



## County of Los Angeles CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER

SACHI A. HAMAI  
Chief Executive Officer

**DATE:** December 4, 2019  
**TIME:** 2:00 p.m. – 4:00 p.m.  
**LOCATION:** Kenneth Hahn Hall of Administration, Room 830

### **AGENDA**

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.  
Two (2) minutes are allowed for each item.

1. **Call to order – Mark Baucum/Gevork Simdjian**
2. **INFORMATIONAL ITEM(S):**  
**(5 minutes)**
  - A) Board Letter:  
APPROVAL OF AMENDMENT TO TWO EXISTING LEASES FOR  
ADDITIONAL TENANT IMPROVEMENT EXPENSES  
CEO/RE – Michael Navarro, Chief Program Specialist
  - B) Board Letter:  
REQUEST FOR APPROVAL TO AWARD AND EXECUTE EIGHT  
CUSTODIAL SERVICES CONTRACTS  
ISD – Christie Carr, Division Manager
  - C) Board Letter:  
APPROVAL TO AWARD AND EXECUTE A CONTRACT WITH  
HEDDERSON DEMOGRAPHIC SERVICES FOR DEMOGRAPHIC  
SERVICES  
ISD – Christie Carr, Division Manager
  - D) Board Letter:  
DELEGATED AUTHORITY FOR TWO SITES FOR THE COUNTY  
PUBLIC SAFETY COMMUNICATIONS NETWORK VIA LA-RICS  
CEO/RE – Michael Rodriguez, Chief Program Specialist
  - E) Board Letter:  
FY 2019-20 COUNTY FACILITY REINVESTMENT PROGRAM  
APPROVE PROJECTS AND BUDGETS  
CEO/CP – Amir Alam, CEO Manager

CONTINUED ON PAGE 2

- F) Board Letter:  
LA MESSAGE ORDINANCE  
TTC – Monica Allen, Assistant Operations Chief  
DPH – Dolores Chavez, Environmental Health Services Manager

3. **PRESENTATION/DISCUSSION ITEMS:**

- A) RISK MANAGEMENT INFORMATION SYSTEM (RMIS) SIX-MONTH  
UPDATE  
CEO/RM – Steven Robles, County Risk Manager

4. **Public Comment**  
(2 minutes each speaker)

5. **Adjournment**

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## FUTURE AGENDA TOPICS

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**CALENDAR LOOKAHEAD:**

(5 minutes)

- A. Board Letter:  
LAVERNE ENHANCED INFRASTRUCTURE FINANCING DISTRICT  
CEO/AFFORDABLE HOUSING – Robert Moran, Principal Analyst
- B. Board Letter:  
REQUEST TO INCREASE THE CONTRACT SUM FOR THREE  
CONSTRUCTION PROJECT MANAGEMENT AND SUPPORT  
SERVICES CONTRACTS  
ISD – Christie Carr, Division Manager
- C. Board Letter:  
REQUEST AUTHORITY TO INCREASE ANNUAL CONTRACT SUMS  
FOR AS NEEDED ARCHITECTURAL AND ENGINEERING SERVICES  
MASTER AGREEMENTS  
ISD – Christie Carr, Division Manager
- D. Board Letter:  
SALE OF SURPLUS PROPERTY AT THE CORNER OF ALCAZAR AND  
SAN PABLO STREETS FOR REAL ESTATE  
CEO/RE – Michael Rodriguez, Chief Program Specialist
- E. Board Letter:  
ACWM METROLOGY LABORATORY RENOVATION CP 87262  
CEO/RE/DPW – Gil Garcia, Principal Engineer

# BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

<b>OPS CLUSTER AGENDA REVIEW DATE</b>	12/4/2019			
<b>BOARD MEETING</b>	12/17/2019			
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	4 <sup>th</sup> and 5 <sup>th</sup>			
<b>DEPARTMENT</b>	Beaches and Harbors (DBH) and Health Services (DHS)			
<b>SUBJECT</b>	Approval of Amendment to two existing leases			
<b>PROGRAM</b>	Administrative Services Division – DBH Finance Office (DHS)			
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:			
<b>DEADLINES/ TIME CONSTRAINTS</b>	Because the TI amounts previously authorized by the Board are not sufficient to complete the TI work, additional authority is requested so that each leased space can be completed and available for use by the applicable tenant department.			
<b>COST &amp; FUNDING</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">           Total cost:            \$660,000 additional tenant improvement funds (DBH)             \$1,130,000 additional tenant improvement funds (DHS).         </td><td style="width: 50%;">           Funding source:            100 percent funded by net County cost.             100 percent funded by net County cost.         </td></tr> </table> <p>TERMS (if applicable):  <u>Lease at 4640 Admiralty Way, Marina del Rey</u>          The total additional TI expense paid by the County for this lease is \$667,730 of which the \$422,730 will be paid in one or more payments as previously approved by the Board, and the \$260,000 additional TI expense, which may also be paid in one or more payments but is currently planned to be paid in one lump sum.</p> <p><u>Lease at 1000 South Fremont A-11, Alhambra</u>          The total TI expense paid by the County for this lease is \$4,878,140, of which \$3,748,140 will be paid in one or more payments, as previously approved by the Board, and the \$1,130,000 additional TI expense, which may also be paid in one or more payments but is currently planned to be paid in one lump sum.</p> <p>Explanation: Funding for the proposed option is included in the Fiscal Year 2019-2020. Rent Expense budget and will be billed back to DBH and DHS.</p>		Total cost: \$660,000 additional tenant improvement funds (DBH)  \$1,130,000 additional tenant improvement funds (DHS).	Funding source: 100 percent funded by net County cost.  100 percent funded by net County cost.
Total cost: \$660,000 additional tenant improvement funds (DBH)  \$1,130,000 additional tenant improvement funds (DHS).	Funding source: 100 percent funded by net County cost.  100 percent funded by net County cost.			
<b>PURPOSE OF REQUEST</b>	Approval to amend the following two existing leases to add additional tenant improvement funds: 4640 Admiralty Way, Marina del Rey for Department of Beaches and Harbors (Fourth District) and 1000 South Fremont A-11, Alhambra for Department of Health Services.			
<b>BACKGROUND (include internal/external issues that may exist)</b>	The Board approved TI dollars at the time it authorized the Chief Executive Office (CEO) to enter into the two leases. However, after the construction plans were completed and bid out, the actual cost for each project was much higher than anticipated and exceeded the TI amount approved by the Board. Staff worked with the respective departments and the Landlords to make significant changes to reduce scope and cut costs. However, the revised costs still came in over budget. The overages are attributable to several factors, including, without limitation, paying prevailing wages on leased space, and unexpected increases in construction costs. The County, along with other owners, has been experiencing higher than expected construction costs due to a very robust construction market, increases in labor costs due to a shrinking unemployment rate, and increases in construction material costs.			
<b>DEPARTMENTAL AND OTHER CONTACTS</b>	Name, Title, Phone # & Email: Michael Navarro CEO- Real Estate Division 213-974-4364 Mnavarro@ceo.lacounty.gov			



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

*"To Enrich Lives Through Effective And Caring Service"*

Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

SHEILA KUEHL  
Third District

JANICE HAHN  
Fourth District

KATHRYN BARGER  
Fifth District

December 17, 2019

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:

### **APPROVAL OF AMENDMENTS TO TWO EXISTING LEASES FOR ADDITIONAL TENANT IMPROVEMENT EXPENSES (FOURTH AND FIFTH DISTRICTS) (3 VOTES)**

#### **SUBJECT**

Approval to amend the following two existing leases to add additional tenant improvement funds:  
4640 Admiralty Way, Marina del Rey for Department of Beaches and Harbors (Fourth District) and  
1000 South Fremont A-11, Alhambra for Department of Health Services (Fifth District).

#### **IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed approval of additional tenant improvement (TI) dollars for the existing leases is exempt from the California Environmental Quality Act (CEQA), for the reasons stated in this Board letter and in the project records.
2. Approve and authorize the Chief Executive Officer, or her designee, to execute an amendment to the lease with BOP Marina Towers, LLC, a Delaware limited liability company, MDR Building Investments, LLC, a California limited liability company, and Overland Marina Tower, LLC, a California limited liability company, collectively as co tenants (Landlord), to provide an additional amount not to exceed \$260,000, including interest, if needed, to cover additional TI costs for the Department of Beaches and Harbors (B&H) lease at 4640 Admiralty Way, Marina del Rey (Lease No. L-1312). This additional TI cost will be paid to the Landlord in one or more payments. The rental and related TI costs are 100 percent net County cost.

3. Authorize the Chief Executive Officer, or her designee, to reimburse Elite-TRC Alhambra Community LLC, a Delaware limited liability company (Landlord), an additional amount not to exceed \$1,130,000, including interest, if needed, to cover additional TI costs for the Department of Health Services (DHS) lease at 1000 South Fremont A-11, Alhambra (Lease No. L-1294). The additional TI costs will be paid to the Landlord in one or more payments. The TI costs are 100 percent net County costs.

4. Authorize the Chief Executive Officer, or her designee, to execute any documentation including amendments to the leases, necessary to effectuate payment of the additional TI costs for the above two leases, and to take actions necessary and appropriate to implement the authorizations provided above.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Board approved TI dollars at the time it authorized the Chief Executive Office (CEO) to enter into the two leases. However, after the construction plans were completed and bid out, the actual cost for each project was much higher than anticipated and exceeded the TI amount approved by the Board. Staff worked with the respective departments and the Landlords to make significant changes to reduce scope and cut costs. However, the revised costs still came in over budget. The overages are attributable to several factors, including, without limitation, paying prevailing wages on leased space, and unexpected increases in construction costs. The County, along with other owners, has been experiencing higher than expected construction costs due to a very robust construction market, increases in labor costs due to a shrinking unemployment rate, and increases in construction material costs.

Because the TI amount previously authorized by the Board are not sufficient to complete the TI work, additional authority is requested so that each leased space can be completed and available for use by the applicable tenant department. Approval of the recommended actions will find that these actions are exempt from CEQA.

### **FISCAL IMPACT/FINANCING**

Lease at 4640 Admiralty Way, Marina del Rey

On September 11, 2018, the Board approved an eight-year lease which provides 9,394 square feet of office space and 42 on-site parking spaces for B&H's consolidation of its Administrative Services division. The lease provided \$469,700 as base TI allowance from the Landlord, and \$422,730 as additional TI reimbursement payment from County to the Landlord, for a total TI budget of \$892,430. The total TI costs are currently estimated at \$1,137,430, resulting in the need for an additional \$260,000 of authority to cover the overage plus interest, if needed.

The total additional TI expense anticipated by the County for this lease is \$682,730 of which the \$422,730 will be paid in one or more payments as previously approved by the Board, and the \$260,000 additional TI expense, which may also be paid in one or more payments but is currently planned to be paid in one lump sum. Sufficient funding to cover this additional TI cost is included in the Fiscal Year (FY) 2019-20 Rent Expense budget and will be billed back to B&H. These additional TI costs are 100 percent net County cost.

Lease at 1000 South Fremont A-11, Alhambra

On May 1, 2018, the Board approved an eight-year lease which provides 68,148 square feet of office space and 273 onsite parking spaces for DHS's consolidation of its Finance Division. The lease provided \$3,066,660 as base TI allowance from the Landlord and \$3,748,140 as additional TI reimbursement payment from County to the Landlord for a total TI budget of \$6,814,800. The total TI costs are currently estimated at \$7,896,753, resulting in the need for an additional \$1,130,000 of authority to cover the overage plus interest, if needed.

The total TI expense anticipated by the County for this lease is \$4,878,140, of which \$3,748,140 will be paid in one or more payments, as previously approved by the Board, and the \$1,130,000 additional TI expense, which may also be paid in one or more payments but is currently planned to be paid in one lump sum. Sufficient funding to cover this additional TI cost is included in the Fiscal Year (FY) 2019-20 Rent Expense budget and will be billed back to DHS. These additional TI costs are 100 percent net County cost.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In order to not delay moving the applicable tenant department into their leased space, each Landlord has commenced the TI work using the TI funds already approved by the Board. The Landlord will only proceed with TI work up to the amount authorized by the Board.

#### **ENVIRONMENTAL DOCUMENTATION**

The CEO has concluded that this action is exempt from CEQA, as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board of Supervisors, and Section 15301 of the State CEQA Guidelines (Existing Facilities). This action has no significant effect on the environment and meets the criteria set forth in Section 15301 of the State CEQA Guidelines (Guidelines) and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

These leases are intended to provide the necessary office space for the County requirements, and the applicable tenant departments concur.

**CONCLUSION**

It is requested that the Executive Office, Board of Supervisors return two certified copies of the Minute Order and the adopted stamped Board letter to the CEO, Real Estate Division, 320 West Temple Street, 7th Floor, Los Angeles, CA 90012.

Respectfully submitted,

SAH:FAD:DPH:DL  
JLC:MN:MAC:gw

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor Controller  
Beaches and Harbors  
Health Agency  
Health Services

# BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

<b>OPS CLUSTER AGENDA REVIEW DATE</b>	12/4/2019			
<b>BOARD MEETING</b>	12/17/2019			
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	ALL DISTRICTS			
<b>DEPARTMENT</b>	Internal Services Department (ISD)			
<b>SUBJECT</b>	REQUEST FOR APPROVAL TO AWARD AND EXECUTE EIGHT CUSTODIAL SERVICES CONTRACTS			
<b>PROGRAM</b>	N/A			
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why: N/A			
<b>DEADLINES/ TIME CONSTRAINTS</b>	Two of the four current contracts have an expiration date of December 31, 2019.			
<b>COST &amp; FUNDING</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">           Total cost:            Aggregate of \$9,633,588 million for 8 contracts (initial term of three years). Rates are fixed for the initial term.         </td><td style="width: 50%;">           Funding source:            Sufficient appropriation for the recommended contracts is included in ISD's Fiscal Year 2019-20 Adopted Budget.. Expenditures will be offset through billings to County departments.         </td></tr> </table> TERMS: Three years, with three one-year renewal options, and six month-to-month extensions, effective January 1, 2020.		Total cost: Aggregate of \$9,633,588 million for 8 contracts (initial term of three years). Rates are fixed for the initial term.	Funding source: Sufficient appropriation for the recommended contracts is included in ISD's Fiscal Year 2019-20 Adopted Budget.. Expenditures will be offset through billings to County departments.
Total cost: Aggregate of \$9,633,588 million for 8 contracts (initial term of three years). Rates are fixed for the initial term.	Funding source: Sufficient appropriation for the recommended contracts is included in ISD's Fiscal Year 2019-20 Adopted Budget.. Expenditures will be offset through billings to County departments.			
<b>PURPOSE OF REQUEST</b>	Request approval to award and execute eight custodial services contracts to Dedicated Building Services (a Community Business Enterprise), NMS Management Inc., Pride Industries One, Inc. (a Social Enterprise), and Servicon Systems, Inc. (a Social Enterprise) to provide custodial services at 19 facilities throughout the County of Los Angeles, which provides services for 11 County departments.			
<b>BACKGROUND (include internal/external issues that may exist)</b>	<p>On July 3, 2012, the Board awarded Contract 77810 to Lee's Maintenance Services, Inc. (Lee's) for custodial services, effective August 1, 2012. The initial term of the contract was three years with two two-year renewal options and six month-to-month extensions. The current contract term will expire on January 31, 2020.</p> <p>On July 3, 2012, the Board awarded Contract 77811 to Lee's for custodial services, effective August 1, 2012. The initial term of the contract was three years with two two-year renewal options and six month-to-month extensions. The current contract term will expire on January 31, 2020.</p> <p>On December 6, 2016, the Board awarded Contract 78561 to Servicon Systems, Inc. for custodial services, effective January 1, 2017. The initial term of the contract was for two years with three one-year renewal option and six month-to-month extensions. The current contract term will expire on December 31, 2019.</p> <p>On December 6, 2016, the Board awarded Contract 78562 to Servicon Systems, Inc. for custodial services, effective January 1, 2017. The initial term of the contract was for two years with three one-year renewal option and six month-to-month extensions. The current contract term will expire on December 31, 2019.</p>			
<b>DEPARTMENTAL AND OTHER CONTACTS</b>	Christie Carr Division Manager (323)267-3101 <a href="mailto:ccarr@isd.lacounty.gov">ccarr@isd.lacounty.gov</a>			







SCOTT MINNIX  
Director

## County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue  
Los Angeles, California 90063

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

*"Trusted Partner and Provider of Choice"*

December 17, 2019

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **REQUEST FOR APPROVAL TO AWARD AND EXECUTE EIGHT CUSTODIAL SERVICES CONTRACTS (ALL DISTRICTS – 3 VOTES)**

#### **SUBJECT**

Request for approval to award and execute eight custodial contracts to provide custodial services to various County departments.

