

August 11, 2016

Notice to Potential Bidders

**BULLETIN NUMBER 3  
INVITATION FOR BIDS NO. 575SH  
HP TANDEM NONSTOP COMPUTER HARDWARE  
MAINTENANCE SERVICES**

This Bulletin Number 3 is being issued to notice potential Bidders that Invitation for Bids (IFB) 575SH for HP Tandem NonStop Computer Hardware Maintenance Services has been revised, and to provide responses to questions that were received. The responses, attached to this Bulletin Number 3 as Attachment A, are final and become part of IFB 575SH. IFB 575SH (Revised 08/11/16) has been modified as follows:

1. Paragraph 1.6 (Anticipated Contract Term) of the IFB is amended to add the six-month option to the anticipated term of the Required Contract.
2. Paragraph 1.9 (Contact with County Personnel) of the IFB is deleted in its entirety and restated to correct the contact information.
3. Paragraphs 8.2 and 8.3 of Appendix A (Required Contract) is deleted in its entirety and restated to correct the information in each Paragraphs.
4. Appendices to IFB: Appendix E (Invitation for Bids (IFB) Transmittal to Request a Solicitation Requirements Review), Appendix G (Jury Service Ordinance), Appendix H (Listing of Contractors Debarred in Los Angeles County), and Appendix K (Defaulted Property Tax Reduction Program) are deleted in their entirety and restated to correct the information in each Appendix.

Should you have questions, please contact Contract Analyst Suon Sieberg at [ssieber@lasd.org](mailto:ssieber@lasd.org).

Attachments:

Attachment A, Questions and Answers

Attachment B, Purchase Order No. PD-SH-16719638-1

**BULLETIN NUMBER 3**  
**ATTACHMENT A**  
**Questions and Answers**  
**County of Los Angeles Invitation for Bids (IFB)**  
**HP Tandem NonStop Computer Hardware Maintenance Services**  
**IFB No. 575SH**

**1. Invitation for Bids, Section 1 (GENERAL INFORMATION), Paragraph 1.7 (Contract Rates)**

Question: Paragraph 1.7 in part reads: The contractor's rates shall remain firm and fixed for the term of the contract,... Regards all pricing within contract, is the term of contract always to be considered 3 years?

Answer: Pursuant to Paragraph 1.6 (Anticipated Contract Term) of the IFB, "The term of the resultant Contract is anticipated to be three (3) years from the Contract effective date..." Paragraph 1.6 further states that the County has the option to extend the term of the Contract for up to two (2) additional years \*and one six-month term" for a total of 5 years and 6 months. \*This paragraph 1.6 will be amended to include the six-month option.

**2. Invitation for Bids, Section 1 (GENERAL INFORMATION), Paragraph 1.12 (County Option to Reject Bids or Cancel the IFB)**

Question: Last sentence reads: The County reserves the right to wave inconsequential disparities in a submitted bid. Can you give example, or explain this sentence with more detail?

Answer: The County reserves the right to waive minor errors such as typographical errors or discrepancies contained in submitted Bids that do not affect the clarity of the Bids, nor the County's ability to effectively review the Bids, pursuant to Paragraph 3.0, BID REVIEW AND SELECTION PROCESS.

**3. Invitation for Bids, Section 1 (GENERAL INFORMATION), Paragraph 2.8.1 (Table of Contents)**

Question: Are you asking for a bidder generated table of contents as described in this paragraph?

Answer: Yes.

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**4. Invitation for Bids, Section 2 (INSTRUCTIONS TO BIDDERS), Paragraph 2.9 (Bid Submission)**

Question: 2.9 bid submission Paragraph on part reads: .....and two (2) digital copies on a compact disc or a flash drive. For bid submission, do you require one copy each on two disc's or two flash drives, or two copies on one disk or one flash drive as I read it?

Answer: Two identical compact discs or flash drives, each containing the identical Bid package.

