



INVITATION TO BID (ITB)

Backpack Portable Digital X-Ray Systems for Bomb Technicians
SKU Requirement: Must include Golden Engineering XRS150 x-ray source

Date Issued: July 16, 2025

Due Date: August 7, 2025, 2:00 PM (PDT)

City of Walnut Creek Police Department, Second Floor
1666 N. Main Street
Walnut Creek, CA 94596

CONTACT: Drew Olson
Police Lieutenant
Phone: 925-256-3517
Email: dolson@walnutcreek.pd.com

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I. OVERVIEW

The City of Walnut Creek (“City”), a municipal corporation, is seeking to purchase two (2) backpack portable digital x-ray systems, each of which must include a Golden Engineering XRS150 x-ray source, for use by the Walnut Creek Police Department’s (“WCPD”) certified Bomb Technicians. Selection of the successful vendor will be based on pricing, responsiveness, and ability to meet technical and delivery requirements. The City of Walnut Creek will use the results of the ITB process to award a purchase order agreement.

II. BACKGROUND

The City of Walnut Creek is located in Contra Costa County, located in the East Bay region of the San Francisco Bay Area, about 16 miles east of the city of Oakland. Walnut Creek is a general law City using a Council/Manager form of government with a City Manager who oversees the daily operations of the City through its individual department heads. City Departments include Administrative Services, Arts & Recreation, Community Development, Human Resources, Police and Public Works.

The WCPD’s Bomb Squad serves as the only certified bomb disposal unit in Contra Costa County, responding to suspicious devices and supporting local, state, and federal agencies. For field x-ray imaging, the Bomb Squad technicians require lightweight, portable, and durable digital x-ray systems to evaluate potential explosive threats. Following an evaluation of available technologies, the Bomb Squad determined the Golden Engineering XRS150 X-ray source is the best x-ray source to be included in the backpack.

III. ESTIMATED TIMETABLE

The City anticipates the following timetable:

ITB Distribution	July 16, 2025
Last Day to Submit Questions	July 28, 2025 at 2:00PM PDT
Answers to ITB Questions Posted	July 31, 2025
Closing Date of ITB	August 7, 2025 at 2:00PM PDT
Submission Review Process	August 8-11, 2025
Negotiations	August 12, 2025
Contract Commencement	August 18, 2025

The City reserves the right to modify, extend, shorten, or otherwise cancel the dates in this timetable at its sole discretion.

IV. SCOPE OF SERVICES

Vendor shall supply two (2) complete backpack portable digital x-ray imaging systems, each including the following components:

- Golden Engineering XRS150 x-ray source
- Digital x-ray imaging panel with high-resolution capability
- Wireless image acquisition capability
- Battery packs and charger(s)
- Rugged carrying backpack or hard case
- All associated software and cables
- Instruction manual and training guides (if applicable)

Exhibit A, attached hereto and incorporated herein, outlines in full the minimum technical specifications and required components for each of the two (2) backpack portable digital x-ray imaging systems. WCPD will exclude any bids from being evaluated if responders do not demonstrate the goods meet the minimum qualifications.

The systems shall be delivered to:

Attn: Drew Olson
Walnut Creek Police Department
1666 North Main St.,
Walnut Creek, CA 94596

Delivery lead time must be specified in the vendor's ITB.

V. APPLICATION PROCESS

Please provide submissions to this ITB in the following manner:

All responses must be in writing using the "Bid Schedule Form" in Attachment B, attached hereto and incorporated herein, along with supporting documentation, and submitted either via hard copy to:

Drew Olson, Police Lieutenant
City of Walnut Creek Police Department
1666 North Main St.
Walnut Creek, CA, 94596

or via email to:

dolson@walnutcreekpd.com

No later than **August 7, 2025, at 2:00 PM PDT.**

Application Materials

A complete submission must include:

- Product specifications, including brand/model/SKU
- Complete quotation (including unit price, taxes, shipping, fees)
- Estimated delivery lead time
- Warranty information
- Statement that quote is valid for 120 days
- Signed and dated W9

