



MARK PESTRELLA, Director

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS**

"To Enrich Lives Through Effective and Caring Service"

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Telephone (626) 458-5100
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ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE

December 03, 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

33 December 3, 2024

EDWARD YEN
EXECUTIVE OFFICER

**SERVICE CONTRACT
PUBLIC CONTRACTING AND ASSET MANAGEMENT CORE SERVICE AREA
AWARD OF CONCESSION SERVICE CONTRACT
CAFETERIA SERVICES AT THE
DEPARTMENT OF PUBLIC WORKS HEADQUARTERS
(SUPERVISORIAL DISTRICT 1)
(4 VOTES)**

SUBJECT

Public Works is seeking Board approval to award a contract to California Dining Services to operate retail concession cafeteria services at the Department of Public Works Headquarters located in the City of Alhambra.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work is not a project pursuant to the California Environmental Quality Act.
2. Award the contract to California Dining Services for concession cafeteria services at the Department of Public Works Headquarters. This contract will be for a period of 1 year with four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 5 years and 6 months.
3. Delegate authority to the Director of Public Works or his designee to execute and renew the contract for each additional renewal option and extension period if, in the opinion of the Director of Public Works or his designee, the California Dining Services has successfully performed during the previous contract period and the services are still required; to approve and execute amendments to

incorporate necessary changes within the scope of work; and to suspend and/or terminate the contract for convenience if it is in the best interest of the County to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to award a contract which will provide cafeteria concession and operation services at Public Works Headquarters. These services are required to ensure the on-site cafeteria at the Public Works' Headquarters campus is operational and offers a variety of dining options to suit a diverse patron base comprised of approximately 600 to 1,000 employees and approximately 50 to 100 guests daily who may utilize the food services.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: North Star 3, Realize Tomorrow's Government Today, Focus Area Goal G, Internal Controls and Processes, Strategy ii, Manage and Maximize County Assets, by contracting with the contractor that has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund. Under the terms of the contract, the contractor will pay the County \$500 monthly (for an annual amount of \$6,000) for cafeteria services. Revenue will be deposited in Fiscal Year 2024-25 in the Internal Service Fund.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County Counsel has reviewed the contract as to form, which is substantially similar to the enclosed draft agreement (Enclosure A). The recommended contract with California Dining Services was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements.

A standard service contract was used that contains terms and conditions in compliance with the Board's ordinances, policies, and programs. Enclosure B reflects the proposers' utilization participation and Community Business Enterprise program information. Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

The contractor has agreed to pay its full-time employees the current Living Wage Rate approved by the Board on December 1, 2015, and to comply with the County's Living Wage reporting requirements. The contract complies with all the requirements of the Los Angeles County Code, Section 2.201.

The contractor has agreed to use biodegradable and recyclable food containers and dishware to support the green initiative requested by the Board. These products are alternative products to Expanded Polystyrene, also known as Styrofoam.

The current contract will expire on November 2, 2025, and award of this contract will continue the current services beyond the expiration date.

ENVIRONMENTAL DOCUMENTATION

In accordance with Section 15378(b) of the California Environmental Quality Act Guidelines, approval of the recommended actions does not constitute a project and, hence, is not subject to the requirements of California Environmental Quality Act. The proposed action to award a concession contract for food services at Public Works is an administrative activity of government that will not result in direct or indirect physical changes to the environment.

CONTRACTING PROCESS

On January 8, 2024, a notice of the Request for Proposals (RFP) was placed on the County's "Doing Business with Los Angeles County" website (Enclosure C), "Do Business with Public Works" website, and X (formerly Twitter). In addition, advertisements were placed in the Los Angeles Daily Journal, Los Angeles Sentinel, La Opinión, The Daily Breeze, The Signal (Santa Clarita), World Journal, The Malibu Times, Long Beach Press Telegram, and Pasadena Star News. Also, Public Works informed 1,505 Local Small Business Enterprises, 163 Social Enterprises, 144 Disabled Veteran Business Enterprises, 918 Community Business Enterprises, 1,385 Community-Based Organizations, 29 independent contractors, various business development centers, and municipalities about this business opportunity.

On February 21, 2024, four proposals were received, two of which were disqualified for failure to meet the minimum requirements of the RFP. The remaining two proposals were evaluated by an evaluation committee consisting of Public Works staff. The evaluation was based on criteria described in the RFP, which included the monetary compensation, experience, work plan, financial resources, references, demonstrated controls over labor/payroll record keeping, utilizing the informed averaging methodology for applicable criteria. Based on this evaluation, it is recommended that this contract be awarded to the highest rated, responsive and responsible proposer, California Dining Services.

