



COUNTY OF LOS ANGELES  
Internal Services Department  
1100 North Eastern Avenue  
Los Angeles, California 90063



Dave Lambertson  
Director

*To enrich lives through effective and caring service.*

Telephone: (323) 267-2101  
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November 17, 2005

**Agenda Date: November 29, 2005**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR APPROVAL AND AWARD OF  
BUSINESS MACHINE MAINTENANCE SERVICES AGREEMENTS  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director, Internal Services Department (ISD), or his designee, to execute business machine maintenance services agreements, with the 46 companies listed on Attachment 1, effective January 1, 2006 for an initial term of three (3) years and with two (2) one-year extensions and six (6) one month extensions, exercisable by the Director, ISD, or his designee.
2. Authorize the Director, ISD or his designee to add/delete equipment items, brands, and manufacturers in executed business machine maintenance services agreements; execute agreements with new vendors for personal computer and small office equipment maintenance services as the vendors become qualified pursuant to open solicitations; and execute applicable agreement amendments when the original contracting entity has merged, been purchased or has otherwise changed.
3. Authorize the Director, ISD, or his designee; to extend the existing business machines maintenance services agreements on a month-to-month basis, not to exceed 90 days, at existing rates and conditions with 21 incumbent vendors listed on Attachment 2.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:**

ISD currently administers a variety of business machines maintenance services agreements that cover over 20,000 pieces of equipment located throughout the County.

There are three major equipment categories requiring services:

- 1) Small and inexpensive office equipment such as fax machines, microfiche readers, mailing equipment, printers and other items.
- 2) Personal computers.
- 3) Large photocopy machines, mainframe computers, servers and other major equipment items

These agreements expire on December 31, 2005. ISD has completed the solicitation process for category one (small office equipment) and category two (personal computers) and is requesting Board approval of new agreements for these maintenance services. This will allow ISD and other County departments to continue to receive equipment maintenance services.

We have experienced a delay in completing the process for the 21 vendors in category three (i.e., large photocopy machines, mainframe computers, servers, etc.). In many cases, these vendors have taken exceptions to the standard terms and conditions contained in the business machine sample agreement. In other cases ISD has not yet received formal documentation reflecting the vendors concurrence with the terms and conditions. The exceptions include items such as the County's standard indemnification and liability clauses. This issue was compounded by the fact that ISD did not initiate this negotiation process in a timely manner.

County practice is for a department to disclose all known exceptions to the standard terms and conditions at the time approval for a contract award is requested. ISD needs additional time to negotiate the requested changes to the terms and conditions and to finalize the requested exceptions. We anticipate that we can complete this process by March 31, 2006. In the interim, we will need to continue to order maintenance services on the applicable equipment and therefore are requesting a 90-day extension of the existing agreement with these vendors under existing terms, conditions and rates. We will return to your Board for approval of the agreements no later than March 7, 2006.

#### **Implementation of Strategic Plan Goals**

The recommended action supports the Countywide Strategic Plan Goal Number 1, Service Excellence, Goal Number 3, Organizational Effectiveness, and Goal Number 4, Fiscal Responsibility. This process will improve the overall manner in which ISD promotes countywide equipment maintenance; thereby, increasing the County's efficiency in the use of public funds.

**FISCAL IMPACT/FINANCING:**

Expenditures under these agreements will vary from year to year based on the needs of County departments. Funding for these services are included in the Fiscal Year 2005-06 adopted ISD and departments' budgets. Subsequent year funding will be requested in the Fiscal Year budgets for each annual term and any extensions. Expenditures over the term of the agreements in any given year will remain within each department's budgeted appropriation for such services. No Cost of Living Allowances (COLAs) are permitted during the initial three-year term. A COLA is allowed if the option years are exercised and may be granted in the option years at the discretion of the Director and only in accordance with the County policy on COLAs.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The terms and conditions of the agreements have been approved as to form by County Counsel for the 46 vendors under equipment maintenance categories one (small office equipment) and two (personal computers). Under the agreements, contractors are required to give first consideration to qualified County employees targeted for layoff, consider qualified GAIN/GROW participants for employment openings, and comply with the Jury Duty Ordinance, the Safely Surrender Baby Law and the Child Support Compliance Program.