VI. TERMS AND CONDITIONS

All submissions must meet the following:

- Price may not exceed \$110,000 total, including tax, freight, and fees
- All systems must be factory new; used or refurbished items are not acceptable
- All shipments shall be FOB Destination, Walnut Creek, CA
- Vendor must include all applicable licenses and warranty terms
- Vendor must comply with all requirements as outlined in this RFQ
- Vendor shall have up to date clearance in SAM.gov clearing house as this is part of a federal grant project.
- Vendor assumes responsibility for ensuring timely submission and complete documentation
- As indicated above, prices shall be good for a period of 120 days after the close of the solicitation

The City of Walnut Creek reserves the right to reject any or all proposals, to waive informalities, and to award based on the best value to the City.

VII. REVIEW PROCESS AND CRITERIA

Responses will be reviewed and evaluated based on:

Completeness and clarity of the proposal
 Total cost (including tax, shipping, etc.)
 Technical compliance with requirements
 Delivery timeline
 Warranty and post-sale support

VIII. TIMELINE

Milestone	Date
ITB Released	July 16, 2025
Questions Due	July 28, 2025 @ 2:00 PM PDT
City Responses Issued	July 31, 2025
ITB Submission Deadline	August 7, 2025 @ 2:00 PM PDT
City Evaluation	August 8-11, 2025
Vendor Notified	August 12, 2025
Purchase Order Issued	August 18, 2025

IX. QUESTIONS

To ensure respondents understand the solicitation requirements, the City will accept one round of questions. All questions must be submitted in writing to Drew Olson at dolson@walnutcreekpd.com no later than July 28, 2025 at 2:00 PM PDT (“Deadline for Written Questions and Comments”). Questions will be answered via addendum posted after the deadline for questions. No additional questions may be asked outside of this forum.

Respondents shall notify the City promptly of any error, omission, or inconsistency that may be discovered during the examination of the solicitation. Any notifications of such errors, omissions or inconsistencies must be submitted in writing to Drew Olson at dolson@walnutcreekpd.com no later than the Deadline for Written Questions and Comments on July 28, 2025.

X. ADDITIONAL INFORMATION

1. Collusion

- a. By submitting a response, each respondent represents and warrants that its response is true, correct and genuine and is not made in the interest of or on behalf of any person not named therein; that the consultant has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the consultant has not in any manner colluded to secure any improper advantage over any other person submitting a response.

2. Required Review and Waiver of Objections by Vendor

- a. Respondents should carefully review this ITB and all attachments, including but not limited to, the Standard City Purchase Order Agreement (Exhibit C), for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called “comments”). Comments concerning ITB objections must be made in writing and received by the City no later than [state date above]. This will allow issuance of any necessary

amendments and help prevent the opening of defective proposals upon which contract award could not be made.

- b. By submitting a proposal, respondent represents and warrants that it has thoroughly examined and is familiar with work required under this solicitation, that the respondent has conducted such additional investigation as it deems necessary and convenient, that the respondent is capable of providing the services requested by the City in a manner that meets the stated objectives and specifications as outlined in this solicitation, and that the respondent has reviewed and inspected all materials submitted in response to this solicitation. Once a proposal has been selected, a failure to have read the conditions, instructions, and specifications herein shall not be cause to alter the contract or for selected proposer to request additional compensation.
- c. Protests based on any objection will be considered waived and invalid if these faults have not been brought to the attention of the City, in writing, by the Deadline for Written Questions and Comments.

3. Proposal Withdrawal

- a. To withdraw a proposal, the respondent must submit a written request, signed by an authorized representative, to Drew Olson at dolson@walnutcreekpd.com. After withdrawing a previously submitted proposal, the respondent may submit another proposal at any time up to the deadline for submitting proposals.

