bidders 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 County Code.

6.3.2 Bidders must be certified by the County prior to requesting the SE preference in a solicitation. To apply for certification as an SE, businesses should contact DEO at:

https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications.

6.3.3 Bidders requesting the SE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this IFB and submit their SE certification approval letter ("Certification for Non-Federally Funded Solicitations") from the County with their bid.

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 County Code.

6.4.2 Bidders 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.

6.4.3 Bidders requesting the DVBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this IFB and submit a letter of certification from the County with their bid.

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 Board Policy 3.035 (Preference Program Payment Liaison and Prompt Payment Program).

7.0 IFB REQUIREMENTS

This Paragraph 7.0 contains key project activities as well as instructions to Bidders in how to prepare and submit their Bid.

7.1 County Responsibility

The County 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.

7.2 Truth and Accuracy of Representations

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

7.3 IFB Timetable

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

7.4 Bidders' Questions

7.4.1 Bidders may submit written questions regarding this IFB by e-mail to: Contract Analyst, Monica Castillo, at mdcastill@lasd.org. All questions must be received by the date and time specified in Paragraph 7.3 (IFB Timetable) above. All questions, without identifying the submitting company, will be compiled with the appropriate answers, and issued as an addendum to this IFB.

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

7.5 Mandatory Bidder's Conference and Mandatory Site Visits

7.5.1 A Mandatory Bidder's Conference and Mandatory Site Visit will be held to discuss this IFB, whereby County staff will provide an overview and respond to questions from potential Bidders.

7.5.2 Potential Bidder's attendee(s) must be full-time employee(s) of Bidder. Bidder must notify Contract Analyst, Monica Castillo (mdcastill@lasd.org) with the number of employees (maximum of three) attending the conference by the date and time specified in Paragraph 7.3 (IFB Timetable) above.

7.5.3 The Mandatory Bidder's Conference and Mandatory Site Visit will be scheduled as follows:

Date: April 20, 2026
Time: 9:00 A.M. (PST)

*Only potential Bidders who have successfully registered by the date and time specified in Paragraph 7.3 (IFB Timetable) above, will be notified of the location of the conference and site visit.

7.5.4 County staff will respond to questions from potential Bidders; however, all subsequent written answers and any bulletins to the IFB will supersede verbal responses provided at the conference. Written answers will be posted on the Department's website, by the end of the date specified in Paragraph 7.3 (IFB Timetable) above, at:

https://lasd.org/transparency/solicitations/.

7.6 Preparation of the Bid

All bids must be bound and submitted in the prescribed format as specified in Paragraph 7.7 (Bid Format and Review Process) and Paragraph 7.8 (Bid Submission) below. Any bid that deviates from this format may be rejected without review at the County's sole discretion.

7.7 Bid Format and Review Process

The content and sequence of the bid must be as follows:

- Table of Contents
- Price Sheet (Section A)
- Bidder's Qualifications (Section B)
- Required Forms (Section C)
- Proof of Insurability (Section D)
- Proof of Licenses/Certifications (Section E)

7.7.1 Table of Contents

The Table of Contents must be a comprehensive listing of material included in the bid. This Section must include a clear definition of the material, identified by sequential page numbers and by Section reference numbers.

7.7.2 Price Sheet (Section A)

Bidder must complete and submit Exhibit 10 (Price Sheet) of Appendix B (Required Forms) to this IFB and include it in Section C (Required Forms) of their bid.

Bids will be examined to determine the lowest price based on the rates set forth in Exhibit 10 (Price Sheet). Should one or more Bidders request and be granted the LSBE, SE, and DVBE Preference, the lowest bid price will be determined as follows:

a. The maximum number of possible points will be awarded to the lowest cost bid. All other bids will be compared to the lowest cost and points awarded accordingly.

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

a. 15% of the lowest cost proposed will be calculated, not to exceed $150,000, and that amount will be deducted from the cost submitted by all Bidders 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.

The lowest price bid will be reviewed to determine whether it is responsive and responsible. The following steps will be performed until it is determined which is the lowest price, and most responsive and responsible bid.

7.7.3 Bidder's Qualifications (Section B)

Bidder must demonstrate that Bidder's organization has the background, experience, and financial capability/stability, to provide and perform the required Services. The following Sections must be included.

