



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE
REFER TO FILE

February 04, 2025

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:

SERVICE CONTRACT
PUBLIC CONTRACTING AND ASSET MANAGEMENT CORE SERVICE AREA
AWARD OF SERVICE CONTRACTS
JANITORIAL SERVICES FOR VARIOUS PUBLIC WORKS
FIELD LOCATION GROUPS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)

SUBJECT

Public Works is seeking Board approval to award three Proposition A service contracts to Goodwill Industries of Southern California, a certified Social Enterprise, and one Proposition A service contract to Lee's Maintenance Service, Inc., a certified Community Business Enterprise, for janitorial services at various County facilities throughout the County of Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the recommended contract work is not a project pursuant to the provisions of the California Environmental Quality Act for the reasons stated in this Board letter.
2. Find that these services can be more economically performed by independent contractors than by County employees.
3. Award and direct the Chair to execute three service contracts to Goodwill Industries of Southern California, a Social Enterprise, for janitorial services. These contracts will be for a period of 1 year with four additional 1-year renewal options and a month-to-month extension up to 6 months for maximum potential contract terms of 66 months and maximum potential contract sum of \$3,899,564 for Group 1, \$2,781,273 for Group 2, and \$4,039,470 for Group 4.

4. Award and direct the Chair to execute one service contract to Lee's Maintenance Service, Inc., a Community Business Enterprise, for janitorial services. This contract will be for a period of 1 year with four additional 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 66 months and a maximum potential contract sum of \$3,325,177 for Group 3.

5. Delegate authority to the Director of Public Works or his designee to renew these contracts for each additional renewal option and extension period if, in the opinion of the Director of Public Works or his designee, Goodwill Industries of Southern California and Lee's Maintenance Services, Inc., have successfully performed during the previous contracts' periods 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 contracts for convenience if it is in the best interest of the County to do so.

6. Delegate authority to the Director of Public Works or his designee to annually increase the contracts' amounts up to an additional 10 percent of the annual contracts' sum, which is included in the maximum potential contracts' sums for unforeseen additional work within the scope of these contracts, if required.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to award four contracts to provide routine janitorial services for approximately 59 County facilities located throughout the County of Los Angeles. The work will consist of providing janitorial services to various facilities including, but not limited to, Public Works' warehouses, maintenance yards, fleet shops, spreading grounds, field sites, and permit offices. The current contracts for these services will expire on March 31, 2025. The award of these contracts will continue the current services by the recommended contractors. These services maintain sanitary and hygienic conditions, foster a clean and healthy environment for staff and the public, and support the overall wellness, longevity, and safety of the service locations.

The current contracts for these services will expire on March 31, 2025. The award of these contracts will continue the current services by the recommended contractors.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: North Star 2, Foster Vibrant and Resilient Communities, Focus Area Goal E, Economic Health, Strategy ii, Small Businesses; and 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 contractors who have the specialized expertise to provide these services in a timely and responsive manner and will support Public Works in meeting this goal.

FISCAL IMPACT/FINANCING

The contract amounts are based on Public Works' estimated annual utilization of the contractors' services at the prices quoted by the contractors. The annual sums per term for each respective contract Group are as listed in Enclosure A. The total maximum potential contracts' sums, if all optional renewal periods are exercised for each contract Group, are as follows:

The maximum potential contract sum for Group 1 is \$3,899,564.

The maximum potential contract sum for Group 2 is \$2,781,273.

The maximum potential contract sum for Group 3 is \$3,325,177.

The maximum potential contract sum for Group 4 is \$4,039,470.

These contracts will commence upon the Board's approval or on March 1, 2025, whichever occurs last, for a period of 1 year. With the Board's delegated authority, Public Works may renew these contracts for four additional 1-year renewal options and month-to-month extensions up to 6 months for total maximum potential contract terms of 66 months.

The County may also extend the maximum term of these contracts for up to 180 days with no additional funding. Where services for a given project have been authorized in writing by the County but are not completed by the contractor prior to the stated expiration date, the expiration date may be extended solely to allow for the completion of such services. The total maximum potential contract amounts include 10 percent of the annual contract sums for unforeseen additional work within the scope of the contracts.

