



MICHAEL OWH
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT
1100 North Eastern Avenue
Los Angeles, California 90063

Speed. Reliability. Value.

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

39 MAY 7, 2024

JEFF LEVINSON
INTERIM EXECUTIVE OFFICER

May 07, 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:

**REQUEST FOR AUTHORITY TO EXECUTE SOLE SOURCE AMENDMENTS TO THREE
CONTRACTS FOR PARKING FACILITIES MANAGEMENT SERVICES
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

Request for delegated authority to execute sole source amendments for 3 contracts with PCAM, LLC dba Parking Company of America (PCA) to continue providing parking facilities management services at 26 County owned parking facilities throughout the County of Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of Internal Services Department (ISD), or their designee, to execute sole source amendments to extend Parking Facilities Management Services Contract Numbers 78856, 78857, and 78858 with PCA for six months with six month-to-month extension options.
2. Delegate authority to the Director of ISD, or their designee, to exercise the month-to-month extensions; add and delete facilities; execute applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity; and, upon review by County Counsel, approve necessary changes to scope of services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Currently, the parking management services for 26 parking facilities are provided under 3 contracts which will expire May 31, 2024. The recommended actions will ensure that parking facilities are operated and maintained throughout the County of Los Angeles, without interruption. ISD anticipated releasing this RFP in the fall of 2023. However, due to unforeseen delays incurred pursuant to

requirements in a labor bargaining agreement and the consideration of recommendations from the Civic Center Parking Study (and the corresponding report back), which were conducted pursuant to the Civic Center Parking Study Board Motion that was adopted by the Board of Supervisors, ISD believed that it was prudent to delay the release of the RFP. Ensuring the continuity of services following the expiration of the existing contracts is crucial, as the absence of such continuity would have negative operational and fiscal impacts on County and Court employees, internal and external customers, and the public utilizing the County parking facilities on a daily basis. Extending the current contracts with PCA will enable the County to sustain these services without interruption ensuring that essential parking management services continue to be available and will afford ISD the additional time needed to competitively solicit these services for the establishment of a new contract (or contracts). It is ISD's intent to extend the current contracts for a period not-to-exceed 12 months.

Implementation of Strategic Plan Goals

The recommended contracts support the County's Strategic Plan, Strategy Goal F II (Flexible and Efficient Infrastructure- Modernize Infrastructure) by evaluating our current parking lot infrastructure and addressing needs to replace or modernize infrastructure by leveraging technological advancements to increase ease of use for residents and using lessons learned from the recent pandemic to implement flexible and efficient administrative, and physical infrastructures to meet the needs of our constituents. The recommendations further support the County's Strategic Plan by providing timely delivery of customer oriented and efficient public services and by generating revenue which benefits the County General Fund.

FISCAL IMPACT/FINANCING

The total monthly cost to extend the contracts with PCA is \$499,529.10 (Attachment 1), for an aggregate total cost of approximately \$6.0 million across all 3 contracts for the maximum not-to-exceed 12-month extension.

Appropriation for the management fee payments is included in ISD's Fiscal Year (FY) 2023-24 and FY 2024-25 Adopted Budget.

At 23 (non-revenue generating lots) of the 26 parking facilities, the County will pay PCA a fixed management fee (total contract cost), totaling approximately \$6.0 million per year.

At the remaining three parking facilities (revenue share lots), the County will provide a percentage of the monthly adjusted gross revenue generated at those facilities to PCA. Additionally, three of the (non-revenue generating lots) provide revenue (and become revenue share lots) to the County during special events. This revenue-sharing percentage is 35% and 42% for the 12-month extension period.

The estimated annual revenue for all revenue-generating parking facilities for all 3 Regions for 12 months is \$1.7 million based on previous revenue generated in FY 2022-2023.