These are not Proposition A agreements and, therefore, not subject to the Living Wage Program (County Code Chapter 2.201). It has been determined that the services under these agreements do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program", because of the specialized training needed to perform the work.

As previously indicated, ISD is still in the process of finalizing the agreement terms and conditions for the equipment in category three (large photocopiers, mainframes, etc.).

**CONTRACTING PROCESS:**

ISD issued competitive solicitations for the three major equipment categories as follows:

- 1) Small, Inexpensive Office Equipment (e.g. fax machines, microfiche readers, mailing equipment, printers and other items)**

A Request For Statement of Qualifications (RFSQ) was issued to qualify vendors to provide repair services for variety of small, office equipment brands, makes, and models on a time and materials basis throughout the County. Notice of the solicitation was posted on the County website (Attachment 3) and continues to be posted so that qualified vendors may sign up at any time during the term of the agreement thereby increasing vendor participation.

ISD received 31 vendor responses that were reviewed to determine if the firms met the minimum requirements (e.g. experience, brand coverage, etc) set forth in the RFSQ. The 29 vendors shown on Attachment 1 met the minimum requirements and are recommended for agreement award. One vendor did not meet the minimum requirements. We have subsequently learned this vendor is no longer in business. One vendor submitted an incomplete package in response to the RFSQ and we are working with them to remedy the omissions and determine if they are qualified for an agreement. There are no pending protests. County departments will be able to order services from these agreement vendors based on price, brand, make and model and response time.

## **2) Personal Computers**

ISD issued a Request for Statement of Qualifications (RFSQ) solicitation document to qualify vendors to provide repair services for variety of computer brands, makes, and models on a time and materials basis throughout the County. Notice of the RFSQ availability was posted on the County website (Attachment 3) and continues to be posted so that qualified vendors may sign up at any time during the term of the agreement thereby increasing vendor participation. ISD received 19 vendor responses that were reviewed to determine if the firms met the minimum requirements (e.g. experience, brand coverage, etc) set forth in the RFSQ. The 17 vendors shown on Attachment 1 met the minimum requirements and are recommended for agreement award. Two vendors did not meet the minimum requirements and were not selected. There are no pending protests. County departments will be able to order services from these agreement vendors based on price, brand, make and model and response time.

## **3) Large Photocopy Machines, Mainframe Computers, Servers and Other Major Equipment Items**

ISD issued competitive solicitations based on annual fixed price maintenance for a set inventory of items for the various equipment types. Notice of the solicitation documents availability was posted on the County website (Attachment 3). Vendor responses were evaluated by technical subject matter experts based on evaluation criteria set forth in the solicitation documents.

In 12 of the solicitations for these equipment items, the solicitation process yielded only one viable vendor to enter into negotiations with for each major brand of equipment. This occurred primarily because the hardware and/or software are proprietary to the manufacturer of the equipment. Although ISD has completed the evaluation phase of this solicitation, we have not yet finalized the

The Honorable Board of Supervisors  
November 17, 2005  
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terms and conditions to be contained in the business machines agreements with selected vendors. Therefore, we are requesting a 90-day extension to the existing agreements to finalize the successor agreements related to these equipment items.

Of the recommended firms in categories one and two, one vendor is certified as a CBE by the Office of Affirmative Action Compliance (OAAC) and three (3) of the vendors are certified as LSBEs. In addition, we will encourage companies who have been certified by the State of California and located in the County of Los Angeles to pursue LSBE certification with OACC. CBE information for all firms recommended for agreements is shown in Attachment 4. However, contractors were selected without regard to gender, race, creed, or color for award of an agreement.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

Approval of these recommendations will ensure the ability of ISD to more effectively and efficiently support the County departments' equipment maintenance and repair requirements to continue to receive services.

**CONCLUSION**

The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board letter to the Director, ISD.

