



GAIL FARBER, 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

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

December 15, 2015

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:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

34 December 15, 2015

PATRICK OGAWA
ACTING EXECUTIVE OFFICER

**FUNDING SUPPLEMENT FOR SERVICES CONTRACT NO. 003236 FOR AS NEEDED SKILLED
ACCOUNTING SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This action is to supplement the Services Contract No. 003236 for As-Needed Skilled Accounting Services in order to meet emergency needs of operational divisions of the Department of Public Works that may require such services.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve supplementing Services Contract No. 003236 with Wintech Staffing Group, Inc., for As-Needed Skilled Accounting Services by \$263,844 to increase the aggregate maximum annual amount from \$236,156 to \$500,000 for the current and subsequent 1 optional renewal year. The remaining two 1-year renewal options and the month-to-month extension up to 6 months annual amount will remain at \$236,156 for a maximum potential contract sum of \$1,826,546.
2. Authorize the Director of Public Works or her designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract, if required; and to adjust the annual contract sum for each option year over the term of the contract to allow for an annual cost-of-living adjustment in accordance with County policy and the terms of the contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommended action is to supplement the annual contract amount for these services. The work to be performed will consist of providing accounting staff to Public Works to meet operational needs and temporary clerical staff on an as-needed basis during any single peak load, temporary absence, or emergency situation. Both accounting and clerical staff may be used in the event of a declared disaster or emergency situation. This supplement is necessary in order to prepare for and meet emergency needs of operational divisions may require such services in the event of a declared disaster or emergency situation, such as the upcoming El Nino storm.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Services Delivery (Goal 3). The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The additional \$263,844 will increase the contract's current and subsequent optional renewal year annual amount from \$236,156 to \$500,000 plus 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract and any applicable cost-of-living adjustment in accordance with County policy and the terms of the contract, if required. The remaining two 1-year renewal options and the month-to-month extension up to 6 months annual amount will remain at \$236,156 plus 10 percent of the annual contract sum for unforeseen work.

Funding for these services is included in the Internal Service Fund Fiscal Year 2015-16 Budget. When the need arises for services under this contract, financing the required services will be from the appropriate fund source. Total annual expenditures for these services will not exceed the contract amount approved by the Board. Funds to finance the contract's option years and 10 percent additional funding for contingencies will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On June 10, 2014, the Board approved Services Contract No. 003236 with Wintech Staffing Group, Inc., located in Irvine, California, for As-Needed Skilled Accounting Services authorizing aggregate annual contract expenditures of \$236,156. The contract was for an initial 1 year period with four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 66 months. The contract is currently in its first optional year. All terms, conditions, requirements, prices, and specifications of the contract will remain unchanged.

This supplement will increase the aggregate maximum annual contract amount from \$236,156 to \$500,000 for the current and subsequent one optional renewal year. The remaining two 1-year renewal options and the month-to-month extension up to 6 months annual amount will remain at \$236,156.

ENVIRONMENTAL DOCUMENTATION

In accordance with Section 15378 of the California Environmental Quality Act (CEQA) Guidelines,

approval of the recommended action does not constitute a project and, hence, is not subject to the requirements of CEQA.

CONTRACTING PROCESS

On January 23, 2014, Public Works solicited proposals from 155 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 "Doing Business With Us" website, "Public Works Business Opportunities" website, and an advertisement was placed in the Los Angeles Times.

On February 24, 2014, three proposals were received. The proposals were first reviewed and evaluated. On June 10, 2014, the Board approved the contract with Wintech Staffing Group, Inc. This supplement will increase the aggregate maximum annual contract amount from \$1,180,780 to \$1,826,546.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of this request will not result in any impact on other current services or projects.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Architectural Engineering Division.

Respectfully submitted,



GAIL FARBER

Director

GF:JQ:so

c: Chief Executive Office (Rochelle Goff)
County Counsel
Executive Office