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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

33 June 4, 2024

EDWARD YEN
EXECUTIVE OFFICER

June 04, 2024

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

Dear Supervisors:

**REQUEST FOR APPROVAL TO AWARD AND EXECUTE ELEVEN EQUIPMENT MAINTENANCE
SERVICE CONTRACTS
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

The Internal Services Department (ISD) is requesting authority to award and execute 11 contracts in order to provide equipment maintenance services for various County departments.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Director of ISD, or their designee, to award and execute 11 equipment maintenance and repair services contracts listed on Attachment 1, effective July 1, 2024, for an initial term of three years with three one-year extension options and 12 month-to-month extensions that may be exercised by the Director of ISD, or their designee, for an aggregate not-to-exceed amount of \$12.5 million per contract year.
2. Authorize the Director of ISD, or their designee, to exercise the renewal options and month-to-month extensions in accordance with the contracts; add/delete equipment items, brands, and manufacturers in each contract and make resultant cost modifications; execute applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity; and upon review by County Counsel, approve necessary changes to the contracts service levels based on County departments' needs.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 12, 2018, the Board awarded ISD's current equipment maintenance contracts. ISD currently administers the equipment maintenance (and repair) services contracts which provide preventive maintenance and repairs of large multi-function printers, mail processing equipment, servers, and other major equipment for all County departments in various locations throughout the County, including the County Data Center and Local Recovery Center. The current contracts expire on June 30, 2024.

Approval of the recommendation number one will allow ISD to award and execute the contracts and in turn allow the County to continue receiving equipment maintenance services without interruption.

Approval of recommendation number two will allow ISD to effectively manage the contracts through their terms.

Implementation of Strategic Plan Goals

The recommended contract supports the County's Strategic Plan, Goal North Star 3, G III.2 (Manage and Maximize County Assets) by establishing centralized, cost-effective contracts for providing maintenance and repair services for high end equipment at lower cost since services were solicited for several County departments at once; and E, Data-Driven Decision Making, using data as a tool to continually assess and strengthen our efficiency and effectiveness, maximize and leverage resources, and ensure fiscal responsibility and accountability through the contracted services.

FISCAL IMPACT/FINANCING

The recommended contractors are not guaranteed a fixed workload and the contract pricing is fixed for the initial term of the contracts, including the extension options. This approach is deemed to be in the County's best interest as departments will only be charged for maintenance (and repair) costs as they are required and incurred.

Based on historical data, anticipated first year contract costs are approximately \$7.6 million; however, expenditures under these contracts vary from year to year based on the needs of County departments. For Fiscal Year (FY) 2024-25, the services provided under the recommended contracts are estimated at \$7.6 million in the aggregate (see Attachment 1 for individual contract estimated annual costs). These services will continue to have an aggregate not-to-exceed amount of \$12.5 million per contract year. If the aggregate value of the services during a contract year is expected to exceed the annual cap, ISD will return to your Board for approval and authorization to increase the cap to an appropriate amount.

Funding for these services is included in the FY 2024-25 Recommended Budget for ISD and user departments. Future FY funding will be requested in ISD and department budgets for each annual term and any extensions. Expenditures in any given year will remain within each department's budgeted appropriation for such services.

Pursuant to Board Policy 5.030 (Low-Cost Labor Resource Program), departments are required to consider low-cost County resource options in lieu of, or as supplements to any future contracts, which include outreach to various departments with low-cost labor programs that could potentially provide similar services. To this end, ISD took into consideration other low-cost resource options as required by the Policy and found that the low-cost labor resource providers/programs do not provide the required equipment maintenance services. As such, it has been determined that services can be more economically performed by the recommended contractors.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

ISD is seeking approval of 11 contracts for different types of high-end equipment categorized and referred to as Classes. Attachment 1 lists the Classes, types of equipment in each Class, and estimated annual costs for each recommended contract.