7.7.3.1 Bidder's Background and Experience (Section B.1)

Bidder must submit Exhibit 1 (Organization Questionnaire/Affidavit) of Appendix B (Required Forms) to this IFB and include it in Section C (Required Forms) of their bid. **The person signing the form must be authorized to sign on behalf of Bidder and to bind the applicant in a Contract.**

Bidder must provide a summary of relevant background information to demonstrate that Bidder meets the Minimum Mandatory Requirements stated in Paragraph 3.0 (Minimum Mandatory Requirements) of this IFB and has the capability to perform the Services as required in Exhibit A (Statement of Work) to Appendix A (Contract) to this IFB as a corporation or other entity.

Taking into account the structure of Bidder's organization, Bidder must determine which of the below referenced supporting documents the County requires. If Bidder's organization does not fit into one of these categories, upon receipt of the bid or at some later time, the County may, at its discretion, request additional documentation regarding Bidder's business organization and authority of individuals to sign Contracts.

If the below referenced documents are not available at the time of bid submission, Bidders must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Supporting Documents:

Corporations or Limited Liability Company (LLC):

Bidder must submit the following documentation with its bid:

a. A copy of a "Certificate of Good Standing" with the state of incorporation/organization.

b. 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.

Limited Partnership:

Bidder 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.

The review will include verification of referenced submitted, a review of the Contractor Alert Reporting Database (CARD), if applicable, reflecting past performance history on County contracts and a review of terminated contracts.

7.7.3.2 Bidder's List of References (Section B.2)

Bidder must submit Exhibit 8 (List of References) of Appendix B (Required Forms) to this IFB and include in Section C (Required Forms) of their bid. Bidder must provide three references for which the same or similar scope of Services equivalent or similar to the Services described in Exhibit A (Statement of Work) to Appendix A (Contract) to this IFB, were provided. References will be used to verify the Minimum Mandatory Requirements stated in Paragraph 3.0 (Minimum Mandatory Requirements) of this IFB. Contact person for each reference must be able to answer questions related to services provided.

It is Bidder's sole responsibility to ensure that information provided for each reference is accurate.

The County may disqualify Bidder if:

a. References fail to substantiate Bidder's description of the services provided, or

b. References fail to support that Bidder has a continuing pattern of providing capable, productive, and skilled personnel, or

c. The Department is unable to reach references with reasonable effort. It is Bidder's responsibility to inform each reference of normal working hours.

7.7.3.3 Bidder's Debarment History and List of Terminated Contracts (Section B.3)

The County will conduct a review of Bidder's terminated contracts and debarment history. Bidder must include contracts terminated within the past three years with a reason for termination.

Bidder must complete Exhibit 4 (Debarment History and List of Terminated Contracts) of Appendix B (Required Forms) to this IFB and include it in Section C (Required Forms) of their bid.

7.7.3.4 Bidder's Pending Litigation and Judgments (Section B.4)

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

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

If Bidder has no pending litigation, credible threatening litigation, or judgments, then a statement stating so must be provided in Section B.4 (Bidder's Pending Litigation and Judgments) of its bid.

7.7.4 Required Forms (Section C)

Bidder must include the following forms as provided in Appendix B (Required Forms) to this IFB. Bidder must complete, sign, and date all forms. The person signing all forms must be authorized to sign on behalf of Bidder and to bind Bidder in a Contract. Forms may be expanded, as necessary, to provide complete responses.

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 Credentials

Exhibit 8 List of References

Exhibit 9 Contribution and Agent Declaration Form

Exhibit 10 Price Sheet

Exhibit 11 Declaration

7.7.5 Proof of Insurability (Section D)

Bidder must provide proof of insurability that meets all insurance requirements set forth in Paragraphs 8.25 (General Provisions for all Insurance Coverage) and 8.26 (Insurance Coverage) of Appendix A (Contract) to this IFB. If a Bidder does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Bidder be awarded a Contract may be submitted with the bid.

7.7.6 Proof of Licenses/Certifications/Credentials (Section E)

Bidder must provide a copy of all applicable licenses, certifications and credentials as specified in Paragraph 3.0 (Minimum Mandatory Requirements) of this IFB and include copies of each document with their bid.

7.8 Bid Submission

7.8.1 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)"

The 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

7.8.2 Bidders must also include a redacted bid in searchable PDF, with all confidential, proprietary and trade secret information redacted, as part of its bid submission. Bidders must specifically redact only those parts of the bid that are actually trade secrets, confidential, or proprietary in nature. Blanket or categorical redactions and/or statements of confidentiality, or the marking of each page of the bid as "Trade Secret," "Confidential," or "Proprietary," are not acceptable, and will be rejected at the sole discretion of the County.

7.8.3 It is the sole responsibility of the submitting Bidder to ensure that its bid is received before the submission deadline identified in Paragraph 7.3 (IFB Timetable) of this IFB. Bidders must bear all risks associated with delays in

delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

7.8.4 All bids will be firm offers and may not be withdrawn for a period of one year following the last day to submit bids.

