



ANTHONY C. MARRONE
FIRE CHIEF
FORESTER & FIRE WARDEN

*"Proud Protectors of Life,
the Environment, and Property"*

**COUNTY OF LOS ANGELES
FIRE DEPARTMENT**

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March 19, 2024

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

60 March 19, 2024

JEFF LEVINSON
INTERIM EXECUTIVE OFFICER

**APPROVAL OF CONTRACTS FOR AS-NEEDED HEATING, VENTILATION, AND AIR
CONDITIONING REPAIR AND REPLACEMENT SERVICES
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The Consolidated Fire Protection District of Los Angeles County (District) is requesting Board of Supervisors (Board) approval to establish service contracts with ACCO Engineered Systems, Inc. (ACCO) and Mission Aire Corporation (Mission Aire), to provide Heating, Ventilation, and Air Conditioning (HVAC) Repair and Replacement Services (services) to the District on an as-needed and intermittent basis.

**IT IS RECOMMENDED THAT THE BOARD ACTING AS THE GOVERNING BODY OF THE
CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY**

1. Approve and instruct the Fire Chief, or his designee to sign the Contracts (Enclosure), which have been approved as to form by County Counsel, between the District and ACCO, and with Mission Aire, to provide as-needed HVAC services.
2. Authorize the combined maximum contract sum of \$2,000,000, including the initial contract term of three years and two one-year extension options. The maximum contract sum is comprised of annual expenditures not to exceed a combined total of \$400,000 per contract year. The contracts shall be effective July 1, 2024.
3. Delegate authority to the Fire Chief, or his designee, to execute amendments, suspensions, or termination if deemed necessary, including any extensions as previously described in recommendation number two, respectively, and in accordance with the approved contract terms and conditions, provided the amounts payable under such amendments do not exceed the \$400,000 combined annual budget and with County Counsel approval as to form.

4. Find that this contract is exempt from the provisions of the California Environmental Quality Act (CEQA).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will enable the District to promptly obtain as-needed HVAC services to ensure the provision of comfortable working/living conditions in the District's more than 250 facilities. These HVAC systems are of critical importance to first responders who provide fire and life safety services to the public by ensuring controlled indoor environments while at the fire stations or other District facilities. The District's Construction and Maintenance Division (CMD) currently receives an average of 10 HVAC repair requests per week. These specialized HVAC services can range from simple component repair to HVAC condenser and compressor replacements. Approval of these contracts will significantly shorten repair and component replacement timelines and help to ensure the District's HVAC systems always remain fully functional and in peak operational condition, especially during increased periods of prolonged heat.

Implementation of Strategic Plan Goals

Approval of the recommended actions is consistent with the County's Strategic Plan Goal No. III.3 – Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability by maximizing the use of County assets, and ensuring that resources are expended in a responsible, efficient, and strategic manner. Contracting these HVAC services is cost-effective and supports the District's ability to ensure the efficiency of its essential emergency services.

FISCAL IMPACT/FINANCING

The District, as a Special District, is funded independently from the County's General Fund, and relies primarily on property tax revenue to provide essential fire protection and emergency medical services.

The maximum combined Contract sum is \$2,000,000, including the contract term of three years and two one-year options. The maximum combined annual expenditures for these services is \$400,000. Sufficient funding is available in the District's Fiscal Year 2024-25 Recommended Budget. The District will continue to allocate the necessary funds to obtain the required services.

There is no impact to net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The District is authorized to contract these services under California Health and Safety Code 13861.

The selected vendors comply with all Board and Chief Executive Office (CEO) requirements, including Contractor Employee Jury Service, Safely Surrendered Baby Law, and the Defaulted Property Tax Reduction Program, and agree to maintain compliance with all requirements

throughout the term of the contracts. The enclosed contracts provide that the District has no obligation to pay for expenditures incurred by the selected vendors beyond the contract pricing mechanisms. The selected vendors are not guaranteed a minimum amount of work, as the services are as-needed and intermittent. Additionally, the selected vendors will not be asked to perform services that exceed the approved scope of work or contract term.

The CEO's Risk Management Branch reviewed the contracts prior to the release of the solicitation and concurred with the provisions relating to insurance and indemnification. The contracts have been signed by ACCO, Mission Aire, and County Counsel. On final analysis and consideration of the award, the vendors were selected without regard to race, color, creed, or national origin.

The Living Wage Ordinance provisions do not apply to these contracts, as they are not Proposition A contracts as the services are procured on an as-needed and intermittent basis.

ENVIRONMENTAL DOCUMENTATION

The services provided will not have a significant effect on the environment; and therefore, these services are exempt from CEQA, pursuant to Section 15061 (b) (3) of the CEQA Guidelines.

CONTRACTING PROCESS

On September 5, 2023, the District issued a Request for Proposals (RFP) soliciting HVAC services. In addition to posting the announcement on the County's WebVen portal and the District's contracting website, the District also advertised the solicitation in the Los Angeles Times.

On October 4, 2023, the District received four proposals. Two vendors were disqualified due to non-responsiveness to the minimum requirements. Both disqualified vendors were offered the opportunity to submit a Request for Disqualification Review; however, neither vendor elected to request a review.

Two qualified proposals were received from ACCO and Mission Aire. Both proposals were forwarded to an evaluation committee for review and scoring. The evaluation committee included subject matter experts from the District's CMD. The committee's evaluation was based on criteria specified in the RFP, which included price, qualifications, experience, references, approach, and quality control.

Upon completion of the evaluation and based on an informed averaging scoring process, it was determined that both vendors possessed the qualifications, experience, and knowledge to provide quality HVAC services to the District.

The District has reviewed the Contractor Alert Reporting Database to assess past performances, negative experiences, and complaints with other agencies and have found that there are currently no negative findings or complaints against the selected vendors; ACCO and Mission Aire, that would prevent them from contracting with the District.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will ensure HVAC systems are continuously maintained and in optimum operational condition, reducing the need for more costly repairs due to deferred maintenance. Award of these Contracts will not result in the displacement of any County employees, as these services are currently obtained from multiple vendors via purchase orders.

Furthermore, the recommended actions will not result in a reduction of service and there is no change in risk exposure to the County.

CONCLUSION

Upon approval by your Honorable Board, please instruct the Executive Officer of the Board to return the adopted stamped Board Letter to the following:

Consolidated Fire Protection District of Los Angeles County
Executive Office - Business Operations
Attention: Marissa Martin Jensen, Administrative Services Manager II
1320 North Eastern Avenue
Los Angeles, CA 90063
Marissa.MartinJensen@fire.lacounty.gov

The District's contact may be reached at (323) 881-6173.

Respectfully submitted,



ANTHONY C. MARRONE
FIRE CHIEF

ACM:jc

Enclosures

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