**5. Appendix A (Required Contract), page 1**

Question: Opening paragraph, paragraph in part reads: This contract, including all exhibits and attachments, is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, Is bidder required to enter this information with bid submittal? If so, what is the day and month that should be entered?

Answer: No.

**6. Appendix A (Required Contract), Paragraph 5.1 (Contract Sum)**

Question: Paragraph in part reads: ....for the Initial Term, and any and all Extended Terms, is and shall not exceed \_\_\_\_\_ dollars (\$ \_\_\_\_\_) during the term of the Contract as further detailed in Exhibit B (Equipment Maintenance Price List and Hourly Rates). Are you asking the bidder to make an entry on the blank lines for bid submittal? If so, should overall price then include 3 base years and 2 extended term years? The amount in par. 5.1 is not asking to include any hourly rate total, correct, since this is unknown quantity?

Answer: No, Not Applicable, Not Applicable.

**7. Appendix A (Required Contract), page 37**

Question: Required Contract Appendix A – pg37 of 37, Closing paragraph Paragraph in part reads: IN WITNESS WHEREOF,... Should sections relevant to contractor bidder be completed, signed, and submitted with bid? If so, should all 37 pages of Appendix A be submitted or just any and all page where bidder made entries be submitted?

Answer: No.

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**8. Appendix D (Required Forms), Exhibit 3 (Prospective Contractor References)**

Question: Having worked with companies other than under my DBA, I have references, can I list them as well, and be in compliance with Exhibit, not knowing particulars of contract as listed in 2nd part of reference?

Answer: Exhibit 3 shall be used for corporate references only. Exhibit 6 and 6A may be used to document personal experience.

**9. Appendix D (Required Forms), Exhibit 6 (Maintenance Staff Experience and Resume Instruction and 6A (Maintenance Staff Experience Form)**

Question: Maintenance Staff Experience and Resume Instructions, Exhibit 6, instruction paragraph 2 bullet 2, second sentence reads: There should be only one check mark reflecting the technicians Primary shift assignment. Is bidder, having only one field service technician, in compliance with Exhibit 6A? If so, how should bidder/contractor complete Exhibit 6A, Maintenance Staff Experience Form - Shift Assignment?

Answer: IFB Minimum Mandatory Requirements Paragraph 1.4.3 specifies "Bidder must have qualified maintenance technicians..." Exhibit 6A (Maintenance Staff Experience Form) "must be filled out for each employee the Contractor will assign to work on this project," as instructed in Exhibit 6 (Maintenance Staff Experience and Resume Instructions).

**10. Appendix D (Required Forms), Exhibit 13**

Question: Equipment maintenance price list and hourly rates. For example: line item row 1, column 4, list quantity of 50, does the monthly cost per item submitted by bidder, entered in column 5, mean the **monthly maintenance** cost for 1 of the items listed in column 3 - description? And the monthly extended cost entered in column 6, is the **monthly maintenance** cost of all 50 items? Is that correct?

Answer: Yes to all questions.

**11. Appendix D (Required Forms), Exhibit 15 (Transitional Job Opportunities Preference Application)**

Question: Transitional Job Opportunities Preferences Application in part reads: I hereby certify that I meet all the requirements for this program: If contractor does not meet

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the requirements for this program, can the bidder then ignore this Exhibit, or place n/a on the exhibit?

Answer: Yes.

**12. Previous Contract**

Question: Is there a previous contract for this equipment? If so, can you provide the contract number?

Answer: Yes. Purchase Order No. PD-SH-16719638-1.

**13. Current Vendor**

Question: Who is the vendor currently servicing the equipment?

Answer: Michael McGuire

**14. Cost and Equipment List**

Question: What was the cost of the last year's contract and is this the same equipment as last year's contract?

Answer: The total cost for last year's maintenance was approximately \$20,000 (parts and labor). Yes, the equipment is the same as last year's equipment with the exception of some newly purchased equipment added to the equipment list.

