

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

August 17, 2004

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:

**AWARD OF CUSTODIAL SERVICES CONTRACT (AREA 3)  
FOR THE COUNTY OF LOS ANGELES PUBLIC LIBRARY  
(DISTRICTS 2, 4) (3-VOTE MATTER)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Make a finding that services can be performed more economically by an independent contractor.
2. Approve and instruct the Chairman to sign a three (3) year agreement, with two (2) one year renewal options and/or six (6) month-to-month extensions, not to exceed a total of six (6) months with Maxim Building Care, Inc. at an annual cost of \$163,269.84 for provision of custodial services in the Public Library's Custodial Area 3. This agreement shall become effective upon your Board's approval or September 1 , 2004 whichever is later.
3. Authorize the contractor to proceed with the work in accordance with the contract's specifications, terms, conditions, and requirements.
4. Authorize the County Librarian to sign agreement modifications created by increases or decreases in the number of facilities over the term of the agreement, and exercise the renewal options and/or month-to-month extensions as set forth in the agreement for a period not to exceed six months, if needed.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

This is to recommend that the Board approve the award of a contract for custodial services to Maxim Building Care, Inc. as part of a continuing effort by the Department to provide the best possible service to the public at the lowest responsible cost. This recommendation is submitted based upon a finding that the provision of custodial services for the affected County facilities can be performed more economically by an independent contractor.

The recommended contract award is needed to continue the provision of custodial services at twelve (12) libraries located in the Public Library's Custodial Area 3 (South and West County Regions) as detailed in Attachment A. The current contract with Pacific Sun Maintenance will expire on August 31, 2004.

#### **Implementation of Strategic Plan Goals**

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

### **FISCAL IMPACT/FINANCING**

The recommended contractor's annual cost of \$163,269.84 represents a cost savings of \$82,726 (34%) over the estimated County cost (including start-up costs) to perform similar services for the first year. The attached cost savings are calculated based on the Revised Proposition A Contract Cost Format developed by the County Auditor-Controller's guidelines. The proposed contract does not include any cost-of-living increases.

The cost for this contract will be paid from existing funds included in the Department's operating budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Under the provisions of Section 2.121.250 through Section 2.121.420 of the Los Angeles County Code as amended, proposals were solicited for the provision of custodial services in the Public Library's Custodial Service Area 3. All requirements of County Code Section 2.12.380 have been met and there is no conflict of interest as specified in County Code Section 2.121.295. On final analysis and consideration of an award, the contractor was selected without regard to gender, race, color, creed, or national origin.

This contract is in compliance with the mandatory living wage requirements as set forth in Los Angeles County Code Chapter 2.201 (Living Wage Program). The Department has evaluated and determined that the contractor fully complies with the requirements of the Living Wage Program and the Contractor has certified that it will comply with all terms, conditions, and requirements of the County's Living Wage Program and agrees to pay its full-time employees providing County services a living wage. In addition, the contractor agrees to notify and assist its employees with the Federal Earned Income Tax Credit application process and is required and has agreed to consider qualified GAIN/GROW participants for employment openings, and comply with the Jury Duty Ordinance, the Safely Surrendered Baby Law and the County's Child Support Compliance Program.

The contract includes all currently required provisions and has been properly executed by the contractor. County Counsel has reviewed and approved this contract as to form.

### **CONTRACTING PROCESS**

On April 2, 2004, proposals were solicited from the attached Public Library's proposers list, which includes contractors listed on the County's Office of Affirmative Action Compliance Community Business Enterprise (CBE) Database. Advertisements were placed in the Los Angeles Times, The Sentinel, and a chain of bilingual community ethnic newspapers published by The Eastern Group. The solicitation information was also made available to prospective contractors on the Internet through the County of Los Angeles web site. The CBE information is summarized on the attached documents.

The mandatory proposer's conference was held on April 20, 2004. Contractors were informed of the County's Living Wage Program and Contractor Responsibility and Debarment provisions. Twelve (12) proposals were received by the Public Library on May 10, 2004. Three (3) proposals were rejected as non-responsive, and the Public Library reviewed and evaluated nine (9) proposals. Proposals were rated on the following criteria: proposer's qualifications; proposer's approach to providing required services; and cost.

The Public Library has reviewed available resources to assess the proposed contractor's past performance, any history of labor law violations, and any negative experiences with County contracts.

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The State Labor Commissioner's Office reports finding no labor/wage violations. Maxim Building Care, Inc. will pay its employees a living wage of not less than \$9.46 per hour. Maxim also provides employees with paid sick, holidays, fourteen (14) days of paid annual vacation and on an annual basis a minimum of five (5) days of regular pay for actual jury service for full time employees. The Proposition A Contracting - Employee Wages & Benefits form summarizing and comparing the Contractor's wages and benefits to those of the County is attached.

The Department determined, through the Request for Proposals process, that these services can be performed more economically by an independent contractor, and recommends awarding a contract to Maxim Building Care, Inc. The recommended contractor was the highest ranked proposer, submitted the most responsive, responsible, and lowest cost proposal.

### **IMPACT ON CURRENT SERVICES**

Award of this contract will allow the Public Library to continue providing custodial services without interruption to the affected library facilities.

### **CONCLUSION**

The custodial services provided under the recommended contract are essential to Public Library operations at the affected facilities.

Respectfully submitted,



Margaret Donnellan Todd  
County Librarian

MDT:DF:RG:TVF

### Attachments

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller  
Office of Affirmative Action Compliance