#### **IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Chair to sign the attached eight contracts (Attachments 1-8) with Dedicated Building Services, NMS Management Inc., Pride Industries One, Inc. (a Social Enterprise), and Servicon Systems, Inc. (a Social Enterprise), to provide custodial services effective January 1, 2020, for an initial period of three years, with three one-year renewal options and six month-to-month extensions for a total cost of \$626,239 (Region 25), \$554,090 (Region 26), \$739,377 (Region 27), \$759,171 (Region 28), \$752,859 (Region 29), \$3,423,169 (Region 30), \$994,783 (Region 31), and \$1,783,900 (Region 32) for the initial term. The aggregate total for Regions 25-32 is \$9,633,588 for the initial three year term.
2. Authorize the Director of Internal Services Department (ISD), or his designee, to exercise the renewal options and month-to-month extensions in accordance with the attached contracts, add and delete facilities, approve necessary changes to scope of services (e.g., shift or number of custodian changes), and execute applicable contract amendments should the original contracting entities merge, be acquired, or otherwise have a change of entity.

3. Authorize the Director of ISD or his designee to increase the contract amount up to an additional ten percent to allow for any possible Cost of Living Adjustments (COLA) in accordance with County policy and terms of the contract.
4. Make a finding, as required by Los Angeles County Code section 2.121.420,1 that contracting for the provision of custodial services, as described herein, can be performed more economically by an independent contractor.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The services for Regions 25 through 32 are currently being provided under four contracts (Contract Number 77810, Contract Number 77811, Contract Number 78561 and Contract Number 78562) with Lee's Maintenance Services, Inc. (Lee's), and Servicon Systems, Inc. (Servicon). ISD re-distributed County facilities under the four current contracts into smaller groups thereby increasing the number of regions included in the solicitation from four to eight in order to provide greater opportunities for County Preference Program vendors, Community Business Enterprises (CBEs) and increase competition. Facilities are distributed to eight regions which are as follows: three in Region 25; six in Region 26; five in Region 27; one in Region 28; one in Region 29; one in Region 30; one in Region 31 and one in Region 32. Approval of the recommended actions will allow ISD to continue providing custodial services to 11 client departments at 19 facilities located throughout the County of Los Angeles, without interruption. A complete listing of the County facilities by Supervisorial District is attached (Attachment 9).

On July 3, 2012, the Board awarded Contract 77810 to Lee's for custodial services, effective August 1, 2012. The initial term of the contract was three years with two two-year renewal options and six month-to-month extensions. The current contract term will expire on January 31, 2020.

On July 3, 2012, the Board awarded Contract 77811 to Lee's for custodial services, effective August 1, 2012. The initial term of the contract was three years with two two-year renewal options and six month-to-month extensions. The current contract term will expire on January 31, 2020.

On December 6, 2016, the Board awarded Contract 78561 to Servicon for custodial services, effective January 1, 2017. The initial term of the contract was two years with three one-year renewal options and six month-to-month extensions. The current contract term will expire on December 31, 2019.

On December 6, 2016, the Board awarded Contract 78562 to Servicon for custodial services, effective January 1, 2017. The initial term of the contract was two years with

three one-year renewal options and six month-to-month extensions. The current contract term will expire on December 31, 2019.

To meet the operational needs of ISD's client departments, there may be occasions during the term of the contracts when the scope of services at a facility must be changed or when a facility needs to be added or deleted. Approval of recommendation two will provide ISD with the ability to effectively manage these situations.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended contracts support the County's Strategic Plan Strategy III.3 (Operational Effectiveness, Fiscal Responsibility, and Accountability) by maximizing the effectiveness of the County's processes structure and operations to support timely delivery of customer oriented and efficient public service by providing custodial services countywide.

### **FISCAL IMPACT/FINANCING**

The initial annual costs for the recommended contracts are attached (Attachment 10).

Sufficient appropriation for the recommended contracts is included in ISD's Fiscal Year 2019-20 Adopted Budget and funding will be requested in future years to address the option years and COLA increases. Expenditures will be offset through billings to County departments.

ISD conducted Prop A cost analyses to ensure the contracts are cost effective, summaries of which are attached (Attachment 11). Based on the Prop A cost analyses, the proposed contracts will provide a cost savings ranging from 19.08 percent to 45.36 percent to the County during the first contract year, from 20.54 percent to 48.56 percent the second contract year, and from 15.83 percent to 48.44 percent the third contract year. Pursuant to Board Policy 5.030 (Low-Cost Labor Resource Program), departments are required to consider low-cost County resource options in lieu of, or as supplements to any future contracts, which include outreach to various departments with low-cost labor programs that could potentially provide similar services. To this end, ISD took into consideration other low-cost resource options as required by the Policy and found that the low-cost labor resource providers/programs do not provide custodial services. As such, it has been determined that services can be more economically performed by the recommended contractors.

Pursuant to the Fiscal Manual, the Auditor-Controller has reviewed the cost analysis for Region 30 and approved the cost analysis which demonstrates that the contract is cost effective.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The standard County terms and conditions of the recommended contracts have been approved as to form by County Counsel. The contracts contain the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program. There is no impact to current County employees, as no County employees will be displaced as a result of the recommended contracts. The proposed contracts are subject to the Living Wage Program (County Code Chapter 2.201). The contractors will pay an hourly rate of no less than \$16.31 per hour from January 1, 2020, to December 31, 2020, and will pay the applicable Living Wage rate effective January 1, 2021, and thereafter, with the exception of Pride Industries One, Inc. (Pride), who is exempt from reporting requirements under the County's Living Wage Program based on a Collective Bargaining Agreement.

The contract rates are fixed for the initial three-year term. The contracts allow for a COLA increase during the option years, if requested and approved, and if the option years are exercised by the County. The COLA language in the contracts complies with your Board's directive on COLA's for Living Wage contracts.

## **CONTRACTING PROCESS**

On February 7, 2019, ISD released a Request for Proposals (RFP) for Custodial Services, for Regions 25-32 and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 12). Notice of the RFPs was sent by electronic mail to 586 vendors registered with the County (Attachment 13). In addition, the contracting opportunity was advertised in the following publications: Los Angeles Times, Press Telegram, and *La Opinión* (Spanish language newspaper).

To allow for increased opportunities and participation from County Preference Program vendors (i.e., Local Small Business, Disabled Veterans Business, and Social Enterprises) and the Community Business Enterprise (CBE) Program, work currently performed under Contract 77810, Contract 77811, Contract 78561 and Contract 78562 will be redistributed into the eight contracts (Regions 25 through 32) being recommended for award. ISD also regularly coordinates outreach efforts, such as vendor fairs with the Department of Consumer and Business Affairs, and other County departments, during which this solicitation was advertised. In addition, ISD participated in *Posible LA*, an Entrepreneur Summit attended by over 2,000 Small Businesses aimed to provide resources to grow their business.

The mandatory proposer's conference was held on February 27, 2019; eleven vendors attended. On April 4, 2019, proposals were received for each of the eight regions as indicated below:

Region 25 - Three proposals received; none disqualified  
Region 26 - Three proposals received; none disqualified  
Region 27 - Three proposals received; none disqualified  
Region 28 - Two proposals received; none disqualified  
Region 29 - Five proposals received; none disqualified  
Region 30 - Four proposals received; none disqualified  
Region 31 - Four proposals received; none disqualified  
Region 32 - Four proposals received; none disqualified

Proposals for all Regions were reviewed for responsiveness and compliance with the minimum requirement criteria stated in the RFP. No proposals were disqualified for failure to demonstrate that the company met the required years of experience.

The 28 proposals that met the minimum requirements for Regions 25-32 were evaluated by an evaluation committee in accordance with the evaluation processes identified in the RFP.

The non-selected proposers for all Regions received debriefings from August 21 through September 11, 2019. There were no protests resulting from this solicitation.

A summary of the CBE information collected from all vendors that submitted proposals is attached (Attachment 14). On final analysis, selections were made without regards to gender, race, creed, color or national origin.

The recommended award for two of the eight contracts is to Dedicated Building Services, a CBE certified vendor.

The recommended awards for four of the eight contracts are to Servicon and Pride, both certified Social Business Enterprise vendors for the County of Los Angeles.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended contracts will allow the County to continue to provide custodial services for various County departments throughout the County of Los Angeles without interruption in service.

**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 and two signed copies of each of the approved contracts to the Director of ISD.

Respectfully submitted,

SCOTT MINNIX  
Director

SM:SH:MO:CC:SO:md:jk

**Attachments**

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

# **BOARD LETTER ATTACHMENTS**

- 1-8. Contracts (Not included)
- 9. List of Facilities
- 10. Fiscal Impact/Financing
- 11. Proposition A Cost Analysis for the recommended contractors
- 12. “Doing Business With Us” Web Posting
- 13. Vendor Listing
- 14. Community Business Enterprise (CBE) Summary for all Recommended Contractors



	DEPARTMENT	FACILITY	ADDRESS		SUPERVISORAL DISTRICT	REGION	RECOMMENDED CONTRACTOR
1	Probation	Firestone Area Office	8526 Grape Street	Los Angeles	2	25	Dedicated
2	Probation	Crenshaw Area Office	3606 Exposition Blvd	Los Angeles	2	25	Dedicated
3	Probation	Inglewood	923 E. Redondo Blvd	Inglewood	2	25	Dedicated
4	Probation	Internal Audit Office	7639 S. Painter Avenue	Whittier	4	26	NMS
5	Probation	Rio Hondo Area Office	8240 S. Broadway Avenue	Whittier	4	26	NMS
6	Mental Health	Long Beach	2600 Redondo Avenue	Long Beach	2	26	NMS
7	Sheriff	Aero Bureau Main Hangar & Administration Building	3235 Lakewood Blvd	Long Beach	4	26	NMS
8	Workforce Development Aging & Community Services	Santa Clarita Service Center	26111 Bouquet Canyon Road	Santa Clarita	5	26	NMS
9	Internal Services	Heat & Refrigeration Unit	1121 West Avenue J-2	Lancaster	5	26	NMS
10	Probation	East Los Angeles Area Office	4849 Civic Center Way	Los Angeles	1	27	NMS
11	Probation	Property & Supply Warehouse	4549 Telegraph Road	Los Angeles	1	27	NMS
12	Sheriff	Century Station	11703 S. Alameda Street	Los Angeles	2	27	NMS
13	Public Health	Superconnect	637 Maple Avenue	Los Angeles	2	27	NMS
14	Agricultural Commissioner Weights & Measures	Regional Facilities Construction Division	1703 S. Mountain Avenue	Monrovia	5	27	NMS
15	Probation	Los Padrinos Juvenile Hall and Juvenile Court	7285 Quill Drive	Downey	4	28	Dedicated
16	Health Services	H Claude Hudson Comprehensive Health	2829 S. Grand Avenue	Los Angeles	1	29	Pride
17	Sheriff & District Attorney	Hall of Justice	211 W. Temple Street	Los Angeles	1	30	Pride
18	Military & Veteran Affairs	Patriotic Hall	1816 S. Figueroa Street	Los Angeles	1	31	Servicon
19	Children and Family Services	Zev Center	7555 Van Nuys Blvd	Van Nuys	3	32	Servicon

**FISCAL IMPACT/FINANCING**

Region	Proposer	Cost Year 1	Estimated % Savings Year 1	Cost Year 2	Estimated % Savings Year 2	Cost Year 3	Estimated % Savings Year 3	Total Cost Initial Term
25	Dedicated*	\$202,223	41.69%	\$207,851	43.69%	\$216,165	41.60%	\$626,239
26	NMS	\$184,184	45.36%	\$184,693	48.56%	\$185,213	48.44%	\$554,090
27	NMS	\$245,896	37.09%	\$246,455	40.86%	\$247,026	40.74%	\$739,377
28	Dedicated*	\$245,185	39.42%	\$251,954	41.27%	\$262,032	39.07%	\$759,171
29	Pride**	\$245,808	19.08%	\$250,915	22.10%	\$256,136	20.62%	\$752,859
30	Pride**	\$1,117,093	35.93%	\$1,140,881	38.38%	\$1,165,195	37.18%	\$3,423,169
31	Servicon**	\$309,429	35.98%	\$331,089	35.81%	\$354,265	31.85%	\$994,783
32	Servicon**	\$554,885	20.70%	\$593,727	20.54%	\$635,288	15.83%	\$1,783,900

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\*Community Business Enterprise

\*\*Social Enterprise

**FOOTNOTES:**

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the first year of the contract (January 1, 2020 - December 31, 2020).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

[3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.

[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the first year of the contract, including applicable COLAs effective 1/1/20 and 10/1/20.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.  
Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWH s (1744).

[9]

[10] Annual Vehicle/Equipment costs consist of purchase of new vehicles as follows:  
Purchase 1 FORD cargo van and 1 Ford Explorer (\$62,325.51 depreciated over four years)

[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

[12] There will not be indirect costs. We will absorb the positions within our current management structure.

[13] Contractor's Annual Profit represents approximately 7.00% of the annual contract cost.

[14] Start-up costs consist of exam administration costs, training, purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 25) - DEDICATED  
1/1/2021-12/31/2021

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[7]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 25</b>					<b>Region 25</b>									
Custodian	1.25	\$ 43,717.50				6774 Custodian (Day)	1.50	1.80	2.00	\$ 86,380.32	\$ 81,892.17	\$ 41,144.26	\$ 600.00	\$ 123,636.44
Custodial Supervisor		\$ -				6774 Custodian (Night)	1.25	1.50	2.00	\$ 86,380.32	\$ 81,892.17	\$ 41,144.26	\$ 4,088.00	\$ 127,124.44
Custodial Lead		\$ -				6776 Custodian Working Supv (Night) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Day Porter	1.50	\$ 52,461.00				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Floor Technician	0.22	\$ 9,462.82						-						
Periodicals	0.22	\$ 9,462.82				6778 Custodian Supv (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	3.19	\$ 115,104.13				6778 Custodian Supv (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
								-						
						6769 Floorcare Specialist	0.22	0.26	1.00	\$ 47,842.92	\$ 45,357.10	\$ 22,788.31	\$ 2,044.00	\$ 70,189.41
							2.97		5.00	\$ 220,603.56	\$ 209,141.44	\$ 105,076.84	\$ 6,732.00	\$ 320,950.28
<b>ANNUAL LABOR COSTS</b>					<b>ANNUAL LABOR COSTS</b>									
Region 25		\$ 115,104.13	\$ 28,909.80	\$ 144,013.93		Region 25					\$ 209,141.44	\$ 105,076.84	\$ 6,732.00	\$ 320,950.28
<b>ANNUAL VEHICLE/EQUIPMENT COSTS</b>					<b>ANNUAL VEHICLE/EQUIPMENT COSTS<sup>[9]</sup></b>									
Region 25				\$ 6,180.00		Region 25								\$ 15,581.38
<b>ANNUAL SERVICES AND SUPPLIES COSTS</b>					<b>ANNUAL SERVICES AND SUPPLIES COSTS<sup>[11]</sup></b>									
Region 25				\$ 23,221.08		Region 25								\$ 31,098.96
<b>ANNUAL GENERAL AND ADMINISTRATIVE COSTS</b>					<b>ANNUAL INDIRECT COSTS<sup>[12]</sup></b>									
Region 25				\$ 20,808.24		Region 25								\$ 1,490.34
<b>ANNUAL PROFIT<sup>[13]</sup></b>					<b>TOTAL ESTIMATED AVOIDABLE COSTS</b>									
Region 25				\$ 13,639.92		Region 25								\$ 369,120.97
<b>TOTAL ESTIMATED CONTRACT COSTS</b>					<b>ONE-TIME START-UP COSTS<sup>[14]</sup></b>									
Region 25				\$ 207,850.56		Region 25								\$ -

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 25) - DEDICATED  
1/1/2022-12/31/2022