Respectfully submitted,  
  
Dave Lambertson  
Director

DL:KH:haw  
Attachments (4)

c: Chief Administrative Officer  
Executive Officer, Board of Supervisors  
County Counsel

**RECOMMENDED AGREEMENTS****SMALL, INEXPENSIVE OFFICE EQUIPMENT**

(fax machines, microfiche readers, mailing equipment, printers and other items)

A.B. Dick/Multigraphics	Printing and Duplicating Equipment
ABC Office Systems	Engineering Plotters, Large Scale Printers & Scanners
ACS Digital Solutions	Fax Machines
All States Office Machine, Inc.	Mail Processing Equipment (outgoing)
Alternative Plus Systems Specialists Inc.	Typewriters
American Business Machine	Visual Aid Equipment (Projectors)
Automated Office Products	Standard, All-In-One
BMC	Panaboard/Whiteboard
CNS Computer	Fax Machines
Computer Works Technologies	Scanners/ ID Card Printer
CorplInfo	Printers
DecisionOne	Printers
E.G. Brennan & Company, Inc.	Miscellaneous Small Office Equipment
En Pointe Technologies	Printers
Golden State Services	Engineering Plotters, Large Scale Printers & Scanners
Intratek Computer	Engineering Plotters, Large Scale Printers & Scanners
L.A. Copier	Standard, All-In-One
Micro Graphic Services	Microfilm/Microfiche Equipment
Money Machine International	Miscellaneous Small Office Equipment
Omega Microfilm Corporation	Microfilm/Microfiche Equipment
Plas-Tech Resources	Embossing Machines
Source Graphics	Printing and Duplicating Equipment
Specialized Business Systems	Moving/Automated Equipment
Tech America	Engineering Plotters, Fax Machines & Printers
Technical Business Specialist Inc.	Typewriters
Technofix Office Products	Printers
West Coast Business Equipment	Cash Registers & Currency Processing
Wiztec Inc.	Standards, All-In-One
Xerox Corporation	Fax Machines

**PERSONAL COMPUTERS**

Advanced Network Systems, Inc.	Computer Pacer	Golden State Services
AIMS	Computer Works Technologies	Intratek Computer Inc.
American Business Machines	CorplInfo Services	Tech MD
CC-OPS	DecisionOne	Wiztec, Inc.
CNS Computer, Inc.	Diebold Information & Security	
Computer Excel	Systems	
CompUSA, Inc.	EnPointe Technologies	

**RECOMMENDED EXTENSIONS****Large Photocopy Machines, Mainframe Computers,  
Servers and Other Major Items of Equipment****Contractor**

3M CO.  
 Bowe Bell & Howell Mail & Mess Tech  
 Canon Business Solutions  
 Danka  
 DecisionOne Corporation  
 EMC Corporation  
 Hewlett Packard  
 Identix Incorporated  
 International Business Machines, Inc.  
 Liebert Water Chilled Services  
 Liebert Global Services  
 MGE  
 Neopost, Inc.  
 Oce  
 Opex  
 Scantron Service Group  
 Storage Technology Corporation  
 Wiztec, Incorporated  
 Unisys Corporation  
 Upsco Power Safe Systems, Inc  
 Xerox

**Type of Equipment**

Library Book Security Systems  
 Mail processing equipment (outgoing)  
 High end copiers  
 High end copiers  
 Midrange computers  
 Information technology Systems  
 HP Large Computer Systems  
 Finger print equipment  
 Large scale computers  
 Specialized Chilled Water Systems  
 Uninterruptible Power Supplies  
 Uninterruptible Power Supplies  
 Mail processing equipment (outgoing)  
 High end copiers  
 Mail processing equipment  
 Optical mark readers and test scorers  
 Large scale disk and tape storage  
 Midrange computers  
 Large scale computers (mainframe)  
 Uninterruptible Power Supplies  
 High end copiers

## SOLICITATION ADVERTISEMENTS

### Small Inexpensive Office Equipment (fax machines, microfiche readers, mailing equipment, printers and other items)

**Bid Number :** 103726AD -  
**Bid Title :** Equipment Maintenance Services RFSQ  
**Bid Type :** Service  
**Department :** Internal Services Department  
**Commodity :** MAINT & REPAIR - TYPEWRITER  
**Open Date :** 6/7/2005  
**Closing Date :** Continuous  
**Bid Amount :** \$ 00,000  
**Bid Download :** [Available](#)  
**Bid Description :** The County of Los Angeles is seeking qualified companies to provide **EQUIPMENT Maintenance** services for various types of equipment situated throughout the County on a Time & Material (T&M) basis only.  
**Contact Name :** Ana Davila  
**Contact Phone# :** (323) 881-5178  
**Contact Email :** [ana.davila@isd.co.la.ca.us](mailto:ana.davila@isd.co.la.ca.us)  
**Last Changed On :** 6/8/2005 3:56:59 PM

