

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES



3-D September 24, 2024

A handwritten signature in black ink that reads "Edward Yen".

EDWARD YEN
EXECUTIVE OFFICER

September 24, 2024

The Honorable Board of Commissioners
Los Angeles County Development
Authority
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**APPROVE CONTRACT FOR ELEVATOR MAINTENANCE AND REPAIR SERVICES
(ALL DISTRICTS) (3 VOTE)**

SUBJECT

This letter recommends approval of a Contract with GMS Elevator Services, Inc. to provide elevator maintenance and repair services to various public and affordable housing developments and administrative sites owned, leased, or managed by the Los Angeles County Development Authority (LACDA) throughout the Los Angeles County.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Executive Director or designee to execute, amend, and if necessary, terminate a one-year Contract with GMS Elevator Services, Inc. for elevator maintenance and repair services, with an annual compensation of up to \$400,000, in program funds included in the LACDA's approved Fiscal Year 2024-2025 budget and will be included in the proposed Fiscal Year 2025-2026 budget during the annual budget process, to be effective following approval as to form by County Counsel and execution by all parties.
2. Authorize the Executive Director or designee to execute amendments to the Contract, as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$400,000 using funds to be included in the LACDA's annual budget approval process.
3. Authorize the Executive Director or designee to amend the Contract to modify the Statement of Work to add or delete sites, and services, and increase the compensation by up to \$40,000 (10%) per year as needed for unforeseen costs.

4. Authorize the Executive Director, or designee, upon his determination and as necessary and appropriate under the terms of the Contract, to terminate for convenience.

5. Find that approval of the Contract to provide elevator maintenance and repair services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to award a Contract for elevator maintenance and repair services for various public and affordable housing developments and administrative sites owned, leased, or managed by the LACDA. These services will provide the LACDA with complete residential and commercial elevator maintenance and repair services on an as-needed basis for both residential public housing developments and administrative properties. Elevator maintenance and repair services will include emergency services to adequately address maintenance and compliance.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund.

The cost for the first year of service will be up to \$400,000 using funds included in the LACDA's approved Fiscal Year 2024-2025 budget and will be included in the proposed Fiscal Year 2025-2026 budget during the annual budget process.

If extended, the cost of the second through the fifth year of the Contract will remain at the same annual amount of up to \$400,000 using program funds included in the LACDA's annual budget approval process. The maximum cost for all five years will be \$2,000,000.

A 10% contingency, in the amount of \$40,000 per year, is also being set for any additional needed elevator maintenance and repair services. If the Contract is fully extended, the total amount for all five years of the Contract will be \$2,200,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Contract will primarily be federally, and state funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Skills and Training to Achieve Readiness for Tomorrow (START) Program implemented by the County of Los Angeles. Instead, GMS Elevator Services, Inc., will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

The proposed action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact on or result in any physical changes to the environment.

The action is exempt from the provisions of CEQA pursuant to section 15301 of the State CEQA Guidelines because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

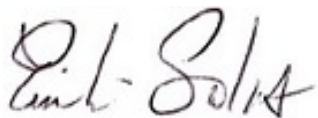
On May 17, 2024, an Invitation for Bids (IFB), Elevator Maintenance and Repair Services, Solicitation Number LACDA24-048, was conducted to identify contractors to provide services to the LACDA. The IFB solicitation was posted on both LACDA’s solicitation portal as well as on the County’s WebVen website, and 18 vendors downloaded the solicitation package. On June 13, 2024, five bids were received.

On June 4, 2024, a mandatory pre-bid meeting was held via a Microsoft Teams conference call. Five participating contractors attended. Five bids were received by the submission deadline of June 13, 2024. An evaluation of the minimum requirements and references was conducted, and GMS Elevator Services, Inc.’s bid was determined responsive and responsible and the bidder is being recommended for the Contract award. The Summary of Outreach Activities is provided in Attachment A.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the proposed Contract will provide the LACDA with as-needed emergency elevator maintenance and repair services necessary to maintain the LACDA properties located throughout the Los Angeles County and continue to provide the staff and residents with safe conditions.

Respectfully submitted,



Emilio Salas

Executive Director

ES:KT:cp

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Elevator Maintenance and Repair Services

On May 17, 2024, the following outreach was initiated to identify a company to provide an elevator maintenance and repair services contractor for the LACDA.

A. Announcement

An announcement was posted on the LACDA's and County's WebVen websites for 27 days and released 30 email notices to elevator maintenance and repair services companies identified on both websites. As a result of the outreach, 18 companies downloaded the solicitation package from the LACDA website.

B. Bid Results

On June 13, 2024, a total of five (5) bids were received and publicly opened. The final bid results were as follows:

<u>Contractor</u>	<u>Bid Amount</u>
GMS Elevator Services, Inc.	\$65,700.00
Next Level Elevator, Inc.	\$69,048.00
AZTech Elevator Company	\$73,068.00
SmartRise Elevator Service, Inc.	\$76,320.00
Elevators Etc.	\$99,543.72

C. Non -Minority Business Enterprise – Selected Firm

<u>Name</u>	<u>Ownership/Certification</u>	<u>Employees</u>
GMS Elevator Services, Inc.	Caucasian	Total: 24

The LACDA conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertise in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the LACDA.

The recommended award of Contract is being made in accordance with the LACDA's policies and federal regulations, and without regard to race, creed, color, or gender.