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COUNTY OF LOS ANGELES
Internal Services Department
1100 North Eastern Avenue
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Enriching Lives

February 18, 2004

Agenda Date: March 3, 2004

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:

**REQUEST FOR APPROVAL AND AWARD OF
THE FACILITY ANCILLARY SERVICES MASTER AGREEMENT
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Interim Director, Internal Services Department (ISD), or designee, to execute Facility Ancillary Services Master Agreements with companies on Attachment 1 for a term of three (3) years with up to two (2) one-year extensions.
2. Authorize the Interim Director, ISD, or designee, to execute applicable documents when the original contracting entity has merged, been purchased or has otherwise changed; to exercise up to two (2) one-year extension options at the conclusion of the three (3) year term; and to add new vendors in existing categories as they become qualified under the Master Agreement throughout the term of the Agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

In an April 30, 2003 memo, I advised your Board of my intent to bring forward a Facilities and Ancillary Services Master Agreement for your Board's approval. Such an Agreement is needed to provide a more uniform and streamlined approach for ordering ancillary services (e.g., pest control, asbestos abatement, etc.) required by departments related to their facility programs.

Your Board's approval will provide for more effective management of the County's facility ancillary services program since needs can be met under a single Master Agreement rather than through the issuance of individual purchase orders.

The recommended Master Agreement will maintain a pool of readily available pre-qualified providers of a variety of facility ancillary services. Performing services under a Master Agreement will also enable the inclusion of specific facility related terms and conditions, provide multiple vendors to cover geographical areas of the County, account for departmental specialty needs and ensure the best pricing.

Implementation of Strategic Plan Goals

The proposed Agreement supports the County's Strategic Plan Goal No. 3: Organizational Effectiveness. Specifically, the Master Agreement will enable County departments to order facility ancillary services in a cost effective manner.

FISCAL IMPACT/FINANCING:

Expenditures under this agreement will vary from year to year based on the needs of County departments. During the last fiscal year, these ancillary services were ordered by twenty departments. Overall, there were seventy individual orders totaling \$677,257, averaging approximately \$9,700 per order. Expenditures over the term of the agreement and the expenditures in any given year will remain within each department's budgeted appropriation for such services. Departments have the responsibility for ensuring they have adequate funding prior to requesting services under this Master Agreement. Contractors will not be requested to perform services which will exceed amounts, scope of work, and dates specified in each individual purchase order.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The terms and conditions of the Master Agreement have been approved as to form by County Counsel. Under the Agreement, contractors are required to give first consideration to qualified County employees targeted for layoff, consider qualified GAIN/GROW participants for employment openings, and comply with the Jury Duty Ordinance, the Safely Surrender Baby Law and the Child Support Services Department Compliance Program. The Child Support Services Department will be asked to confirm that all qualified new contractors have complied with the requirement to file a Principal Owner Information Form with its office prior to executing an Agreement. This is not a Proposition A agreement and, therefore, the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Agreements. It has been determined that the services under this Agreement do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program", because of specialized licenses needed to perform the work.

CONTRACTING PROCESS:

On May 28, 2003, ISD convened a User Group consisting of staff from several County Departments including Sheriff, Public Works, the Public Library and various Department

of Health Services facilities including Harbor UCLA and LAC-USC to discuss the idea of awarding a Master Agreement for facility support services. A follow-up data request form was sent out to those departments in attendance to identify and quantify their specific needs. It was from this data that the initial three service categories (Attachment 2) were established.

A Request for Statement of Qualifications (RFSQ), which included ancillary services for pest control, hazardous/non-hazardous waste and asbestos abatement, was released in September 2003, and posted on the Los Angeles County web site.

ISD initiated small business outreach efforts by sending out eight hundred (800) mailings via the Agricultural Commissioner/Weights & Measures Department's annual pest control operator license renewal campaign to inform vendors of the opportunity to do business with the County. ISD also partnered with the Office of Small Business (OSB) at a Contracting Connections Workshop during October, 2003. Additionally, flyers were distributed at the Southern California Economic Summit, held in November, 2003. ISD is continuing its small business outreach efforts by advertising in industry trade publications, local news media, and by attending small business seminars and workshops since we are seeking to add additional categories and vendors in the future.

Twenty-six (26) responses were received and reviewed for compliance with the RFSQ. References were validated for each firm. All vendors were determined to be qualified and are being recommended for the Master Agreement. Of the recommended firms, five vendors are certified as Community Business Enterprises (CBEs) by the Office of Affirmative Action Compliance (OAAC) and one of the five is also certified as a Local Small Business Enterprise (LSBE). Two other vendors are in the process of obtaining CBE certification from OAAC. CBE Program information for each firm is shown in Attachment 3. However, contractors were selected without regard to gender, race, creed, or color for award of an Agreement.

