



John L. Scott, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

*4700 Ramona Boulevard
Monterey Park, California 91754-2169*



April 14, 2014

Notice to Potential Bidders:

**BULLETIN NUMBER 1
INVITATION FOR BIDS (IFB)
MEDICAL EQUIPMENT REPAIR AND MAINTENANCE SERVICES
IFB NUMBER 532-SH**

INTRODUCTION

The County of Los Angeles (County) Sheriff's Department (Department) is issuing this Invitation for Bids (IFB) to solicit bids from potential Contractors who can provide Medical Equipment Repair and Maintenance Services for the Department's Medical Services Bureau (MSB).

The selected Contractor shall provide both preventative maintenance services and emergency and non-emergency repair services for the Department's medical equipment. The medical equipment to be serviced includes dental equipment, and the selected Contractor shall be required to provide technicians with expertise in the repair and maintenance of the medical and dental equipment listed in Attachment B2 (Medical Equipment Inventory List) of Appendix B (Statement of Work) of this IFB. The medical and dental equipment is located at various Department custody facilities throughout Los Angeles County, which are listed on Attachment B1 (Medical Equipment Locations and Addresses) of Appendix B (Statement of Work) of this IFB.

PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Each interested and qualified Bidder that can demonstrate its ability to successfully provide the required services outlined in Appendix B (Statement of Work), and throughout this IFB, is invited to submit a bid, provided the Bidder meets the following requirements:

- 1.4.1 Bidder must have a minimum of two (2) years experience maintaining and repairing medical and dental equipment that is the same or similar to the medical and dental equipment listed on Attachment B2 (Medical Equipment Inventory

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

- 1.4.2 Bidder must have a minimum of two (2) years experience 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 medical 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 in detail 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. If Bidder does not currently have a database in place, Bidder shall 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 medical and dental equipment that is the same or similar to the medical and dental equipment as listed in Attachment B2 (Medical 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 have experience (a) maintaining and repairing medical and dental equipment that is the same or similar to the medical and dental equipment listed in Attachment B2 (Medical Equipment Inventory List) of Appendix B (Statement of Work) of this IFB, and (b) providing services equivalent or similar to the services described in Appendix B (Statement of Work) of this IFB.

Bidder shall submit resumes to verify experience 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.

IFB TIMETABLE

The timetable for this IFB is as follows:

- Release of IFB.....April 14, 2014
- Written Questions Due by 3:00 p.m. (Pacific Time)April 21, 2014
- Request for a Solicitation Requirements Review DueApril 28, 2014
- Questions and Answers ReleasedApril 28, 2014
- **Bids due by 3:00 p.m. (Pacific Standard Time)May 5, 2014**

IFB RELEASE

The IFB will be released and will be accessible via the Sheriff’s Department website at: http://www.lasdhq.org/lasd_contracts/info.html (underscore between “lasd” and “contracts”).

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

IFB SUBMISSION INFORMATION

The original bid and three (3) exact duplicate numbered copies; and three (3) Compact Discs, each 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:

**“BID FOR MEDICAL EQUIPMENT REPAIR AND MAINTENANCE SERVICES
IFB No 532-SH”**

The bid 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: Abilene R. Valdez, Contracts Analyst

It is the sole responsibility of the submitting Bidder to ensure that its bid is received before the bid due date and time specified in Bulletins #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 U.S. Mail. Any bids received after the scheduled closing date and time for receipt of bids, as stated in Bulletin #1, or any addendum amending the bid due 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.

CONTACT WITH COUNTY PERSONNEL

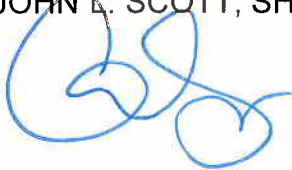
Any contact regarding the IFB or any matter relating hereto **MUST** be in writing and may be mailed, emailed, or faxed to:

Los Angeles County Sheriff's Department
Contracts Unit
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754
Attention: Abilene R. Valdez
Email address: ARValdez@lasd.org
Fax Number: (323) 415-4292

If it is discovered that a proposer contacted and/or received information from any County personnel other than the person specified above, regarding this solicitation, the Sheriff, in his sole determination, may disqualify its proposal from further consideration.

Sincerely,

JOHN L. SCOTT, SHERIFF

A handwritten signature in blue ink, appearing to be 'JL Scott', written over the typed name 'JOHN L. SCOTT, SHERIFF'.

Glen Joe, Director
Fiscal Administration