Public Works has evaluated and determined that the contracted services are not a Proposition A contract (County Code Chapter 2.121) as authority to contract for these concession services are expressly provided by statute (California Government Code, Section 25536).

Public Works has accessed available resources to review and assess the proposed contractor's past performance, history of Labor Law violations, and prior performance on County contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will continue the services without disruption to the public and will not result in the displacement of any County employees as these services are presently contracted with the private sector.

CONCLUSION

Please return one adopted copy of this Board letter to Public Works, Business Relations and Contracts Division.

Respectfully submitted,



MARK PESTRELLA, PE

Director

MP:SK:ao

Enclosures

c: Chief Executive Office (Chia-Ann Yen)
County Counsel
Executive Office
Internal Services Department (Contracts
Division)

AGREEMENT FOR
CAFETERIA SERVICES AT THE DEPARTMENT OF PUBLIC WORKS
HEADQUARTERS (BRC0000455)

THIS AGREEMENT, made and entered into this _____ day of _____, 2024, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and California Dining Services, a California Corporation, located at 2070 Business Center Drive, Suite 255, Irvine, California 92612, (hereinafter referred to as CONTRACTOR). COUNTY and CONTRACTOR are each a Party and collectively referred to as the Parties.

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors (Board) of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on February 21, 2024, hereby agrees to provide services as described in this Contract for Cafeteria Services at the Department of Public Works Headquarters.

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit A.1, Monetary Compensation for Cafeteria Services Revenue; Exhibit A.2, Staffing Plan and Cost Methodology; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F, Performance Requirements Summary; Exhibit G, Nutrition Standards for Prepared Foods, Snacks and Beverages: Nutrition Standards for Cafeterias, Cafes and Concessions; Exhibit H, Cafeteria Diagram; Exhibit I, Inventory List of Equipment; Exhibit J, Sample Nutritional Analysis Food Production and Sales Record; the CONTRACTOR'S Proposal, all attached hereto; the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: This Contract's initial term will be for a period of 1 year commencing on November 3, 2025, or the Board's approval and execution of this Agreement by both Parties, whichever occurs last. The COUNTY will have the sole option to renew this Contract term for up to four additional 1-year periods and six month-to-month extensions for a maximum total Contract term of 5 years and 6 months. Each such option will be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to renew this Contract at least 10 days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of renewing the Contract for the full 1 year, this Contract may be renewed on a month-to-month basis, upon written notice to the CONTRACTOR at least 10 days prior to the end of a term. Further, in accordance with Section 2.A.3 of Exhibit B, Service Contract General Requirements, the COUNTY may, at its sole discretion, authorize extensions of time to the Contract's term, to the extent that extensions of time for Contractor performance do not impact either scope or amount of this Contract, provided the aggregate of all such extensions during the life of this Contract will not exceed 180 days. The Director will

provide a written notice of nonrenewal at least 10 days before the last day of any term, in which case this Contract will expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

FOURTH: The CONTRACTOR will operate its Services at the Premises on a revenue generating basis for Public Works. Within 30 days of the end of each calendar month, the CONTRACTOR shall deliver to the Contract Manager a CONTRACTOR payment, as provided in Form PW-2, Monetary Compensation for Cafeteria Services Revenue, of \$500.00 (for an annual amount of \$6,000.00). The CONTRACTOR shall submit payments to:

Los Angeles County Public Works
Attention: Cashier's Office
900 South Fremont Avenue
Alhambra, CA 91803-1331

FIFTH: The CONTRACTOR will retain all profits remaining after payment is made to the COUNTY as provided herein. The CONTRACTOR shall also bear all losses, if any, in the event receipts from the operation of its Services are less than the CONTRACTOR'S operating cost.

The CONTRACTOR will submit to the Contract Manager its certified living wage monitoring reports after the end of each accounting period and a profit and loss statement showing the accounting period's monthly gross receipts report for Cafeteria Services.

SIXTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order additional work under this Contract.

SEVENTH: No cost-of-living adjustment will be granted for the optional renewal periods.

EIGHTH: In the event that terms and conditions, which may be listed in the CONTRACTOR'S Proposal, conflict with the COUNTY'S specifications, requirements, and terms and conditions as reflected in this AGREEMENT including, but not limited to, Exhibits A through L, inclusive, the COUNTY'S provisions will control and be binding.

NINTH: The CONTRACTOR agrees in strict accordance with the Contract specifications and conditions to meet the COUNTY'S requirements.

TENTH: This Contract constitutes the entire agreement between the COUNTY and the CONTRACTOR with respect to the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings. This CONTRACT may be signed by the Parties hereto in separate counterparts, including both counterparts that are executed on paper and counterparts that are in the form of electronic signatures. Electronic signatures include facsimile or e-mail electronic signatures.