7.8.5 Until the bid submission deadline, errors in bids may be corrected by emailing the individual identified in Paragraph 7.3 (IFB Timetable) of this IFB to withdraw the bid and submit a revised set of bid with corrections made. Corrections will not be accepted once the submission deadline has passed.

7.9 Acceptance of Terms and Conditions of Contract

Bidders understand and agree that submission of the bid constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of Appendix A (Contract) to this IFB, which are non-negotiable.

7.10 Bid Withdrawals

Bidder may withdraw its bid at any time prior to the date and time which is set forth herein as the deadline for acceptance bids, upon written request to:

Attention: Cynthia Lopez, Contracts Manager
E-mail: ctlopez@lasd.org

8.0 SELECTION PROCESS OVERVIEW

8.1 Adherence to Minimum Mandatory Requirements

The County will review Exhibit 1 (Organization Questionnaire/Affidavit), Exhibit 6 (Minimum Mandatory Requirements), Exhibit 7 (Licenses, Certifications, Registrations, and Credentials), and Exhibit 8 (List of References) of Appendix B (Required Forms) to this IFB to determine if Bidder meets the Minimum Mandatory Requirements as outlined in Paragraph 3.0 (Minimum Mandatory Requirements) of this IFB.

Failure of Bidder to comply with the Minimum Mandatory Requirements may eliminate its bid from further consideration. The Department may elect to waive any informality in a bid if the sum and substance of the bid is present.

8.2 Review Process

The lowest price bid will be reviewed to determine whether it is responsive and responsible.

9.0 PROTEST PROCESS OVERVIEW

9.1 Solicitation Requirements Review

9.1.1 Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C (Solicitation Requirements Review (SRR) Request) to this IFB, to the Department conducting the solicitation as described in this

Paragraph 9.0 (Protest Process Review). 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 for a SRR is made within the time frame specified in Paragraph 7.3 (IFB Timetable) of this IFB.

b. The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a bid.

c. The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review.

d. The request asserts either that:

   i. application of the Minimum Mandatory Requirements and/or review criteria unfairly disadvantages the person or entity, or

   ii. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Bidders.

9.1.2 The SRR will be completed and the Department's determination will be provided to the requesting person or entity, in writing, within a reasonable time prior to the bid due date.

9.1.3 All requests for a SRR must be emailed to:

Attention: Monica Castillo
E-mail: mdcastill@lasd.org

9.2 Disqualification Review

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

9.2.2 Upon receipt of the written determination of non-responsiveness, Bidder may submit a written request for a Disqualification Review within the timeframe specified in the Department's determination.

9.2.3 A request for a Disqualification 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 Disqualification Review is submitted timely (i.e., by the date and time specified in the Department's determination).

b. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous 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 Department's determination will be provided to the requesting Bidder, in writing, prior to the conclusion of the evaluation process.

9.3 Proposed Contractor Selection Review (PCSR)

Any Bidder that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review (PCSR) as described in this Paragraph 9.3 may submit a written request for a PCSR, in the manner and timeframe as will be specified by the Department.

9.3.1 A request for a PCSR 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 PCSR is submitted timely (i.e., by the date and time specified by the Department),

b. The person or entity requesting a PCSR 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 bid format requirements.
- Failure to correctly apply the standards, and/or follow the prescribed methods, for reviewing the bids as specified in the solicitation document.
- Use of review criteria that were different from the review criteria disclosed in the solicitation document.

ii. The Department made identifiable mathematical or other errors in evaluating bids, resulting in Bidder receiving an incorrect score and not being selected as the recommended Contractor.

iii. Another basis for review as provided by state or federal law.

iv. The request for a PCSR sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the Bidder would have been the lowest cost, responsive and responsible bid or the highest-scored bid, as the case may be.

9.3.2 Upon completing the PCSR, the Department representative will issue a written decision to Bidder within a reasonable time following receipt of the request for a PCSR, and always before the date the Contract award recommendation is to be heard by the Board. The written decision will additionally instruct Bidder 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 (CIR)

Any Bidder that is not satisfied with the results of the PCSR 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 PCSR. Bidders that request a County Independent Review may not add new assertions or documentation to the assertions presented in their PCSR. Any new assertions or documentation submitted by Bidder will not be considered or reviewed.

A request for a County Independent Review may, at the County'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).

b. The person or entity requesting the County Independent Review has limited the request to items raised in the PCSR as listed in Paragraph 9.3 (Proposed Contractor Selection Review) above.

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