**15. Contract**

Question: Is the contract available for viewing?

Answer: Yes. See Attachment B to this Bulletin.

**16. Service History**

Question: Is there a service history available?

Answer: Yes, the following is the number of incidents of failed hardware in 2015: tape drive (5), disk (4), CPU (3), battery (4), and power supply (4).

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**17. Equipment**


Question: Is all the equipment up and running?

Answer: Yes, with the exception of the newly purchased equipment that were added to the equipment list (see answer to question number 14), which are pending installation.

**BULLETIN NUMBER 3  
ATTACHMENT B**



LOS ANGELES COUNTY  
SHERIFF  
PURCHASE ORDER

<b>For Vendor Payment Inquiries please refer to</b> <a href="https://lacovss.lacounty.gov/LoginExternal/Pages/lacovss-dept-contacts.pdf">https://lacovss.lacounty.gov/LoginExternal/Pages/lacovss-dept-contacts.pdf</a>		<b>ORDER NUMBER</b> PD-SH-16719638-1		<b>AWARD DATE</b> 10/22/15				
<b>BILL TO:</b> SHERIFF SYBIL BRAND INSTITUTE 16850 4500 E. CITY TERRACE DRIVE  LOS ANGELES CA 90063		ALL TERMS AND CONDITIONS IN THE SOLICITATION ARE PART OF THIS ORDER AS IF FULLY REPRODUCED HEREIN.  ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO:  Contact: Jenice A. Milligan Phone: (323) 881-8079 Email: JAMillig@lasd.org						
<b>VENDOR NAME, STREET, CITY, STATE, ZIP CODE:</b>  MICHAEL MCGUIRE 5453 NORWICH AVE.  LOS ANGELES CA 90032-2920		SHIP FOB DESTINATION TO: (UNLESS SPECIFIED ELSEWHERE) COMM & FLEET MGMT-OPERATIONS 15757  1277 N. EASTERN AVENUE  LOS ANGELES CA 90063 PROCUREMENT FOLDER : 1009585  CONTACT FOR DELIVERY INSTRUCTIONS (NAME, TELEPHONE) COMM AND FLEET MGMT - OPERATIONS						
<b>DELIVERY DATE</b> 11/13/15	<b>FOB POINT</b> FOB Destination, Freight Prepaid and Allowed		<b>AGENCY REQ. NUMBER</b> 15757P	<b>CONTRACT NUMBER</b>	<b>TOTAL AMOUNT OF ORDER</b> \$9,999.00			
<b>DATE PRINTED</b> 10/26/2015	<b>VENDOR NO.</b> 169510	<b>PROMPT PAYMENT TERMS</b>	<b>TERM 1</b> DISCOUNT: 0.00 DAYS: 30	<b>TERM 2</b> DISCOUNT: DAYS:	<b>TERM 3</b> DISCOUNT: DAYS:			
<b>TERM 4</b> DISCOUNT: DAYS:	<b>LINE NO.</b>		<b>COMMODITY/SERVICE DESCRIPTION</b>		<b>QUANTITY</b>	<b>UOM</b>	<b>UNIT PRICE</b>	<b>EXTENDED AMOUNT</b>
1		COMMODITY CODE: 206-25-00-0000000 SUPPLIER PART NO: SALES TAX AMOUNT:  DESCRIPTION: Emergency Services as Needed - To cover the cost of computer hardware maintenance service calls and parts required to repair equipment located at Departmental sites. Required to keep Computer Aided Dispatch (CAD) running.  ADDITIONAL SHIPPING INFORMATION :		9,999.00000	EA	\$1.000000	\$ 9,999.00  \$ 0.00	
LA County is pleased to provide online access to the new Vendor Self-Service (VSS) Portal: <a href="http://lacovss.lacounty.gov">http://lacovss.lacounty.gov</a> Go to the portal home page to find out more about the benefits to vendors who do business with the County.								
 COUNTY OF LOS ANGELES								