



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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October 7, 2004

IN REPLY PLEASE

REFER TO FILE: **AS-0**
73592
Amendment 2

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:

**JANITORIAL SERVICES AT FLOOD MAINTENANCE - IMPERIAL YARD
AND ROAD MAINTENANCE DISTRICT 4 YARD
SUPERVISORIAL DISTRICTS 1 AND 4
3 VOTES**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve an amendment to Contract No. 73592 with Systems Management, Inc., to continue on a month-to-month basis beginning November 1, 2004, while Public Works completes the solicitation process for a replacement contract.
2. Authorize Public Works to encumber an additional monthly amount of \$2,519, plus 10 percent or \$252 per month for unforeseen janitorial services within the scope of work, not to exceed \$16,626 for the six months extension period. Funds are available in various Public Works 2004-05 budget units.
3. Authorize the Interim Director of Public Works to execute this amendment upon execution by the contractor and approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On August 14, 2001, Synopsis 24, your Board approved Contract No. 73592 with Systems Management, Inc., for janitorial services. This contract was for a three-year period, inclusive of two 1-year renewal options, beginning August 14, 2001. Prior to expiration of the contract's last renewal year, Public Works used authority previously delegated by your Board to extend the contract for 60 days, until October 31, 2004. The purpose of the requested action is to further continue these janitorial services on a month-to-month basis, starting November 1, 2004, up to six months while Public Works completes the solicitation process for a replacement contract. The new solicitation will be a Request for Statement of Qualifications (RFSQ) culminating in a Master Agreement with qualified vendors. The preparation of the RFSQ began several months ago. Ultimately this contractor recruiting process will considerably reduce the County's and the vendors' time and paperwork required to contract while encouraging active price competition and quality of services. However, the need for extensive legal review of this innovative method requires us to request this extension. The release of the RFSQ is anticipated prior to January 1, 2005.

Implementation of Strategic Plan Goals

This action is consistent with the County Strategic Plan Goals of Fiscal Responsibility and Organizational Effectiveness. This contract will improve internal operations through the utilization of the contractor's expertise to effectively provide these services in a timely, responsive, and cost-effective manner.

FISCAL IMPACT/FINANCING

The monthly cost of these services will be \$2,519, plus 10 percent or \$252 per month for unforeseen janitorial services. The total expenditures may not exceed \$16,626 for the six months extension. Funds are available in various Public Works 2004-05 budget units. There will be no impact on net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This amendment, which is substantially reflected in the enclosure, will continue the contract's current terms, specifications, and conditions. The amendment will be executed by the Director in accordance with your Board's authorization only upon proper execution by the contractor and approval as to form by County Counsel.

The Honorable Board of Supervisors
October 7, 2004
Page 3

ENVIRONMENTAL DOCUMENTATION

These services are categorically exempt from the California Environmental Quality Act as specified in Section 401, Appendix H of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, Synopsis 57.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this amendment will continue the current contracted services.

CONCLUSION

One approved copy of this letter is requested.

Respectfully submitted,

DONALD L. WOLFE
Interim Director of Public Works

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Enc.

cc: Chief Administrative Office
County Counsel

**AMENDMENT 2 TO CONTRACT NO. 73592 FOR
JANITORIAL SERVICES AT FLOOD MAINTENANCE - IMPERIAL YARD
AND ROAD MAINTENANCE DISTRICT 4 YARD**

W I T N E S S E T H

THIS AMENDMENT, made and entered into this _____ day of _____, 2004:

WHEREAS, Contract No. 73592 was entered into between the County of Los Angeles (County) and Systems Management, Inc., (Contractor) on August 14, 2001, for janitorial services for the Department of Public Works at various locations in the Downey and South Gate areas for an annual price of \$27,082; and

WHEREAS, this Contract was amended on April 8, 2003, to increase the service areas, so that the monthly invoices are now \$2,519; and

WHEREAS, the County wishes to continue the services month-to-month while completing the solicitation process for a new contract; and

WHEREAS, the Contractor is willing to continue to provide the current level of service with prorated payments of the contract price on a month-to-month basis; and

WHEREAS, the County has adopted the Safely Surrendered Baby Law, a policy barring payment for services delivered following the expiration or termination of a contract, and further defined the authority of the Contract Manager.

NOW, THEREFORE, in consideration of these facts and payment to be made by the County, the County and the Contractor agree that Contract No. 73592 between them shall be amended as follows:

FIRST: The parties agree to amend the Contract to continue the service on a month-to-month basis for up to six months commencing November 1, 2004.

SECOND: The contractor shall be paid in accordance with the contract a monthly sum of \$2,519, plus 10 percent or \$252 per month for unforeseen janitorial services within the scope of work, not to exceed \$16,626 for the six months extension period or such greater sum as the Board may approve, which shall be known as the Maximum Contract Sum.

THIRD: All other terms, conditions, requirements, and specifications of the original Contract and prior amendment shall remain in effect.

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IN WITNESS WHEREOF, the County has, by order of its Board of Supervisors, caused these presents to be subscribed by the Interim Director of Public Works, and the Contractor has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By _____
Interim Director of Public Works

APPROVED AS TO FORM:

OFFICE OF THE COUNTY COUNSEL

By _____
Deputy

SYSTEMS MANAGEMENT, INC.

By _____
Its President

By _____
Its Secretary