



County of Los Angeles
Department of Public Social Services

Bryce Yokomizo
Director

March 20, 2003

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:

**RECOMMENDATION TO AWARD A CONTRACT
TO
EMPIRE ENTERPRISES, INC.,
FOR SHUTTLE BUS SERVICES
(FIRST DISTRICT - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that shuttle bus services can be performed more economically by Contractor than by County employees.
2. Approve and instruct the Chair to sign the enclosed Prop A contract with Empire Enterprises, Inc., effective the day after Board approval or May 1, 2003, whichever is later, at a maximum contract amount of \$319,723 for the three-year term of the contract to provide shuttle bus services. The maximum annual cost is \$106,574. To the extent these costs are claimed to CalWORKs and Food Stamps, there is no additional net County cost (NCC) after the required Maintenance of Effort (MOE) is met. The share of costs charged to General Relief results in an estimated NCC of \$10,700 annually. Funding for this contract is included in the FY 2002-03 Budget. Funding for future years will be included in the Department's budget requests.
3. Delegate authority to the Director of the Department of Public Social Services to prepare and sign amendments to the contract for any decrease or increase, of no more than ten percent of the total contract amount, when the change is necessitated by additional and necessary services that are required in order for the contractor to comply with changes in federal, State, or County requirements.

The approval of County Counsel and the Chief Administrative Office (CAO) will be obtained prior to executing such amendment, and the Director will notify the CAO in writing within ten business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Shuttle bus services are required due to parking limitations at the GAIN Region VI office located at 5460 Bandini Boulevard, Bell, California. There are 125 parking spaces available at this GAIN Regional office and insufficient off-site parking to accommodate visitors to this facility. These services are provided at less cost than the County could provide if the services were to be performed by County employees.

The Department's current contract for shuttle bus services for this GAIN Regional office expires April 30, 2003.

Approval of this contract will ensure the continuation of essential shuttle bus services to and from an off-site parking lot for visitors to this facility.

Implementation of Strategic Plan Goals

These recommendations are consistent with the principles of the Countywide Strategic Plan Goal #1 (Service Excellence) to provide the public with easy access to quality information and services that are both beneficial and responsive; Strategy #1 to develop standards for user-friendly services; Goal #2 (Workforce Excellence) by enhancing the quality and productivity of the County Workforce; Strategy #1 "Recruit, develop and retain dedicated and productive employees," and Strategy #2 "Create a positive work environment."

FISCAL IMPACT/FINANCING

The maximum amount for this contract for the three-year period is \$319,723. The maximum annual cost of the contract is \$106,574. To the extent that the contract costs are claimed to CalWORKs and Food Stamps, there is no additional NCC after the required MOE is met. There is a \$10,700 NCC annually that results from costs associated with other programs, such as General Relief, which is included in the Department's FY 2002-03 Budget. Funding for future fiscal years will be included in the annual budget requests.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Empire Enterprises, Inc., will provide shuttle bus services for a period of three years, commencing the day after Board approval or May 1, 2003, whichever is later, and the contract will expire April 30, 2006.

A cancellation clause has been included in the contract in the event the contractor's performance proves to be unsatisfactory. The County will be the sole judge as to the contractor's performance.

The contract includes provisions that the contractor first consider hiring County employees targeted for layoff or qualified former County employees who are on a re-employment list during the life of the contract when filling future vacancies.

The contract also requires the contractor to consider hiring participants of the Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) programs. DPSS will refer GAIN and GROW participants by job category to the contractor.

This contract will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

Provisions for the County's Jury Services Program have been included in the contract. The Contractor is in compliance with the provisions.

The Safely Surrendered Baby Law provision is included in the contract which requires the Contractor and subcontractor to notify and provide its employees a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where to safely surrender a baby.

The contractor will not be asked to perform services which will exceed the approved contract amount, scope of work or contract dates. This is a Prop A contract; therefore, the Living Wage Ordinance (County Code Chapter 2.201) will be applied.

The County may terminate the contract with a ten calendar day prior written notice.

The contract also contains a provision that limits the County's obligation if funding is not appropriated by the Board of Supervisors for the term of the contract.

The contract has been approved as to form by County Counsel and contains contractor responsibility and debarment language.

CONTRACTING PROCESS

Empire Enterprises, Inc., was selected through a competitive solicitation process. A Request for Proposals (RFP) was advertised in the following publications: Los Angeles Times, Orange County Register, Small Business Exchange, Los Angeles Sentinel, La Opinión, Acton/Agua Dulce News, The Daily News, Copley Newspapers, Eastern Group Publications, L.A. Watts Times, Chinese Daily News, and The Korea Times. Also, the solicitation was posted on the L.A. County Bid Webpage. Additionally, interest letters were mailed to 20 organizations listed on the Department's bidders list as well as other interested vendors. The RFP was mailed to 18 interested vendors on September 30, 2002.

Two responses were received, reviewed for compliance with the RFP, and evaluated in accordance with the evaluation criteria in the RFP. References were validated for each firm. Community Business Enterprise Program information for each firm is shown in Attachment II. However, the Contractor was selected without regard to gender, race, creed, or color for award of this contract.

Although Empire Enterprises, Inc., was rated second in total points (735) behind Transportation Concept (760), the Auditor-Controller determined that Transportation Concept was not cost effective. Empire Enterprises, Inc., submitted a bid price of \$8,881 per month to perform the required services compared to \$10,856 submitted by Transportation Concept. The cost analysis completed by the DPSS Financial Management Division determined that shuttle bus services for the GAIN Region VI office could be provided at a cost of \$10,050 per month. Empire Enterprises, Inc.'s bid, is \$1,169 under the cost analysis amount.

The contract does not include a Cost-of-Living Adjustment.

IMPACT ON CURRENT SERVICES

The contract enables us to continue providing shuttle bus services for visitors to the GAIN Region VI office.

The Honorable Board of Supervisors
March 20, 2003
Page 5

CONCLUSION

Upon approval and execution by the Board of Supervisors, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter and two (2) original signed copies of the contract to the Department of Public Social Services.

Respectfully submitted,



Bryce Yokomizo
Director

BY:sls

Attachments

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