

Board of County Commissioners

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Procurement Department
www.pbcgov.org/purchasing

NOTICE OF SOLE SOURCE PROCUREMENT

Dated: March 3, 2025

**PALM BEACH COUNTY PROCUREMENT DEPARTMENT
50 SOUTH MILITARY TRAIL, SUITE 110
WEST PALM BEACH, FLORIDA 33415-3199**

TITLE: X-Ray Copy Services
BUYER: Lynn Clavette *LC*

This Notice is issued in accordance with the applicable procurement ordinance, Section 2-54 (f)(2) and policies, to inform the public of the decision to proceed with a Sole Source Procurement process for the acquisition of the following goods/services:

General description of Goods/Services

Description	Copying &, Duplicating Medical Imaging and Sensitive Medical Records, within a 24 hour turnaround. Due to Medical sensitivity, Company must sign a HIPPA Agreement and preferred to be located in South Florida
Estimated Quantity	Varies
Estimated Value	\$100,000.00
Contract Duration	Annually up to five years

Any objections to this sole source procurement must be submitted in writing to the procurement office by [March 17, 2025]. If no objections are received by the deadline, the procurement process will proceed as planned.

NO, MAR 3 2025 PM 2:10

*posting period March 3, 2025 through
March 17, 2025*

For any inquiries or further clarification, please contact:

Contact Name: Lynn Clavette

Phone Number: (561) 616-6809

General Email Address: lclavette@pbc.gov

This notice is issued in compliance with applicable procurement laws, regulations, and procedures.



MELODY THELWELL, PROCUREMENT DIRECTOR



SIGNATURE / DATE



Date: February 26, 2025

RE: Sole Source Justification Provider - Palm Beach Medical Examiner's Office

X-Ray Copy Service, Inc. has been in business since 1987. We offer services to both the medical and legal communities for all of their duplication needs related to medical imaging and records. We provide trial exhibits, film to film, film to CD/DVD or USB drives and dental film duplication. We also duplicate medical records including Bates labeling and other services to our client's specifications. Our staff has over 60 years of combined experience and work with clients on their unique needs.

X-Ray Copy Service is an outsource for local duplication companies that no longer maintain their x-ray duplication and digitizing equipment. We are also used as an outsource for trial exhibits for our competitors.

Additionally, what sets X-Ray Copy Service apart, and makes us unique, is the relationships we have with South Florida hospitals and medical facilities. We have contracts with many of the major Palm Beach, Broward and Dade county medical facilities to fulfill their legal requests and subpoenas for medical image reproductions. We have established gateways that allow us to access medical images electronically for the facilities that prefer this service or in person pick up and deliveries with our in-house couriers. We offer a 24 hour turnaround or same day service if required. We cover the state of Florida with our courier service and we have a satellite office in central Florida. We also service nationally as well as international requests through USPS, Fedex and UPS.

We work with our clients and medical facilities on all of their duplication needs and can tailor services specifically for them.

Thank you for your consideration.

Jennifer S Alford
President, X-Ray Copy Service, Inc.