

SAMPLE (PlainLead): Weekly Bid/No-Bid Memo, LA County (County eCAPS portal)

Prepared for: a hypothetical client, "a small LA-area commercial janitorial firm". Assumed profile: 15 staff, 4 years in business, commercial office cleaning plus some medical-office work, CA DLSE property-service registration current, \$1M/\$2M GL, \$1M auto, \$1M WC, not LSBE/DVBE certified, no CSLB license. **Prepared:** Mon Oct 12, 2026, 3:20 PM PT. **Sources:** LA County open solicitations list (camisvr.co.la.ca.us/LACoBids, public, no login) and the full FASMA RFSQ package PDF (GCS-10639-S, 14,494 text lines), read in full where relevant. **Screened:** 220 open County solicitations → 10 facility-services matches → 1 BID, 1 WATCH, 8 NO-BID.

✓ **BID: GCS-10639-S, Facility Ancillary Services Master Agreement (FASMA), Category V "As-Needed/Temporary Custodial Services" (ISD). Opened 9/16/2026.**

Why it fits: this RFSQ puts you on a 10-year qualified list (up to 16.5 years with options). As-needed custodial work orders are later competed only among qualified vendors, so getting on the list is the gate to the work. There are two custodial sub-categories:

- **Enhanced Cleaning (3.4.5.1):** "three (3) consecutive years' experience, within the last five (5) years providing enhanced cleaning services for an aggregate of at least 10,000 square feet," including disinfecting high-touch surfaces with EPA-registered disinfectants. You qualify if your 3 years are *consecutive*.
- **Deep/Biochemical Cleaning (3.4.5.2):** same 3-year rule, but the experience must be in "spaces occupied by individuals suspected or confirmed to have a communicable disease." Apply only if you can document that work (your medical-office jobs may count). Otherwise apply for Enhanced only.

Key dates (PT):

Item	Date
Written questions due	Wed Oct 14, 2026, 10:00 AM. (2 days after this memo). See questions below.
Q&A addendum	Wed Oct 21, 2026
SOQ due (initial)	Tue Oct 27, 2026
Later filings	Accepted continuously, but the initial list forms first
Vendor conference	Was Oct 7 (optional); missing it doesn't disqualify you

What to submit: one SOQ by email to **FASMA@isd.lacounty.gov**, with no portal login needed. Order: table of contents, Section A Qualifications, Section B Required Forms (incl. Exhibit 7 SOQ Submittal Form and Exhibit 9 References), C Proof of Insurability, D Licenses. Also include the CBE form (AppendixB_RequiredForms_CBEForm_RFSQ.xlsx). "Any SOQ that deviates from this format may be rejected without review."

Insurance: GL \$1M occurrence / \$2M aggregate, County named additional insured. Auto \$1M. WC/EL \$1M. The Exhibit 7 custodial table says "Additional insurance requirement: N/A". Your current coverage meets this, *but see question 1*.

Traps found in the fine print:

1. **Insurance contradiction.** Master Agreement §8.24.4 lists **Professional Liability/E&O, \$1M per claim / \$2M aggregate, with a 3-year tail**, and doesn't limit it to particular categories. Exhibit 7 lists E&O only for specific categories (e.g., asbestos), and custodial shows "N/A". Ask before you buy a policy you may not need.
2. **"Cumulative" vs "consecutive."** §3.3 says "three (3) years of **cumulative** experience." The custodial category text (§3.4.5) says "three (3) **consecutive** years." If your history has a gap, this decides eligibility.
3. **Wage rules.** §5.22 (SB 525) requires a **\$25.00/hr minimum for workers in healthcare facilities**, with scheduled increases. Many County custodial calls will be at DHS/DPH sites. Price work orders accordingly, because your commercial rates won't hold. AB 1978 (Master Agreement §9.9) requires DLSE property-service registration, sexual-harassment/violence-prevention training records for every custodial worker and supervisor, and 3-year payroll records.
4. **References.** At least one reference on Exhibit 9 "must be responsive and validate" your experience. Warn your references, because an unanswered call can disqualify you.
5. **No subcontractor experience.** "Vendors may not use subcontractor's experience" to meet the minimums.
6. **Preference.** You aren't LSBE-certified. At the work-order stage, LSBE/DVBE/SE firms get a price preference. Certification is through County DEO (cost and timing not checked). Consider applying now.

Suggested written questions (send by Oct 14, 10:00 AM PT, quoting paragraph and page as §7.2.2 requires):

- Q1 (Appendix A §8.24.4, p.29; Exhibit 7 §3.4.5): Does the Professional Liability/E&O requirement apply to Category V custodial vendors, given Exhibit 7 lists "N/A"?
- Q2 (§3.3, p.7 vs §3.4.5.1, p.14): Must the 3 years of enhanced-cleaning experience be consecutive, or cumulative within 5 years?
- Q3 (§3.4.5.2): Does disinfecting medical-office treatment rooms under standard protocols count as "communicable disease" deep/biochemical experience?

Effort estimate: 8–12 hours to assemble the forms, insurance letter and licenses. **Verdict: BID (Enhanced Cleaning). Deep/Biochemical only if you have documentation.**

👁️ WATCH: BRC0000478, Landscape & Grounds Maintenance RFSQ (Public Works). Continuous.

Out of scope for a janitorial firm. Listed because many cleaning firms also do grounds work. Its initial deadline passed (June 11, 2025). Later SOQs "may not have their SOQ submittal reviewed for up to six months." Prevailing wage plus County Living Wage apply. **Registration is mandatory** on "Do Business with Public Works" just to view the documents. **Error in the notice:** it tells bidders to register as plan holder for "**BRC0000472**", which is the graffiti RFSQ, not this one. Register for both, or confirm with DPW, or you may miss addenda.

✗ NO-BID (screened out, with reason)

#	Solicitation	Why not
BRC0000472	Graffiti Removal RFSQ (DPW)	Not your trade. Initial deadline passed 6/11/2025; prevailing + living wage.
BRC0000470	Street Sweeping RFSQ (DPW)	Needs sweeper fleet. The notice's own weekdays are wrong ("Wednesday, June 2"; "Tuesday, June 11", 2025), so treat its dates as unreliable.

#	Solicitation	Why not
BRC0000471	On-Call Channel Clearing (DPW)	Flood-control channel work, heavy equipment.
DBH-74	Tree Maintenance, Marina del Rey (Beaches & Harbors)	Tree trimming; open since 2021.
104569	Old FASMA RFSQ (ISD)	Superseded by GCS-10639-S above. Incumbents must re-file Appendix B.1 forms by 10/27/2026.
TTC RFSQ 2024-02	Trash Removal (Treasurer-Tax Collector)	Hauler permits required.
RFP 2026-013	Food service, Inglewood Courthouse (Superior Court, on Bonfire)	Not your trade; due 10/22/2026.
RFB-IS-27200218	Setina partition/window pkg	Vehicle parts; keyword false positive ("window").

Not covered this week (would be in a paid version): City of LA (RAMP/LABAVN, login), LAUSD, LA Metro, LA Community Colleges, the 88 cities, SAM.gov federal. Several of these need the client's own free vendor registration to download documents (see report: portal terms).

Sample deliverable from PlainLead (plainlead.com). Prepared from public LA County solicitation records for a hypothetical client profile. Not legal advice; verify all requirements against the official solicitation and addenda.