



TOM TINDALL  
Director

County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

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*"To enrich lives through effective and caring service"*

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November 30, 2010

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

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

14 November 30, 2010

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**EVALUATION OF COUNTY CONTRACTORS' PRIOR PERFORMANCE  
(ALL DISTRICTS – 3 VOTES)**

**SUBJECT**

Evaluation of County Contractors' prior performance and extend custodial services contract.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Direct the Chief Executive Office, County Counsel, Auditor-Controller and Internal Services Department to review the use of County contractor's prior performance information in evaluating proposals and develop a fair and consistent scoring methodology that can be used County-wide and return to the Board for approval of that methodology within 120 days;
2. Authorize the Director of the Internal Services Department (ISD) to negotiate with the existing custodial services contractor of Region 5 an extension to the contract, at no increased cost to the County, to continue to provide services for six months with six-one month extensions.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Internal Services Department and other County departments routinely conduct solicitations for contract awards to perform services for the County. Inherent to all except low-bid solicitations are an evaluation and scoring of the contractors' proposals. The highest scored proposal is recommended to the Board for approval. Recently, a solicitation for Region 5 custodial services by the Internal Services Department highlighted an evaluation and scoring issue that requires examination. The issue concerns the use of prior performance information available only for contractors who have

worked for the County.

As currently structured, that information may unfairly impact the scoring methodology. If approved by your Board, this action will result in implementing a fair and consistent scoring methodology that shall be used County-wide.

Also, to insure continuity of required custodial services in Region 5, approval of this action will authorize the Director, ISD to negotiate with the contractor currently providing services in Region 5 and extend the current Board approved contract until it is re-bid. Following re-bid of the contract, the Director, ISD will return to the Board with a recommendation for award of a new contract.

### **Implementation of Strategic Plan Goals**

The recommended action supports County Strategic Plan Goals Number 1 (Operational Effectiveness) maximize the effectiveness of the County's processes.

### **FISCAL IMPACT/FINANCING**

This action will result in no additional net County cost.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contract to be extended contains the Board's required contract provisions, including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program. This contract is subject to the Living Wage Program (County Code Chapter 2.201). The contractor will pay an hourly wage of no less than \$11.84 to its employees providing services under the proposed contract.

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

Approval of this contract will improve County contracting processes and allow the County to continue to provide custodial services for various County departments.

### **CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to ISD.

The Honorable Board of Supervisors

11/30/2010

Page 3

Respectfully submitted,

A handwritten signature in dark ink that reads "Tom Tindall". The signature is written in a cursive, slightly slanted style.

TOM TINDALL

Director

TT:YY

c: Chief Executive Officer  
County Counsel