Funding for these services is included in various Public Works Funds Fiscal Year 2024-25 Budgets, which includes the Flood Control District Fund (B07 – Services and Supplies), Internal Service Fund (B04 – Services and Supplies), Road Fund (B03 – Services and Supplies), and Transit Operations Fund (CP6 – Services and Supplies). When the need arises for services under these contracts, financing the required services will be from the appropriate funding source. Total annual expenditures for these services, however, will not exceed the contracts' amounts approved by the Board. Funding to finance the contracts' optional terms and 10 percent additional funding for contingencies will be from the appropriate fund and requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County Counsel has approved as to form the recommended contracts, which have been executed by Goodwill Industries of Southern California and Lee's Maintenance Service, Inc. (Enclosures B.1 through B.4). The contracts were solicited on an open-competitive basis and are in accordance with applicable Federal, State, and County requirements.

Standard services contracts have been used that contain terms and conditions in compliance with the Board's ordinances, policies, and programs. Enclosure C reflects the proposers' utilization participation and Community Business Enterprise program information. Data regarding the proposers' minority participation is on file with Public Works. The recommended contractors were selected upon final analysis and consideration without regard to race, creed, gender, or color.

This work is being contracted in accordance with procedures authorized under Los Angeles County Charter, Section 44.7, Part 3, and Chapter 2.121 (Contracting with Private Business) of the Los Angeles County Code. The mandatory requirements for contracting set forth in the Los Angeles County Code, Section 2.121.380, have been met.

The recommended contractors have agreed to pay their 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 County's Proposition A and Living Wage Ordinance provisions apply to these proposed contracts, as County employees can perform these contracted services. These contracts comply with all the requirements of the Los Angeles County Code, Section 2.201.

Using methodology approved by the Auditor-Controller, the Proposition A cost analysis indicates that the recommended contracted services can be performed more economically by the private sector.

ENVIRONMENTAL DOCUMENTATION

Approval of the recommended actions does not constitute a project subject to the requirements of California Environmental Quality Act in that they can be seen with certainty that the action will not result in a direct or reasonably foreseeable indirect physical change in the environment.

CONTRACTING PROCESS

On March 28, 2024, a notice of the Request for Proposals (RFP) was placed on the County's "Doing Business with Los Angeles County" website (Enclosure D), "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, Antelope Valley Press, The Malibu Times, Long Beach Press-Telegram, and Pasadena Star-News. Also, Public Works informed 1,645 Local Small Business Enterprises, 174 Social Enterprises, 169 Disabled Veteran Business Enterprises, 1,041 Community Business Enterprises, 1,385 Community-Based Organizations, and 93 independent contractors as part of focused efforts in coordination with the County Department of Economic Opportunity.

On May 6, 2024, four proposals were received. Two proposals were disqualified for failure to meet the minimum requirements of the RFP. The remaining 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 price, experience, work plan, financial resources, references, and demonstrated controls over labor/payroll record keeping, utilizing the informed averaging methodology for applicable criteria.

At the applicable labor union's request, Public Works met and conferred with representatives of SEIU Local 721 on November 18, 2024. The union proposed that Public Works cease the contracting out of SEIU Local 721 bargaining unit work, insource the union-represented classifications impacted by the contract, reallocate the funds authorized for contract expenditures to insource the SEIU Local 721 classifications, and delay Board approval for the contracts until the meet and confer process concludes. Public Works is unable to grant the union's request as it does not employ the classifications impacted by the contracts, has an immediate and ongoing need for the services, and has determined that the services can be more economically performed through Proposition A contracts.

Based on this evaluation, it is recommended that the contracts be awarded to the lowest cost, responsive and responsible proposers.

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

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of these contracts 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)

ENCLOSURE

February 4, 2025

**SERVICE CONTRACT
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AWARD OF SERVICE CONTRACTS
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This Board letter has large enclosures.
Click on link to access:

[2025.02.04 Janitorial Services \(FTP Large Enc\)](#)