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[7]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 25</b>					<b>Region 25</b>									
Custodian	1.25	\$ 45,466.20				6774 Custodian (Day)	1.50	1.80	2.00	\$ 86,380.32	\$ 81,892.17	\$ 41,144.26	\$ 600.00	\$ 123,636.44
Custodial Supervisor		\$ -				6774 Custodian (Night)	1.25	1.50	2.00	\$ 86,380.32	\$ 81,892.17	\$ 41,144.26	\$ 4,088.00	\$ 127,124.44
Custodial Lead		\$ -				6776 Custodian Working Supv (Night) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Day Porter	1.50	\$ 54,559.44				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Floor Technician	0.22	\$ 9,839.49						-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Periodicals	0.22	\$ 9,839.49				6778 Custodian Supv (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	3.19	\$ 119,704.62				6778 Custodian Supv (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
							0.22	0.26	1.00	\$ 47,842.92	\$ 45,357.10	\$ 22,788.31	\$ 2,044.00	\$ 70,189.41
							2.97		5.00	\$ 220,603.56	\$ 209,141.44	\$ 105,076.84	\$ 6,732.00	\$ 320,950.28
<b>ANNUAL LABOR COSTS</b>					<b>ANNUAL LABOR COSTS</b>									
Region 25		\$ 119,704.62	\$ 30,066.24	\$ 149,770.86		Region 25					\$ 209,141.44	\$ 105,076.84	\$ 6,732.00	\$ 320,950.28
<b>ANNUAL VEHICLE/EQUIPMENT COSTS</b>					<b>ANNUAL VEHICLE/EQUIPMENT COSTS<sup>[9]</sup></b>									
Region 25				\$ 6,427.20		Region 25								\$ 15,581.38
<b>ANNUAL SERVICES AND SUPPLIES COSTS</b>					<b>ANNUAL SERVICES AND SUPPLIES COSTS<sup>[11]</sup></b>									
Region 25				\$ 24,163.44		Region 25								\$ 32,129.83
<b>ANNUAL GENERAL AND ADMINISTRATIVE COSTS</b>					<b>ANNUAL INDIRECT COSTS<sup>[12]</sup></b>									
Region 25				\$ 21,642.24		Region 25								\$ 1,490.34
<b>ANNUAL PROFIT<sup>[13]</sup></b>					<b>TOTAL ESTIMATED AVOIDABLE COSTS</b>									
Region 25				\$ 14,170.56		Region 25								\$ 370,151.83
<b>TOTAL ESTIMATED CONTRACT COSTS</b>					<b>ONE-TIME START-UP COSTS<sup>[14]</sup></b>									
Region 25				\$ 216,164.64		Region 25								\$ -

PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 26) - NMS MANAGEMENT  
1/1/2020-12/31/2020

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[9]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 26</b>					<b>Region 26</b>									
Custodian					6774 Custodian (Day)		2.81	3.35	4.00	\$ 162,800.64	\$ 154,341.84	\$ 77,544.43	\$ 1,200.00	\$ 233,086.27
Custodial Supervisor	0.30	\$ 11,527.92			6774 Custodian (Night)			-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial Lead		\$ -			6776 Custodian Working Supv (Night) - Custodial Lead			-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Day Porter	2.81	\$ 98,995.18			6776 Custodian Working Supv (Day) - Custodial Lead			-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Floor Technician		\$ 3,630.96			6778 Custodian Supv (Night)			-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Periodicals	0.10	\$ 3,630.96			6778 Custodian Supv (Day)		0.30	0.36	1.00	\$ 49,833.51	\$ 47,244.26	\$ 23,736.46	\$ -	\$ 70,980.72
	3.21	\$ 114,154.06			6769 Floorcare Specialist			-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
							3.11		5.00	\$ 212,634.15	\$ 201,586.10	\$ 101,280.89	\$ 1,200.00	\$ 304,067.00
<b>ANNUAL LABOR COSTS</b>					<b>ANNUAL LABOR COSTS</b>									
Region 26		\$ 114,154.06	\$ 39,979.20	\$ 154,133.26	Region 26						\$ 201,586.10	\$ 101,280.89	\$ 1,200.00	\$ 304,067.00
<b>ANNUAL VEHICLE/EQUIPMENT COSTS</b>					<b>ANNUAL VEHICLE/EQUIPMENT COSTS<sup>[10]</sup></b>									
Region 26				\$ 2,183.16	Region 26									\$ 15,581.38
<b>ANNUAL SERVICES AND SUPPLIES COSTS</b>					<b>ANNUAL SERVICES AND SUPPLIES COSTS<sup>[11]</sup></b>									
Region 26				\$ 16,014.96	Region 26									\$ 17,461.63
<b>ANNUAL GENERAL AND ADMINISTRATIVE COSTS</b>					<b>ANNUAL INDIRECT COSTS<sup>[12]</sup></b>									
Region 26				\$ 8,241.36	Region 26									\$ -
<b>ANNUAL PROFIT<sup>[13]</sup></b>					<b>TOTAL ESTIMATED AVOIDABLE COSTS</b>									
Region 26				\$ 3,611.40	Region 26									\$ 337,110.01
<b>TOTAL ESTIMATED CONTRACT COSTS</b>					<b>ONE-TIME START-UP COSTS<sup>[14]</sup></b>									
Region 26				\$ 184,184.22	Region 26									\$ 28,387.41
<b>COST SAVINGS<sup>[15]</sup></b>				\$ 184,184.21										
				\$ 0.00	Region 26			0.00	rounding					
<b>TOTAL ESTIMATED AVOIDABLE COSTS:</b>				\$ 337,110.01										
<b>TOTAL ESTIMATED CONTRACT COSTS:</b>				\$ 184,184.22										
<b>ESTIMATED SAVINGS FROM CONTRACTING<sup>[16]</sup></b>				\$ 152,925.79										
<b>ESTIMATED SAVINGS PERCENTAGE:</b>				45.36%										
<b>TOTAL ESTIMATED ONE-TIME START-UP COSTS:</b>				\$ 28,387.41										

## FOOTNOTES:

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the first year of the contract (January 1, 2020 - December 31, 2020).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

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[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the first year of the contract, including applicable COLAs effective 1/1/20 and 10/1/20.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.

Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWH s (1744).

[9] Annual Vehicle/Equipment costs consist of purchase of new vehicles as follows:  
Purchase 1 FORD cargo van and 1 Ford Explorer (\$62,325.51 depreciated over four years)  
[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

[12] There will not be indirect costs. We will absorb the positions within our current management structure.

[13] Contractor's Annual Profit represents approximately 2.00% of the annual contract cost.

[14] Start-up costs consist of exam administration costs, training, purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

**FOOTNOTES:**

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the second year of the contract (January 1, 2021 - December 31, 2021).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

[3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.

[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the second year of the contract, including applicable COLAs effective 1/1/21.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.  
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[10] Annual Vehicle/Equipment costs consist of purchase of new vehicles as follows:  
Purchase 1 FORD cargo van and 1 Ford Explorer (\$62,325.51 depreciated over four years)

[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

[12] The indirect costs are including costs incurred due to staff turnover (i.e. physicals, live scans, uniforms and training). We used 5% annual turnover rate which is based on our Matrix Consultant and their recent workforce insourcing plan.

[13] Contractor's Annual Profit represents approximately 2.00% of the annual contract cost.

[14] Start-up costs consist of exam administration costs, training, purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

**FOOTNOTES:**

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the third year of the contract (January 1, 2022 - December 31, 2022).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

[3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.

[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the third year of the contract.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.  
Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWHs (1744).

[9]

[10] Annual Vehicle/Equipment costs consist of purchase of new vehicles as follows:  
Purchase 1 FORD cargo van and 1 Ford Explorer (\$62,325.51 depreciated over four years)

[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

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[14] Start-up costs consist of exam administration costs, training, purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.



COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT

PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 27) - NMS MANAGEMENT  
1/1/2020-12/31/2020

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[7]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 27</b>					<b>Region 27</b>									
Custodian		\$ -			6774 Custodian (Day)		4.00	4.77	5.00	\$ 203,500.80	\$ 192,927.31	\$ 96,930.54	\$ 1,500.00	\$ 291,357.84
Custodial Supervisor	0.25	\$ 9,606.60			6774 Custodian (Night)				0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial Lead		\$ -			6776 Custodian Working Supv (Night) - Custodial Lead				0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Day Porter	4.00	\$ 140,918.40			6776 Custodian Working Supv (Day) - Custodial Lead				0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Floor Technician		\$ -			6778 Custodian Supv (Night)				0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Periodicals	0.18	\$ 6,535.73			6778 Custodian Supv (Day)		0.25	0.30	1.00	\$ 49,833.51	\$ 47,244.26	\$ 23,736.46	\$ -	\$ 70,980.72
	4.43	\$ 157,060.73			6769 Floorcare Specialist				0.00	\$ -	\$ -	\$ -	\$ -	\$ -
							4.25	-	6.00	\$ 253,334.31	\$ 240,171.57	\$ 120,667.00	\$ 1,500.00	\$ 362,338.56
<b>ANNUAL LABOR COSTS</b>					<b>ANNUAL LABOR COSTS</b>									
Region 27		\$ 157,060.73	\$ 54,631.80	\$ 211,692.53	Region 27						\$ 240,171.57	\$ 120,667.00	\$ 1,500.00	\$ 362,338.56
<b>ANNUAL VEHICLE/EQUIPMENT COSTS</b>					<b>ANNUAL VEHICLE/EQUIPMENT COSTS<sup>[10]</sup></b>									
Region 27				\$ 2,013.84	Region 27									\$ 15,581.38
<b>ANNUAL SERVICES AND SUPPLIES COSTS</b>					<b>ANNUAL SERVICES AND SUPPLIES COSTS<sup>[11]</sup></b>									
Region 27				\$ 17,650.08	Region 27									\$ 12,952.59
<b>ANNUAL GENERAL AND ADMINISTRATIVE COSTS</b>					<b>ANNUAL INDIRECT COSTS<sup>[12]</sup></b>									
Region 27				\$ 9,717.84	Region 27									\$ -
<b>ANNUAL PROFIT<sup>[13]</sup></b>					<b>TOTAL ESTIMATED AVOIDABLE COSTS</b>									
Region 27				\$ 4,821.48	Region 27									\$ 390,872.54
														\$ -
<b>TOTAL ESTIMATED CONTRACT COSTS</b>					<b>ONE-TIME START-UP COSTS<sup>[14]</sup></b>									
Region 27				\$ 245,895.82	Region 27									\$ 31,257.43
				\$ 245,895.82										
<b>COST SAVINGS<sup>[15]</sup></b>				\$ (0.00) rounding										
<b>TOTAL ESTIMATED AVOIDABLE COSTS:</b>				\$ 390,872.54										
<b>TOTAL ESTIMATED CONTRACT COSTS:</b>				\$ 245,895.82										
<b>ESTIMATED SAVINGS FROM CONTRACTING:<sup>[16]</sup></b>				\$ 144,976.72										
<b>ESTIMATED SAVINGS PERCENTAGE:</b>				37.09%										
<b>TOTAL ESTIMATED ONE-TIME START-UP COSTS:</b>				\$ 31,257.43										

**FOOTNOTES:**

- [1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the first year of the contract (January 1, 2020 - December 31, 2020).
- [2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.
- [3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.
- [4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.
- [5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.
- [6] Top step of annual salaries for County positions during the first year of the contract, including applicable COLAs effective 1/1/20 and 10/1/20.
- [7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.
- [8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year. Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWH s (1744).
- [9]
- [10] Annual Vehicle/Equipment costs consist of purchase of new vehicles as follows:  
Purchase 1 FORD cargo van and 1 Ford Explorer (\$62,325.51 depreciated over four years)
- [11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.
- [12] There will not be indirect costs. We will absorb the positions within our current management structure.
- [13] Contractor's Annual Profit represents approximately 2.00% of the annual contract cost.
- [14] Start-up costs consist of exam administration costs, training, purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.
- [15] The Department calculated the estimated cost savings from contracting.
- [16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 27) - NMS MANAGEMENT  
1/1/2021-12/31/2021

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[7]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
Region 27					Region 27									
Custodian		\$ -				6774 Custodian (Day)	4.00	4.77	5.00	\$ 215,950.80	\$ 204,730.43	\$ 102,860.66	\$ 1,500.00	\$ 309,091.09
Custodial Supervisor	0.25	\$ 9,606.60				6774 Custodian (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial Lead		\$ -				6776 Custodian Working Supv (Night) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Day Porter	4.00	\$ 140,918.40				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Floor Technician		\$ -												
Periodicals	0.18	\$ 6,535.73				6778 Custodian Supv (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	4.43	\$ 157,060.73				6778 Custodian Supv (Day)	0.25	0.30	1.00	\$ 52,924.32	\$ 50,174.48	\$ 25,208.66	\$ -	\$ 75,383.14
						6769 Floorcare Specialist		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
							4.25		6.00	\$ 268,875.12	\$ 254,904.91	\$ 128,069.32	\$ 1,500.00	\$ 384,474.23
ANNUAL LABOR COSTS					ANNUAL LABOR COSTS									
Region 27		\$ 157,060.73	\$ 54,751.80	\$ 211,812.53		Region 27					\$ 254,904.91	\$ 128,069.32	\$ 1,500.00	\$ 384,474.23
ANNUAL VEHICLE/EQUIPMENT COSTS					ANNUAL VEHICLE/EQUIPMENT COSTS <sup>[9]</sup>									
Region 27				\$ 2,054.16		Region 27								\$ 15,581.38
ANNUAL SERVICES AND SUPPLIES COSTS					ANNUAL SERVICES AND SUPPLIES COSTS <sup>[11]</sup>									
Region 27				\$ 17,843.88		Region 27								\$ 15,932.59
ANNUAL GENERAL AND ADMINISTRATIVE COSTS					ANNUAL INDIRECT COSTS <sup>[12]</sup>									
Region 27				\$ 9,912.24		Region 27								\$ 745.17
ANNUAL PROFIT <sup>[13]</sup>					TOTAL ESTIMATED AVOIDABLE COSTS									
Region 27				\$ 4,832.40		Region 27								\$ 416,733.37
TOTAL ESTIMATED CONTRACT COSTS					ONE-TIME START-UP COSTS <sup>[14]</sup>									
Region 27				\$ 246,455.21		Region 27								\$ -
COST SAVINGS <sup>[15]</sup>														

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 27) - NMS MANAGEMENT  
1/1/2022-12/31/2022

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS										
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[7]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)	
Region 27					Region 27										
Custodian		\$ -			6774	Custodian (Day)	4.00	4.77	5.00	\$ 215,950.80	\$ 204,730.43	\$ 102,860.66	\$ 1,500.00	\$ 309,091.09	
Custodial Supervisor	0.25	\$ 9,606.60			6774	Custodian (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Custodial Lead		\$ -			6776	Custodian Working Supv (Night) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Day Porter	4.00	\$ 140,918.40			6776	Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Floor Technician		\$ -			6778	Custodian Supv (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Periodicals	0.18	\$ 6,535.73			6778	Custodian Supv (Day)	0.25	0.30	1.00	\$ 52,924.32	\$ 50,174.48	\$ 25,208.66	\$ -	\$ 75,383.14	
	4.43	\$ 157,060.73			6769	Floorcare Specialist		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	
							4.25	-	6.00	\$ 268,875.12	\$ 254,904.91	\$ 128,069.32	\$ 1,500.00	\$ 384,474.23	
ANNUAL LABOR COSTS					ANNUAL LABOR COSTS										
Region 27		\$ 157,060.73	\$ 54,874.20	\$ 211,934.93	Region 27										\$ 384,474.23
ANNUAL VEHICLE/EQUIPMENT COSTS					ANNUAL VEHICLE/EQUIPMENT COSTS <sup>[9]</sup>										
Region 27			\$ 2,095.20		Region 27										\$ 15,581.38
ANNUAL SERVICES AND SUPPLIES COSTS					ANNUAL SERVICES AND SUPPLIES COSTS <sup>[11]</sup>										
Region 27			\$ 18,041.64		Region 27										\$ 16,058.91
ANNUAL GENERAL AND ADMINISTRATIVE COSTS					ANNUAL INDIRECT COSTS <sup>[12]</sup>										
Region 27			\$ 10,110.48		Region 27										\$ 745.17
ANNUAL PROFIT <sup>[13]</sup>					TOTAL ESTIMATED AVOIDABLE COSTS										
Region 27			\$ 4,843.68		Region 27										\$ 416,859.69
TOTAL ESTIMATED CONTRACT COSTS					ONE-TIME START-UP COSTS <sup>[14]</sup>										
Region 27			\$ 247,025.78		Region 27										\$ -

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 28) - DEDICATED  
1/1/2020-12/31/2020

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[8]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[9]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 28</b>					<b>Region 28</b>									
Custodian	1.40	\$ 47,677.39				6774 Custodian (Day)	2.00	2.39	3.00	\$ 122,100.48	\$ 115,756.38	\$ 58,158.32	\$ 900.00	\$ 174,814.71
Custodial Supervisor		\$ -				6774 Custodian (Night)	1.40	1.68	2.00	\$ 81,400.32	\$ 77,170.92	\$ 38,772.21	\$ 4,088.00	\$ 120,031.14
Custodial Lead		\$ -				6776 Custodian Working Supv (Night) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Day Porter	2.00	\$ 68,110.56				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Floor Technician	0.33	\$ 13,592.88				6778 Custodian Supv (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Periodicals	0.15	\$ 6,264.00				6778 Custodian Supv (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	3.88	\$ 135,644.83				6769 Floorcare Specialist	0.33	0.39	1.00	\$ 45,078.84	\$ 42,736.63	\$ 21,471.74	\$ 2,044.00	\$ 66,252.37
							3.73		6.00	\$ 248,579.64	\$ 235,663.94	\$ 118,402.28	\$ 7,032.00	\$ 361,098.22
<b>ANNUAL LABOR COSTS</b>					<b>ANNUAL LABOR COSTS</b>									
Region 28		\$ 135,644.83	\$ 34,077.12	\$ 169,721.95		Region 28					\$ 235,663.94	\$ 118,402.28	\$ 7,032.00	\$ 361,098.22
<b>ANNUAL VEHICLE/EQUIPMENT COSTS</b>					<b>ANNUAL VEHICLE/EQUIPMENT COSTS<sup>[10]</sup></b>									
Region 28			\$ 7,500.00			Region 28								\$ 15,581.38
<b>ANNUAL SERVICES AND SUPPLIES COSTS</b>					<b>ANNUAL SERVICES AND SUPPLIES COSTS<sup>[11]</sup></b>									
Region 28			\$ 27,372.60			Region 28								\$ 27,099.86
<b>ANNUAL GENERAL AND ADMINISTRATIVE COSTS</b>					<b>ANNUAL INDIRECT COSTS<sup>[12]</sup></b>									
Region 28			\$ 24,551.40			Region 28								\$ -
<b>ANNUAL PROFIT<sup>[13]</sup></b>					<b>TOTAL ESTIMATED AVOIDABLE COSTS</b>									
Region 28			\$ 15,469.80			Region 28								\$ 403,779.46
														\$ -
<b>TOTAL ESTIMATED CONTRACT COSTS</b>					<b>ONE-TIME START-UP COSTS<sup>[14]</sup></b>									
Region 28			\$ 244,615.68			Region 28								\$ 26,233.17
<b>COST SAVINGS<sup>[15]</sup></b>														

**FOOTNOTES:**

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the second year of the contract (January 1, 2021 - December 31, 2021).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

[3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.