ISD conducted a new Prop A cost analysis to ensure the contracts' cost effectiveness after negotiations; the summary of which are attached (Attachment 2). Based on the Prop A cost analysis,

the proposed contract rates will provide cost savings of 49% or \$8.2 million to the County during the full 12-month period. As such, the contracts remain cost effective for the 12-month contract extensions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Board Policy No. 5.100 (Sole Source Contracts and Amendments) requires written notice of a department's intent to enter into sole source negotiations for a new, or replacement, Board approved contract at least six months prior to the contract's expiration date. ISD submitted its advance notice within the time frame required by the policy. After which, ISD entered into sole source negotiations with the current contractor for the extension term. In accordance with Board Policy No. 5.100, the sole source justification, and corresponding Sole Source Checklist (Attachment 3) has been reviewed and approved by the Chief Executive Office.

The terms and conditions of the contracts remain unchanged and contain the Board's required contract provisions. The contracts contain a termination for convenience provision that allows the County to terminate, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest.

These contracts are subject to the Living Wage Program (Los Angeles County Code, Chapter 2.201). PCA has an executed Collective Bargaining Agreement (CBA) with Teamsters Local Union No. 911 exempting them from the County's Living Wage requirements.

The proposed management fees and revenue share percentages for each contract are fixed for the extension term of the contracts.

CONTRACTING PROCESS

As a result of a competitive Request for Proposals (RFP) solicitation, on November 20, 2018, the Board of Supervisors awarded 3 contracts to PCA to provide parking facilities management services at 26 County-owned parking facilities throughout the County of Los Angeles. These services include all staff, supervision, supplies, reports and accounting records to operate and maintain the 26 parking facilities for Regions 1, 2 and 3 effective December 1, 2018, for a period of 3 years, with 2 one-year extension options, and 6 month-to-month extensions at an estimated first year cost of \$6.8 million. All extension options on the existing contract will have been exercised by the expiration of the contracts on May 31, 2024.

ISD released a Request for Proposals (RFP) for Parking Facilities Management Services; however, due to unforeseen delays incurred pursuant to requirements in a labor bargaining agreement and the consideration of recommendations from the Civic Center Parking Study, which was conducted pursuant to a Motion adopted by the Board of Supervisors, ISD has delayed the release of the RFP. ISD plans on re-releasing the RFP shortly and plans to have the replacement contracts in place within the requested extension period (not-to-exceed 12 months).

The recommended contract amendments will be executed after County Counsel review and approval as to form.

A Proposition A cost analysis has been conducted, and the contracts still meet Proposition A cost effectiveness criteria.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these contracts will allow the County to continue to provide essential parking facilities management services for countywide owned parking facilities throughout the County of Los Angeles without interruption in service and will ensure a continued revenue stream for the County.

CONCLUSION

Upon approval by the Board, it is requested that the Executive Officer, Board of Supervisors, return one stamped copy of the approved Board Letter to ISD as well as two original signed contracts.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. OWH', is written over a faint, illegible stamp.

MICHAEL OWH

Director

MO:LG:CC:nv

Enclosures

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

Parking Facilities	Address	Type of Lot	Compensation Method							
			Monthly Mgt Fee Effective 01/01/19	Monthly Revenue Sharing Effective 01/01/19**	Monthly Mgt Fee Effective 01/01/20 and Beyond	Monthly Revenue Sharing Effective 01/01/20 and Beyond**	Monthly Mgt Fee Effective 12/01/21 and Beyond***	Monthly Mgt Fee Effective 12/01/23 and Beyond***	Monthly Revenue Sharing Effective 06/01/24 and Beyond**	Monthly Mgt Fee Effective 06/01/24 and Beyond***
10	145 North Broadway (Hall of Records)	Management	\$15,856.30	N/A	\$16,649.12	N/A	\$16,649.12	\$17,564.82	N/A	\$20,295.76
14	135 North Grand Avenue (Music Center)	Revenue	N/A	32.00%	N/A	35%	N/A	N/A	35%	N/A
16	111 South Grand Avenue (Disney Concert Hall)	Management	\$107,099.27	N/A	\$112,454.23	N/A	\$112,454.23	\$118,639.21	N/A	\$118,639.21
18*	140 North Grand Avenue (Hall of Administration)	Management	\$6,220.67	N/A	\$6,531.70	N/A	\$6,531.70	\$6,890.94	N/A	\$8,372.55
26	120 South Olive Street	Revenue	N/A	32%	N/A	35%	N/A	N/A	35%	N/A
54	1011 Browning Boulevard (Coliseum)	Revenue	N/A	32.00%	N/A	35.00%	N/A	N/A	35%	N/A
Total Monthly Management Fee - Region 1			\$129,176.24	32.00%	\$135,635.05	35%	\$135,635.05	\$143,094.97	35%	\$147,307.52