### Personal Computers

**Bid Number :** 103727BR  
**Bid Title :** PC Maintenance Services  
**Bid Type :** Service  
**Department :** Internal Services Department  
**Commodity :** MAINT & REPAIR - COMPUTERS, DATA PROCESSING EQUIPMENT AND ACCESSORIES (NOT WORD PROCESSING EQUIPMENT)  
**Open Date :** 6/7/2005  
**Closing Date :** Continuous  
**Bid Amount :** \$ 00,000  
**Bid Download :** [Available](#)  
**Bid Description :** Request for Statement of Qualifications (RFSQ) for Personal Computer (PC) Maintenance Services.  
**Contact Name :** Bernie Ramsey  
**Contact Phone# :** (323) 267-2906  
**Contact Email :** [bernadine.ramsey@isd.co.la.ca.us](mailto:bernadine.ramsey@isd.co.la.ca.us)  
**Last Changed On :** 6/10/2005 1:42:02 PM

**Large Photocopy Machines, Mainframe Computers,  
Servers and Other Major Items of Equipment**

**Bid Number :** I103641

**Bid Title :** Equipment Maintenance Services

**Bid Type :** Service

**Department :** Internal Services Department

**Commodity :** MAINT & REPAIR – High end copiers/Large scale computers/other equipment

**Open Date :** 12/16/2004

**Closing Date :** 2/15/2005 2:30 PM

**Notice of Intent to Award :** [View Detail](#)

**Bid Amount :** \$ 00,000

**Bid Download :** [Available](#)

**Bid Description :** Equipment maintenance and repair services for a wide range of equipment located at facilities throughout the County of Los Angeles. Includes maintenance and repair services for large high-end copiers, law enforcement evidence recording equipment, IBM midrange and large scale machines and DEC equipment.

**Amendment Date :** 1/13/2005 Addendum Number 2

**Download Available** Addendum Number 2      Win Zip      682.41 K      [AddendumNumber2I103641.zip](#)

**Amendment Date :** 1/27/2005 Addendum Number 3

**Download Available** Addendum Number 3      Win Zip      652.29 K      [AddendumNumber3I103641.zip](#)

**Amendment Date :** 2/7/2005 Addendum Number 4 - Extends proposal due date

**Download Available** Addendum Number 4      WORD      956.93 K      [Addendum4toEquipMaintRFPI103641.doc](#)

**Contact Name :** Cynthia Michael

**Contact Phone# :** (323) 881-5178

**Contact Email :** [cmichael@isd.co.la.ca.us](mailto:cmichael@isd.co.la.ca.us)

**Last Changed On :** 2/7/2005 2:19:11 PM

**COUNTY OF LOS ANGELES  
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)**

Attachment 4

**Personal Computers**

FIRM INFORMATION		ADVANCED NETWORK	AIMS	American Business Machines	CC-OPS	COMP USA, INC.	CNS COMPUTER	COMPUTER EXCEL
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	0%	0%	0%	100%	0%	0%	100%
	Hispanic/Latin American	0%	0%	100%	0%	0%	0%	0%
	Asian American	0%	0%	0%	0%	0%	100%	0%
	American Indian/Alaskan	0%	0%	0%	0%	Publicly Traded	0%	0%
	All others	100%	100%	0%	0%		0%	0%
	Women (included above)	0%	85%	50%	100%	0%	0%	51%
		<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
	Number of owners/partners	2	2	2	4	0	1	0
	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	
MANAGER	Black/African American	0	0	0	9	155	1	1
	Hispanic/Latin American	0	0	1	6	199	0	0
	Asian American	0	0	0	0	76	4	0
	American Indian/Alaskan	0	0	0	0	9	0	0
	All others	2	2	1	9	1592	0	0
	Women (included above)	0	0	1	7	468	2	1
	Black/African American	1	0	0	36	1490	0	1
	Hispanic/Latin American	2	0	6	22	1451	1	1
	Asian American	1	0	0	8	1014	2	0
	American Indian/Alaskan	0	0	0	0	62	0	0
	All others	3	6	0	31	7080	0	0
	Women (included above)	1	2	0	44	2684	0	0
TOTAL # OF EMPLOYEES	11	10	10	125	13128	9	4	
BUSINESS STRUCTURE	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Partnership	
County Certification								
CBE								
LSBE			X					
OTHER CERTIFYING AGENCY			State of California			SBA	PORT OF LONG BEACH	