[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the second year of the contract, including applicable COLAs effective 1/1/21.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.  
Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWHs (1744).

[9]

[10] Annual Vehicle/Equipment costs consist of purchase of new vehicles as follows:  
Purchase 1 FORD cargo van and 1 Ford Explorer (\$62,325.51 depreciated over four years)

[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

[12] The indirect costs are including costs incurred due to staff turnover (i.e. physicals, live scans, uniforms and training). We used 5% annual turnover rate which is based on our Matrix Consultant and their recent workforce insourcing plan.

[13] Contractor's Annual Profit represents approximately 7.00% of the annual contract cost.

[14] Start-up costs consist of exam administration costs, training, purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

**FOOTNOTES:**

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the third year of the contract (January 1, 2022 - December 31, 2022).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

[3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.

[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the third year of the contract.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.  
Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWH s (1744).

[9]

[10] Annual Vehicle/Equipment costs consist of purchase of new vehicles as follows:  
Purchase 1 FORD cargo van and 1 Ford Explorer (\$62,325.51 depreciated over four years)

[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

[12] The indirect costs are including costs incurred due to staff turnover (i.e. physicals, live scans, uniforms and training). We used 5% annual turnover rate which is based on our Matrix Consultant and their recent workforce insourcing plan.

[13] Contractor's Annual Profit represents approximately 7.00% of the annual contract cost.

[14] Start-up costs consist of exam administration costs, training, purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 29) - PRIDE  
1/1/2020-12/31/2020

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[6]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
Region 29					Region 29									
Custodian		\$ -				6774 Custodian (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial Supervisor		\$ -				6774 Custodian (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial Lead		\$ -				6776 Custodian Working Supv (Night) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Day Porter		\$ -				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Floor Technician	2.0	\$ 66,658.40				6778 Custodian Supv (Night)	1.00	1.19	1.00	\$ 49,833.51	\$ 47,244.26	\$ 23,736.46	\$ 1,744.00	\$ 72,724.72
Floor Technician Lead	1.0	\$ 35,269.20				6778 Custodian Supv (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	3.00	\$ 101,927.60				6769 Floorcare Specialist	2.00	2.39	3.00	\$ 135,236.52	\$ 128,209.90	\$ 64,415.22	\$ 6,132.00	\$ 198,757.12
							3.00		4.00	\$ 185,070.03	\$ 175,454.16	\$ 88,151.68	\$ 7,876.00	\$ 271,481.84
ANNUAL LABOR COSTS					ANNUAL LABOR COSTS									
Region 29		\$ 101,927.60	\$ 35,640.48	\$ 137,568.08		Region 29				\$ 175,454.16	\$ 88,151.68	\$ 7,876.00	\$ 271,481.84	
ANNUAL VEHICLE/EQUIPMENT COSTS					ANNUAL VEHICLE/EQUIPMENT COSTS <sup>[10]</sup>									
Region 29				\$ 4,759.20		Region 29								\$ 7,557.18
ANNUAL SERVICES AND SUPPLIES COSTS					ANNUAL SERVICES AND SUPPLIES COSTS <sup>[11]</sup>									
Region 29				\$ 23,523.60		Region 29								\$ 24,723.50
ANNUAL GENERAL AND ADMINISTRATIVE COSTS					ANNUAL INDIRECT COSTS <sup>[12]</sup>									
Region 29				\$ 70,503.12		Region 29								\$ -
ANNUAL PROFIT <sup>[13]</sup>					TOTAL ESTIMATED AVOIDABLE COSTS									
Region 29				\$ 9,454.20		Region 29								\$ 303,762.52
TOTAL ESTIMATED CONTRACT COSTS					ONE-TIME START-UP COSTS <sup>[14]</sup>									
Region 29				\$ 245,808.24		Region 29								\$ 27,637.86

**COST SAVINGS<sup>[15]</sup>**

\$ 245,808.24  
\$ - rounding

Region 29

TOTAL ESTIMATED AVOIDABLE COSTS: \$ 303,762.52

TOTAL ESTIMATED CONTRACT COSTS: \$ 245,808.24

ESTIMATED SAVINGS FROM CONTRACTING:<sup>[16]</sup> \$ 57,954.28

ESTIMATED SAVINGS PERCENTAGE: 19.08%

TOTAL ESTIMATED ONE-TIME START-UP COSTS: \$ 27,637.86

**FOOTNOTES:**

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the first year of the contract (January 1, 2020 - December 31, 2020).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

[3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.

[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the first year of the contract, including applicable COLAs effective 1/1/20 and 10/1/20.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.

Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWH s (1744).

[9]

[10] Annual Vehicle/Equipment costs consist of purchase of new vehicles as follows:

Purchase 1 Ford Explorer (\$30,228.70 depreciated over four years)

[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

[12] There will not be indirect costs. We will absorb the positions within our current management structure.

[13] Contractor's Annual Profit represents approximately 4.00% of the annual contract cost.

[14] Start-up costs consist of exam administration costs, training (having all positions come in 2 weeks prior to start of service), purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 29) - PRIDE  
1/1/2021-12/31/2021

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[1]</sup>	PROPOSED STAFFING <sup>[4]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[5]</sup>	(a) ANNUAL SALARIES <sup>[6]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
Region 29					Region 29									
Custodian		\$ -				6774 Custodian (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial Supervisor		\$ -				6774 Custodian (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial Lead		\$ -				6776 Custodian Working Supv (Night) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Day Porter		\$ -				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Floor Technician	2.0	\$ 68,210.40				6778 Custodian Supv (Night)	1.00	1.19	1.00	\$ 52,924.32	\$ 50,174.48	\$ 25,208.66	\$ 1,744.00	\$ 77,127.14
Floor Technician Lead	1.0	\$ 36,045.20				6778 Custodian Supv (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	3.00	\$ 104,255.60				6769 Floorcare Specialist	2.00	2.39	3.00	\$ 143,528.76	\$ 136,071.29	\$ 68,364.94	\$ 6,132.00	\$ 210,568.23
							3.00		4.00	\$ 196,453.08	\$ 186,245.77	\$ 93,573.60	\$ 7,876.00	\$ 287,695.37
ANNUAL LABOR COSTS					ANNUAL LABOR COSTS									
Region 29		\$ 104,255.60	\$ 36,417.48	\$ 140,673.08		Region 29				\$ 186,245.77	\$ 93,573.60	\$ 7,876.00	\$ 287,695.37	
ANNUAL VEHICLE/EQUIPMENT COSTS					ANNUAL VEHICLE/EQUIPMENT COSTS <sup>[9]</sup>									
Region 29				\$ 4,796.64		Region 29								\$ 7,557.18
ANNUAL SERVICES AND SUPPLIES COSTS					ANNUAL SERVICES AND SUPPLIES COSTS <sup>[1]</sup>									
Region 29				\$ 24,111.84		Region 29								\$ 26,116.59
ANNUAL GENERAL AND ADMINISTRATIVE COSTS					ANNUAL INDIRECT COSTS <sup>[12]</sup>									
Region 29				\$ 71,682.72		Region 29								\$ 746.17
ANNUAL PROFIT <sup>[13]</sup>					TOTAL ESTIMATED AVOIDABLE COSTS									
Region 29				\$ 9,650.52		Region 29								\$ 322,115.31
TOTAL ESTIMATED CONTRACT COSTS					ONE-TIME START-UP COSTS <sup>[14]</sup>									
Region 29				\$ 250,914.84		Region 29								\$ -

**COST SAVINGS<sup>[15]</sup>**

\$ 250,914.84  
\$ - rounding

	<b>Region 29</b>
TOTAL ESTIMATED AVOIDABLE COSTS:	\$ 322,115.31
TOTAL ESTIMATED CONTRACT COSTS:	\$ 250,914.84
ESTIMATED SAVINGS FROM CONTRACTING <sup>[16]</sup>	\$ 71,200.47

ESTIMATED SAVINGS PERCENTAGE: 22.10%

TOTAL ESTIMATED ONE-TIME START-UP COSTS: \$ -

**FOOTNOTES:**

- [1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the second year of the contract (January 1, 2021 - December 31, 2021).
- [2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.
- [3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.
- [4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.
- [5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.
- [6] Top step of annual salaries for County positions during the second year of the contract, including applicable COLAs effective 1/1/21.
- [7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.
- [8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.  
Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWH s (1744).
- [9]
- [10] Annual Vehicle/Equipment costs consist of purchase of new vehicles as follows:  
Purchase 1 Ford Explorer (\$30,228.70 depreciated over four years)
- [11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.
- [12] There will not be indirect costs. We will absorb the positions within our current management structure.
- [13] Contractor's Annual Profit represents approximately 4.00% of the annual contract cost.
- [14] Start-up costs consist of exam administration costs, training (having all positions come in 2 weeks prior to start of service), purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.
- [15] The Department calculated the estimated cost savings from contracting.
- [16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.



COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 29) - PRIDE  
1/1/2022-12/31/2022

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[6]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
Region 29					Region 29									
Custodian		\$ -				6774 Custodian (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial Supervisor		\$ -				6774 Custodian (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial Lead		\$ -				6776 Custodian Working Supv (Night) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Day Porter		\$ -				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Floor Technician	2.0	\$ 69,801.20				6778 Custodian Supv (Night)	1.00	1.19	1.00	\$ 52,924.32	\$ 50,174.48	\$ 25,208.66	\$ 1,744.00	\$ 77,127.14
Floor Technician Lead	1.0	\$ 36,840.60				6778 Custodian Supv (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	3.00	\$ 106,641.80				6769 Floorcare Specialist	2.00	2.39	3.00	\$ 143,528.76	\$ 136,071.29	\$ 68,364.94	\$ 6,132.00	\$ 210,568.23
							3.00		4.00	\$ 196,453.08	\$ 186,245.77	\$ 93,573.60	\$ 7,876.00	\$ 287,695.37
ANNUAL LABOR COSTS					ANNUAL LABOR COSTS									
Region 29		\$ 106,641.80	\$ 37,213.56	\$ 143,855.36		Region 29				\$ 186,245.77	\$ 93,573.60	\$ 7,876.00	\$ 287,695.37	
ANNUAL VEHICLE/EQUIPMENT COSTS					ANNUAL VEHICLE/EQUIPMENT COSTS <sup>[9]</sup>									
Region 29				\$ 4,835.16		Region 29								\$ 7,557.18
ANNUAL SERVICES AND SUPPLIES COSTS					ANNUAL SERVICES AND SUPPLIES COSTS <sup>[1]</sup>									
Region 29				\$ 24,714.60		Region 29								\$ 26,690.67
ANNUAL GENERAL AND ADMINISTRATIVE COSTS					ANNUAL INDIRECT COSTS <sup>[12]</sup>									
Region 29				\$ 72,879.84		Region 29								\$ 746.17
ANNUAL PROFIT <sup>[13]</sup>					TOTAL ESTIMATED AVOIDABLE COSTS									
Region 29				\$ 9,851.40		Region 29								\$ 322,689.39
TOTAL ESTIMATED CONTRACT COSTS					ONE-TIME START-UP COSTS <sup>[14]</sup>									
Region 29				\$ 256,136.40		Region 29								\$ -

**COST SAVINGS<sup>[15]</sup>**

\$ 256,136.40  
\$ - rounding

**Region 29**

TOTAL ESTIMATED AVOIDABLE COSTS: \$ 322,689.39

TOTAL ESTIMATED CONTRACT COSTS: \$ 256,136.40

ESTIMATED SAVINGS FROM CONTRACTING<sup>[16]</sup> \$ 66,552.99

ESTIMATED SAVINGS PERCENTAGE: 20.62%

TOTAL ESTIMATED ONE-TIME START-UP COSTS: \$ -

**FOOTNOTES:**

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the third year of the contract (January 1, 2022 - December 31, 2022).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

[3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.

[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the third year of the contract.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.

Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWH s (1744).

[9]

[10] Annual Vehicle/Equipment costs consist of purchase of new vehicles as follows:

Purchase 1 Ford Explorer (\$30,228.70 depreciated over four years)

[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

[12] There will not be indirect costs. We will absorb the positions within our current management structure.

[13] Contractor's Annual Profit represents approximately 4.00% of the annual contract cost.

[14] Start-up costs consist of exam administration costs, training (having all positions come in 2 weeks prior to start of service), purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 30) - PRIDE  
1/1/2020-12/31/2020

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[8]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[9]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 30</b>					<b>Region 30</b>									
Custodian	10.00	\$ 336,544.00				6774 Custodian (Day)	5.50	6.56	7.00	\$ 284,901.12	\$ 270,098.23	\$ 135,702.75	\$ 2,100.00	\$ 407,900.98
Custodial Supervisor	1.0	\$ 40,518.40				6774 Custodian (Night)	10.00	11.93	12.00	\$ 488,401.92	\$ 463,025.53	\$ 232,633.29	\$ 24,528.00	\$ 720,186.82
Custodial Lead	-	\$ -				6776 Custodian Working Supv (Night) - Custodial Lead	1.00	1.19	1.00	\$ 44,313.03	\$ 42,010.61	\$ 21,106.97	\$ 1,744.00	\$ 64,861.59
Day Porter	5.50	\$ 185,099.20				6776 Custodian Working Supv (Day) - Custodial Lead	-	-	1.00	\$ 44,313.03	\$ 42,010.61	\$ 21,106.97	\$ -	\$ 63,117.59
Floor Technician	3.0	\$ 107,203.20				6778 Custodian Supv (Night)	1.00	1.19	1.00	\$ 49,833.51	\$ 47,244.26	\$ 23,736.46	\$ 1,744.00	\$ 72,724.72
Floor Technician Lead	1.0	\$ 37,614.40				6778 Custodian Supv (Day)	-	-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	<u>20.50</u>	<u>\$ 707,179.20</u>				6769 Floorcare Specialist	3.00	3.58	4.00	\$ 180,315.36	\$ 170,946.53	\$ 85,886.96	\$ 8,176.00	\$ 265,009.49
							<u>20.50</u>		<u>26.00</u>	<u>1,092,077.97</u>	<u>\$ 1,035,335.78</u>	<u>\$ 520,173.40</u>	<u>\$ 38,292.00</u>	<u>\$ 1,593,801.19</u>
<b>ANNUAL LABOR COSTS</b>					<b>ANNUAL LABOR COSTS</b>									
Region 30		\$ 707,179.20	\$ 176,436.36	\$ 883,615.56	Region 30									
<b>ANNUAL VEHICLE/EQUIPMENT COSTS</b>					<b>ANNUAL VEHICLE/EQUIPMENT COSTS<sup>[10]</sup></b>									
Region 30			\$ 11,383.08		Region 30									
<b>ANNUAL SERVICES AND SUPPLIES COSTS</b>					<b>ANNUAL SERVICES AND SUPPLIES COSTS<sup>[11]</sup></b>									
Region 30			\$ 72,994.80		Region 30									
<b>ANNUAL GENERAL AND ADMINISTRATIVE COSTS</b>					<b>ANNUAL INDIRECT COSTS<sup>[12]</sup></b>									
Region 30			\$ 116,576.64		Region 30									
<b>ANNUAL PROFIT<sup>[13]</sup></b>					<b>TOTAL ESTIMATED AVOIDABLE COSTS</b>									
Region 30			\$ 32,536.68		Region 30									
<b>TOTAL ESTIMATED CONTRACT COSTS</b>					<b>ONE-TIME START-UP COSTS<sup>[14]</sup></b>									
Region 30			\$ 1,117,093.20		Region 30									

**COST SAVINGS<sup>[15]</sup>**

\$ 1,117,093.20  
\$ (0.00) rounding

Region 30

TOTAL ESTIMATED AVOIDABLE COSTS: \$ 1,743,681.87

TOTAL ESTIMATED CONTRACT COSTS: \$ 1,117,093.20

ESTIMATED SAVINGS FROM CONTRACTING<sup>[16]</sup> \$ 626,588.67

ESTIMATED SAVINGS PERCENTAGE: 35.93%

TOTAL ESTIMATED ONE-TIME START-UP COSTS: \$ 129,502.44

**FOOTNOTES:**

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the first year of the contract (January 1, 2020 - December 31, 2020).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

[3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.

[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the first year of the contract, including applicable COLAs effective 1/1/20 and 10/1/20.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.

Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWH s (1744).

[9]

[10] No vehicles needed because facility has a dedicated floor care team members.

[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

[12] There will not be indirect costs. We will absorb the positions within our current management structure.

[13] Contractor's Annual Profit represents approximately 3.00% of the annual contract cost.

[14] Start-up costs consist of exam administration costs, training (having all positions come in 2 weeks prior to start of service), purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 30) - PRIDE  
1/1/2021-12/31/2021

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[8]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[9]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 30</b>					<b>Region 30</b>									
Custodian	10.00	\$ 344,864.00				6774 Custodian (Day)	5.50	6.56	7.00	\$ 302,331.12	\$ 286,622.60	\$ 144,004.93	\$ 2,100.00	\$ 432,727.53
Custodial Supervisor	1.0	\$ 41,537.60				6774 Custodian (Night)	10.00	11.93	12.00	\$ 518,281.92	\$ 491,353.03	\$ 246,865.59	\$ 24,528.00	\$ 762,746.62
Custodial Lead	-	\$ -				6776 Custodian Working Supv (Night) - Custodial Lead	1.00	1.19	1.00	\$ 47,036.76	\$ 44,592.82	\$ 22,404.33	\$ 1,744.00	\$ 68,741.15
Day Porter	5.50	\$ 189,675.20				6776 Custodian Working Supv (Day) - Custodial Lead	-	-	1.00	\$ 47,036.76	\$ 44,592.82	\$ 22,404.33	\$ -	\$ 66,997.15
Floor Technician	3.0	\$ 109,699.20				6778 Custodian Supv (Night)	1.00	1.19	1.00	\$ 52,924.32	\$ 50,174.48	\$ 25,208.66	\$ 1,744.00	\$ 77,127.14
Floor Technician Lead	1.0	\$ 38,646.40				6778 Custodian Supv (Day)	-	-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	<u>20.50</u>	<u>\$ 724,422.40</u>				6769 Floorcare Specialist	3.00	3.58	4.00	\$ 191,371.68	\$ 181,428.39	\$ 91,153.25	\$ 8,176.00	\$ 280,757.64
							<u>20.50</u>		<u>26.00</u>	<u>1,158,982.56</u>	<u>\$ 1,098,764.14</u>	<u>\$ 552,041.08</u>	<u>\$ 38,292.00</u>	<u>\$ 1,689,097.23</u>
<b>ANNUAL LABOR COSTS</b>					<b>ANNUAL LABOR COSTS</b>									
Region 30		\$ 724,422.40	\$ 180,603.24	\$ 905,025.64		Region 30					\$ 1,098,764.14	\$ 552,041.08	\$ 38,292.00	\$ 1,689,097.23
<b>ANNUAL VEHICLE/EQUIPMENT COSTS</b>					<b>ANNUAL VEHICLE/EQUIPMENT COSTS<sup>[10]</sup></b>									
Region 30				\$ 11,420.52		Region 30								\$ -
<b>ANNUAL SERVICES AND SUPPLIES COSTS</b>					<b>ANNUAL SERVICES AND SUPPLIES COSTS<sup>[11]</sup></b>									
Region 30				\$ 74,819.64		Region 30								\$ 160,753.65
<b>ANNUAL GENERAL AND ADMINISTRATIVE COSTS</b>					<b>ANNUAL INDIRECT COSTS<sup>[12]</sup></b>									
Region 30				\$ 116,399.52		Region 30								\$ 1,490.34
<b>ANNUAL PROFIT<sup>[13]</sup></b>					<b>TOTAL ESTIMATED AVOIDABLE COSTS</b>									
Region 30				\$ 33,229.56		Region 30								\$ 1,851,341.22
<b>TOTAL ESTIMATED CONTRACT COSTS</b>					<b>ONE-TIME START-UP COSTS<sup>[14]</sup></b>									
Region 30				\$ 1,140,880.92		Region 30								\$ -

**COST SAVINGS<sup>[15]</sup>**

\$ 1,140,880.92  
\$ 0.00 rounding

**TOTAL ESTIMATED AVOIDABLE COSTS:** \$ 1,851,341.22

**TOTAL ESTIMATED CONTRACT COSTS:** \$ 1,140,880.92

**ESTIMATED SAVINGS FROM CONTRACTING<sup>[16]</sup>:** \$ 710,460.30

**ESTIMATED SAVINGS PERCENTAGE:** 38.38%

**TOTAL ESTIMATED ONE-TIME START-UP COSTS:** \$ -

**FOOTNOTES:**

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the second year of the contract (January 1, 2021 - December 31, 2021).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

[3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.

[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the second year of the contract, including applicable COLAs effective 1/1/21.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.

Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWH s (1744).

[9]

[10] No vehicles needed because facility has a dedicated floor care team members.

[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

[12] There will not be indirect costs. We will absorb the positions within our current management structure.

[13] Contractor's Annual Profit represents approximately 3.00% of the annual contract cost.

[14] Start-up costs consist of exam administration costs, training (having all positions come in 2 weeks prior to start of service), purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 30) - PRIDE  
1/1/2022-12/31/2022

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[1]</sup>	PROPOSED STAFFING <sup>[4]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[5]</sup>	(a) ANNUAL SALARIES <sup>[6]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 30</b>					<b>Region 30</b>									
Custodian	10.00	\$ 353,392.00				6774 Custodian (Day)	5.50	6.56	7.00	\$ 302,331.12	\$ 286,622.60	\$ 144,004.93	\$ 2,100.00	\$ 432,727.53
Custodial Supervisor	1.0	\$ 42,556.80				6774 Custodian (Night)	10.00	11.93	12.00	\$ 518,281.92	\$ 491,353.03	\$ 246,865.59	\$ 24,528.00	\$ 762,746.62
Custodial Lead	-	\$ -				6776 Custodian Working Supv (Night) - Custodial Lead	1.00	1.19	1.00	\$ 47,036.76	\$ 44,592.82	\$ 22,404.33	\$ 1,744.00	\$ 68,741.15
Day Porter	5.50	\$ 194,365.60				6776 Custodian Working Supv (Day) - Custodial Lead	-	-	1.00	\$ 47,036.76	\$ 44,592.82	\$ 22,404.33	\$ -	\$ 66,997.15
Floor Technician	3.0	\$ 112,257.60				6778 Custodian Supv (Night)	1.00	1.19	1.00	\$ 52,924.32	\$ 50,174.48	\$ 25,208.66	\$ 1,744.00	\$ 77,127.14
Floor Technician Lead	1.0	\$ 39,499.20				6778 Custodian Supv (Day)	-	-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	<u>20.50</u>	<u>\$ 742,071.20</u>				6769 Floorcare Specialist	3.00	3.58	4.00	\$ 191,371.68	\$ 181,428.39	\$ 91,153.25	\$ 8,176.00	\$ 280,757.64
							<u>20.50</u>		<u>26.00</u>	<u>\$ 1,158,982.56</u>	<u>\$ 1,098,764.14</u>	<u>\$ 552,041.08</u>	<u>\$ 38,292.00</u>	<u>\$ 1,689,097.23</u>
<b>ANNUAL LABOR COSTS</b>					<b>ANNUAL LABOR COSTS</b>									
Region 30		\$ 742,071.20	\$ 184,902.36	\$ 926,973.56		Region 30					\$ 1,098,764.14	\$ 552,041.08	\$ 38,292.00	\$ 1,689,097.23
<b>ANNUAL VEHICLE/EQUIPMENT COSTS</b>					<b>ANNUAL VEHICLE/EQUIPMENT COSTS<sup>[9]</sup></b>									
Region 30				\$ 11,459.04		Region 30								\$ -
<b>ANNUAL SERVICES AND SUPPLIES COSTS</b>					<b>ANNUAL SERVICES AND SUPPLIES COSTS<sup>[1]</sup></b>									
Region 30				\$ 76,690.08		Region 30								\$ 164,132.25
<b>ANNUAL GENERAL AND ADMINISTRATIVE COSTS</b>					<b>ANNUAL INDIRECT COSTS<sup>[10]</sup></b>									
Region 30				\$ 116,149.08		Region 30								\$ 1,490.34
<b>ANNUAL PROFIT<sup>[11]</sup></b>					<b>TOTAL ESTIMATED AVOIDABLE COSTS</b>									
Region 30				\$ 33,937.68		Region 30								\$ 1,854,719.82
<b>TOTAL ESTIMATED CONTRACT COSTS</b>					<b>ONE-TIME START-UP COSTS<sup>[12]</sup></b>									
Region 30				\$ 1,165,195.20		Region 30								\$ -

**COST SAVINGS<sup>[13]</sup>**

\$ 1,165,195.20  
\$ (0.00) rounding

Region 30

\$ 1,854,719.82

\$ 1,165,195.20

\$ 689,524.62

ESTIMATED SAVINGS FROM CONTRACTING<sup>[14]</sup>

ESTIMATED SAVINGS PERCENTAGE: 37.18%

TOTAL ESTIMATED ONE-TIME START-UP COSTS: \$ -

**FOOTNOTES:**

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the third year of the contract (January 1, 2022 - December 31, 2022).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

[3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.

[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the third year of the contract.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.

Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWH s (1744).

[9]

[10] No vehicles needed because facility has a dedicated floor care team members.

[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

[12] There will not be indirect costs. We will absorb the positions within our current management structure.

[13] Contractor's Annual Profit represents approximately 3.00% of the annual contract cost.

[14] Start-up costs consist of exam administration costs, training (having all positions come in 2 weeks prior to start of service), purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 31) - SERVICON  
1/1/2020-12/31/2020

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[8]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[9]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 31</b>					<b>Region 31</b>									
Custodian	2.00	\$ 69,846.40				6774 Custodian (Day)	2.00	2.39	3.00	\$ 122,100.48	\$ 115,756.38	\$ 58,158.32	\$ 900.00	\$ 174,814.71
Custodial Supervisor		\$ -				6774 Custodian (Night)	2.00	2.39	3.00	\$ 122,100.48	\$ 115,756.38	\$ 58,158.32	\$ 6,132.00	\$ 180,046.71
Custodial Lead		\$ -				6776 Custodian Working Supv (Night) - Custodial Lead	1.00	1.19	1.00	\$ 44,313.03	\$ 42,010.61	\$ 21,106.97	\$ 1,744.00	\$ 64,861.59
Day Porter	2.50	\$ 87,308.00				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -		\$ -
Floor Technician	0.5	\$ 18,397.60				6778 Custodian Supv (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -				6778 Custodian Supv (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	5.00	\$ 175,552.00				6769 Floorcare Specialist		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
							5.00	-	7.00	\$ 288,513.99	\$ 273,523.38	\$ 137,423.62	\$ 8,776.00	\$ 419,723.00
<b>ANNUAL LABOR COSTS</b>					<b>ANNUAL LABOR COSTS</b>									
Region 31		\$ 175,552.00	\$ 62,785.56	\$ 238,337.56		Region 31					\$ 273,523.38	\$ 137,423.62	\$ 8,776.00	\$ 419,723.00
<b>ANNUAL VEHICLE/EQUIPMENT COSTS</b>					<b>ANNUAL VEHICLE/EQUIPMENT COSTS<sup>[10]</sup></b>									
Region 31				\$ 5,283.24		Region 31								\$ 7,557.18
<b>ANNUAL SERVICES AND SUPPLIES COSTS</b>					<b>ANNUAL SERVICES AND SUPPLIES COSTS<sup>[11]</sup></b>									
Region 31				\$ 48,293.28		Region 31								\$ 56,029.57
<b>ANNUAL GENERAL AND ADMINISTRATIVE COSTS</b>					<b>ANNUAL INDIRECT COSTS<sup>[12]</sup></b>									
Region 31				\$ 10,508.88		Region 31								\$ -
<b>ANNUAL PROFIT<sup>[13]</sup></b>					<b>TOTAL ESTIMATED AVOIDABLE COSTS</b>									
Region 31				\$ 7,005.96		Region 31								\$ 483,309.75
<b>TOTAL ESTIMATED CONTRACT COSTS</b>					<b>ONE-TIME START-UP COSTS<sup>[14]</sup></b>									
Region 31				\$ 309,429.00		Region 31								\$ 31,904.93
					\$ 309,429.00									
<b>COST SAVINGS<sup>[15]</sup></b>					\$ 0.00	rounding								

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 31) - SERVICON  
1/1/2021-12/31/2021

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[7]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&B (b)+(c)+(d)
<b>Region 31</b>					<b>Region 31</b>									
Custodian	2.00	\$ 74,755.20				6774 Custodian (Day)	2.00	2.39	3.00	\$ 129,570.48	\$ 122,838.26	\$ 61,716.40	\$ 900.00	\$ 185,454.65
Custodial Supervisor		\$ -				6774 Custodian (Night)	2.00	2.39	3.00	\$ 129,570.48	\$ 122,838.26	\$ 61,716.40	\$ 6,132.00	\$ 190,686.65
Custodial Lead	-	\$ -				6776 Custodian Working Supv (Night) - Custodial Lead	1.00	1.19	1.00	\$ 47,036.76	\$ 44,592.82	\$ 22,404.33	\$ 1,744.00	\$ 68,741.15
Day Porter	2.50	\$ 93,444.00				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -		\$ -
Floor Technician	0.5	\$ 19,687.20				6778 Custodian Supv (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -				6778 Custodian Supv (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	5.00	\$ 187,886.40				6769 Floorcare Specialist		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
							5.00	-	7.00	\$ 306,177.72	\$ 290,269.34	\$ 145,837.12	\$ 8,776.00	\$ 444,882.46
ANNUAL LABOR COSTS					ANNUAL LABOR COSTS									
Region 31		\$ 187,886.40	\$ 67,180.56	\$ 255,066.96		Region 31					\$ 290,269.34	\$ 145,837.12	\$ 8,776.00	\$ 444,882.46
ANNUAL VEHICLE/EQUIPMENT COSTS					ANNUAL VEHICLE/EQUIPMENT COSTS <sup>[9]</sup>									
Region 31				\$ 5,653.08		Region 31								\$ 7,557.18
ANNUAL SERVICES AND SUPPLIES COSTS					ANNUAL SERVICES AND SUPPLIES COSTS <sup>[11]</sup>									
Region 31				\$ 51,673.80		Region 31								\$ 62,649.36
ANNUAL GENERAL AND ADMINISTRATIVE COSTS					ANNUAL INDIRECT COSTS <sup>[12]</sup>									
Region 31				\$ 11,244.48		Region 31								\$ 745.17
ANNUAL PROFIT <sup>[13]</sup>					TOTAL ESTIMATED AVOIDABLE COSTS									
Region 31				\$ 7,496.40		Region 31								\$ 515,834.17
TOTAL ESTIMATED CONTRACT COSTS					ONE-TIME START-UP COSTS <sup>[14]</sup>									
Region 31				\$ 331,089.03		Region 31								\$ -
					</									

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 31) - SERVICON  
1/1/2022-12/31/2022