Notes

Total for 12 Months= \$1,767,690.24

*Maintenance services only

**Monthly Revenue Sharing proposed percentages must be the same for each of the applicable parking facilities within its corresponding region.

Contractors percentage of adjusted gross revenue (Total revenue received from all parking transactions including but not limited to Parking Fees collected from daily and monthly parking, permits, parking meters, film company reservations, special events, pre-paid events and validated tickets less City of Los Angeles taxes, credit card fees and value of fee waivers or reduce fee value).

Hourly Rates	Hourly Rates Effective 01/01/19	Hourly Rates Effective 01/01/20 and Beyond	Hourly Rates Effective 06/01/24 and Beyond
Supervisor	\$28.37	\$29.79	\$34.15
Attendant	\$23.31	\$24.48	\$28.06
Cashier	\$23.31	\$24.48	\$28.06

Hourly rates are to include all labor and administrative cost, overhead, benefits, equipment, materials and profit.

Effective January 1, 2025 the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

Parking Facilities	Address	Type of Lot	Compensation Method							
			Monthly Mgt Fee Effective 01/01/19	Monthly Revenue Sharing Effective 01/01/19**	Monthly Mgt Fee Effective 01/01/20 and Beyond	Monthly Revenue Sharing Effective 01/01/20 and Beyond**	Monthly Mgt Fee Effective 08/16/20 - 11/30/22***	Monthly Mgt Fee Effective 12/1/23 - 5/31/24****	Monthly Revenue Sharing Effective 06/01/24 and Beyond**	Monthly Mgt Fee Effective 06/01/24 and Beyond***
11A	220 North Broadway	Management	\$4,591.43	N/A	\$4,821.00	N/A	\$4,821.00	\$5,086.16	N/A	\$6,612.01
12	211 West Temple Street (Hall of Justice)	Management	\$19,150.25	N/A	\$20,107.76	N/A	\$20,107.76	\$21,213.69	N/A	\$25,120.91
22*	232 North Grand Avenue (Nate's Lot)	Management	\$4,355.58	N/A	\$4,573.36	N/A	\$4,573.36	\$4,824.89	N/A	\$4,824.89
29	313 North Figueroa (Health Services Building)	Management	\$14,060.86	N/A	\$14,763.90	N/A	\$14,763.90	\$15,575.91	N/A	\$20,248.68
45	725 North Spring Street (China Town)	Management	\$9,692.01	N/A	\$10,176.61	N/A	\$16,117.17	\$17,003.61	N/A	\$21,106.60
55	1601 Eastlake Avenue (Juvenile Hall)	Management	\$11,214.41	N/A	\$11,775.13	N/A	\$11,775.13	\$12,422.76	N/A	\$14,697.56
58A	721 North Spring Street (Alameda Garage)	Management	\$16,654.31	N/A	\$17,487.03	N/A	\$0.00	\$0.00	N/A	\$0.00
	Special Event Revenue (non-business hours)			39.00%		42.00%			N/A	
75A	429 Bauchet Street (Men's Central Jail)	Management	\$33,709.39	N/A	\$35,394.86	N/A	\$35,394.86	\$37,341.58	N/A	\$48,544.05
75B	429 Bauchet Street (Men's Central Jail)	Management	\$20,447.42	N/A	\$21,469.79	N/A	\$21,469.79	\$22,650.63	N/A	\$29,445.82
75C	441 Bauchet Street (Men's Central Jail)	Management	\$19,804.42	N/A	\$20,794.64	N/A	\$20,794.64	\$21,938.35	N/A	\$25,468.89
97	3350 Aerojet Avenue	Management	\$9,647.65	N/A	\$10,130.03	N/A	\$10,130.03	\$10,687.18	N/A	\$10,687.18
Total Monthly Management Fee - Region 2			\$163,327.73	39.00%	\$171,494.12	42.00%	\$159,947.65	\$168,744.76		\$206,756.59