\*\*Total number of LSBE companies is three (3). Two (2) vendors submitted SOQs for both PC Maintenance and Small Office Equipment Maintenance Services

**COUNTY OF LOS ANGELES  
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)**

Attachment 4

**Personal Computers**

FIRM INFORMATION		COMPUTER PACER	Computer Works Technologies	CORP INFO	DECISIONONE CORPORATION	DIEBOLD INFORMATION SECURITY SYSTEMS	En Pointe Technologies	Golden State Services
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	0%	0%	0%	0%	0%	13.7%	0%
	Hispanic/Latin American	0%	0%	0%	0%	0%	13.8%	0%
	Asian American	100%	0%	100%	0%	0%	18.5%	0%
	American Indian/Alaskan	0%	0%	0%	Publicly Traded	0%	0.0%	0%
	All others	0%	100%	0%		LLC	54.0%	100%
	Women (included above)	100%	0%	0%	0%	0%	21.7%	0%
		<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
	Number of owners/partners	1	1	2	0	0	0	1
	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	
MANAGER	Black/African American	0	4	0	19	1	8	0
	Hispanic/Latin American	0	3	0	8	1	5	0
	Asian American	1	1	6	6	1	16	0
	American Indian/Alaskan	0	1	0	2	0	0	0
	All others	0	2	0	339	16	46	2
	Women (included above)	1	3	1	96	4	0	0
STAFF	Black/African American	0	14	2	522	26	56	0
	Hispanic/Latin American	0	15	23	218	9	56	3
	Asian American	5	5	18	171	9	64	0
	American Indian/Alaskan	0	1	0	74	0	0	0
	All others	0	13	12	2778	125	174	4
Women (included above)	3	14	18	812	23	84	0	
TOTAL # OF EMPLOYEES		7	59	63	4137	225	425	10
BUSINESS STRUCTURE		Corporation	Corporation	Corporation	Corporation	LLC	Corporation	Corporation
County Certification								
CBE								
LSBE			X					
OTHER CERTIFYING AGENCY		GSA						

\*\*Total number of LSBE companies is three (3). Two (2) vendors submitted SOQs for both PC Maintenance and Small Office Equipment Maintenance Services

COUNTY OF LOS ANGELES  
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)

Attachment 4

**Personal Computers**

FIRM INFORMATION		INTRATEK COMPUTER, INC.	TECH MD	Wiztec Inc.
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	0%	0%	0%
	Hispanic/Latin American	0%	51%	0%
	Asian American	0%	0%	0%
	American Indian/Alaskan	0%	0%	0%
	All others	100%	49%	100%
	Women (included above)	0%	0%	25%
		<b>Number</b>	<b>Number</b>	<b>Number</b>
	Number of owners/partners	2	2	3
	<b>Number</b>	<b>Number</b>	<b>Number</b>	
MANAGER	Black/African American	1	0	0
	Hispanic/Latin American	1	0	1
	Asian American	0	0	0
	American Indian/Alaskan	0	0	0
	All others	6	0	4
	Women (included above)	2	0	1
STAFF	Black/African American	3	0	0
	Hispanic/Latin American	3	0	1
	Asian American	37	0	0
	American Indian/Alaskan	2	0	0
	All others	70	0	5
	Women (included above)	14	0	2
<b>TOTAL # OF EMPLOYEES</b>		125	2	14
<b>BUSINESS STRUCTURE</b>		Corporation	LLC	Corporation
County Certification				
CBE				
LSBE				
OTHER CERTIFYING AGENCY				