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[7]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 31</b>					<b>Region 31</b>									
Custodian	2.00	\$ 79,955.20				6774 Custodian (Day)	2.00	2.39	3.00	\$ 129,570.48	\$ 122,838.26	\$ 61,716.40	\$ 900.00	\$ 185,454.65
Custodial Supervisor		\$ -				6774 Custodian (Night)	2.00	2.39	3.00	\$ 129,570.48	\$ 122,838.26	\$ 61,716.40	\$ 6,132.00	\$ 190,686.65
Custodial Lead	-	\$ -				6776 Custodian Working Supv (Night) - Custodial Lead	1.00	1.19	1.00	\$ 47,036.76	\$ 44,592.82	\$ 22,404.33	\$ 1,744.00	\$ 68,741.15
Day Porter	2.50	\$ 99,944.00				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -		\$ -
Floor Technician	0.5	\$ 21,060.00						-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -				6778 Custodian Supv (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -				6778 Custodian Supv (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	5.00	\$ 200,959.20				6769 Floorcare Specialist		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
							5.00	-	7.00	\$ 306,177.72	\$ 290,269.34	\$ 145,837.12	\$ 8,776.00	\$ 444,882.46
ANNUAL LABOR COSTS					ANNUAL LABOR COSTS									
Region 31		\$ 200,959.20	\$ 71,883.24	\$ 272,842.44		Region 31					\$ 290,269.34	\$ 145,837.12	\$ 8,776.00	\$ 444,882.46
ANNUAL VEHICLE/EQUIPMENT COSTS					ANNUAL VEHICLE/EQUIPMENT COSTS <sup>[9]</sup>									
Region 31				\$ 6,048.84		Region 31								\$ 7,557.18
ANNUAL SERVICES AND SUPPLIES COSTS					ANNUAL SERVICES AND SUPPLIES COSTS <sup>[11]</sup>									
Region 31				\$ 55,290.96		Region 31								\$ 66,661.75
ANNUAL GENERAL AND ADMINISTRATIVE COSTS					ANNUAL INDIRECT COSTS <sup>[12]</sup>									
Region 31				\$ 12,031.68		Region 31								\$ 745.17
ANNUAL PROFIT <sup>[13]</sup>					TOTAL ESTIMATED AVOIDABLE COSTS									
Region 31				\$ 8,021.16		Region 31								\$ 519,846.55
TOTAL ESTIMATED CONTRACT COSTS					ONE-TIME START-UP COSTS <sup>[14]</sup>									
Region 31				\$ 354,265.26		Region 31								\$ -

COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 32) - SERVICON  
1/1/2020-12/31/2020

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[6]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 32</b>					<b>Region 32</b>									
Custodian	4.00	\$ 139,692.80				6774 Custodian (Day)	3.00	3.58	4.00	\$ 162,800.64	\$ 154,341.84	\$ 77,544.43	\$ 1,200.00	\$ 233,086.27
Custodial Supervisor		\$ -				6774 Custodian (Night)	4.00	4.77	5.00	\$ 203,500.80	\$ 192,927.31	\$ 96,930.54	\$ 10,220.00	\$ 300,077.84
Custodial Lead	1.0	\$ 41,600.00				6776 Custodian Working Supv (Night) - Custodial Lead	1.00	1.19	1.00	\$ 44,313.03	\$ 42,010.61	\$ 21,106.97	\$ 1,744.00	\$ 64,861.59
Day Porter	3.00	\$ 104,769.60				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -		\$ -
Floor Technician		\$ -				6778 Custodian Supv (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -				6778 Custodian Supv (Day)		-	0.00	\$ -	\$ -	\$ -		\$ -
	8.00	\$ 286,062.40				6769 Floorcare Specialist		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
							8.00		10.00	\$ 410,614.47	\$ 389,279.76	\$ 195,581.94	\$ 13,164.00	\$ 598,025.70
<b>ANNUAL LABOR COSTS</b>					<b>ANNUAL LABOR COSTS</b>									
Region 32		\$ 286,062.40	\$ 102,043.80	\$ 388,106.20		Region 32					\$ 389,279.76	\$ 195,581.94	\$ 13,164.00	\$ 598,025.70
<b>ANNUAL VEHICLE/EQUIPMENT COSTS</b>					<b>ANNUAL VEHICLE/EQUIPMENT COSTS<sup>[10]</sup></b>									
Region 32				\$ 8,269.20		Region 32								\$ -
<b>ANNUAL SERVICES AND SUPPLIES COSTS</b>					<b>ANNUAL SERVICES AND SUPPLIES COSTS<sup>[11]</sup></b>									
Region 32				\$ 127,101.48		Region 32								\$ 101,669.28
<b>ANNUAL GENERAL AND ADMINISTRATIVE COSTS</b>					<b>ANNUAL INDIRECT COSTS<sup>[12]</sup></b>									
Region 32				\$ 18,845.16		Region 32								\$ -
<b>ANNUAL PROFIT<sup>[13]</sup></b>					<b>TOTAL ESTIMATED AVOIDABLE COSTS</b>									
Region 32				\$ 12,563.40		Region 32								\$ 699,694.98
<b>TOTAL ESTIMATED CONTRACT COSTS</b>					<b>ONE-TIME START-UP COSTS<sup>[14]</sup></b>									
Region 32				\$ 554,885.44		Region 32								\$ 42,441.96
<b>COST SAVINGS<sup>[15]</sup></b>														



COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
  
PROP A COST ANALYSIS  
PROP A CONTRACT SERVICES (REGION 32) - SERVICON  
1/1/2021-12/31/2021

CONTRACTOR COSTS <sup>[1]</sup>					COUNTY AVOIDABLE COSTS									
CLASSIFICATION / SERVICES	EFFECTIVE FTEs	ANNUAL SALARY COSTS <sup>[2]</sup>	ANNUAL EMPLOYEE BENEFIT COSTS <sup>[3]</sup>	TOTAL ANNUAL LABOR COSTS	ITEM NO	CLASSIFICATION <sup>[4]</sup>	PROPOSED STAFFING <sup>[5]</sup>	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH <sup>[6]</sup>	(a) ANNUAL SALARIES <sup>[7]</sup>	(b) 5TH STEP VARIANCE (a)x94.8042%	(c) EMPLOYEE BENEFITS <sup>[7]</sup> (b)x50.242%	(d) BONUS ALLOWANCE <sup>[8]</sup>	TOTAL ANNUAL S&EB (b)+(c)+(d)
<b>Region 32</b>					<b>Region 32</b>									
Custodian	4.00	\$ 149,510.40				6774 Custodian (Day)	3.00	3.58	4.00	\$ 172,760.64	\$ 163,784.34	\$ 82,288.53	\$ 1,200.00	\$ 247,272.87
Custodial Supervisor		\$ -				6774 Custodian (Night)	4.00	4.77	5.00	\$ 215,950.80	\$ 204,730.43	\$ 102,860.66	\$ 10,220.00	\$ 317,811.09
Custodial Lead	1.0	\$ 44,512.00				6776 Custodian Working Supv (Night) - Custodial Lead	1.00	1.19	1.00	\$ 47,036.76	\$ 44,592.82	\$ 22,404.33	\$ 1,744.00	\$ 68,741.15
Day Porter	3.00	\$ 112,132.80				6776 Custodian Working Supv (Day) - Custodial Lead		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Floor Technician		\$ -				6778 Custodian Supv (Night)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -				6778 Custodian Supv (Day)		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	8.00	\$ 306,155.20				6769 Floorcare Specialist		-	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
							8.00	-	10.00	\$ 435,748.20	\$ 413,107.60	\$ 207,553.52	\$ 13,164.00	\$ 633,825.11
<b>ANNUAL LABOR COSTS</b>					<b>ANNUAL LABOR COSTS</b>									
Region 32		\$ 306,155.20	\$ 109,186.80	\$ 415,342.00		Region 32					\$ 413,107.60	\$ 207,553.52	\$ 13,164.00	\$ 633,825.11
<b>ANNUAL VEHICLE/EQUIPMENT COSTS</b>					<b>ANNUAL VEHICLE/EQUIPMENT COSTS<sup>[9]</sup></b>									
Region 32				\$ 8,848.08		Region 32								\$ -
<b>ANNUAL SERVICES AND SUPPLIES COSTS</b>					<b>ANNUAL SERVICES AND SUPPLIES COSTS<sup>[11]</sup></b>									
Region 32				\$ 135,998.64		Region 32								\$ 112,588.72
<b>ANNUAL GENERAL AND ADMINISTRATIVE COSTS</b>					<b>ANNUAL INDIRECT COSTS<sup>[12]</sup></b>									
Region 32				\$ 20,164.32		Region 32								\$ 745.17
<b>ANNUAL PROFIT<sup>[13]</sup></b>					<b>TOTAL ESTIMATED AVOIDABLE COSTS</b>									
Region 32				\$ 13,442.88		Region 32								\$ 747,159.01
<b>TOTAL ESTIMATED CONTRACT COSTS</b>					<b>ONE-TIME START-UP COSTS<sup>[14]</sup></b>									
Region 32				\$ 593,727.46		Region 32								\$ -
<b>COST SAVINGS<sup>[15]</sup></b>														

**FOOTNOTES:**

[1] Sources: Contractor Staffing Plan and Cost Methodology, Budget Sheets and ISD Calculations. Costs are for the third year of the contract (January 1, 2022 - December 31, 2022).

[2] Contractor Annual Salary Costs are based on hours and rates listed on the contractor's staffing plans and budget sheets.

[3] Annual amount is the total for employee benefits and payroll taxes reflected on the Budget Sheets.

[4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.

[5] Proposed Staffing is the same total FTEs as the proposer. Department made adjustments to account for day/night shift positions, PWHs (1744), and reclassified partial positions (generally over 0.2) that resulted from these calculations as a full position, since the County would only employ full-time staff.

[6] Top step of annual salaries for County positions during the third year of the contract.

[7] Department used the Auditor-Controller FY 2019-20 employee benefit rate of 60.239% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 50.242% (60.239%-2.561%-6.543%-0.874%). These amounts were deducted because they are not avoidable costs to the County.

[8] Per MOU between the County and Bargaining Unit 201 Custodians, Floorcare Specialists, receive an annual bonus of \$300 per year.  
Per MOUs between County and Bargaining Units 201 and 432, Custodians and Custodian Working Supervisors, Custodian Supervisors and Floorcare Specialists are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. Department calculated the bonus for PWHs (1744).

[9]

[10] No vehicles needed because facility has a dedicated floor care team members.

[11] Department used contractor's estimated expenses for Consumable Supplies and subcontractors. Department provided costs based on historical usage/data and or reasonable estimates for Cell Phones, and safety equipment. See "Cost Breakdown" tab for details.

[12] The indirect costs are including costs incurred due to staff turnover (i.e. physicals, live scans, uniforms and training). We used 5% annual turnover rate which is based on our Matrix Consultant and their recent workforce insourcing plan.

[13] Contractor's Annual Profit represents approximately 2.32% of the annual contract cost.

[14] Start-up costs consist of exam administration costs, training, purchase of new cell phones, new employee physicals, live scan with badges costs, uniforms, equipment and new computers.

[15] The Department calculated the estimated cost savings from contracting.

[16] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events, etc.) during the contract period. Since these amounts are not guaranteed, they are not included in the estimates.

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**Bid Detail Information****Bid Number :** 104750**Bid Title :** Custodial Services RFP 104750**Bid Type :** Service**Department :** Internal Services Department**Commodity :** JANITORIAL/CUSTODIAL SERVICES**Open Date :** 2/7/2019**Closing Date :** 4/4/2019 10:00 AM**Bid Amount :** N/A**Bid Download :** [Available](#)

**Bid Description :** The Los Angeles County Internal Services Department (ISD) is issuing this Request for Proposals (RFP) to solicit proposals for Contracts with one (1) or more organizations that can provide custodial services at multiple facilities, in one (1) or more Regions, throughout the County of Los Angeles (County). Regions are defined as grouping of facilities within areas of Los Angeles County. The respective Regions vary in the number of facilities and total square footage to be serviced (see Exhibit 3 (Facility Specification Sheets) of Appendix B (Statement of Work Exhibits)). Services include, but are not limited to, cleaning of offices, restrooms, window washing, light fixture cleaning, carpet/floor care, and parking lot sweeping. All services to be provided by Contractor are identified in Appendix A (Statement of Work) and Appendix B (Statement of Work Exhibits).

This RFP is intended to result in the award of eight (8) individual contracts for custodial services in Regions 25 through 32 respectively. Proposers may submit Proposals for one (1) or more Regions.

**Contact Name :** John Kuo**Contact Phone# :** (323) 267-2239**Contact Email :** [jkuo@isd.lacounty.gov](mailto:jkuo@isd.lacounty.gov)**Last Changed On :** 2/7/2019 4:04:28 PM[Back to Last Window](#)

## Vendor Listing

Vendor ID Number	Vendor/Company Name	Contact	Vendor Phone Number	Email
18361801	1FIFTY1, INC.	VINCENT CAPIZZI	(714) 915-1503	vc@1fifty1inc.com
15493801	1ST CHOICE SUPPLY	MICHAEL JUDAH	(310) 720-8285	info@1choicesupply.com
14853101	23 HRS MAINTENANACE COMPANY	LUIS E RAMIREZ	(213) 840-3307	luis4972@att.net
11780601	3 R FILTER, INC.	JOHN CONNOLLY	(810) 232-2798	john1002flint@aol.com
18399901	3H SERVICE SYSTEM, INC.	JOHN HEO	(770) 975-9343	o.john@e-3h.com
14339101	911 PLUMBING & MAINTENANCE INC	CRYSTAL A YOUNG	(323) 751-9991	crystal@911plumbingco.com
14222301	A PERFECT VIEW, INC.	PAUL E. SMITH	(310) 300-4031	paul.smith@aperfectviewinc.com
16730601	A&A MAINTENANCE ENTERPRISE, INC.	ANDREA CAPALBO	(818) 709-4269	acapalbo@aamaintenance.com
52489701	A.Q. MANAGEMENT & CONTROL INC	ROB ZEILO	(818) 780-0344 Ext: 107	rz@earthlink.net
18280401	AAHV ENTERPRISES INC	AGUSTIN HERNANDEZ	(805) 827-2257	aggysmaintenance@aol.con
14932601	ABM JANITORIAL SERVICES SW	MAUREEN CANO	(949) 585-5900	maureen.cano@abm.com
14932602	ABM JANITORIAL SERVICES SW	RON A DALLAS	(909) 374-8121	rdallas@roadrunner.com
15727701	ABM SERVICES, INC.	CARL P LUCERO	(213) 709-3335	clucero@abm.com
15727702	ABM SERVICES, INC.	ANGIE LEMUS	(213) 763-5822	angie.lemus@abm.com
16093501	ABM SERVICES, INC.	CARL P LUCERO	(323) 725-5306	clucero@abm.com
11163401	ACCENT SERVICE COMPANY, INC.	DAN YASUI	(714) 231-9645	accentservco@hotmail.com
12173601	ACT-1 BUILDING SERVICES, INC.	CHRISTOPHER SOTERE	(818) 784-2575 Ext: 24	starbldg@sbcglobal.net
16946801	ACTION TIME USA, INC.	YAUNEK D MURRAY	(813) 400-1773	ymurray@actiontimeusa.com
14867101	ADA SUPPLIES INC	DEE CABRERA	(478) 329-8896	sales@adasupply.com
14057401	ADOBE PAINTING & MAINTENANCE, INC.	TERRY YOO	(714) 994-1030	terry@adobepainting.com
52435701	ADVANCED BUILDING MAINTENANCE	ANA PAYAN	(562) 695-0711	anap@advancedbldgmaint.com
14595601	ADVANCED INC	ALFONSO PARADA	(562) 692-0704	mjsadvanced@aol.com
15597101	ADVANCED RESURFACING CONCRETE	JIM M FULKERSON	(310) 370-2323	jfulkerson@arcdistribution.com
15931601	AGO INDUSTRIES INC. DBA: SO CAL PROPERTY SERVICES	SUZY M DOUGLAS	(949) 642-9915	suzy@socialsweeping.com
15490101	AIR-CARE AVIATION SVS GRP INCADVANCED DETAIL	RICK U MORALES	(562) 205-7418	rick@advanceddetail.com
13501401	AJ & LS INC.	ALICIA JAMES	(310) 916-1804	mouse32@hotmail.com
15515801	ALEX MIRANDA	ALEX MIRANDA	(562) 616-4836	alar10@hotmail.com
13464801	ALEX MORAN	ALEX MORAN	(310) 781-0739	moranandassociates@yahoo.com
15758101	ALEXANDER JONES	ALEXANDER JONES	(661) 949-2009	alexanderjones4645@yahoo.com
14808101	ALFONSO SOLIS	ALFONSO SOLIS	(209) 957-0421	imperialmaint@aol.com
18375301	ALFREDO JAIME	ALFREDO JAIME	(213) 999-9982	rpjs52@yahoo.com
13337701	ALL CARE INDUSTRIES, INC	SHARON SHELTON	(562) 623-4009	allcareylee@yahoo.com
15225701	ALL-PRO ENTERPRISES INC	BRENDA J SHIRO	(213) 210-7915 Ext: 106	brendas@all-proent.com
14469601	ALLEN LIGHT	ALLEN LIGHT	(916) 247-7677	lowelllight@hotmail.com
16844101	ALLIANCE BUILDING SERVICES, LLC	JACLYN LATAQUIN-RIVERA	(818) 900-2479 Ext: 101	jackie@thealliancechoice.com
16492101	ALLSTATE MAINTENANCE COMPANY	STEPHEN E PEARSALL	(818) 887-1134	pearsall.stephen@yahoo.com
17648301	ALMA ALCARAZ	ALMA ALCARAZ	(323) 482-2331	promodelcleaningservices@yahoo.com
6232401	ALPHA PRINTING & GRAPHICS, INC	JOANNA CHEN	(626) 851-9800 Ext: 110	sales@alphaprinting.com
6232402	ALPHA PRINTING & GRAPHICS, INC	JOANNA CHEN	(626) 851-9800 Ext: 110	sales@alphaprinting.com
16168001	ALWAYS RESOURCEFUL, INC.	STACEY HARDNETT	(404) 786-7250	aresource4u@yahoo.com
15355501	AMERICA'S BEST INC	DESIREE JOACHIM	(818) 442-9700	customerservice@abwc.net
12345801	AMERICAN BUILDING JANITORIAL	MIKE ALVIDREZ	(562) 908-4474 Ext: 305	mike@americanbuildingjanitorial.com
11782801	AMERICAN BUILDINGS AND WINDOWS"ABW"	MARY GREEN	(866) 734-0193	service@teksolar.com
17378801	AMERICAN ESUPERSTORES CORP	DAVID CHUC	(626) 698-9082	davechuc@gmail.com
14851001	AMERICAN GENERAL SERVICES	AMIE RSOTO	(909) 941-0560	amies@agsgroupinc.com
12432001	AMERICAN GUARD SERVICES INC	NAGAH ABDEL SHAHID	(424) 266-7684	nabdelshahid@americanguardservices.com
17217201	AMERICAN SERVICE INDUSTRIES, INC.	TONY SORIANO	(562) 544-2579	tsoriano@asi-services.net
13536201	AMERICLEAN CALIFORNIA	MARCO SOLANO	(562) 254-1783	gflores@taxins.com
12766001	ANA PROPERTY CARE	MELEVY OSORIO	(213) 365-8835	anaproperty@sbcglobal.net
18012201	ANDOVER MAINTENANCE INC	PETER RICHARDS	(626) 705-3817	prichards@specialtyservices.biz
14934001	ANEKI SOLAR CORP.	KRISTOF L. CZECKO	(310) 406-4541	kristof@anekisolar.com

