



**HOUSING AUTHORITY
of the County of Los Angeles**

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Executive Director

April 09, 2019

The Honorable Board of Commissioners
Housing Authority of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

1-H April 9, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

**CONTRACTS FOR FURNITURE ACQUISITION SERVICES FOR THE HOMELESS INCENTIVE
PROGRAM
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

This letter recommends approval of two contracts in the aggregate amount of \$1,000,000 for furniture acquisition services for the Homeless Incentive Program (HIP), administered by the Housing Authority of the County of Los Angeles (HACoLA). The \$1,000,000 is to be shared amongst Best Home Furniture and Paramount Mattress, Inc. who were the lowest bidders in response to solicitation number CDC18-150.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the execution of the contracts related to furniture acquisition services are not subject to the provisions of the California Environmental Quality Act (CEQA) because the activities are not defined as a project under CEQA.
2. Authorize the Executive Director or her designee to execute one-year contracts with Best Home Furniture and Paramount Mattress, Inc. in the aggregate amount of up to \$1,000,000 using funds included in HACoLA's Fiscal Year 2018-19 approved budget and Fiscal Year 2019-20 proposed budget, for furniture acquisition services for tenants placed in rental units through HIP.
3. Authorize the Executive Director or her designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an annual compensation of up to \$1,000,000 using funds to be included in HACoLA's annual budget approval process.

4. Authorize the Executive Director, or designee, upon determination and as necessary and appropriate under terms of the Contracts, to amend or to terminate the Contracts for convenience.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to authorize the Executive Director to execute contracts with Best Home Furniture and Paramount Mattress, Inc. in the amount of \$1,000,000 for furniture acquisition services. HIP offers monetary incentives to encourage landlords to rent their available units to HACoLA homeless Section 8 voucher holders. Funding for the program comes as part of the Homeless Prevention Initiative supported by Measure H.

In administering HIP, HACoLA has determined that furniture assistance is vital to successfully housing formerly homeless individuals and families in rental units. This includes appliances, which are required in order for a unit to pass a housing inspection. Most of the individuals and families being moved into rental units are classified as homeless and have little to no income with which to purchase a stove, refrigerator, or bed for themselves.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The expense of furniture acquisition services will continue to be funded through existing designated sources from Measure H funding.

The cost for the first year of services will be up to \$1,000,000 using funds included in the Housing Authority's Fiscal Year 2018-19 approved budget and the Fiscal Year 2019-20 proposed budget.

If extended, the cost of years two through five will remain at the same aggregate annual amount of up to \$1,000,000 to be included in the Housing Authority's annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed services are County funded and are subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Greater Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Section 3 of the Housing and Community Development Act of 1968, however is not required.

The Contracts have been approved to form by County Counsel and will be effective May 1, 2019, subject to Board approval and execution by all parties.

ENVIRONMENTAL DOCUMENTATION

Approval of this action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. This action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378(b)(5), because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On January 4, 2019, an Invitation for Bids (IFB) process was initiated to identify vendors who can provide furniture acquisition services, on an as needed basis. HACoLA's vendor list was used to email notices to vendors and an announcement was also posted on the County's WebVen website. A copy of the IFB was posted on the Housing Authority's website.

A total of three (3) proposals were received by the submission deadline of January 22, 2019. An evaluation of the minimum requirements and references was conducted. The two lowest bidders, Best Home Furniture and Paramount Mattress, Inc., were both determined to be responsive and responsible, and are therefore being recommended for Contract awards. The Summary of Outreach Activities is provided in Attachment A.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed contracts will provide furniture acquisition services, on an as needed basis for HACoLA for tenants placed in rental units through HIP.

Respectfully submitted,



MONIQUE KING-VIEHLAND

Executive Director

MKV:DA:JC

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Furniture Acquisition Services

On January 4, 2019, the following outreach was initiated to identify furniture contractors for HACoLA.

A. Announcement

An announcement was posted on the County's WebVen and on the HACoLA website.

B. Distribution of Notices

HACoLA's vendor list was used to issue the Invitation for Bids (IFB) notices by electronic mail to 152 furniture contractors, of which 52 identified themselves as firms owned by minorities or women (private firms that are 51 percent owned by minorities or women, or publicly owned businesses, in which 51 percent of the stock is held by minorities or women).

As a result of the outreach 38 solicitation packages were downloaded and three bids were received.

C. Bid Results

On January 22, 2019, three bids were received from the following vendors: Best Home Furniture, Paramount Mattress, Inc., and Casa Global, Inc. All bidders were determined to be responsive and responsible and filled out the required Bid Sheet form provided in the solicitation. None of the bidders submitted a small business preference. The determination of the contract awards was made based on the lowest bid amounts.

D. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership/Certification</u>	<u>Employees</u>
Best Home Furniture	Minority	Total: 1 1 Minority 0 Women 100% Minority 0% Women
Paramount Mattress, Inc.	Minority	Total: 10 2 Minority 0 Women 20% Minority 0% Women

E. Minority/Women Participation – Not Selected Agency

<u>Name</u>	<u>Ownership/Certification</u>	<u>Employees</u>
Casa Global	Minority	Total: 2 2 Minority 0 Women 100% Minority 50% Women

HACoLA conducts ongoing outreach to encourage participation by minorities and women in the contract award process, including: providing information at local and national conferences, expos and vendor fairs, and mailing information to associations representing minorities and women. The above information has been voluntarily provided to HACoLA.

The recommended award of Contracts is being made in accordance with HACoLA's policies and federal regulations, and without regard to race, creed, color, or gender.