\*\*Total number of LSBE companies is three (3). Two (2) vendors submitted SOQs for both PC Maintenance and Small Office Equipment Maintenance Services

**COUNTY OF LOS ANGELES  
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)**

**Attachment 4**

**Small, Inexpensive Office Equipment**

FIRM INFORMATION		A.B. Dick/Multigraphics	ABC Office Systems	ACS Digital Solutions	All States Office Machines, Inc.	Alternative Plus Systems Specialists Inc.	American Business Machines	Automated Office Products
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	0%	0%	0%	0%	48%	0%	0%
	Hispanic/Latin American	0%	51%	0%	0%	0%	100%	0%
	Asian American	0%	0%	0%	0%	0%	0%	0%
	American Indian/Alaskan	Publicly Traded	0%	0%	0%	0%	0%	0%
	All others		49%	100%	100%	0%	0%	100%
	Women (included above)	0%	51%	0%	50%	52%	50%	0%
		<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
	Number of owners/partners	0	2	2	2	3	2	1
		<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
MANAGER	Black/African American	1	0	0	0	3	0	0
	Hispanic/Latin American	0	2	0	1	1	1	1
	Asian American	0	0	1	0	0	0	0
	American Indian/Alaskan	0	1	0	0	0	0	0
	All others	67	0	3	0	0	1	0
	Women (included above)	14	2	2	0	2	1	0
STAFF	Black/African American	20	0	1	1	3	0	0
	Hispanic/Latin American	19	1	5	1	4	6	2
	Asian American	8	0	2	0	0	0	14
	American Indian/Alaskan	4	0	0	1	0	0	1
	All others	363	2	4	0	4	0	3
	Women (included above)	0	0	4	1	4	0	0
TOTAL # OF EMPLOYEES		482	8	18	6	18	10	7
BUSINESS STRUCTURE		Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation
County Certification								
CBE						X		
LSBE							X	
OTHER CERTIFYING AGENCY			State of California	State of California	City of Los Angeles	City of Los Angeles	State of California	

\*\*Total number of LSBE companies is three (3). Two (2) vendors submitted SOQs for both PC Maintenance and Small Office Equipment Maintenance Services

**COUNTY OF LOS ANGELES  
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)**

Attachment 4

**Small, Inexpensive Office Equipment**

FIRM INFORMATION		Business Machines Consultants, Inc.	CNS Computers	Computer Works Technologies	Corplnfo	DecisionOne	E.G. Brennan & Company, Inc.	En Pointe Technologies
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	0%	0%	0%	0%	0%	0%	13.7%
	Hispanic/Latin American	0%	0%	0%	0%	0%	0%	13.8%
	Asian American	0%	100%	0%	100%	0%	0%	18.5%
	American Indian/Alaskan	0%	0%	0%	0%	Publicly Traded	0%	0.0%
	All others	100%	0%	100%	0%	0%	100%	54.0%
	Women (included above)	0%	0%	0%	0%	0%	0%	21.7%
		<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
	Number of owners/partners	2	1	1	2	0	1	0
MANAGER		<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
	Black/African American	1	1	4	0	19	0	8
	Hispanic/Latin American	0	0	3	0	8	0	5
	Asian American	0	4	1	6	6	0	16
	American Indian/Alaskan	0	0	1	0	2	0	0
	All others	1	0	2	0	339	1	46
	Women (included above)	2	2	3	1	96	0	0
STAFF	Black/African American	1	0	14	2	522	0	56
	Hispanic/Latin American	0	1	15	23	218	3	56
	Asian American	0	2	5	18	171	0	64
	American Indian/Alaskan	0	0	1	0	74	0	0
	All others	10	0	13	12	2778	5	174
	Women (included above)	1	0	14	18	812	1	84
TOTAL # OF EMPLOYEES	17	9	59	63	4137	10	425	
BUSINESS STRUCTURE	Corporation	Corporation	Corporation	Corporation	Corporation	LLC	Corporation	
County Certification								
CBE								
LSBE			X					
OTHER CERTIFYING AGENCY	LAUSD	SBA						

\*\*Total number of LSBE companies is three (3). Two (2) vendors submitted SOQs for both PC Maintenance and Small Office Equipment Maintenance Services

