



SCOTT MINNIX
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

"Trusted Partner and Provider of Choice"

Telephone: (323) 267-2101
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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

33 October 1, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

October 01, 2019

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:

**APPROVAL TO AWARD AND EXECUTE A CONTRACT WITH LITTLEJOHN COMMUNICATIONS,
INC. FOR PAY PHONE SERVICES
(All DISTRICTS 3 -VOTES)**

SUBJECT

Request for approval of a contract to provide pay phone services at various County facilities.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Director, Internal Services Department (ISD), or his designee, to award and execute a contract for pay phones services with Littlejohn Communications, Inc. to provide pay phone services effective upon Board approval for a period of five years, with two optional one-year periods and six optional month-to-month extensions, at an estimated first year contract cost of \$199,536, and aggregate cost of \$996,780 for the first initial term.
2. Authorize the Director of ISD, or designee, to exercise the renewal options and month-to-month extensions; execute applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity, upon review by County Counsel.
3. Authorize the Director of ISD, or designee, to execute contract amendments to, make necessary changes to the scope of services; and convert the pay structure for individual pay phones contingent on usage.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD currently manages a contract to provide pay phone services for 449 pay phones for both County use and public use at various County facilities including County parks, hospitals and Superior Courts. The services also includes pay phone maintenance as well as coin collected activities. The recommendations will ensure pay phone services to the County employees and the public continue without disruption.

Implementation of Strategic Plan Goals

The recommended contract supports the County Strategic Plan I (Make investments That Transform Lives) by providing effective communication services to County constituents at various County Facilities to help aggressively address society's most complicated social, health, and public safety challenges.

FISCAL IMPACT/FINANCING

There are two types of pay phone services under this contract:

- **Concession Pay Phones:** These phones the public and County pays to use, and they are located at various County buildings. These phones typically have a higher volume of usage (over \$100/month) which generates income for the County.
- **Convenience Pay Phones:** These phones the public and County pays to use, and they are located at various County buildings. These phones are used occasionally (under \$100/month) and do not generate revenue for the County.

Total expenditures under the recommended contract will vary depending on the usage and the number of concessions and convenience pay phones as follows:

- **Concession Pay Phones:** The County will receive 50 percent of the revenue for those concession pay phones producing \$100 or more of revenue each month. Based on historical revenue data, annual revenue is estimated to be \$12,000 per year. Revenue associated with this category of pay phones has been included in the Fiscal Year 2019-20 Telephone Utilities Budget.
- **Convenience Pay Phones:** Convenience pay phones represent those phones that generate less than \$100 per month, and there is no revenue sharing percentage for these pay phones. The County will pay a fee of \$37 per month for each convenience pay phone to cover line usage, phone repairs, and cleaning. The total fee, based on the current inventory, is projected to be \$199,356 annually. The monthly fees are billed to the departments with pay phones located at their facilities.

The projected first-year contract cost is approximately \$187,356 (i.e., \$199,356 in expenses for maintenance of the convenience pay phones less the estimated \$12,000 in revenue from the concession pay phones).

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the recommended contract have been approved as to form by County Counsel. The contract contains the Board's required contract provisions, including qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program. This contract does not allow for a cost of living adjustment (COLA).

This is not a Proposition A contract and, therefore, not subject to the Living Wage Program (County Code Chapter 2.201). It has been determined that the services under this contract do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program", due to the specialized nature of the work.

CONTRACTING PROCESS

On October 9, 2018, ISD released an Invitation for Bids (IFB) for Pay Phone Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 1). Notice of the IFB was sent via electronic mail to 180 vendors registered with the County. In addition, an electronic mail notification regarding the release of the IFB was sent to 16 vendors (Attachment 2).

On November 15, 2018, three bids were received, and all bids were reviewed for compliance with the minimum requirement criteria as set forth in the IFB. All bids were determined to be in compliance with the minimum requirements. The bid from Littlejohn Communications, Inc., met the minimum requirements and was determined to be the lowest responsive and responsible bid. There were no protests resulting from this solicitation.

