



TOM TINDALL  
Director

County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

1100 North Eastern Avenue  
Los Angeles, California 90063

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

Telephone: (323) 267-2101  
FAX: (323) 264-7135

August 20, 2013

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

Dear Supervisors:

**REQUEST TO INCREASE EXPENDITURE CAP FOR VEHICLE  
MAINTENANCE AND REPAIR SERVICES CONTRACT  
(ALL DISTRICTS – 3 VOTES)**

**SUBJECT**

Request to increase the vehicle maintenance and repair services contract expenditure cap with G4S Fleet Services, LLC.

**IT IS RECOMMENDED THAT THE BOARD:**

Increase the annual expenditure cap from \$6.2 million to \$7.235 million with G4S Fleet Services, LLC.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Internal Services Department (ISD) provides fleet maintenance and repair services to County departments, except Sheriff, Fire and Public Works, using a combination of contract staff and County personnel (Mall Garage).

The requested expenditure increase will accommodate the inclusion of the Fire Department's non-emergency vehicles into ISD's fleet services maintenance and repair operations.

## Background

On December 1, 2009, your Board approved ISD's current fleet maintenance and repair services contract with G4S Integrated Fleet Services, LLC ("G4S"), formerly All Star Fleet Services, LLC. By motion of Supervisor Knabe, your Board also instructed ISD to provide quarterly reports on actual contract expenditures, and return to your Board for approval if annual expenditures were forecasted to exceed \$5.6 million.

On June 5, 2012, your Board approved an increase to the G4S contract expenditure cap from \$5.6 million to \$6.2 million. The increase was due to various factors, including, an increase in body shop work and improved adherence to preventive maintenance schedules by departments, and regulatory compliance issues with heavy duty vehicles exceeding 14,000 pounds gross vehicle weight.

## Fire Department's Non-Emergency Vehicles

The Fire Department ("Fire") currently uses a number of master agreements for the maintenance and repair of their non-emergency vehicles. Over the last several years, the service model for Fire has changed, resulting in the need to re-solicit for the services pursuant to County Code 2.121 (Prop A) using a Request for Proposals (RFP) process.

Fire explored the options of soliciting for services under an RFP process or adding their fleet of 732 non-emergency vehicles to ISD's current contract with G4S. Fire's non-emergency fleet consists of 639 sedans or light duty trucks, 67 heavy duty trucks, and 26 off-road vehicles. Given the time necessary to conduct a solicitation, and ISD's ability to add the non-emergency vehicles to an existing cost effective contract, Fire opted to join ISD's fleet repair service contract. The addition to the existing contract will provide Fire with an efficient way to service their non-emergency fleet.

ISD is requesting an increase of \$1.035 million in the current contract amount with G4S to accommodate the services for the Fire non-emergency fleet. ISD prepared a cost analysis demonstrating that the additional services will be cost effective.

## **Implementation of Strategic Plan Goals**

The recommended contract supports County Strategic Plan Goal Number 1 (Operational Effectiveness) by effectively managing County resources and providing efficient and responsive vehicle maintenance and repair services countywide.

## **FISCAL IMPACT/FINANCING**

The contract terms provide for payment to the contractor on a fee-for-service basis. There is no guaranteed workload. Departments are only charged for repair costs as they are incurred.

Contract spending is expected to fluctuate with County service requirements. To provide the operational flexibility needed to maintain the Fire Department's non-emergency vehicle fleet, ISD requests that your Board raise the annual contract expenditure cap to \$7.235 million for FY 2013-14 and future fiscal years.

ISD's Fiscal Year 2013-14 Supplemental budget request includes a \$1.035 million increase in Services and Supplies appropriation to accommodate Fire's non-emergency fleet, offset by corresponding revenue. Future fiscal years' funding will be included in ISD's budget requests. As fleet expenditures are authorized by, and billed to the County departments that own the vehicles, this appropriation increase will not result in any additional net County cost.

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

The contract terms and conditions remain in effect as approved by your Board.

This contract is subject to the Living Wage Program (County Code Chapter 2.201). As such, the contractor pays a minimum of \$11.84 to its employees providing services under this contract and contributes toward an employee health plan.

### **CONTRACTING PROCESS**

On December 1, 2009, your Board approved the vehicle fleet maintenance and repair services contract with G4S Integrated Fleet Services, LLC, formerly known as All Star Fleet Services, LLC. This contract became effective February 1, 2010 for a period of three (3) years, with two (2) two-year renewal options and six (6) month-to-month extensions.

The contract with G4S Fleet Services, LLC provides the following vehicle maintenance and repair services: preventive maintenance, mechanical repairs, body repairs and paint for damage caused by accidents, abuse, and vandalism; tire service, towing, new vehicle preparation, motor pool services, vehicle inspections, and fleet maintenance support.

While the original solicitation excluded vehicles that were already being maintained by the Sheriff, Fire and Public Works, the nature and scope of the services to be performed by the contractor included the same types of vehicles utilized in all departments.

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

Approval of the increased expenditure cap will allow the County to provide fleet maintenance and repair services to the Fire Department, and without a disruption in services.

**CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to ISD as well as two original signed contracts.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tom Tindall".

TOM TINDALL  
Director

TT:JS:MN

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors