



Jim McDonnell, Sheriff

*County of Los Angeles*  
**Sheriff's Department Headquarters**

4700 Ramona Boulevard  
Monterey Park, California 91754-2169



February 13, 2015

Notice to Potential Bidders:

**BULLETIN NUMBER 1  
INVITATION FOR BIDS (IFB)  
FUJI DIGITAL X-RAY CAPTURE SYSTEM  
EQUIPMENT AND MAINTENANCE REPAIR SERVICES  
IFB NUMBER 571-SH**

**INTRODUCTION**

The Los Angeles County Sheriff's Department (Department) is issuing this Invitation for Bids (IFB) to solicit bids from interested and qualified vendors (Bidders) who can provide equipment maintenance and repair services for the Department's Fuji Digital X-Ray Capture System Equipment (Radiology Equipment).

The requested service includes preventative maintenance services, emergency and non-emergency repair services of the Department's Radiology Equipment. Contractor shall be required to provide technicians with expertise in the maintenance and repair of the Department's Radiology Equipment located in various Department custody facilities throughout the Department, Medical Services Bureau (MSB).

**BIDDER'S MINIMUM REQUIREMENTS**

Each interested and qualified Bidder that can demonstrate their ability to successfully provide the required services outlined in Appendix B (Statement of Work), of this IFB are invited to submit Bids provided they meet the following requirements:

- 1.4.1 Bidder must have a minimum of two (2) years experience, within the last ten (10) years, maintaining and repairing radiology equipment that is the same or similar to the Radiology Equipment listed on Attachment B2 (Radiology Equipment Inventory List) of Appendix B (Statement of Work) of this IFB. Bidder shall submit references to verify this experience.
- 1.4.2 Bidder must have a minimum of two (2) years experience, within the last ten (10) years providing maintenance and repair services equivalent or similar to

the services described in Appendix B (Statement of Work) of this IFB. Bidder shall submit references to verify this experience.

- 1.4.3 Bidder utilizes (or will utilize) a comprehensive equipment service-tracking and inventory database which is web accessible by County for the purpose of querying service status, service schedules, and inventory lists and generating reports.

Bidder shall describe the following in detail: (a) how Bidder's service-tracking and inventory database provides the required services outlined under Paragraph 3.5 (Service-Tracking and Inventory Database) of Appendix B (Statement of Work) of this IFB, or (b) If Bidder does not currently have a database in place, Bidder shall state their agreement to provide County with a timeline and target date for implementation of the required database prior to commencement of Work under the Agreement, if so awarded.

- 1.4.4 Bidder must have a Project Manager with two (2) years experience (a) managing maintenance and repair services on Radiology Equipment that is the same or similar to the Radiology Equipment listed in Attachment B2 (Radiology Equipment Inventory List) of Appendix B (Statement of Work) of this IFB, and (b) providing maintenance and repair services equivalent or similar to the services described in Appendix B (Statement of Work) of this IFB.

Bidder shall submit a resume to verify experience of the proposed Project Manager if personnel is already identified for the position. If personnel is not yet identified for the position, then Bidder shall submit the corporate job description for such Project Manager. In such case, Bidder shall provide a resume of the proposed Project Manager prior to commencement of Work under the Agreement, if so awarded.

- 1.4.5 Bidder must have qualified repair and maintenance technicians which (a) have experience maintaining and repairing Radiology Equipment that is the same or similar to the Radiology Equipment listed in Attachment B2 (Radiology Equipment Inventory List) of Appendix B (Statement of Work) of this IFB, (b) have experience providing services equivalent or similar to the services described in Appendix B (Statement of Work) of this IFB, and (c) are located within a 100-mile radius of the Department's Medical Services Bureau Administrative Offices located at:

450 Bauchet Street  
Los Angeles, California 90012



Bidder shall submit resumes to verify experience and location of proposed repair and maintenance technician personnel that are already identified for the positions. If personnel are not yet identified for the positions, then Bidder shall submit corporate job descriptions for such repair and maintenance technicians. In such case, Bidder shall provide resumes of proposed personnel prior to their commencement of Work under the Agreement, if so awarded, to verify their experience and locale as specified above.

- 1.4.6 Bidder must state that the repair and maintenance technicians, identified per Bidder's Minimum Requirement 1.4.5 above, shall have immediate access to all tools and diagnostic equipment (tools), materials, and radiology equipment parts or components (equipment) necessary to fulfill the requirements of Appendix B (Statement of Work) of this IFB, and shall describe in detail how this requirement will be met.

### **IFB TIMETABLE**

The timetable for this IFB is as follows:

- Release of IFB ..... February 13, 2015
- Written Questions Due by 3:00 p.m. (Pacific Time)..... February 18, 2015
- Questions and Answers Released ..... February 24, 2015
- Request for a Solicitation Requirements Review Due ..... February 27, 2015
- **Bids due by 3:00 p.m. (Pacific Time) ..... **March 5, 2015****

### **IFB RELEASE**

The IFB will be released and will be accessible via the Department's website at: <http://shq.lasdnews.net/shq/contracts/info.html>.

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

### **BID SUBMISSION INFORMATION**

The original bid and four numbered identical hard copies, and one Compact Disc, containing the bid in electronic format, shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Bidder and bear the words:

**“INVITATION FOR BIDS (IFB) 571-SH  
FOR  
FUJI DIGITAL X-RAY CAPTURE SYSTEM EQUIPMENT  
MAINTENANCE AND REPAIR SERVICES”**

Bids shall be delivered or mailed to the following:

Los Angeles County Sheriff's Department  
Contracts Unit  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754  
Attention: Carolyn J. Scott, Contracts Analyst

**It is the sole responsibility of the submitting Bidder to ensure that his/her bid is received before the bid due date and time specified in Bulletin Number 1, or any addendum amending the bid due date and time. Submitting Bidders shall bear all risks associated with delays in delivery by any person or entity, including the United States Mail. Any bids received after the scheduled closing date and time for receipt of bids, as stated in Bulletin Number 1, or any addendum amending the bid due date and time, 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.**

All bids shall be firm offers and may not be withdrawn for a period of two hundred seventy (270) calendar days following the bid due date and time set forth in Bulletin Number 1, or any addendum amending the bid due date and time. In the event the County is unable to complete successful negotiations and enter into an Agreement within the two hundred seventy (270) day period, the County may request that all Bidders extend their offers for a period of time thereafter. In that event, any Bidder unwilling to extend its offer may be removed from consideration.

**CONTACT WITH COUNTY PERSONNEL**

Any contact regarding this IFB or any matter relating thereto must be in writing and may be mailed, e-mailed, or faxed as follows:

Los Angeles County Sheriff's Department  
Contracts Unit  
4700 Ramona Boulevard, Room 214  
Monterey Park, CA 91754  
Attention: Carolyn J. Scott, Contracts Analyst  
E-mail address: [cjscott@lasd.org](mailto:cjscott@lasd.org)  
Fax Number: (323) 415-2739

Bidders are specifically directed not to contact any other County person or agent for any matter related to this IFB. If it is discovered that a Bidder contacted and/or received information from any County person or agent, other than the person specified above, regarding this IFB, County, in its sole determination, may disqualify the Bidder and its bid from further consideration.

Sincerely,

JIM McDONNELL, SHERIFF



*for* Glen Joe, Director  
Fiscal Administration