12819101	ANTHONY MALONE	ANTHONY MALONE	(310) 212-3448	anthonymalone@mcihispeed.net
12233701	ANTHONY PONI	DOMINIC J PONI	(916) 410-0414	dom@djpent.com
18175901	APEX PINNACLE ENTERPRISES LLC	PHILLIP PENEYRA	(805) 870-5237	apex.pinnacle.ent@gmail.com
15173501	APN BUSINESS RESOURCES	JONATHAN NOORI	(818) 717-9980	jonathan@accesspurchasing.com
17596201	ARMANDO PANIAGUA	ARMANDO PANIAGUA	(818) 533-1750	luckyspongecs@gmail.com
12968301	ASAP CLEANSOURCE MARKETING II	CINDY BALABAN	(818) 428-7552	clbalaban@aol.com
11358801	ASCOT ENVIRONMENTAL MAINT. SVC	GREG EDISON	(323) 295-9867	ascotservice@sbcglobal.net
50116401	ASIAN REHABILITATION SERVICES	TOM CHUNG	(213) 743-9242 Ext: 251	admin@asianrehab.org
15349601	ATLANTIC PRESSURE WASHING	ALEXANDER R BAIEDI	(626) 484-5868	alex.baiedi@gmail.com
13930301	AVERY GROUP, INC.	LEATORA J MORSE	(310) 981-9095	leatora@averygroup-inc.com
13219001	AZTEC FACILITY MANAGEMENT	DANNETTE HEETH	(972) 237-9402	dannetteheeth@swbell.net
16001601	AZTEC LANDSCAPING, INC.	ALEJANDRA MARTINEZ	(619) 464-3303 Ext: 110	amartinez@azteclandscaping.com
13140601	AZUKA EGUN	AZUKA EGUN	(818) 714-5294	azukaeeGUN@yahoo.com
10599701	B & B BUILDING MAINTENANCE SER	ELMO BARNES	(619) 401-4077	elmobarnes@hotmail.com
14081701	B.P. ZACK CORPORATION	BRYAN P ZACK	(714) 847-5544	bpz1@earthlink.net
13443301	BANMAY, INC.	MICHELE BANNER	(310) 886-7810	banmayinc@sbcglobal.net
15638801	BARON SERVICES INC	SONIA STECH	(909) 652-0911	sonia@baronfinalclean.com
17386301	BASS PROCLEANING	ROYCE BASS	(213) 300-8100	roycebass@bassprocleaning.com
11845501	BAY MEDICAL CO. INC.	DAVID DORRIS	(415) 508-0900	cagov@baymedicalcompany.com
11845502	BAY MEDICAL CO. INC.	CUSTOMER SERVICE	(415) 508-0900	cagov@baymedicalcompany.com
15613101	BEHEMOTH VENTURES, INC.	ANNISSIA WALKER	(818) 523-5886	walkerc806@aol.com
16023201	BEST BUILDING MAINTENANCE INC.	GISELLE ENCINO	(818) 967-1098	bbmmerari@aol.com
17957401	BEYOND LOGISTICS SERVICES	IVAN VALLE	(281) 710-3177	sales@beyondls.com
11299101	BIGOL SERVICES INC.	ISRAEL	(818) 576-9940	bigol_sc@msn.com
17204701	BILL ROUNDTREE	BILL ROUNDTREE	(559) 805-4818	bill.soapman@yahoo.com
14905301	BLACKSTONE CONSULTING, INC.	CINDY H PARK	(310) 826-4389	cindy@blackstone-consulting.com
14325601	BLESSED HANDS CLEANING SERVICE	DANIELLE D HELLER	(661) 285-0964	ddh50799@hotmail.com
13103201	BLUE SKY SERVICE AGENCY	PENELOPE D WILLIAMS	(323) 842-4515	pennywilliams2@yahoo.com
17307401	BOB BORBECK	BOB BORBECK	(707) 339-2027	bobborbeck@aol.com
15161501	BORITEX INC	JOSE RAMOS	(817) 467-1237	boritex@swbell.net
16104801	BRENDA E REYES	BRENDA E REYES	(818) 826-9154	bjcleaning1@gmail.com
13297401	BRIGHT HOME CLEANING SERVICE	IRENE W. KARANI	(323) 291-9526	moniejohnie@yahoo.com
15310501	BRILLIANCE BUILDING SERVICES	JOSE L CERVANTES	(951) 870-0691	brilliancebuildingservices@gmail.com
10106601	BRITWORKS INC.	ANITA G RON	(626) 337-0099	services@briteworks.com
15990001	BROTHERS JANITORIAL SERVICE, LLC	RICARDO M HERNADEZ	(702) 580-6922	bjs_llc@hotmail.com
17969801	BROWN MAYFIELD INVESTMENTS CORP	TAMIKA BROWN	(661) 874-8309	1623tb@gmail.com
5699201	BRUCE KIM	BRUCE KIM	(213) 252-0999	cbsibkim@msn.com
17685101	BUILDING MAINTENANCE OF TOMORROW	PHILLIP PENEYRA	(877) 880-4110	phil@bmotw.com
12186701	BUSINESS IMAGES	ROSITA ODOM	(323) 998-6124	rositao@earthlink.net
15113501	BUSINESS IMAGES LLC	ROSITA P ODOM	(323) 735-3574	rositao@earthlink.net
10642901	BUSY BEE CLEANING	JOLLY CHAMBERS	(310) 879-1833	folkpro1@yahoo.com
16318801	C'ARTIS D BLEVINS	C'ARTIS D BLEVINS	(310) 704-2933	ceceump@yahoo.com
17602201	C.A. DIVERSIFIED SERVICES	ANDRE NICASSIO	(213) 305-9532	a.nic@cadiversifiedservices.com
18111501	C.F.K. INDUSTRIES, LLC	LAKINYA TUCKER	(310) 402-9086	lakinyajones@gmail.com
17113101	C.S.I. GROUP INC. DBA THE VISUAL CUP	CHRIS ISSAGHOLIAN	(818) 734-0001 Ext: 1500	info@thevisualcup.com
17856301	C2ENTERPRISES, LLC	SAMANTHA CHUNG	(310) 923-6707	samantha@c2-enterprises.com
15084901	CA PROFESSIONAL MAINTENANCE CO	ALEX PEGUES	(310) 903-8666	alex.pcmc@gmail.com
18381501	CALIFORNIA APPLIANCE TECH, INC.	VERONICA WESSON	(562) 275-7003	info@californiaappliance-tech.com
51988101	CALIFORNIA CONSERVATION CORPS	SHERRY L JONES	(213) 744-2254	shjones@ccc.ca.gov
14492601	CALIFORNIA SUPPLY, INC.	ACCOUNTS RECEIVABLE	(310) 532-2500 Ext: 123	johnb@calsupply.com
5314001	CAM SERVICES	DAVID A. HERRERA	(310) 390-3552 Ext: 31	daherrera@aol.com
11206701	CARI	KEITH YORK	(916) 441-5844 Ext: 105	keith@calrehab.org

18153601	CARLOS CALDERON	CARLOS CALDERON	(818) 658-6130	carlosc419@aol.com
13791401	CARLOS CHAVEZ	CARLOS CHAVEZ	(714) 865-4587	jimvelcar@hotmail.com
16136301	CARSON KLEEN CAPITAL LLC	BRIAN CARSON	(310) 714-8766	briancarson@carsonkleencapital.com
16030201	CCI CENTURY CLEAN INC	DON NORWOOD	(310) 216-0999 Ext: 17	doncci@aol.com
17154001	CCS LOS ANGELES JANITORIAL INC	DANA HOLLADAY	(949) 261-1234 Ext: 251	dholladay@commercialcleaningsystems.net
18399601	CCS ORANGE COUNTY JANITORIAL INC	AMBER GRIGGS	(714) 673-2006	agriggs@commercialcleaningsystems.com
14841201	CD MEDIA 4U INC	CARMEN SANDOVAL	(323) 896-4365	carmensandoval26@gmail.com
10702601	CEED SECURITY SERVICES, INC.	ED IHENACHO	(310) 538-0539	ceedintlervinc@sbcglobal.net
14005801	CENTENNIAL ONE OF WASHINGTON,	LARRY FINLEY	(269) 978-0688	bmackerel@karawia.com
4756701	CENTURY MAINTENANCE CO.	DAVID RODRIGUEZ	(323) 733-3080	davidrodriguez@centurymnt.com
50747701	CHAN HEE YANG DBA BELL BUILDING MAINTENANCE COMPANY	JESSICA KIM	(818) 385-0790	jessica@bellbmc.com
15067701	CHARLES T MOORE	CHARLES T MOORE	(310) 367-1659	univcleansvs@yahoo.com
13277101	CHRISTIANV747	SYLVIA MARTINEZ	(213) 828-1140	carl@christianv.org
17941601	CHRISTOPHER CARLYLE	CHRISTOPHER CARLYLE	(323) 891-1933	carlylechristopher1@gmail.com
18357901	CINDY E LOCKHART	CINDY LOCKHART	(310) 561-6204	clockhart999@hotmail.com
10330501	CLARENCE GLOSS	CLARENCE GLOSS	(310) 631-7116	coastalcbs@aol.com
11443601	CLASSEN ENTERPRISES	CLAUDIA C CLASSEN	(805) 642-3432	claudia@servicemasterccs.net
14891601	CLASSEN ENTERPRISES	RONALD J CLASSEN	(805) 642-3432	ron@servicemasterventura.com
13467401	CLEAN ENVIRONMENTAL INC	CARLOS MIRANDA	(323) 695-6975	charlie317321@yahoo.com
14343301	CLEAN NET OF SOUTHERN CALIFORNIA INC	JAMES G GERBUS	(562) 941-6600	jgerbus@cleannetusa.com
18066801	CLEAN PALACE HOUSEKEEPING	RUBY GALEANO	(818) 675-0574	rubygln@aol.com
15284601	CLEAN PRO USA INC	RICHARD GORDON	(909) 982-3003	rgordon@clnpro.com
16570801	CLEAN SWEEP GROUP INC	LEO W WILLIAMS	(310) 985-0504	leo.williams@cleansweepgroupinc.biz
51144601	CLEAN SWEEP SUPPLY CO	JOSE L BENITO	(323) 887-7777	gomezbenito@sbcglobal.net
12118701	CLEAN-ING THINGS	EDITH BARNETT	(562) 864-6131	info@cleaning-things.com
15726801	CLEANEVENT USA, INC	TODD A DYER	(407) 754-6506	todd.dyer@cleaneventusa.com
16718201	CLEANSAFE MAINTENANCE	JULIE PEÑA	(818) 497-5614	julie.pena@cleansafemaintenance.com
15422001	CLEANWELL MAINTENANCE INC.	ALEX I CHOI	(562) 928-9289	alchoi@inreach.com
17238401	COAST 2 COAST PRESERVATIONS INC.	ROLAND CORDERO	(818) 306-7666	diversejanitorial@gmail.com
15308701	COASTAL BUILDING SERVICES, INC	BRETT DUNSTAN	(714) 630-4445	brett@coastalbuildingservice.com
14649201	COASTAL MAINTENANCE INC	SONIA M. DIAZ	(714) 279-9898 Ext: 101	sdiaz@alphamaint.biz
10420801	COME LAND MAINTENANCE CO	THERESA JACKSON	(818) 567-2455 Ext: 136	theresa@comelandla.com
18331001	COMMERCIAL CLEANING SERVICE	YOLANDA ANDRADE	(323) 375-7733	yandrade@commercialcleaningservice.biz
14704901	COMMERCIAL POOLS INC	TODD S NOESSER	(949) 582-5494	todd@commercialpoolsinc.com
14140401	COMMUNITY OUTREACH AND	SHARMA HENDERSON	(310) 649-1016	shenderson@co-opla.org
15854101	CONROY D COZART	CONROY D COZART	(310) 613-7758	cozartqualitycleaning@yahoo.com
14783401	CONTRACT SERVICES GROUP, INC.	CASEY A PEARCE	(714) 582-1802 Ext: 220	cpearce@contractsg.com
15817001	CONTROLLED CONTAMINATION SERVICES	ERICA BUTTERFIELD	(714) 239-1351	mgonsalves@cleanroomcleaning.com
18214901	CORONADO DISTRIBUTION COMPANY, INC.	FRANK L. BUTTS	(619) 474-1350	sales@coronadodc.com
11253701	CORPORATE BUILDING SVCS INC	BRUCE KIM	(213) 252-0999	bkim@cbservicesinc.net
14490001	COVERALL NORTH AMERICA, INC.	JACQUE ARGIL	(714) 748-1000 Ext: 226	christina.ray@coverall.com
15893901	CROWN BUILDING MAINTENANCE CO	KAY PRESLEY	(415) 525-8070	kpresley@ableservice.com
15281001	CROWN CORPORATE ENTERPRISES INC	KICHEKO H WILLIAMS	(951) 214-0526	crowncorporaterprises@yahoo.com
5108801	CUSTOMER SERVICE, INCORPORATED	SHAROLYN DAVIS	(310) 364-1199 Ext: 143	sdavis@customerserviceinc.com
15752301	CUSTOMIZED PERFORMANCE, INC.	JANET BURLINSON	(408) 437-1720	jburlinson@custgroup.com
15562101	D&A JANITORIAL MAINTENANCE	MARIA V SANTOS	(213) 483-3646	d.janitorial@yahoo.com
17230101	D.N.S SOLUTIONS INC	LENA SCOTT	(818) 292-2460	lscott@dnssolutionsite.com
16062801	D2 DISTRIBUTORS, LLC	DEVIN HENDERSON	(619) 819-2795	dhenderson@d2distributors.com
13074901	DANICHRIS TRADING COMPANY	MARK STREETER	(562) 480-2443	danichristradingco@verizon.net
14567701	DANTE N PEREZ	DANTE N PEREZ	(714) 325-1517	omniclean@gmail.com
15900801	DAREN LEWIS	DAREN LEWIS	(323) 376-0853	startnew35@gmail.com
16648601	DEDICATED BUILDING SERVICES, LLC	DEREK C SMITH	(818) 732-4162	dsmith@dedicatedservicesusa.com