Notes

Total for 12 Months= \$2,481,079.08

*Maintenance services only

**Monthly Revenue Sharing proposed percentages must be the same for each of the applicable parking facilities within its corresponding region.

Contractors percentage of adjusted gross revenue (Total revenue received from all parking transactions including but not limited to Parking Fees collected from daily and monthly parking, permits, parking meters, film company reservations, special events, pre-paid events and validated tickets less City of Los Angeles taxes, credit card fees and value of fee waivers or reduce fee value).

****AMD 8 to reflect the following terms for Facility 58A:

- County employees with a valid AP 58A parking hangtag are authorized to park at AP 58A (without paying the daily rate).
- Operating under 'Event Rate', Rate: \$5/vehicle (for regular public parkers).
- Staffing plan will be in accordance with lot's operational hours; the County will not pay for staffing regardless of lot's occupancy.

Hourly Rates	Hourly Rates Effective 01/01/19	Hourly Rates Effective 01/01/20 and Beyond	Hourly Rates Effective 06/01/24 and Beyond
Supervisor	\$28.37	\$29.79	\$34.15
Attendant	\$23.31	\$24.48	\$28.06
Cashier	\$23.31	\$24.48	\$28.06

Hourly rates are to include all labor and administrative cost, overhead, benefits, equipment, materials and profit.

Effective January 1, 2025 the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

Parking Facilities	Address	Type of Lot	Compensation Method							
			Monthly Mgt Fee Effective 01/01/19	Monthly Revenue Sharing Effective 01/01/19**	Monthly Mgt Fee Effective 01/01/20 and Beyond	Monthly Revenue Sharing Effective 01/01/20 and Beyond**	Monthly Mgt Fee Effective 08/1/22 - 11/30/22***	Monthly Mgt Fee Effective 12/1/23-5/31/24	Monthly Revenue Sharing Effective 06/01/24 and Beyond**	Monthly Mgt Fee Effective 6/01/24 and Beyond***
46	318 West Adams Boulevard (Adams & Grand)	Management	\$18,656.82	N/A	\$19,589.66	N/A	\$19,589.66	\$20,667.09	N/A	\$20,667.09
	Special Event Revenue (non-business hours)			39.00%		42.00%			42%	
76	4837 East Third Street (East LA Civic Center)	Management	\$8,885.49	N/A	\$9,329.76	N/A	\$9,329.76	\$9,842.90	N/A	\$11,169.04
87	11705 Alameda St (Century Regional Detention Center)	Management	\$19,804.42	N/A	\$20,794.64	N/A	\$20,794.64	\$21,938.35	N/A	\$27,117.58
	Special Event Revenue (non-business hours)			39.00%		42.00%			42%	
87A	11703 South Alameda Street (Century Regional Detention Center)	Management	\$13,550.61	N/A	\$14,228.14	N/A	\$14,228.14	\$15,010.69	N/A	\$19,389.03
	Special Event Revenue (non-business hours)			39.00%		42.00%			42%	
89	17600 Santa Fe Avenue	Management	\$11,318.61	N/A	\$11,884.54	N/A	\$11,884.54	\$12,538.19	N/A	\$12,538.19
	Special Event Revenue (non-business hours)		N/A	39.00%	N/A	42.00%	N/A	N/A	42%	
93	10025 East Flower (Cerritos Ct.) (Graffiti removal only)	Management	\$1,036.43	N/A	\$1,088.25	N/A	\$1,091.54	\$1,701.57	N/A	\$11,701.57
95	20151 Nordhoff Street (DCFS)	Management	\$3,417.70	N/A	\$5,710.19	N/A	\$5,710.19	\$6,024.25	N/A	\$6,659.10
96A	7555 Van Nuys Boulevard	Management	\$35,758.32	N/A	\$37,546.24	N/A	\$34,334.97	\$36,223.39	N/A	\$36,223.39
99*	100 West Carson St - Harbor UCLA (Lots SL-F & PS-D)	Hourly Valet Service	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Total Monthly Management Fee - Region 3			\$112,428.40	39.00%	\$120,171.43	42.00%	\$126,963.44	\$133,946.43	42%	\$145,464.99

