County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169

LEROY D. BACA, SHERIFF

October 21, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**APPROVE AMENDMENT NUMBER ONE AUTHORIZING THE EXTENSION OF AGREEMENT NUMBER 74205 WITH ACS STATE AND LOCAL SOLUTIONS INCORPORATED (ACS) FOR PARKING CITATION PROCESSING SERVICES (ALL DISTRICTS) (3 VOTES)**

## SUBJECT

This Board letter serves to execute Amendment Number One to Agreement Number 74205 that will extend the current Agreement for parking citation processing services for an additional nine months, through August 11, 2009. The current Agreement with ACS will expire on November 11, 2008, and this extension period will enable the Los Angeles County Sheriff's Department (Department) to complete a Request for Proposal (RFP) solicitation process for a new agreement without interruption of the current revenue-generating services.

## IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chair of the Board to sign the attached Amendment Number One to Agreement Number 74205 with ACS to continue providing parking citation processing services for the Department's Parking Enforcement Detail through August 11, 2009.

2. Authorize the Sheriff, or his designee, to execute applicable documents when the original contracting entity has merged, been purchased, or otherwise changed; and to execute Amendments to meet the needs of the Department, if it is in the best interest of the County.

## PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this action will ensure that there is no interruption of parking citation processing services and that the revenue generated from these services is not delayed. Also, the extension will allow the Department to complete its solicitation process for a new parking citation processing service Agreement for the Department's Parking Enforcement Detail.

### Implementation of Strategic Plan Goals

The services provided under this Agreement support the County's Strategic Plan; Goal 1, Service Excellence; Goal 3, Organizational Effectiveness; and Goal 4, Fiscal Responsibility.

Under this Agreement, ACS (Contractor), which specializes in collection services, coordinates the entire parking citation collection process, including sending required notices, tracking citations, maintaining records, and collecting and depositing parking citation fees and penalties. ACS also has the capability of offering alternative methods of payment. These services make the process of citation payment more convenient and accessible to the public.

## FISCAL IMPACT/FINANCING

There is no net County cost during the extension period due to this being a revenue-generating agreement. All revenues are deposited to the County General Fund. The County will not incur any net County cost for the time period prescribed by the extension of this Agreement. The fees paid to the Contractor for services will be offset by the revenue generated from the parking citation fines and penalties that the Contractor will process, collect, and deposit to the County.

## FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On November 12, 2002, your Board approved Agreement Number 74205 with ACS to provide parking citation processing services for the Department.

The Department has exercised each of its options to continue the Agreement through the current expiration date of November 11, 2008. Your Board's approval of Amendment Number One will authorize extending the current Agreement for nine additional months through August 11, 2009.

Termination

The current Agreement contains the provision entitled "Termination for Convenience," which states in part that:

"Termination of work hereunder shall be effected by delivery to Contractor of a notice of termination specifying the extent to which performance of work is terminated and the date upon such termination becomes effective. The date upon such termination becomes effective shall be no less than thirty (30) days after the notice is sent..."

County Counsel has reviewed and approved this Amendment as to form.

Except as expressly provided in Amendment Number One, all other provisions and conditions of the Agreement will remain the same and in full force and effect.

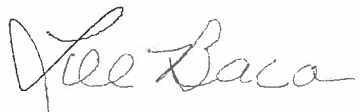
**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this action will ensure uninterrupted parking citation processing services to the Department.

**CONCLUSION**

Upon approval by your Board, please return three (3) adopted copies of this Board letter and three (3) adopted copies of the Amendment to the Department's Contracts Unit.

Sincerely,



LEROY D. BACA
SHERIFF

## COUNTY OF LOS ANGELES

## AMENDMENT NUMBER ONE
## TO AGREEMENT NUMBER 74205
## PARKING CITATION PROCESSING SERVICES

This Amendment Number One is entered into by and between the County of Los Angeles (hereinafter "County") and ACS State and Local Solutions, Inc., a New York Corporation, (hereinafter "Contractor"), effective as of November 12, 2008, based on the following recital:

A. WHEREAS, on November 12, 2002, the County and Contractor entered into Agreement Number 74205 (hereinafter "Agreement") to provide parking citation processing services; and

B. WHEREAS, the Agreement currently expires on November 11, 2008; and

C. WHEREAS, the County and Contractor desire to extend the term of this Agreement to avoid interruption of services.

NOW THEREFORE, in consideration of the foregoing recitals, all of which are incorporated as part of the Agreement, County and Contractor hereby further agree as follows:

1. Effective November 12, 2008, this AGREEMENT is extended for a period of nine (9) months through August 11, 2009, in any increment.

Except as expressly provided in this Amendment Number One, all other provisions and conditions of the Agreement will remain the same and in full force and effect.

Contractor represents and warrants that the person executing this Amendment Number One for Contractor is an authorized agent who has actual authority to bind Contractor to each and every item, condition, and obligation of the Agreement and that all requirements of Contractor have been fulfilled to provide such actual authority.

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**COUNTY OF LOS ANGELES**

**AMENDMENT NUMBER ONE**
**TO AGREEMENT NUMBER 74205**
**PARKING CITATION PROCESSING SERVICES**

**IN WITNESS WHEREOF**, the Los Angeles County Board of Supervisors has caused this Amendment Number One to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Officer thereof, and Contractor has caused this Amendment Number One to be executed on its behalf by its duly authorized officer.

THE COUNTY OF LOS ANGELES

By: _____
Chair, Board of Supervisors

ATTEST:
SACHI A. HAMAI
Executive Officer
Los Angeles County
Board of Supervisors

By: _____
Deputy

ACS State and Local Solutions, Inc.

Signed: _____

Printed: Mark J. Telbor

Title: VP ACS

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR.
County Counsel

By: _____ Deputy County Counsel