



HOUSING AUTHORITY OF THE CITY OF LOS ANGELES

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

2600 Wilshire Boulevard • Los Angeles, California 90057 • (213) 252-2500
TTY (213) 252-5313

June 24, 2016

**SUBJECT: RFP No. HA- 2016-41
FLEET MAINTENANCE SERVICES FOR HYBRID VEHICLES**

Ladies and Gentlemen:

The Housing Authority of the City of Los Angeles ("Authority") is seeking proposals from automotive repair shops ("Providers") with demonstrated professional competence and experience to provide preventative automotive maintenance, repair and related services for the Authority's Ford Escape SUV hybrids and Toyota Prius hybrids, collectively referred to herein as the "Hybrid Fleet." The contract award is for an initial one (1) year period with four (4), one (1) year options to renew at the sole discretion of the Housing Authority.

Instructions for preparing proposals are contained in the RFP, which is available on the Los Angeles Business Assistance Virtual Network (LABAVN), a free service provided by the City of Los Angeles and the Mayor's Office of Economic Development, at www.labavn.org. **To access the BAVN listing of the Authority's procurement opportunities, you will need to register at www.labavn.org. If you do not register at www.labavn.org, you will not receive notification of any Addenda that may be issued.**

A pre-proposal conference to discuss this solicitation and answer questions will be held at July 5, 2016 at 1:30 p.m. at the Authority's central office located at 2600 Wilshire Boulevard, Los Angeles, California 90057.

Proposals will be accepted at 2600 Wilshire Boulevard, Board Room, and Los Angeles, California 90057 until 2:00 p.m. on July 29, 2016.

Please contact Linda Ennabe, Contract Administrator at (213)-252-1835 or by email at Linda.Ennabe@hacla.org, if you have questions concerning this solicitation. Your interest and participation are greatly appreciated.

Sincerely,

Ken Simmons,
Chief Operating Officer