

July 22, 2016

Notice to Potential Bidders

**BULLETIN NUMBER 1
INVITATION FOR BIDS
HP TANDEM NONSTOP COMPUTER HARDWARE
MAINTENANCE SERVICES
INVITATON FOR BIDS NUMBER 575SH**

INTRODUCTION

The County of Los Angeles (County) on behalf of the Los Angeles County's Sheriff's Department (Department) is issuing this Invitation for Bids (IFB) to solicit Bids for a contract (Contract) with an organization who can provide computer maintenance services for the Hewlett Packard (HP) Tandem NonStop computer hardware that supports the Department's Mobile Digital Communication System (MDCS).

The MDCS system is located at various locations throughout the Department and is critical to the operational and business needs of the Department. It contains all of the initial records of the Department's actions related to calls-for-service.

The general scope of work to be performed under the resultant Contract shall be as specified in Appendix B, Statement of Work, which includes, but is not limited to, providing on-call maintenance, on-site repair, and on-site exchange of HP tandem computer hardware listed in Attachment 1, Equipment Listed by System and Department Site, of Appendix C, Statement of Work Attachments.

PROPOSER'S MINIMUM REQUIREMENTS

Interested and qualified Bidders 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. Bidder must have a minimum of one-year experience, within the last three (3) years, maintaining and repairing HP Tandem NonStop computer hardware, terminals, associated peripherals and communications equipment or similar to

the equipment listed in Attachment 1, Equipment Listed by System and Department Site, of Appendix C, Statement of Work Attachments (Bidder must complete and submit, with their Bid, Exhibit 2, Corporate Experience Form, of Appendix D, Required Forms, and provide references to verify this requirement).

2. Bidder must have a contract Project Manager with one (1) year of experience, within the last three (3) years, managing the maintenance and repair of HP Tandem NonStop computer hardware, terminals, associated peripherals and communications equipment or similar to the equipment listed in Attachment 1, Equipment Listed by System and Department Site, of Appendix C, Statement of Work Attachments (Bidder must provide resume of contract Project Manager to verify this requirement).
3. Bidder must have qualified maintenance technicians with a minimum of one-year experience, within the last three (3) years, maintaining and repairing HP Tandem NonStop computer hardware, terminals, associated peripherals and communications equipment or similar to the equipment listed in Attachment 1, Equipment Listed by System and Department Site, of Appendix C, Statement of Work Attachments (Bidder must complete and submit, with their Bid, Exhibit 6A, Maintenance Staff Experience Form, and Exhibit 6B, Maintenance Staff Resumes, of Appendix D, Required Forms).
4. Bidder must be able to obtain computer parts within one day under normal conditions and within two (2) hours for emergency repairs for HP Tandem NonStop computer hardware, terminals, associated peripherals and communications equipment listed in Attachment 1, Equipment Listed by System and Department Site, of Appendix C, Statement of Work Attachments (Bidder must provide a signed written acknowledgement agreeing to comply with this requirement).

IFB RELEASE

The IFB will be accessible in electronic Portable Data File (PDF) format by 4:00 p.m. (Pacific Time) on July 22, 2016, via the Department's website at:
<http://www.shq.lasdnews.net/shq/contracts/info.html>.

IFB TIMETABLE

The timetable for the IFB is as follows:

- Release of IFB.....07/22/16
- Request for a Solicitation Requirements Review due.....08/05/16
- Written Questions Due.....08/04/16
- Questions and Answers Released.....08/11/16
- **Bid due by 3:00 p.m. (Pacific Time).....08/24/16**

The dates may be changed at any time as determined by County. Such changes shall be made through an addendum and posted on the Department’s website at <http://www.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

Bidder shall submit the original Bid in hard copy format, three (3) numbered identical copies, and two (2) digital copies on a compact disc or a flash drive, enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Bidder and bearing the words:

**“BID FOR HP TANDEM NONSTOP COMPUTER
HARDWARE MAINTENANCE SERVICES”
IFB NO. 575SH**

The Bid and any related information shall be delivered or mailed to the Contract Analyst identified in Paragraph 1.9, Contact with County Personnel, of the IFB.

It is the sole responsibility of the submitting Bidder to ensure that its Bid is received before the submission deadline. 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 listed in Paragraph 2.3, IFB Timetable, will not be accepted and 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) days following the last day to submit bids.

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 to County's point of contact identified below (Contract Analyst).

Los Angeles County Sheriff's Department – Contracts Unit
Attention: Suon Sieberg
Hall of Justice
211 West Temple Street, 6th Floor,
Los Angeles, California 90012
Fax #: (323) 415-2747
E-mail address: ssieberg@lasd.org

If it is discovered that Bidder contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their Bid from further consideration. The resultant Contract shall only be awarded to the Bidder whose Bid has been selected for contract negotiations in accordance with the terms of this IFB.

Sincerely,

JIM McDONNELL, SHERIFF



Conrad Meredith, A/Division Director
Fiscal Administration