Total for 12 Months=	\$1,745,579.88
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Notes

* Lot 99 Hourly valet services only during construction period from September 1, 2021 through the term of the Contract. Operational hours listed on Exhibit C, Facility Spec Sheet, and charged at the following rates:

Hourly Rates	Hourly Rates Effective 01/01/19	Hourly Rates Effective 06/01/2024
Valet Supervisor	\$31.00	\$34.15
Valet Attendant	\$26.29	\$28.06

**Monthly Revenue Sharing proposed percentages must be the same for each of the applicable parking facilities within its corresponding region.

Contractors percentage of adjusted gross revenue (Total revenue received from all parking transactions including but not limited to Parking Fees collected from daily and monthly parking, permits, parking meters, film company reservations, special events, pre-paid events and validated tickets less City of Los Angeles taxes, credit card fees and value of fee waivers or reduce

Hourly Rates	Hourly Rates Effective 01/01/19	Hourly Rates Effective 01/01/20 and Beyond	Hourly Rates Effective 06/01/24 and Beyond
Supervisor	\$28.37	\$29.79	\$34.15
Attendant	\$23.31	\$24.48	\$28.06
Cashier	\$23.31	\$24.48	\$28.06

Hourly rates are to include all labor and administrative cost, overhead, benefits, equipment, materials and profit.

each year.

**INTERNAL SERVICES DEPARTMENT
PARKING FACILITIES MANAGEMENT SERVICES
PROP A COST ANALYSIS - PARKING COMPANY OF AMERICA
JUNE 2024 - MAY 2025**

ESTIMATED CONTRACTOR COSTS ^[1]		COUNTY AVOIDABLE COSTS						
CONTRACT REGION & PAYMENT STRUCTURE	ESTIMATED ANNUAL CONTRACT COSTS	ITEM NO	CLASSIFICATION ^[3]	PROPOSED COUNTY STAFFING ^[3]	(a) ANNUAL SALARIES ^[4]	(b) TOP STEP VARIANCE ^[7] (a)x95.4748%	(c) EMPLOYEE BENEFITS ^[8] (b)x49.834%	TOTAL ANNUAL SALARIES AND EMPLOYEE BENEFITS (b) + (c)
REGION 1		ADMINISTRATIVE						
Monthly Management Fee	\$ 1,767,690	2096	SECRETARY III	1	\$ 68,517	\$ 65,417	\$ 32,600	\$ 98,016
Revenue Sharing ^[2]	1,673,767	1078	ADMINISTRATIVE MANAGER X, ISD	1	159,604	\$ 152,382	\$ 75,938	228,319
Total - Region 1	\$ 3,441,457	1003	ADMINISTRATIVE SERVICES MANAGER II	1	129,752	\$ 123,880	\$ 61,735	185,615
		0913	STAFF ASSISTANT II	1	84,491	\$ 80,668	\$ 40,200	120,867
		0889	ADMINISTRATIVE ASSISTANT III	1	97,962	\$ 93,529	\$ 46,609	140,138
REGION 2		4229	CONTRACT PROGRAM MONITOR	1	108,112	\$ 103,220	\$ 51,439	154,658
Monthly Management Fee	\$ 2,481,079	0577	ACCOUNT CLERK	1	55,560	\$ 53,046	\$ 26,435	79,481
Revenue Sharing ^[2]	36,135	1253	CASHIER	2	104,222	\$ 99,506	\$ 49,588	149,093
Total - Region 2	\$ 2,517,214	1254	INTERMEDIATE CASHIER	1	57,944	\$ 55,322	\$ 27,569	82,891
			Total Administrative	10	\$ 866,163	\$ 826,968	\$ 412,111	\$ 1,239,079
REGION 3		ALL REGIONS (PARKING LOTS)						
Monthly Management Fee	\$ 1,745,580	5993	PARKING LOT ATTENDANT	155	\$ 7,144,830	\$ 6,803,700	\$ 3,595,756	\$ 10,399,456
Revenue Sharing ^[2]	24,734	6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	17	1,251,108	1,191,374	629,641	1,821,015
Total - Region 3	\$ 1,770,314		Total	172	\$ 8,395,938	\$ 7,995,074	\$ 4,225,397	\$ 12,220,471
As-Needed Services ^[9]	\$ 133,078							
			ANNUAL LABOR COSTS	182	\$ 9,262,101	\$ 8,822,042	\$ 4,637,508	\$ 13,459,550
			ANNUAL SERVICES AND SUPPLIES COSTS ^[6]					1,184,297
			START-UP COSTS					2,143,975
			ANNUAL INDIRECT COSTS ^[5]					-
TOTAL ANNUAL ESTIMATED CONTRACTOR COSTS	\$ 7,862,063		TOTAL ANNUAL ESTIMATED AVOIDABLE COSTS					\$ 16,787,822