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Director of Public Works, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By _____
Director of Public Works

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By _____
Deputy

Type/Print Name

CALIFORNIA DINING SERVICES

By _____
Its President

Type/Print Name

By _____
Its Secretary

Type/Print Name

PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR CAFETERIA SERVICES AT THE DEPARTMENT OF PUBLIC WORKS HEADQUARTERS

SELECTED FIRMS

Proposer Name (Prime with subcontractors* listed below) *only subcontractors with Utilization Participation are listed.	Local Small Business Enterprise (LSBE)	Small Business Enterprise (SBE)	Minority	Women-Owned	Disadvantaged Business	Disabled Veteran Business Enterprise	Social Enterprise	Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning-Owned Business Enterprise
California Dining Services	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

NON-SELECTED FIRMS

Proposer Name (Prime with subcontractors* listed below) *only subcontractors with Utilization Participation are listed.	Local Small Business Enterprise (LSBE)	Small Business Enterprise (SBE)	Minority	Women-Owned	Disadvantaged Business	Disabled Veteran Business Enterprise	Social Enterprise	Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning-Owned Business Enterprise
PFD Management, Inc.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Information provided by proposers in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

FIRM INFORMATION*	California Dining Services	PFD Management, Inc.
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PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR CAFETERIA SERVICES AT THE DEPARTMENT OF PUBLIC WORKS HEADQUARTERS

BUSINESS STRUCTURE		Corporation	Corporation
CULTURAL/ETHNIC COMPOSITION		NUMBER/% OF OWNERSHIP	
OWNERS/PARTNERS	Black/African American	0	0
	Hispanic/Latino	0	0
	Asian or Pacific Islander	2 / 100%	2 / 100%
	Native American	0	0
	Subcontinent Asian	0	0
	White	0	0
	TOTAL		
	<i>Female (included above)</i>	1/ 50%	1/ 50%
COUNTY CERTIFICATION			
CBE	N/A	N/A	
LSBE	N/A	N/A	
OTHER CERTIFYING AGENCY	N/A	N/A	

*Information provided by proposers in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

