LOS ANGELES COUNTY
ISD
INTERNAL SERVICES

Dave Lambertson
Director

# COUNTY OF LOS ANGELES
## Internal Services Department
1100 North Eastern Avenue
Los Angeles, California 90063

*To enrich lives through effective and caring service.*

Telephone: (323) 267-2101
FAX: (323) 264-7135

March 8, 2007

**Agenda Date: March 20, 2007**

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:

**REQUEST FOR APPROVAL AND AWARD OF THE AS-NEEDED ELEVATOR AND ESCALATOR MAINTENANCE SERVICES MASTER AGREEMENTS (ALL DISTRICTS - 3 VOTES)**

**JOINT RECOMMENDATION WITH THE SHERIFF THAT YOUR BOARD:**

1. Authorize the Director, Internal Services Department (ISD), or his designee, to execute As-Needed Elevator and Escalator Maintenance Services Master Agreements with Otis Elevator Company, dba, Amtech Elevator Services; Kone Inc; Mitsubishi Electric & Electronics USA, Inc.; and Schindler Elevator Corporation effective upon execution for an initial term of five (5) years, with two (1) one-year extensions, and six (6) month-to-month extensions exercisable by the Director, ISD, or his designee.

2. Authorize the Director, ISD or his designee to execute agreements with new vendors as they become qualified under the As-Needed Elevator and Escalator Maintenance Services Master Agreement throughout the term of the Master Agreement and execute applicable agreement amendments when the original contracting entity has merged, been purchased or has otherwise changed.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

ISD currently administers the As-Needed Elevator and Escalator Maintenance Services Master Agreement to maintain a pool of readily available qualified elevator and escalator contractors to help provide required elevator and escalator maintenance and repair service for a wide variety of County facilities. Work ordered from the contractors supplements work performed by ISD and Sheriff employees at ISD and Sheriff managed facilities. The current Master Agreements expire on May 1, 2007, and there is a continuing need to obtain these contracted services to assist the County in maintaining and repairing their elevators and escalators.

Both ISD and the Sheriff continue to have difficulty hiring and retaining qualified staff to adequately perform routine maintenance and repair services to ISD and Sheriff's inventory of elevators and escalators. In addition to the routine services, both departments encounter periodic requests for elevator and escalator refurbishments and emergency repairs. Both departments are experiencing on aggregate a 27% vacancy rate for Elevator Mechanics. ISD and the Sheriff will continue recruitment efforts to fill vacancies and it is anticipated that the need for contracted resources may diminish to the extent that permanent employees can be hired.

Your Board's approval of the proposed As-Needed Elevator and Escalator Maintenance Services Master Agreement will enable ISD and the Sheriff to continue to obtain elevator and escalator services to supplement what their in-house personnel can not accomplish. The range of contracted services includes:

- Emergency Calls
- As needed repairs and/or refurbishments
- Preventive maintenance
- On-call personnel

Implementation of Strategic Plan Goals

The recommended action supports the Countywide Strategic Plan Goal Number 1, Service Excellence; Goal Number 3, Organizational Effectiveness; and Goal Number 4, Fiscal Responsibility by effectively managing County resources.

## FISCAL IMPACT/FINANCING

Expenditures under these agreements will vary from year to year based on the needs of ISD and Sheriff. Expenditures for Fiscal Year 2006-07 are estimated at $387,000 for ISD and $750,000 for Sheriff. Funds have been requested in the ISD and Sheriff's Fiscal Year 2007-08 budgets to pay for future services. Expenditures throughout the term of the agreements in any given year will remain within each department's budgeted appropriation for such services. ISD's costs are recovered by billing the County departments using the contracted services.

## FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the proposed Master Agreement have been approved as to form by County Counsel and are substantially similar to the current As-Needed Elevator and Escalator Repair Services Master Agreements. Work will continue to be ordered from the contractors on a project work order basis. Contractors will not be asked to perform services which exceed the amounts, scope of work and dates specified in each individual work order. The Master Agreement contains the Board's required contract provisions

including those pertaining to consideration of qualified County employees targeted for layoff as well as qualified GAIN/GROW participants for employment openings, and compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support Program. Community Business Enterprise Program information for each recommended vendor is shown in Attachment 1. Contractors were selected without regard to gender, race, creed, color or national origin for award of a Master Agreement.