Ten of the new contracts include the County's standard terms and conditions. One of the recommended new contracts include terms and conditions that vary slightly from the County's standard language but have no material alteration of the County's requirements. Further, the negotiated language was in the current contracts, which were previously approved by your Board. ISD worked closely with CEO Risk Management and County Counsel to negotiate the most advantageous terms possible for the County.

The recommended contracts have been approved as to form by County Counsel. Further, they contain the Board's required provisions, including those pertaining to consideration of qualified county employees targeted for layoff as well as qualified GAIN/START participants for employment openings, and compliance with the Jury Duty Ordinance, Safely Surrender Baby Law, Child Support Program, and Zero Tolerance Human Trafficking.

Due to the technical nature of the contracted services, ISD has determined that the proposed contracts are not subject to the County's Living Wage Program. Los Angeles County Code, Chapter 2.201 does not apply to the contracted work as it is temporary and intermittent, and highly technical in nature.

CONTRACTING PROCESS

On August 31, 2023, ISD released an Invitation for Bid (IFB) for the County's different Classes of equipment for maintenance and repair services of large multi-function printers, servers, and other major equipment, some of which support the County Data Center and Local Recovery Center. The IFB contracting opportunity announcement was posted on the County's "Doing Business with Us" website (Attachment 2). Additionally, ISD also held a virtual bidders' conference on October 4, 2023 and presented the IFB requirements, bid submittal process, key dates, and provided a Statement of Work overview.

To increase opportunities for County Preference Programs (Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprises (DVBE), and/or Social Enterprise (SE) and the Community Based Enterprise (CBE) programs, ISD regularly hosts outreach efforts such as vendor events with the Office of Small Business and other County departments to advertise contracting opportunities, during which this solicitation was advertised.

As a result of the competitive IFB, 18 bids were received by the November 6, 2023 deadline and were reviewed for compliance with the minimum requirement criteria stated in the IFB. After a careful analysis and review, seven bids were disqualified for not meeting the minimum requirements set forth in the IFB, one of which was a bid received for Class 8. Subsequent to the disqualification, ISD re-released the IFB for Class 8 only on March 14, 2024 and received a responsive bid by the due date. All bids were reviewed in accordance with the bid review process identified in the IFB and ISD received no protests. At the completion of the IFB process, the recommended contractors listed on Attachment 1 were determined to be in compliance with the minimum requirements and the lowest-bids and therefore recommended for a contract award.

The proposed contracts represent minimal risk exposure to the County as services are provided to perform preventive maintenance and repair services only for the specific piece of equipment that fails.

A summary of the CBE information collected from all bidders that submitted bids is attached (Attachment 3). The recommended contractors were selected without regard to gender, race, creed, color, or national origin.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these recommendations will ensure that ISD and County departments continue to receive equipment maintenance and repair services without disruption and provide a streamlined contracting process for departments to acquire such services.

CONCLUSION

Approval of these recommendations will ensure that ISD and County departments continue to receive equipment maintenance and repair services without disruption and provide a streamlined contracting process for departments to acquire such services.