**COUNTY OF LOS ANGELES  
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)**

**Attachment 4**

**Small, Inexpensive Office Equipment**

<b>FIRM INFORMATION</b>		Golden State Services	Intratek Computer Inc.	L.A. Copier	Micro Graphic Services	Money Machines International	Omega Microfilm Corporation	Plas-Tech Resources
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership
<b>OWNERS/PARTNERS</b>	Black/African American	0%	0%	0%	0%	0%	0%	0%
	Hispanic/Latin American	0%	0%	0%	0%	0%	0%	0%
	Asian American	0%	0%	100%	100%	0%	0%	0%
	American Indian/Alaskan	0%	0%	0%	0%	0%	0%	0%
	All others	100%	100%	0%	0%	100%	100%	100%
	Women (included above)	0%	0%	0%	0%	0%	0%	50%
		<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
	Number of owners/partners	1	2	1	1	1	1	2
		<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
<b>MANAGER</b>	Black/African American	0	1	0	0	0	0	0
	Hispanic/Latin American	0	1	0	1	2	0	1
	Asian American	0	1	1	0	0	0	0
	American Indian/Alaskan	0	0	0	0	0	0	0
	All others	2	6	0	2	0	3	2
	Women (included above)	0	2	0	1	0	1	0
<b>STAFF</b>	Black/African American	0	3	0	0	1	0	1
	Hispanic/Latin American	3	3	0	2	5	0	3
	Asian American	0	37	3	0	1	0	0
	American Indian/Alaskan	0	0	0	0	0	0	0
	All others	4	72	0	4	1	4	3
	Women (included above)	0	14	0	2	0	1	1
<b>TOTAL # OF EMPLOYEES</b>		10	125	5	10	11	8	12
<b>BUSINESS STRUCTURE</b>		Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation
<b>County Certification</b>								
CBE								
LSBE								
<b>OTHER CERTIFYING AGENCY</b>					WMBE Clearinghouse			

\*\*Total number of LSBE companies is three (3). Two (2) vendors submitted SOQs for both PC Maintenance and Small Office Equipment Maintenance Services

**COUNTY OF LOS ANGELES  
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)**

**Attachment 4**

**Small, Inexpensive Office Equipment**

<b>FIRM INFORMATION</b>		Source Graphics	Specialized Business Systems Inc.	Tec-America	Technical Business Specialist Inc.	Technofix Office Products	West Coast Business Equipment	Wiztec Inc.
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership
<b>OWNERS/PARTNERS</b>	Black/African American	0%	0%	0%	0%	0%	0%	0%
	Hispanic/Latin American	0%	0%	0%	0%	0%	0%	0%
	Asian American	100%	0%	0%	0%	0%	0%	0%
	American Indian/Alaskan	0%	0%	0%	0%	0%	0%	0%
	All others	0%	100%	100%	100%	100%	100%	100%
	Women (included above)	0%	0%	0%	51%	0%	50%	25%
		<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
	Number of owners/partners	2	1	2	2	3	2	3
	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	
<b>MANAGER</b>	Black/African American	0	0	0	1	0	0	0
	Hispanic/Latin American	0	1	0	0	0	0	1
	Asian American	0	0	0	0	0	0	0
	American Indian/Alaskan	0	0	0	0	0	0	0
	All others	0	1	1	0	0	0	4
	Women (included above)	1	2	1	0	0	0	1
<b>STAFF</b>	Black/African American	0	1	1	1	0	0	0
	Hispanic/Latin American	1	0	1	0	1	0	1
	Asian American	0	0	0	0	0	0	0
	American Indian/Alaskan	0	0	0	0	0	0	0
	All others	6	3	2	1	8	0	5
	Women (included above)	1	0	1	0	6	0	2
<b>TOTAL # OF EMPLOYEES</b>		10	7	7	5	12	2	14
<b>BUSINESS STRUCTURE</b>		Corporation	Corporation	Corporation	Corporation	Corporation	Sole Proprietorship	Corporation
<b>County Certification</b>								
CBE								
LSBE						X		
<b>OTHER CERTIFYING AGENCY</b>								State of California

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