ISD issued a purchase order with Littlejohn Communications, Inc. for a 60-day period, from August 20, 2019 to October 20, 2019, in order to allow sufficient time to transfer ownership of the payphones from the incumbent, Western Communications Systems, Inc. to Littlejohn Communications, Inc. The transfer of ownership of the pay phones reduces the costs and time on the new contract which would otherwise be required to remove, procure and install new pay phones. The County facilities will continue receiving uninterrupted services during the transition. The Littlejohn Communications, Inc. pricing is also more cost effective and provides the County with a higher revenue percentage than the previous contract as shown below:

Current Contract:

Concession Pay Phone Revenue Share - 40%

Convenience Pay Phone Fee - \$38/each

Proposed Contract:

Concession Pay Phone Revenue Share - 50%

Convenience Pay Phone Fee - \$37/each

Proposed Contract Pay Phone Rates:

Local Calls: \$0.50 / Ten minutes, \$0.25 each additional Five minutes.

Long Distance: \$0.50 / Six minutes, \$0.25 each additional Three minutes.

Collect calls: \$5.50.

Calls to Mexico: \$0.55 minute.

A summary of Community Business Enterprise Program information for the recommended vendor is attached (Attachment 3). On final analysis, selections were made without regards to gender, race, creed, color or national origin.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current services.

CONCLUSION

Approval of the recommended actions will allow ISD to continue to provide pay phone services to the County without disruption. The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board letter to ISD's Contracting Division.

Respectfully submitted,

A handwritten signature in blue ink that reads "Scott Minnix".

SCOTT MINNIX

Director

SM:SH:MO:CC:ct

Enclosures

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

Solicitation Information

Solicitation Number:	I104746		
Title:	Pay Phone Services 2018		
Department:	Internal Services Department		
Bid Type:	Service	Bid Amount:	N/A
Commodity:	TELEPHONE DIALING AND ANSWERING APPARATUS		
Description:	The County of Los Angeles, Internal Services Department is issuing this Invitation for Bids (IFB) to solicit bids for a Contract with an organization who can provide Pay Phone Services at County locations throughout Los Angeles County as set forth in Appendix B, Statement of Work (SOW). The current Pay Phone inventory is comprised of approximately 496 devices installed at County facilities consisting of office buildings, hospitals, courts, park and recreation areas and beaches. Vendors may use the link above to download the solicitation documents and submit their respective bids. The County of Los Angeles, Internal Services Department is issuing this Invitation for Bids (IFB) to solicit bids for a Contract with an organization who can provide Pay Phone Services at County locations throughout Los Angeles County as set forth in Appendix B, Statement of Work (SOW). The current Pay Phone inventory is comprised of approximately 496 devices installed at County facilities consisting of office buildings, hospitals, courts, park and recreation areas and beaches. Vendors may use the link above to download the solicitation documents and submit their respective bids. Less		
Open Day:	10/9/2018	Closed Date:	11/15/2018 12:00:00 PM
Contact Name:	Brianna Cuellar	Contact Phone:	(562) 940-2974
Contact Email:	bcuellar@isd.lacounty.gov		
Notice of Intent to Award (0) :	Click here to view notice intent to award list. Notice of Award has not been added at this time. This is a Notice of the County's "Intent" to make an Award. It does not represent a commitment on the part of the County nor does it signify a valid purchase agreement between the County and any supplier or service provider. Until or unless a properly executed purchase order or service agreement is issued to a vendor, this "Intent" may be changed, modified or canceled at the sole		

ATTACHMENT 1

discretion of the County. The County will assume no financial responsibility or obligation to any supplier or service provider based on this "Intent" to award.