Respectfully submitted,



MICHAEL OWH

Director

MO:LG:CC:nv

Enclosures

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel

EQUIPMENT MAINTENANCE & REPAIR SERVICES CONTRACTS
RECOMMENDED VENDORS

| CLASS | TYPE OF EQUIPMENT | CONTRACTOR | ESTIMATED ANNUAL COSTS |
|-------------------------------------|----------------------------------|---|-------------------------------|
| 01 | Multi-function devices | LogixService Inc. (dba Amtek Computer Services) | \$210,836.00 |
| 02 | Plotters | LogixService Inc. (dba Amtek Computer Services) | \$31,776.00 |
| 03 | Library Book Security | Bibliotheca, Inc. | \$334,111.00 |
| 04 | Uninterrupted Power Supply- 1 | UPSCO Powersafe Systems, Inc. | \$235,920.00 |
| 05 | Uninterrupted Power Supply- 2 | LogixService Inc. (dba Amtek Computer Services) | \$281,580.00 |
| 06 | Printing Press | Mark Andy, Inc. | \$780,076.00 |
| 07 | Miscellaneous Computers | LogixService Inc. (dba Amtek Computer Services) | \$56,941.00 |
| 08 | Hewlett Packard Equipment | Hewlett Packard Enterprise | \$1,749,383.00 |
| 09 | IBM Equipment | International Business Machines Corporation | \$1,392,581.00 |
| 10 | Storage Equipment (Dell EMC) | Dell Marketing L.P. | \$2,005,709.00 |
| 11 | Storage Equipment (Pure Storage) | Enterprise Vision Technologies, Inc. | \$537,639.00 |
| ESTIMATED TOTAL ANNUAL COSTS | | | \$7,620,552.00 |



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+ Solicitation Information

| | | | |
|--|--|-----------------------|----------------------|
| Solicitation Number: | RFBC-IS-CMS24000008 | | |
| Title: | Equipment Maintenance Services IFB# GCS-10623-S | | |
| Department: | Internal Services Department | | |
| Bid Type: | Commodity / Service | Bid Amount: | N/A |
| Commodity: | MAINT & REPAIR - COMPUTERS, DATA PROCESSING EQUIPMENT AND AC | | |
| Description: | Equipment Maintenance Services IFB# GCS-10623-S | | |
| Open Day: | 10/23/2023 | Closed Date: | 11/6/2023 5:00:00 PM |
| Contact Name: | CARLOS RUBIO | Contact Phone: | (323) 267-2483 |
| Contact Email: | crubio@isd.lacounty.gov | | |
| Notice of Intent to Award (0) : | + Click here to view notice intent to award list. | | |
| Solicitation Award (0) : | + Click here to view award list. | | |
| Last Changed On: | 10/24/2023 3:45:15 AM | | |
| Attachment File (46) : | + Click here to download attachment files. | | |

Community Business Enterprise (CBE) Program Information

| | | | | | | | | |
|--|---|--|-------------------------------|-----------------------|---|---|-----------------------|-------------------------------------|
| FIRM/ORGANIZATION INFORMATION* | LogixService Inc. dba AMTEK Computer Services | Bibliotheca Library Solutions LLC (Bibliotheca, LLC) | UPSCO Powersafe Systems, Inc. | Mark Andy, Inc | Hewlett Packard Enterprise Company (HP) | International Business Machines (IBM) Corporation | Dell Marketing L.P. | Enterprise Vision Technologies, Inc |
| BUSINESS STRUCTURE | Corporation | LLC | Corporation | Corporation | Corporation | Corporation | Limited Partnership | Corporation |
| RACE/ETHNIC COMPOSITION | | | | | | | | |
| OWNERS/PARTNERS/ ASSOCIATE PARTNERS | Black/African American | 1 | 13 | | | | | |
| | Hispanic/Latino | | 5 | | | | | |
| | Asian or Pacific Islander | | 7 | | | | | |
| | Native Americans | | | | | | | |
| | Subcontinent Asian | | | | | | | |
| | White | | 81 | 1 | | | | 2 |
| | | | | N/A Shareholder owned | N/A Shareholder owned | N/A Shareholder owned | N/A Shareholder owned | |
| Total # of Employees in California | 3 | 2 | 4 | 12 | 5,676 | 1,800 | 8,250 | 30 |
| Total # of Employees (including owners) | 4 | 125 | 4 | 420 | 58,600 | 288,300 | 120,000 | 70 |
| COUNTY CERTIFICATION | | | | | | | | |
| CBE | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| LSBE/DVBE/SE | Yes- LSBE | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| OTHER CERTIFYING AGENCY | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

On final analysis and consideration of the award, vendors were selected without regard to race, creed, or color.