



DONALD L. WOLFE, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **AS-0**

May 1, 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:

**INFORMATION VERIFICATION AND REVIEW SERVICES
ALL SUPERVISORIAL DISTRICTS
3 VOTES**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Award the contract for Information Verification and Review Services in the contract sum of \$308,500 for an initial contract term of two years and \$154,250 for the optional year to TCM Group, located in Los Angeles, California. The contract term will commence upon Board approval, with one 1-year renewal option, not to exceed a total of three years. Funds are available in Public Works' 2006-07 Solid Waste Management Fund budget.
2. Authorize the Director of Public Works or his designee to approve expenditure of up to an additional 15 percent of the contract sum for unforeseen, additional work within the scope of work of the contract, if required.
3. Authorize the Director to renew the contract for the additional renewal option if, in the opinion of the Director, the contractor has successfully performed the previous contract period and the services are still required; and to suspend it if, in the opinion of the Director, it is in the best interest of the County to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This contract is for information and verification services for the garbage disposal franchisees within the unincorporated County areas. The work to be performed will consist of review and verification of the accuracy of solid waste management fee invoices and applicable fees remitted to the County on a monthly basis by waste hauler enterprises, disposal sites, transformation facilities, transfer/processing stations, and/or waste exporters operating in the County as well as the review and verification of the accuracy of tonnage reports and franchise fees remitted to the County on a monthly basis by the various franchisees.

Implementation of Strategic Plan Goals

The award of this contract is consistent with the County Strategic Plan Goals of Service Excellence and Organizational Effectiveness as the contractor has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner.

FISCAL IMPACT/FINANCING

There will be no impact on net County cost. The contract is for an amount not to exceed \$308,500 for the initial contract term of two years and \$154,250 for the optional year, plus 15 percent for unforeseen, additional work within the scope of the contract. This amount is based on the unit prices/hourly rates quoted by the contractor and our estimated annual utilization of the contractor's services. This contract will commence upon board approval for a period of two years. With the Board's delegated authority, the Director may renew this contract with one 1-year renewal option for a total contract period not to exceed three years.

Financing for these services is included in Public Works' 2006-07 Solid Waste Management Fund budget. Funds to finance the contract's renewal year will be made through Public Works' annual budget process.

This contract allows a cost-of-living adjustment for the additional optional year in accordance with County policy.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Prior to the Director executing the contract, which will be substantially similar to Enclosure A, the contractor will sign and County Counsel will review it as to form.

Due to the auditing contract that is generally outside the scope of Proposition A (Los Angeles County Code Section 2.121.250), the Living Wage Ordinance does not apply to the contractor's employees (Paragraph B of Los Angeles County Code Section 2.201.020).

ENVIRONMENTAL DOCUMENTATION

This recommended contract does not constitute a project as defined by California Environmental Quality Act (CEQA) and, therefore, is not subject to the provisions of CEQA.

CONTRACTING PROCESS

On February 7, 2007, Public Works solicited proposals from 217 independent contractors and community business enterprises to accomplish this work. Also, a notice of the Request for Proposals (RFP) was placed on the County's bid website (Enclosure B), and an advertisement was placed in the *Los Angeles Times*.

Pursuant to the Memorandum of Understanding, the RFP of this contracted service was submitted on February 7, 2007, to the Local 660 Union. The Union declined to meet with Public Works.

On Wednesday, March 7, 2007, one proposal was received. The proposal was first reviewed to ensure it met the mandatory requirements outlined in the RFP. The proposal, having met these requirements, was then evaluated by an evaluation committee consisting of Public Works staff. The committee's evaluation was based on criteria described in the RFP, which included the price, references, experience, work plan, and staffing plan. Based on this evaluation, it is recommended that this contract be awarded to the highest-rated, responsive, and responsible proposer, TCM Group, located in Los Angeles, California. Public Works believes the contractor's price to be reasonable for the work requested.

Enclosure C reflects the proposer's minority participation. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

This contract contains terms and conditions supporting Board-sponsored policies, such as contractor responsibility and debarment (revised), jury service requirements, the Safely Surrendered Baby Law, and charitable activities compliance.

The Honorable Board of Supervisors
May 1, 2007
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Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned.

As requested by your Board, the contractor has submitted a safety record that reflects its past activities have been conducted according to reasonable standards of safety.

In accordance with the Chief Administrative Officer's June 15, 2001, instructions, this is Public Works' assurance that this contractor will not be requested to perform services that will exceed the contract's approved amount, scope of work, and/or terms.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not result in the displacement of any County employees.

CONCLUSION

One adopted copy of this letter is requested.