This is not a Proposition A agreement because the services are of an extraordinary professional or technical nature and the services are of a temporary nature, as needed on a part-time or intermittent basis and therefore not subject to the Living Wage Program (County Code Chapter 2.201). It has been determined that the services under these agreements do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program" because of the specialized training needed to perform the work.

## CONTRACTING PROCESS

The four current As-Needed Elevator and Escalator Maintenance Services Master Agreement contractors will be required to execute the new Master Agreement in order to continue to be eligible to bid on new project work orders. New vendors may also qualify for a Master Agreement at any time by submitting a Statement of Qualifications. Availability of the Master Agreement will continue to be posted on the County's "Doing Business with Us" website to encourage additional vendor participation.

Approval of the Master Agreement does not guarantee a contractor any minimum amount of business. However, upon execution of individual Master Agreements, the vendors become active contractors and thereafter they will, from time to time, be solicited under competitive conditions to provide elevator and escalator maintenance services on a work orders basis. The County only incurs an obligation as individual work orders are issued. All active contractors can bid on services and receive work order solicitations, which are released to all As-Needed Elevator and Escalator Master Agreement contractors. Awards will be made to the lowest priced qualified contractor unless other selection criteria is set forth in the work order solicitation. Contractors certified as a Local Small Business Enterprise (LSBE) will receive the 5% LSBE preference on their individual work order bids.

## IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the Master Agreement will allow ISD and the Sheriff to continue to provide elevator and escalator maintenance and repair service to ISD and Sheriff managed facilities and projects on an as-needed basis.

**CONCLUSION**

The Executive Office, Board of Supervisors, is requested to return a stamped copy of the approved Board letter to the Director, ISD and the Sheriff.

Respectfully submitted,

Dave Lambertson
Director

Respectfully submitted,

Leroy D. Baca
Sheriff

DL:LB:KH:ad

Attachment

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

Attachment 1

# Community Business Enterprise Program (CBE) Information

| FIRM INFORMATION | | Kone, Inc | Schindler Elevator Corporation | Otis Elevator Company, dba, Amtech Elevator Services | Mitsubishi Electric & Electronics USA, Inc |
|---|---|---|---|---|---|
| Cultural/Ethnic Composition | | % of Ownership | % of Ownership | % of Ownership | PUBLICLY TRADED COMPANY – DATA NOT AVAILABLE |
| OWNERS/PARTNERS | Black/African American | 0% | 0% | 0% | |
| | Hispanic/Latin American | 0% | 0% | 0% | |
| | Asian American | **Publicly Traded** | 0% | 0% | |
| | American Indian/Alaskan | | 0% | 0% | |
| | All others | 100% | 0% | 0% | |
| | Women (included above) | 0% | 0% | 0% | |
| | | **Number** | **Number** | **Number** | |
| | Number of owners/partners | 0 | 0 | 0 | |
| | | **Number** | **Number** | **Number** | |
| MANAGER | Black/African American | 0 | 0 | 0 | |
| | Hispanic/Latin America | 1 | 0 | 0 | |
| | Asian American | 1 | 0 | 0 | |
| | American Indian/Alaskan | 0 | 0 | 0 | |
| | All others | 19 | 0 | 0 | |
| | Women (included above) | 2 | 0 | 0 | |
| STAFF | Black/African American | 8 | 0 | 0 | |
| | Hispanic/Latin American | 32 | 0 | 0 | |
| | Asian American | 6 | 0 | 0 | |
| | American Indian/Alaskan | 1 | 0 | 0 | |
| | All others | 107 | 0 | 0 | |
| | Women (included above) | 10 | 0 | 0 | |
| TOTAL # OF EMPLOYEES | | 175 | 0 | 0 | |
| BUSINESS STRUCTURE | | Corporation | Corporation | Corporation | |
| County Certification | | No | No | No | No |
| CBE | | No | No | No | No |
| LSBE | | No | No | No | No |
| OTHER CERTIFYING AGENCY | | N/A | N/A | N/A | N/A |