Solicitation Detail

Solicitation Number:	BRC0000455		
Title:	Cafeteria Services at the Department of Public Works Headquarters (BRC0000455)		
Department:	Public Works		
Bid Type:	Service	Bid Amount:	N/A
Commodity:	CAFETERIA AND RESTAURANT SERVICES		
Description:	<p>NOTICE OF REQUEST FOR PROPOSALS FOR CAFETERIA SERVICES AT THE DEPARTMENT OF PUBLIC WORKS HEADQUARTERS (BRC0000455)</p> <p>PLEASE TAKE NOTICE that Public Works requests proposals for the Cafeteria Services at the Department of Public Works Headquarters (BRC0000455) contract. This contract has been designed to have a potential maximum contract term of 5 years, consisting of an initial 1-year term and four potential additional 1-year optional renewals. This contract will be a sales revenue generating contract with an estimated annual amount of \$6,000 of annual revenue payable to the Department of Public Works. The Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at http://pw.lacounty.gov/brcd/servicecontracts or may be requested from Ms. Jessica Dunn at (626) 458-4169 or jdunn@pw.lacounty.gov or Mr. Jairo Flores at (626) 458-4069 or jflores@pw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.</p> <p>PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT http://pw.lacounty.gov/brcd/servicecontracts.</p> <p>Important instruction regarding this solicitation:</p> <p>PLEASE NOTE: The County's Living Wage Ordinance is applicable to the resultant contract. Contractors shall pay wages at rates in compliance with the Living Wage Ordinance. Please review and familiarize yourself with the Living Wage Ordinance requirements as provided in:</p> <ul style="list-style-type: none"> • Part I, Section 1, Item L, Living Wage Program • Form LW-1, Living Wage Program • Power Point slides available electronically at the website listed above <p>"Do Business with Public Works" Website Registration</p> <p>All interested proposers for this RFP are strongly encouraged to register at http://pw.lacounty.gov/general/contracts/opportunities. Only those firms registered for this RFP through the website will receive automatic notification when any update to this RFP is made. The County does not have an obligation to notify any proposers other than through the Public Works website's automatic notification system.</p> <p>Doing Business with Local Small Business Enterprise, Disabled Veteran Business Enterprise, and Social Enterprise</p> <p>The County strongly encourages participation from firms, primes, and subcontractors, which are certified in the County's Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE) Preference Programs. The County's LSBE, DVBE, and SE Preference Programs require firms to complete a certification process to receive certain benefits allowed only for LSBE, DVBE, and SE, such as a 15 percent price preference, not to exceed \$150,000, when applicable, and LSBE Prompt Payment Program. The following link provides additional information on being County certified LSBE, DVBE, and SE: http://dcbalacounty.gov.</p> <p>Minimum Mandatory Requirements: At the time of proposal submission, proposers must meet all minimum requirements set forth in the RFP documents including, but not limited to:</p> <p>The use of subcontractors is prohibited for this service, except for hiring a registered dietitian.</p> <ol style="list-style-type: none"> 1. Proposer or its managing employee must have at least 5 years of experience in managing cafeteria-type operations. 2. Proposer's on-site cafeteria supervisor assigned to this contract must have at least 5 years of experience in supervising cafeteria-type operations. 3. Proposer must have an existing wellness and sustainability policy that demonstrates their commitment to promoting wellness programs, such as healthier menu offerings and beverages, menu labeling, healthy checkout registers, etc., to support healthy eating. The proposer must also include a description of how this policy has been implemented. <p>A mandatory proposers' conference will be held on Monday, January 29, 2024, at 2:00 p.m. via Microsoft Teams Meeting Online Events. To participate, the proposers will need to sign-in using the electronic sign-in-sheet through the website listed above. A walk-through will be conducted on Tuesday, January 30, 2024, at 9:00 a.m. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE AND WALK THROUGH IS MANDATORY. Public Works will reject proposals from those whose attendance at the conference and walk-through cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. It is the proposers' sole responsibility to do their due diligence to visit and familiarize themselves with the work locations and their requirements before submitting their proposal. After the conference, proposers must submit questions in writing and request information for this solicitation within three business days from the date of the conference.</p> <p>The deadline to submit proposals is Wednesday, February 21, 2024, at 5:30 p.m. Please direct your questions to Ms. Dunn or Mr. Flores. See below for all deadlines relating to this solicitation. Be advised, any changes to the due dates listed herein will only be made by Public Works, in writing in the form of an Informational Update or Addendum to the solicitation.</p> <p>Item Solicitation Schedule Due Date</p> <ol style="list-style-type: none"> 1. Written Questions Due Thursday, February 1, 2024 2. Form PW-3: Jury Service Exemption Thursday, February 1, 2024 3. Form LW-2: Living Wage Exemption Monday, February 12, 2024 4. Request for Part Time Employee Approval Monday, February 12, 2024 5. Proposal Submission Due Wednesday, February 21, 2024 <p>NOTE: Items 1 through 4 above, if submitting, will be due via e-mail to Ms. Dunn or Mr. Flores. Item 5 is due from all proposers in accordance with the Important Notice below.</p> <p>IMPORTANT NOTICE</p> <p>Submission of proposals will only be accepted electronically using BidExpress or electronic proposals via Universal Serial Bus (USB) or compact disk to the Cashier's Office in Public Works Headquarters located on the Mezzanine Floor, 900 South Fremont Avenue, Alhambra, California 91803. Proposals received after the closing date and time specified in this Notice of Request for Proposals will be rejected by Public Works as nonresponsive. Submission of hard copy proposals will not be accepted.</p> <p>PROPOSALS MUST BE SUBMITTED ELECTRONICALLY USING THE FOLLOWING METHOD: Electronic Submission of Proposals</p> <p>In lieu of submitting electronic proposals to the Cashier's Office, you may submit proposals electronically on www.bidexpress.com, a secure online bidding service website.</p> <p>To submit your proposals electronically, register with BidExpress, prior to the due date above. A new registration page must be signed, notarized, and received by BidExpress customer support for processing before the due date. An Infotech/BidExpress Set-up Guide is included as Attachment 6 for reference. There is a nominal service fee to use BidExpress.</p> <p>Please note, each upload of file in BidExpress is limited to 10 MB per file up to 50 files for a total of 500 MB. Proposers shall plan ahead and allow sufficient time to account for the registration and file size limitations before the proposal submission deadline to complete the uploading of proposal files. If proposer submits a proposal through BidExpress, proposer should not send hard copies, compact disk, or any other materials to the County via mail.</p>		
Open Day:	1/8/2024	Close Date:	2/21/2024 5:30:00 PM
Contact Name:	Jessica Dunn	Contact Phone:	(626) 458-4169
Contact Email:	jdunn@pw.lacounty.gov		
Last Changed On:	1/8/2024 11:03:08 AM		
Attachment File (1):	<p> Click here to download attachment files.</p>		

[Update \(/LACoBids/Admin/UpdateBid/ODAwNDM3IDE4MjQy\)](#)