Line #	Title	Award Total Or Percent (Gross)	Vendor
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Last Changed On: 7/2/2019 9:10:56 AM

Attachment File (3)
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[Click here to download attachment files.](#)

Brianna Cuellar

From: Brianna Cuellar
Sent: Thursday, October 11, 2018 8:53 AM
To: Brianna Cuellar
Subject: Pay Phone Services 2018 Solicitation

Tracking:	Recipient	Delivery	Read
	Brianna Cuellar	Delivered: 10/11/2018 8:53 AM	Read: 10/11/2018 8:55 AM
	'sales@alliancepayphone.com'		
	'envoxalerts@gmail.com'		
	'Veronica@payphone211.com'		
	'centex3535@aol.com'		
	'intera.sales@interainc.com'		
	'lawyerron@msn.com'		
	'info@ncic.com'		
	'Bill.Pope@ncic.com'		
	'Randy.Dilday@ncic.com'		
	'elebeouf@interainc.com'		
	'Info@symbiont.com'		
	'sward@Symbiont.com'		
	'karim@thezamangroup.com'		
	'info@payphoneprovider.com'		
	'sales@payphonecompany.com'		
	'tom@payphonecompany.com'		

Dear Contractors,

The County of Los Angeles, Internal Services Department is issuing this Invitation for Bids (IFB) to solicit bids for a Contract with an organization who can provide Pay Phone Services at County locations throughout Los Angeles County. The new Pay Phone Services Contract is being issued under IFB #104746.

You will find the new IFB #104746, which includes a complete copy of the a sample Master Agreement and instructions for completing and submitting your Bid response, by following the link below:

<http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>

Please read all of the attachments thoroughly. Complete the required forms and documentation exactly as instructed.

The Bid and any related information shall be delivered or mailed to:

County of Los Angeles
Internal Services Department
1100 N. Eastern Avenue, Room 103

Los Angeles, CA 90063
Attn: Brianna Cuellar, MPA

The deadline for submitting your Bids is November 13, 2018 at 12:00 PM. All documentation requested must be submitted at the same time. When you have submitted all of the required documentation, County will evaluate your firm's qualifications and bid price.

Firms will be considered for evaluation of this IFB if:

- Bid Proposal demonstrates their experience providing services;
- They have submitted all the required forms;
- They have accepted all the terms and conditions of the Pay Phone Services Contract; and
They have submitted their bid price.

If you have any questions, please contact me at (562) 940-2974 or at bcuellar@isd.lacounty.gov.

Thank you,

Brianna Cuellar, MPA
Contracting Division
Internal Services Department
Phone: (562) 940-2974 Fax: (562) 401-9494
e-mail: bcuellar@isd.lacounty.gov

For assistance on Fridays, please contact our Departmental Operations Center at: (323) 267-2321

PAY PHONE SERVICES PROPOSERS' ORGANIZATION AND CBE INFORMATION

This information was gathered for statistical purposes only. On final analysis and consideration of award, selection was made without regard to gender, race, creed or color.

FIRM INFORMATION		Littlejohn Communications, Inc. (Selected Vendor)	Western Communication Systems, Inc. (Non-Selected Vendor)	Cen-Tex Pay Telephone Co, Inc. (Non-Selected Vendor)
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American			
	Hispanic/Latin American			
	Asian American			
	American Indian/Alaskan			
	Filipino			
	White	4 (100%)	1 (100%)	1 (100%)
	Women			
		Number	Number	Number
MANAGERS	Black/African American			
	Hispanic/Latin American			
	Asian American		1	
	American Indian/Alaskan			
	Filipino			
	White	1		
	Women (included above)			
STAFF	Black/African American			
	Hispanic/Latin American	2		
	Asian American		1	
	American Indian/Alaskan			
	Filipino			
	White (included above)	4		
	Women (included above)	2		
TOTAL # OF EMPLOYEES		8	3	1
BUSINESS STRUCTURE		Corporation	Corporation	Corporation
Certified as Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise?				
Certifying Agency				