Respectfully submitted,

DONALD L. WOLFE
Director of Public Works

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cc: Chief Administrative Office
County Counsel

SAMPLE AGREEMENT FOR
INFORMATION VERIFICATION AND REVIEW SERVICES (2007-AN010)

THIS AGREEMENT, made and entered into this ____ day of _____, 2007, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY), and [NAME OF CONTRACTOR], a [Form of Entity], (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on March 7, 2007, hereby agrees to provide services as described in the attached specifications for Information Verification and Review Services (2007-AN010), including, but not limited to, Exhibit A, Scope of Work.

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; the CONTRACTOR'S Proposal, all attached hereto; the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute an integral part of the Contract documents.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Form PW-2, an amount not to exceed \$308,500 (Maximum Contract Sum), or such greater amount as the Board may approve. Should this Contract be extended for one additional year as provided in the Fourth paragraph below the Director agrees to pay the CONTRACTOR an amount not to exceed \$154,250.

FOURTH: This Contract's initial term shall be for a period of two years commencing upon Board approval. At the discretion of the COUNTY, this Contract may be extended for an increment of one year, not to exceed a total contract period of three years. The COUNTY, acting through the Director, may give a written notice of intent to extend this Contract at least 60 days prior to the end of each term.

FIFTH: The CONTRACTOR shall bill monthly, in arrears, for the work performed during the preceding month. Work performed shall be billed at the hourly and/or unit rates quoted in Form PW-2, Schedule of Prices.

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SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed invoice. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

County of Los Angeles Department of Public Works
Attention Fiscal Division, Accounts Payable
P.O. Box 7508
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

TENTH: The Director may adjust the rate of compensation set forth in Form PW-2 (Schedule of Prices) at the end of the initial contract term of two years based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics', All Urban Consumers Price Index for the Los Angeles-Riverside-Orange County Area (CPI) for the 24-month period preceding the contract anniversary date, which shall be the effective date for any such cost-of-living adjustment. The percentage change in the rate of compensation shall equal 24 times the average monthly change in the CPI over the first 21 months of the contract term preceding the effective date. However, any percentage increase shall not exceed the aggregate general salary movement granted to COUNTY employees as determined by the COUNTY'S Chief Administrative Office as of July 1 for the prior 24-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in COUNTY employee salaries, no cost-of-living adjustment will be granted.

ELEVENTH: In the event that terms and conditions, which may be listed in the CONTRACTOR'S Proposal, conflict with the COUNTY'S specifications, requirements, and

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the 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 _____
Director of Public Works

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By _____
Deputy

[NAME OF CONTRACTOR]

By _____
Its President

Type or Print Name

By _____
Its Secretary

Type or Print Name

Bid Detail Information

Bid Number : PW-ASD 652

Bid Title : INFORMATION VERIFICATION AND REVIEW SERVICES (2007-AN010)

Bid Type : Service

Department : Public Works

Commodity : PUBLIC INFORMATION SERVICES

Open Date : 2/7/2007

Closing Date : 2/21/2007 10:00 AM

Bid Amount : N/A

Bid Download : Not Available

Bid Description : PLEASE TAKE NOTICE that Public Works requests proposals for a two-year contract for the Information Verification and Review Services (2007-AN010). The total contract amount of this service is estimated to be \$300,000 (for a two-year term), with a one year renewal option (\$150,000 per year). If not enclosed with this letter, the Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be requested by accessing this link at <ftp://dpwftp.co.la.ca.us/solicitationdocuments/InformationVerification.pdf> or from Ms. Lorena Calderon at (626) 458 4169, Monday through Thursday, 7 a.m. to 5 p.m. Any updates to the RFP will be available by accessing the link above.

Minimum Requirement(s): Proposers must meet all minimum requirements set forth in the RFP document, including, but not limited to, the Proposer and/or a member of the Proposer's staff possess a Certified Public Accountant certificate.

A Proposers' Conference will be held on Wednesday, February 21, 2007, at 10 a.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in the Small Dining Room. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS OPTIONAL. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the Conference, it may be impossible to respond to further requests for information.

The deadline to submit proposals is Wednesday, March 7, 2007, at 5:30 p.m. Please direct your questions to Ms. Calderon at the number above.

Contact Name : MS. LORENA CALDERON

Contact Phone# : (626) 458-4169

Contact Email : lcalderon@dpw.lacounty.gov

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County of Los Angeles

Request for Local Small Business Enterprise (SBE) Preference Program Consideration and
SBE Firm/Organization Information Form

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME: TCM Group

My County (WebVen) Vendor Number: 13442901

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

<input checked="" type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): 22						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American					1	1
Hispanic/Latino			1	1	2	1
Asian or Pacific Islander			1		2	1
American Indian						
Filipino					1	
White	2	1	2	1	2	2

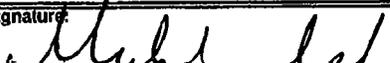
III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	40 %
Women	%	%	%	%	%	60 %

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: Vice President	Date: March 7, 2007
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