Based on a review of the submitted CBE information, twenty-four (24) of the recommended firms meet the size prerequisite (e.g. less than 100 employees) and may meet the location requirement (e.g. principal office located in Los Angeles County) in order to be certified as LSBEs. Four (4) of these firms have already been certified by the State of California as a Small Business Enterprise (SBE), which is the first step in certification as a LSBE by OAAC. ISD will work with these firms to determine if they meet the LSBE certification criteria, discuss the benefits of obtaining certification, and provide applications for LSBE certification.

The Master Agreement will continue to be posted on the Los Angeles County web site. Interested vendors can qualify at any time during the term of the Agreement thereby encouraging increased vendor participation.

Upon execution of individual Master Agreements, the vendors will become active contractors. Thereafter, they will, from time to time, be solicited under competitive conditions to provide as needed ancillary services under purchase orders issued by ISD. However, approval of the Master Agreement does not guarantee a contractor any minimum amount of business. The County only incurs an obligation as individual purchase orders are awarded. All vendors can bid on services and receive copies of solicitations released in the areas where the contractor has been pre-qualified. Awards will be made to the lowest priced qualified contractor. Firms certified as LSBEs that are pre-qualified for the Master Agreement will receive the full 5% small business preference on individual bids.

After implementation of the Master Agreement for these three categories, (e.g., pest control, asbestos abatement) ISD will examine the desirability of adding more service categories during the fiscal year. We will notify the Board if there is a decision to include additional service categories.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the Facility Ancillary Services Master Agreement will ensure the ability of ISD to more effectively and efficiently support the County departments' facility related requirements by streamlining the acquisition process.

CONCLUSION

The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board letter to the Interim Director, ISD.

Respectfully submitted,

Dave Lambertson
Interim Director

DL:KH:haw
Attachments (3)

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

**FACILITIES ANCILLARY SERVICES MASTER AGREEMENT
VENDOR LIST**

VENDOR NAME	SERVICE CATEGORY		
	Pest Control	Hazardous/ non-Hazardous Waste	Asbestos Abatement
ACAL PEST CONTROL SERVICES, INC.	X		
A&V CONTRACTORS			X
BLACK GOLD INDUSTRIES		X	X
C.C. SERV., INC		X	X
CPS ENVIRONMENTAL GROUP		X	
CALIFORNIA PDG, INC.		X	X
CONSOLIDATED WASTE INDUSTRIES, INC.		X	
ECI (Ecology Control Industries)		X	X
HYDREX TERMITE & PEST CONTROL	X		
INDUSTRIAL WASTE UTILIZATION, INC.		X	
ISLAND ENVIRONMENTAL		X	X
JP TERMITE	X		
LA CUCARACHA PEST CONTROL SVCS.	X		
LIGHTING RESOURCES, INC.		X	
MARTIN ENVIRONMENTAL SERVICES		X	X
MARS ENVIRONMENTAL, INC.		X	X
NORTHSTATE ENVIRONMENTAL & CERTIFIED LABORATORIES, INC.		X	
PARAMOUNT PEST CONTROL	X		
PESTMASTER SERVICES	X		
PROTEC ENGINEERING SERVICES		X	X
SERVICE PRO PEST MANAGEMENT CO.	X		
STANLEY PEST CONTROL	X		
SUN ENVIRONMENTAL SERVICES		X	X
TRESIERRAS CONSTRUCTION, INC.			X
UNITED PUMPING SERVICE, INC.		X	
WATKINS PEST & TERMITE CONTROL	X		

