

May 7, 2026

Notice to Potential Bidders:

**BULLETIN NUMBER 1
INVITATION FOR BIDS (IFB)
NARCOTICS AND NARCOTIC PARAPHERNALIA DISPOSAL SERVICES
IFB NUMBER 760-SH**

INTRODUCTION

The Los Angeles County (County) Sheriff's Department (Department) is issuing a Invitation for Bids (IFB) to solicit bids for a contract with an organization that can provide narcotics and narcotic paraphernalia disposal services for the Department's Narcotics Bureau.

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 narcotics and narcotic paraphernalia disposal services equivalent or similar to the Services identified in Exhibit A (Statement of Work) to Appendix A (Contract) to the IFB.

Bidder's five consecutive years of experience must include experience destroying 16,000 pounds of narcotics and narcotic paraphernalia within a three-day period, or 5,000 pounds within an eight-hour period.

Bidder must complete Exhibit 7 (List of References) to Appendix B (Required Forms) to the IFB listing all references necessary to verify this Minimum Mandatory Requirement.

2. 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.....May 7, 2026
- Request for a Solicitation Requirements Review Due.....May 21, 2026
- Deadline to Register for Mandatory Bidder’s ConferenceMay 19, 2026
- Virtual Mandatory Bidder’s ConferenceMay 26, 2026
- Written Questions DueJune 2, 2026
- Questions and Answers ReleasedJune 9, 2026
- **Bids due by 3:00 P.M. (Pacific Time)..... June 16, 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 the solicitation as follows:

**“BID FOR NARCOTICS AND NARCOTIC PARAPHERNALIA
DISPOSAL SERVICES (IFB 760-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: Donna Lin, 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 Timetable) 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: Donna Lin
E-mail: yjlin@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.