TOTAL ESTIMATED AVOIDABLE COSTS:	\$ 16,787,822
TOTAL ESTIMATED CONTRACTOR COSTS:	\$ 7,862,063
ESTIMATED CONTRACT MONITORING COSTS: ^[6]	\$ 679,898
ESTIMATED SAVINGS FROM CONTRACTING:	\$ 8,245,860
ESTIMATED SAVINGS PERCENTAGE:	49.12%

FOOTNOTES:

- [1] Total proposed contract cost may increase/decrease, since monthly adjusted gross revenue (Gross Revenue - L.A. City Tax = Adjusted Revenue) for revenue sharing parking lots is variable.
- [2] Adjusted revenue from FY 22-23 for AP 14 and AP 26. Actual revenue sharing costs may vary based on actual adjusted gross revenue received throughout the contract period.
- [3] Estimated County staffing levels are based on operational needs.
- [4] Annual salary rates based on DHR Class and Salary Listings as of October 1, 2023 with approved COLA increases.
- [5] County would not incur incremental indirect costs since they are absorbed by existing County resources.
- [6] The estimated annual S&S cost excludes the costs ISD incurred now for Prop A Cost Analysis.
- [7] Used the Auditor-Controller FY 2023-24 Top Step Variance Factor for ISD of 95.4748%.
- [8] Based on Auditor Controller FY 2023-24 budgeted employee benefits rate of 60.525% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 49.834% (60.525% - 3.964% - 0.016% - 6.029% - 0.682% = 49.834%). These amounts were deducted because they are not avoidable costs to the County.
- [9] FY 22-23 Actual As-Needed Costs.

SOLE SOURCE CHECKLIST

Department Name: _____

- New Sole Source Contract
- Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an “ <i>Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.</i> ”
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.