4. Proposal Errors & Incorrect Information

- a. Respondents are liable for all errors or omissions contained in their proposals. Respondents will not be allowed to alter proposal documents after the deadline for submitting a proposal.
- b. If the City determines that a respondent has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the respondent knew or reasonably should have known was materially incorrect, that proposal may be determined non-responsive, and the proposal may be rejected at the City's sole discretion.

5. Licensure

- a. Before an agreement pursuant to this solicitation is signed, the respondent must hold all necessary, applicable business and professional licenses, including, but not limited to, a City of Walnut Creek Business License, and other licenses included in the minimum qualifications. The City may require any or all respondents to submit evidence of proper licensure.

6. Conflict of Interest and Proposal Restrictions

- a. By submitting a response the respondent certifies that no amount will be paid directly or indirectly to an employee or official of the City as wages, compensation, gifts, or other compensation in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the vendor in connection with the procurement under this solicitation.

- b. Notwithstanding this restriction, nothing in this solicitation will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract.
- c. Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this solicitation or its scope of services will be considered to have been given information that would afford an unfair advantage over other vendors, and said individual, company, or other entity may not submit a proposal in response to this solicitation.
- d. No person will offer, give, or agree to give any City employee or its representatives any gratuity, discount, offer of employment, or other financial advantage in connection with the award of this solicitation by the City.
- e. No City employee or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity, discount, offer of employment, or other financial advantage in connection with a City solicitation.

7. Right of Rejection

- a. The City reserves the right, at its sole discretion, to alter, amend, modify, or cancel this solicitation at any time, including the modification of the deadlines and schedule and/or the scope of work, or to withdraw this solicitation, in whole or in part, at any time prior to the award of a contract pursuant hereto.
- b. The City reserves the right to reject any proposals that are deemed to be unresponsive, reject all proposals, in whole or in part, or to otherwise cancel this solicitation, in whole or in part. The City reserves the right to request clarification of any proposal term from proposers.
- c. The City reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the City. Where the City waives minor variances in proposals, such waiver does not modify the solicitation requirements or excuse the respondent from full compliance with the solicitation. Notwithstanding any minor variance, the City may hold any vendor to strict compliance with the solicitation.
- d. The City does not make representation that an agreement will be awarded to any party making a submittal. The City is not liable for any costs incurred by the proposers related to the preparation of their proposal or in any other aspect of their consideration for this engagement.

8. Disclosure of Proposal Contents

- a. All proposals and other materials submitted in response to this solicitation process become the property of the City. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals,

the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act, (California Government Code Section Section 7920.000 *et. seq.* (formerly *Section 6250 et. Seq.*.) By submitting a proposal, the respondent acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection. If a respondent submits an entire proposal marked confidential, it will be considered non-responsive. Each respondent should be aware that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City might not be in a position to establish that the information, which a respondent submits, is a trade secret. If a request is made for information marked “confidential”, the City will provide the respondent who submitted such information with reasonable notice to allow the respondent to independently seek protection from disclosure by a court of competent jurisdiction.

9. Severability

- a. If any provision of this solicitation is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the City and consultants will be construed and enforced as if the solicitation did not contain the particular provision held to be invalid.

10. Consultant Participation

- a. The City reserves the right to share this solicitation and any proposal responses with any consultant of its choice in order to secure advice or a second opinion. The City may also invite said consultant to participate in the Proposal Evaluation process.

11. Warranty

- a. The selected respondent represents and warrants that its proposal and any goods or materials thereunder will conform in all material respects to the requirements and specifications as stated in this solicitation and as demonstrated during the evaluation process. In addition, the requirements as stated in this solicitation will become part of the subsequent agreements.

12. Non-Discrimination

- a. By submitting a proposal, the respondent represents that it and its subsidiaries do not and will not discriminate against any employee or applicant for employment on the basis of race, religion, sex, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related conditions, political affiliations or opinion, age, or medical condition.

XI. ATTACHMENTS

Attachment A – Technical Requirements for Backpack X-Ray System

Attachment B – Bid Schedule and Proposal Form

Attachment C – City's Standard Purchase Order Agreement