



January 12, 2024

To: Detra Dillon, Procurement Administrator, General Services Agency, Purchasing Agent Designee

From: Ning Peng, Procurement & Contracts Specialist

Subject: **AWARD A CONTRACT TO SAITECH, INC., FOR RUGGED PATROL VEHICLE LAPTOPS; MASTER CONTRACT NO. 902377; PROCUREMENT CONTRACT NO. 26408; AMOUNT: \$1,682,898**

RECOMMENDATION:

Award and execute a contract (Master Contract No. 902377, Procurement No. 26408) with Saitech, Inc. (Principal: Sam Sharma; Location: Fremont) to provide rugged patrol vehicle laptops to the General Services Agency – Motor Vehicle Department, for the term of 5/1/24 – 4/30/27, in the amount of \$1,682,898 (\$1,516,123.75 + 11% estimated sales tax).

DISCUSSION/SUMMARY:

General Services Agency–Motor Vehicles Department (GSA-MVD) is responsible for the administration of the County's fleet of light and heavy automotive equipment owned and operated by GSA. MVD's responsibility is to ensure that the County's fleet is safe to operate, properly maintained and economically feasible. MVD also provides services to other agencies and departments to ensure their equipment is safe and maintained.

The MVD intends to purchase rugged laptop computers with all necessary peripherals to replace or supplement existing laptop computers in patrol vehicles. These laptops will be used daily by Alameda County Sheriff's Office employees and deputies to conduct business throughout the County.

SELECTION CRITERIA/PROCESS:

The GSA-MVD has determined that Alameda County does not currently have the resources to provide rugged patrol vehicle laptops.

The GSA-MVD worked with GSA–Procurement to develop a Request for Quotation (RFQ), which was posted on the County and GSA LinkedIn websites on October 20, 2023, posted on the website for 27 days, emailed to the Chambers of Commerce e-mail group, and sent to the E-Gov Goods and Services – Current Contract Opportunities mailing service. The RFQ was also advertised in The Inter-City Express on October 24, 2023, and the San Francisco Daily Journal on October 24, 2023. A vendor outreach was conducted on October 25, 2023, followed by one networking/bidders conference on October 26, 2023, which was attended by one vendor.

On November 16, 2023, one bidder submitted a response to the RFQ. The response was evaluated by GSA-Procurement, GSA-MVD, and the Sheriff's Office based on the lowest pricing and meeting the County's requirements of the required Rugged Patrol Vehicle Laptops.

Saitech, Inc. was the sole qualified bidder who submitted the response, met all requirements, received favorable references, and is being recommended for an award.

Saitech, Inc. is a certified Small Local Emerging Business (Certified Small: 15-00086; Expiration: 09/30/2024).

The following is the evaluation summary:

EVALUATION SUMMARY

Vendor	Location	Local	SLEB	Bid Price	Evaluation Price
Saitech, Inc.	Fremont, CA	Y	Y	\$1,516,123.75	\$1,364,511.38

FINANCING:

Appropriations for this contract are included in the GSA-MVD FY 2024-25 Approved Budget and will be requested in future budget years. No additional appropriations are required and there will be no increase in net County cost.

Recommended By:

Procurement & Contracts Specialist DocuSigned by:
Ning Peng
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 Signature 1/12/2024

 Date

Approved By:

Contract Compliance Officer DocuSigned by:
Julie Ackerman
B807C818D040448...

 Signature 1/15/2024

 Date

Procurement & Contracts Supervisor DocuSigned by:
Ariana Urena
72070207899240F...

 Signature 1/16/2024

 Date

Purchasing Agent Designee DocuSigned by:
Detra Dillon
DE9C0172C941490...

 Signature 1/16/2024

 Date