 Chief Executive Office

04/04/2024

 Date

**SOLE SOURCE JUSTIFICATION
CONTRACT EXTENSION FOR
PARKING SERVICES CONTRACTS**

Request	ISD would like to execute a new sole source contract extension amendment with PCAM, LLC dba Parking Company of America (PCA) to provide parking facilities management services at County owned parking facilities throughout the County.
Background	On November 20, 2018, the Board of Supervisors awarded three (3) contracts to PCA to provide parking facilities management services. The contracts were effective December 1, 2018, for a period of three years, with two one-year extension options, and six month-to-month extensions. All extension options on the existing contract will have been exercised by the expiration of the contracts on May 31, 2024.
Justifications	<p>ISD anticipated releasing this RFP in the fall of 2023. However, due to unforeseen delays incurred pursuant to requirements in a labor bargaining agreement and the consideration of recommendations from the Civic Center Parking Study Report Back, which was conducted pursuant to a Board Motion, ISD believes that it is prudent to delay the release of the RFP.</p> <p>Therefore, a new sole source contract extensions with PCA are necessary to ensure that essential parking management services continue to be available.</p>
Impact of Not Approving Sole Source	<p>ISD lacks the necessary staffing levels, as well as the supplies and resources required to deliver the parking management services at the contracted parking facilities.</p> <p>Not approving a new sole source contract extension would have negative operational and fiscal impacts on County and Court employees, internal and external customers, and the public utilizing the County parking facilities on a daily basis.</p>
Cost	Approximately \$6.6 million for the maximum of 12 months.
Cluster Agenda Review Date	04/24/2024
Board Meeting Date	05/07/2024



County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Attachment 3


SELWYN HOLLINS
Director

Speed. Reliability. Value.

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

January 11, 2023

To: Supervisor, Lindsey P. Horvath, Chair
Supervisor, Hilda L. Solis
Supervisor, Holly J. Mitchell
Supervisor, Janice Hahn
Supervisor, Kathryn Barger

From: Selwyn Hollins 
Director

**NOTIFICATION OF INTENT TO ENTER INTO SOLE SOURCE NEGOTIATIONS WITH
PARKING COMPANY OF AMERICA FOR PARKING FACILITIES MANAGEMENT
SERVICES**

This is to advise your Board of the Internal Services Department's (ISD) intent to enter into sole source negotiations for contract extensions on three existing contracts with PCAM, LLC dba Parking Company of America (PCA) to provide parking facilities management services at County owned parking facilities throughout the County of Los Angeles.

BACKGROUND

On November 20, 2018, the Board of Supervisors (Board) awarded three contracts to PCA to provide parking facilities management services at 26 County-owned parking facilities throughout the County of Los Angeles. These services include all staff, supervision, supplies, reports and accounting records to operate and maintain the 26 parking facilities for Regions 1, 2 and 3 effective December 1, 2018, for a period of three years, with two one-year extension options, and six month-to-month extensions at an estimated first year cost of \$6.8 million. All extension options on the existing contract will have been exercised by the expiration of the contracts on May 31, 2024.

JUSTIFICATION

ISD anticipated releasing this Request For Proposal (RFP) in the fall of 2023. However, due to unforeseen delays incurred pursuant to requirements in a labor bargaining agreement and the consideration of recommendations from the [Civic Center Parking Study](#), which was conducted pursuant to a [motion adopted by the Board](#), ISD believes that it is prudent to delay the release of the RFP for at least one year. Ensuring the

continuity of services at the expiration of the existing contracts is crucial, as the absence of such continuity would have negative operational and fiscal impacts on County and Court employees, internal and external customers, and the public utilizing the County parking facilities on a daily basis. Extending the current contracts with PCA will enable the County to sustain these services without interruption and afford ISD the additional time needed to incorporate any policy recommendations adopted by the Board competitively solicit these services for the establishment of a new contract (or contracts). Therefore, sole source contract extensions with PCA are necessary to ensure that essential parking management services continue to be available.

It is ISD's intent to extend the current contracts for a period not-to-exceed 12 months. The contracts include a termination for convenience provision that allows the County to terminate, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest.

Board Policy No. 5.100 requires written notice of a department's intent to enter into sole source negotiations for a new, or replacement, Board-approved contract at least six months prior to the contract's expiration date. Therefore, this notice is within the time frame required by the policy.

CONCLUSION

Unless otherwise instructed by your Board, ISD will proceed with negotiations of the contract extensions and in parallel work towards releasing the pending competitive RFP for replacement contract(s). ISD will work closely with County Counsel and the Chief Executive Office during the contracting process.

If you have any questions, please call me at (323) 267-2101, via email: shollins@isd.lacounty.gov, or your staff may contact Christie Carr, Contract Manager, at (323) 607-1131, via email: ccarr@isd.lacounty.gov.

SH:MO:LG:CC:nv

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