**VENDOR MINIMUM REQUIREMENTS
FOR ANCILLARY SERVICES**

SERVICE CATEGORY	PEST CONTROL	ASBESTOS ABATEMENT	HAZARDOUS/NON-HAZARDOUS WASTE
DESCRIPTION	Extermination and control of creeping, crawling, flying pests, termites, rodents, possums, reptiles, birds, etc.	Abatement services including analysis, clean-up, removal and disposal of asbestos-containing materials. Air sampling.	Analysis, clean-up, packing, and removal of hazardous materials, such as, medical waste, contaminated soils, flammables, carcinogens, toxins, and non-hazardous waste materials such as, grease/oil products. Transportation and disposal.
MINIMUM REQUIREMENTS	Three (3) years experience providing pest control. CA Dept. of Pesticide Regulation issued Qualified Applicator license in good standing.	Three (3) years experience providing Asbestos Abatement services. CA Contractor's license with "ASB" designation.	Three (3) years experience providing hazardous/non-hazardous waste clean-up, removal, and/or disposal services. EPA ID number. Haz Mat Transportation License, Hazardous Material Certification of Registration, EPA Acknowledgment of Notification of Hazardous Waste Activity, Medical Waste Transporter Verification & Conditions(if applicable), CA Contractors License Board license with "HAZ" designation, Certification by the State Dept. of Health Services as Lead Supervisor/Lead Worker (for metal lead abatement).
GENERAL MINIMUM REQUIREMENTS	Project Manager must have a minimum three (3) years experience planning & supervising ancillary services. Vendor must positively respond to willingness to hire GAIN/GROW participants. Vendor must certify intent to comply with the County's Child Support Compliance Program, the County's Jury Service, and the terms and conditions of the Master Agreement.	Project Manager must have a minimum three (3) years experience planning & supervising ancillary services. Vendor must positively respond to willingness to hire GAIN/GROW participants. Vendor must certify intent to comply with the County's Child Support Compliance Program, the County's Jury Service, and the terms and conditions of the Master Agreement	Project Manager must have a minimum three (3) years experience planning & supervising ancillary services. Vendor must positively respond to willingness to hire GAIN/GROW participants. Vendor must certify intent to comply with the County's Child Support Compliance Program, the County's Jury Service, and the terms and conditions of the Master Agreement

**COUNTY OF LOS ANGELES
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)**

FIRM INFORMATION		ACAL Pest Control Services, Inc.	A&V Contractors	Black Gold Industries	C.C. Serv, Inc.	CPS Environmental Group	California PDG, Inc.	Consolidated Waste Industries, Inc.
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	0%	0%	0%	0%	0%	0%	0%
	Hispanic/Latin American	100%	100%	0%	0%	0%	0%	0%
	Asian American	0%	0%	100%	0%	0%	0%	0%
	American Indian/Alaskan	0%	0%	0%	0%	0%	0%	0%
	All others	0%	0%	0%	100%	100%	Publicly Traded	100%
	Women (included above)	51%	0%	0%	100%	0%	0%	0%
		Number	Number	Number	Number	Number	Number	Number
	Number of owners/partners	2	3	1	1	4		1
	Number	Number	Number	Number	Number	Number	Number	
MANAGER	Black/African American	0	0	0	0	1	8	2
	Hispanic/Latin American	2	0	0	11	1	54	2
	Asian American	0	0	0	0	1	1	0
	American Indian/Alaskan	0	0	0	0	0	3	0
	All others	0	1	2	4	5	88	11
	Women (included above)	1	1	2	2	2	7	4
STAFF	Black/African American	0	0	0	0	2	88	5
	Hispanic/Latin American	2	18	5	84	6	1153	24
	Asian American	0	0	0	0	0	14	0
	American Indian/Alaskan	0	0	0	0	4	1	0
	All others	0	3	11	0	13	284	11
	Women (included above)	0	0	2	3	4	130	7
TOTAL # OF EMPLOYEES		6	25	19	100	37	1694	56
BUSINESS STRUCTURE		Corporation	Partnership	Corporation	Corporation	Corporation	Corporation	Corporation
County Certification								
CBE				X				
LSBE						X		
OTHER CERTIFYING AGENCY		State of California		SBA, CALTRANS	SBA			CUCP, City of L.A. UCP, DOT

**COUNTY OF LOS ANGELES
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)**

FIRM INFORMATION		Ecology Control Industries	Hydrex Termite & Pest Control	Industrial Waste Utilization, Inc.	Island Environmental Services, Inc.	JP Termite, Inc.	La Cucaracha Pest Control Services, Inc.	Lighting Resource
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	0%	0%	0%	0%	100%	0%	0%
	Hispanic/Latin American	0%	50%	0%	100%	0%	100%	0%
	Asian American	0%	0%	0%	0%	0%	0%	0%
	American Indian/Alaskan	0%	0%	0%	0%	0%	0%	0%
	All others	100%	50%	100%	0%	0%	0%	100%
	Women (included above)	0%	0%	0%	0%	0%	0%	0%
		Number	Number	Number	Number	Number	Number	Number
	Number of owners/partners	1	2	2	1	1	1	1
	Number	Number	Number	Number	Number	Number	Number	
MANAGER	Black/African American	3	0	0	0	0	0	0
	Hispanic/Latin American	13	1	0	2	0	1	2
	Asian American	1	0	0	0	0	0	1
	American Indian/Alaskan	0	0	0	0	0	0	0
	All others	23	1	2	3	1	0	9
	Women (included above)	2	1	1	3	0	0	3
STAFF	Black/African American	31	1	1	5	5	0	0
	Hispanic/Latin American	120	5	6	10	1	1	16
	Asian American	18	0	1	0	0	0	2
	American Indian/Alaskan	9	0	0	0	0	0	0
	All others	69	0	12	15	0	0	16
	Women (included above)	20	1	4	6	2	0	0
TOTAL # OF EMPLOYEES		288	10	24	36	8	2	47
BUSINESS STRUCTURE		Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation
County Certification								
CBE					X		X	
LSBE								
OTHER CERTIFYING AGENCY					MTA, LA CTY, San Bernardino CTY	LA MBOD		

**COUNTY OF LOS ANGELES
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)**

FIRM INFORMATION		MARS Environmental	Martin Environmental Services	Northstate Environmental, Inc.	Paramount Pest Control	PestMaster Services	Pro Tec Engineering Services	Service Pro Pest Management Co.
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	0%	0%	0%	0%	0%	100%	100%
	Hispanic/Latin American	0%	0%	0%	0%	0%	0%	0%
	Asian American	0%	0%	0%	0%	0%	0%	0%
	American Indian/Alaskan	0%	0%	0%	0%	0%	0%	0%
	All others	100%	100%	100%	100%	100%	0%	0%
	Women (included above)	51%	0%	100%	0%	0%	0%	0%
		Number	Number	Number	Number	Number	Number	Number
	Number of owners/partners	1	3	1	1	1	1	1
	Number	Number	Number	Number	Number	Number	Number	
MANAGER	Black/African American	0	0	0	0	0	1	4
	Hispanic/Latin American	0	3	1	0	2	2	0
	Asian American	0	3	1	0	0	0	0
	American Indian/Alaskan	0	0	0	0	0	0	0
	All others	2	7	3	2	23	0	1
	Women (included above)	1	0	1	1	3	1	3
STAFF	Black/African American	0	2	0	0	2	0	2
	Hispanic/Latin American	2	18	4	1	12	21	15
	Asian American	0	0	4	0	0	0	0
	American Indian/Alaskan	0	0	0	0	3	0	0
	All others	12	10	21	3	54	0	2
	Women (included above)	6	1	5	1	19	0	2
TOTAL # OF EMPLOYEES		18	46	35	7	97	25	25
BUSINESS STRUCTURE		Corporation	Corporation	Corporation	Sole Proprietorship	Corporation	Corporation	Sole Proprietorship
County Certification								
CBE								
LSBE								
OTHER CERTIFYING AGENCY		State of California DVBE					State of California	

**COUNTY OF LOS ANGELES
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)**

FIRM INFORMATION		Stanley Pest Control	Sun Environmental Services	Tresierras Construction, Inc.	United Pumping Services, Inc.	Watkins Pest & Termite Control		
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership	% of Ownership		
OWNERS/PARTNERS	Black/African American	0%	100%	0%	0%	100%		
	Hispanic/Latin American	0%	0%	60%	100%	0%		
	Asian American	0%	0%	0%	0%	0%		
	American Indian/Alaskan	0%	0%	0%	0%	0%		
	All others	100%	0%	40%	0%	0%		
	Women (included above)	0%	0%	50%	1%	0%		
		Number	Number	Number	Number	Number	Number	
	Number of owners/partners	1	1	1	5	1		
	Number	Number	Number	Number	Number	Number		
MANAGER	Black/African American	2	0	0	1	1		
	Hispanic/Latin American	10	0	3	3	0		
	Asian American	0	0	0	0	0		
	American Indian/Alaskan	0	0	0	0	0		
	All others	9	0	1	2	0		
	Women (included above)	6	0	0	1	1		
STAFF	Black/African American	7	1	0	3	0		
	Hispanic/Latin American	67	2	24	62	0		
	Asian American	1	0	0	0	0		
	American Indian/Alaskan	0	0	0	0	0		
	All others	3	1	0	3	1		
	Women (included above)	18	2	0	10	1		
TOTAL # OF EMPLOYEES		100	5	29	79	3		
BUSINESS STRUCTURE		Corporation	Sole Proprietorship	Corporation	Corporation	Corporation		
County Certification								
CBE					X	X		
LSBE								
OTHER CERTIFYING AGENCY			State of California DVBE		City of L.A.	WMBE Clearing House		