13883001	DEDRA M WAGGENER	DEDRA M WAGGENER	(310) 628-3452	dwaggjpm@sbcglobal.net
16942301	DELAND JANITORIAL	LIZ DELAND	(661) 406-3763	delandjanitorial@yahoo.com
17536301	DELEON DEVAUGHN	DELEON DEVAUGHN	(626) 644-5665	deleonmd@yahoo.com
14967501	DELIA L RINCON	DELIA L RINCON	(626) 318-8213	keepitkleanservice@gmail.com
16592901	DEMIREA R PERRY	DEMIREA R PERRY	(562) 852-0536	demirea@bridgebrug.com
16829101	DIAMOND 1 CLEANING SERVICES	JACK ABERBOOK	(323) 592-3581	info@diamond1cleaningservices.com
52871201	DIAMOND CONTRACT SERVICES INC.	STEVE WALTON	(818) 565-3554	dsmith@diamondcontract.com
10561101	DIRECT BUILDING SERVICES	RUDY M MURRIETA	(626) 369-8022	rudymurrieta@hotmail.com
5109901	DIVERSIFIED MAINTENANCE SERVICES INC	LOREN DOTTS	(626) 305-8500	loren.dotts@dmsfacilityservices.com
13873001	DIVINE AMERICA, INC.	PAUL HAN	(562) 809-0090	phan@divineamerica.com
14730601	DIVINE IMAGING INC.	KIMBERLY J. DEVANE	(310) 579-4000	kim@divineimaging.com
15560501	DORYON MAINTENANCE CO.	CHAIM NATHAN	(323) 660-0544	chaimnathan@sbcglobal.net
14306601	DR J INDUSTRIES INC	LISA E. JOHNSON	(310) 838-3300	mollyplaya@sbcglobal.net
14926501	DWMS INC.	DANIEL T. WHITE	(323) 939-4292	dwmsisok@aol.com
12629001	EAGLE BUILDING MAINTENANCE	CAROLYNN MARTIN	(310) 612-8796	martin4eagle@yahoo.com
50792901	EAGLE MATERIAL HANDLING CO INC	NICK DAVIS	(323) 227-1921 Ext: 225	nick@dockmasters.com
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12805101	EAST BUILDING MAINTENANCE	JOHN LEE	(818) 692-0506	xdmsr@yahoo.com
14288601	EBS SUPPLY	JONATHAN HODGE	(619) 234-6944	jonb.hodge@gmail.com
16831401	ECKO GREEN ENTERPRISES	IMELDA NUNEZ	(855) 898-1556	inunez@eckogreenjanitorial.com
11824901	EDMUND ANDERSON	EDDIE ANDERSON	(323) 766-1119	edmundanderson@yahoo.com
16178001	ELITE BUILDING MANAGEMENT, INC.	SUZIE KIM	(213) 386-2552	skim@elitebuildingmgmt.com
15936801	ELITE BUILDING SERVICES	DIANA MEDINA	(760) 955-6994	dianaomedina@gmail.com
17980701	ELITE PACKAGING INC.	LINDA WILLIAMSON	(844) 912-5622	e.packaging203@yahoo.com
15827401	ELITE SERVICE INC	ROSE MCCOPPIN	(323) 982-9500	eliteservice@hotmail.com
12009001	ELLIS ENTERPRISES BMS	JIM ELLIS	(562) 493-5550 Ext: 11	jime@elliservices.com
17775701	ENRIQUE FLORES	ENRIQUE I FLORES	(323) 303-9111	floes_cleaning@hotmail.com
14024601	ENTERPRISE BUILDING SERVICES	JAMEY PUGA	(818) 222-0322	safety@nastec.com
11421801	ENVIRONMENT CONTROL BUILDING	ALAN BANE	(714) 494-2492	sales@ecsocal.com
17199601	ENVIRONMENTAL COST CONTROL	KERRY HOFFMAN	(760) 680-0063	k.hoffman@go-ecc.com
12349401	ENVIRONMENTAL SERVICES	MARCOS DASILVA	(818) 772-7694	mdasilva@esscleans.com
15732701	ESSENTIAL SUPPORT SERVICES, INC.	STEVE J SMITH	(619) 779-7703	steve@essinc4u.com
6172601	EVERGREEN CLEANING SYSTEMS	JUNG H LEE	(213) 386-3307	evergreencleaning77@yahoo.com
12632501	EWANDA JACKSON	EWANDA JACKSON	(310) 324-9695	ladiestouchmaids@aol.com
14067901	EXCELSIA CORPORATION	JUAN BNAVA	(562) 481-7632	excelsiacorp@gmail.com
10600801	EXECUTIVE GROUP INTERNATIONAL	SILAS GRIFFIN	(912) 871-5277	egicorp2001@yahoo.com
2999501	EXECUTIVE-SUITE SERVICES INC	WALTER N PRINCE	(818) 993-6300	execwnp@socal.rr.com
13071101	EZ CLEANING SERVICE	ETHEL WILLIAMS	(818) 693-0308	ethelw5@aol.com
15475701	EZZ SERVICES	ARAM SHORVOGHILIAN	(818) 243-3339	aram@ez-services.com
12064801	FACILITY OPERATIONS PLUS	JIM DEMONACO	(626) 599-9200	jimd@foplus.com
13322301	FALCON INDUSTRIAL DISTRIBUTORS	NEYSA M. GUERRERO	(818) 968-4756	neysa_03@yahoo.com
18340801	FINAL CLEANING SOLUTIONS INC	ANACANI TORRES	(562) 716-6169	eddie@finalcleaningsolutionsinc.com
18333901	FINAL TOUCH HOUSEKEEPERS INC	SCHERA MOSES	(323) 804-3327	schera@finaltouchhousekeepers.com
16017501	FIRST DOWN FIELD SERVICES	BRANDON S TAYLOR	(310) 316-3690	firstdownfield@gmail.com
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17713801	GFM ENTERPRISES, INC. DBA GUARDIAN FACILITY MANAGEMENT	DERRICK WILSON	(626) 532-7784	kincade@guardianfmi.com
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10489602	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA	LOWENA HAWES	(323) 997-3086	lhawes@goodwillsocal.org
10489603	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA	TAMARA KARLSSON	(626) 222-6879	tkarlsson@goodwillsocal.org
10489604	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA	PRUE E COOPER	(323) 223-1211 Ext: 2165	pcooper@goodwillsocal.org
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18225901	GTC, GOLDEN TOUCH CLEANING, INC.	MARIBEL URBETA	(714) 542-9999	goldentouchcleaninc@gmail.com
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14058603	HD SUPPLY FACILITIES MAINTENANCE LTD	MARK JAZWIERSKI	(800) 548-1234	quotes@usabluebook.com
14058605	HD SUPPLY FACILITIES MAINTENANCE LTD	MICHAEL BADMUS-WELLINGTON	(805) 236-5770	michael.wellington@hdsupply.com
16313601	HECTOR L ACEVES	HECTOR L ACEVES	(562) 879-2788	hector.aceves@aceesccleaning.com
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17909001	MARQUISE R SWAIN	MARQUISE SWAIN	(323) 873-0490	marquiseswain@gmail.com
15628701	MARQUISE, INCDBA SERVPRO OF HOLLYWOOD HILLS	MEROUJAN S KITSINIAN	(323) 667-3100	servpro9699@servproofhollywoodhills.com
14399101	MARTIN SANCHEZ	MARTIN SANCHEZ	(310) 872-0453	martin@allpointscarpetcare.com
11512301	MARY & SON JANITORIAL MAINT.	MARY A. PITCHFORD	(562) 529-5057	mapitchford@sbcglobal.net
14999701	MARY & SON MAINTENANCE SERVICE	MARY APITCHFORD	(562) 529-5057	mapitchford@sbcglobal.net
12122401	MASTERCARE BUILDING SERVICE INC	SALLY MERMER	(714) 890-7117	sallym@mastertouchusa.com
11831501	MATRIX HEALTHCARE DISTRIBUTORS INC.	LEONORA BROWN	(323) 356-4908	mhd100@sbcglobal.net
5237401	MAXIM BUILDING CARE, INC.	HOWARD YANG	(213) 384-3211	maximbldg1@yahoo.com
12157501	MAXIM BUILDING SERVICES, LLC	SAM KIM	(213) 384-3211	maximbldg@hotmail.com
11294803	MBM PROFESSIONAL JANITORIAL	SYLVIA KWON	(213) 383-1849	sk@go2mbm.com
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17916801	MICHAEL J COFFEY	MIKE COFFEY	(818) 799-4900	jstonecare@gmail.com
17990801	MICHAEL L CLAYTON	MICHAEL CLAYTON	(213) 280-4333	cpc213510@gmail.com
17207201	MICHAEL L TYNING – FRANK E TYNING	GALE VANDERSLICE	(661) 301-5611	dialengr@sbcglobal.net
17328101	MICHELLE THORNTON	MICHELLE THORNTON	(424) 281-4540	greenarmcommercialcleaning@gmail.com
15918701	MID-CITY MAINTENANCE SERVICE INC.	ELTON KELLY	(323) 610-4427	elton-kelly@live.com
15228201	MILLENNIUM MAINTENANCE SYSTEMS	DAVID KIRBY	(661) 645-7199	davidkirby@mjanitorial.com
14177701	MOLDWASH - MOLDBOXER SALES L	LYNN S CARTWRIGHT	(310) 271-5005	lcartwright@moldboxer.com
18234201	MOMS JANITORIAL INC	ANSAR EL MUHAMMAD	(310) 925-2071	smuhammad@helperfoundation.org
15285701	MOON H HAHN	MOON H HAHN	(213) 422-7722	callmikehahn@sbcglobal.net
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18211101	MOSS AMERICA COMPANIES INC	KL	(310) 860-5612	maccompanies@aol.com
17863701	MS. G & ASSOCIATES	GWEN WILLIAMS	(909) 641-2194	gwen@msgclean.com
16345801	MYSOURCE LLC	SAUL L GALVAN	(888) 243-2634	sgalvan@mysourceservices.com
18005501	MZ SERVICES INC	MICHAEL CLIFTON	(909) 269-7281	michaelclifton51@gmail.com
13875601	NARCISO MARTINEZ	NARCISO MARTINEZ	(323) 992-3478	info@kimberlyscleaning.net
15767401	NATIONWIDE JANITORIAL CORP.	YONG S YANG	(630) 323-8400	nationwide1976@aol.com

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13489801	NELLIE GOMEZ	NELLIE GOMEZ	(626) 755-8896	go2nellie@yahoo.com
15056201	NELSEN'S JANITORIAL SERVICE	DIANE K NELSEN	(760) 567-0149	dndnel@aol.com
13231101	NEW ERA SERVICES INC	BOYER CROSS	(323) 643-5703	crossboyer@yahoo.com
10543501	NEWPOINT MANAGEMENT, LLC	JACQUELINE MEYERS	(626) 330-1958	jmeyers@newpointmanagement.com
15646301	NICHOLE C ALT GREEN & CLEAN CEILING PROS	LARRY R LEGIND	(626) 922-9720	lrlegind@yahoo.com
15747401	NICKI D DE HAVEN	NICKI D DE HAVEN	(818) 456-8472	nickidehaven@hotmail.com
14952901	NMS MANAGEMENT, INC.	DAVID GUADERRAMA	(619) 425-0440	nmsmanagement@msn.com
13161001	NOON PRODUCTIONS, LLC	OGO OKOYE-JOHNSON	(661) 313-4227	oma@noon-productions.com
15281301	NORMA A CRUZ	NORMA A CRUZ	(213) 999-3084	cruz6776@att.net
15294801	NOVA COMMERCIAL CO., INC.	SOPHIA	(510) 728-7000	government@novacommercial.us
16842701	OCPC, INC.	LISA RUIZ	(714) 551-9808 Ext: 1000	lisa@ocpaper.com
14293801	OJS SYSTEMS, INC.	JOHN HEO	(770) 975-9343	jheo@ojsystems.com
11427301	OPENWORKS	JOHN JEFFREY PRUITT	(562) 428-9210 Ext: 105	johnp@openworkswb.com
17942001	P&P CLEANING SERVICES LLC	SERGIO PELAYO	(888) 494-9191	customerservice@pandpcleaning.com
15307501	PACIFIC BUILDING CARE	GREGG BUDGELL	(800) 700-7271 Ext: 318	gbudgell@pbcare.com
3058001	PACIFIC SUN MAINTENANCE CO INC	EVA CHONG	(323) 938-2100	service@pacsunmaint.com
15117501	PAN WORLD INC	DEOK JAE KIM	(562) 282-0440	info@panworldbm.com
15750301	PARADISE CLEANING SOLUTIONS	DORENE DEL REAL	(909) 598-0314	info@paradisecleaningsolutions.com
16820601	PARAGON INTERNATIONAL INC	JOSHUA W BOGGS	(770) 495-7565 Ext: 12	jboggs@paragonint.net
13821401	PARENT TO PARENT, INC.	DONNA M. BROADNAX	(323) 209-7009	planningyourdream@yahoo.com
12544001	PASADENA CONSTRUCTION & INTERIORS	NORA HAMPTON	(626) 356-9600	nora@pasadenainteriors.com
4678601	PATTEN ENERGY ENTERPRISES, INC	EZEKIEL PATTEN	(310) 665-9200 Ext: 302	zeke.patten@pattenenergy.com
13530501	PAUL A COFFELT	PAUL A. COFFELT	(760) 470-2870	panthony77@yahoo.com
14845401	PBMS INC PREMIER	BRYANT KIM	(213) 386-2552	pbms@pacbell.net
10122001	PEARCE BUILDING SERVICES	CASEY PEARCE	(714) 990-6677 Ext: 40	sales@pearceservices.com
2290401	PEDUS BUILDING SERVICES, INC.	ENIO MARTINEZ	(323) 837-0222	enio.martinez@pedus.com
11768301	PEDUS SERVICE	DAVID SEILER	(323) 837-0250	david.seiler@pedus.com
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15146001	PREMIER UPKEEP LLC	LYNN T NGUYEN	(818) 470-4965	Inguyen_amor@yahoo.com
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18229701	ROSELINE C DIKE	ROSELINE DIKE	(912) 220-0598	rdike11@gmail.com
5120001	ROYAL CREST BUILDING MT	ROBERT YOUNG	(714) 562-5034	royalcrestbuildingmaint@yahoo.com
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14581501	SPARKLING CLEAN CLEANING	VIVIANA N HARVEY	(323) 290-3935	sparklynn48@sbcglobal.net
17806001	SPOTLESS RESOLUTION	YAN MANKO	(888) 924-7770 Ext: 777	projects@spotlessresolution.com
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11280301	ULTIMATE MAINTENANCESERVICE INC.	CLAUDIA P SALOMON	(310) 542-1474 Ext: 18	claudia@umscorporation.com
16277101	UMANGA WICKRAMASINGHE	UMANGA WICKRAMASINGHE	(661) 310-7787	info@allstargreenclean.com
10506601	UNISERVE FACILITIES SERVICES CORP	DAVID VARNADO	(213) 533-1000 Ext: 7117	dvarnado@uniservcorp.com
15076601	UNITED SANITARY SUPPLY INC	JOHN JOHS	(805) 484-9554	unitedsanitary@gmail.com
15736101	UNIVERSAL BUILDING MAINTENANCE	JOEL A FEESER	(562) 708-2158	joel.feeser@universalpro.com
17774001	UNIVERSAL GUARD SERVICES, INC.	PARFAIT VOUNDI	(424) 293-7439	pnvoundi@ugsca.com
4613701	UNIVERSAL SPECIALTIES INC	JOHN HAAS	(510) 489-3444	jr3535@yahoo.com
13811401	UNIVERSO CLEANING INC.	ALEX TORRES	(323) 574-0089	atorres@universocleaning.biz
11230401	UNLIMITED SERVICES AIRCLEAN	PAMELA L. CUSTER - WILSON	(818) 886-9522	operations@usairclean.com
14719101	US BUILDING SERVICE INC	SAM BAE	(714) 736-5454	ubsjanitors@yahoo.com
5116601	US METRO GROUP, INC.	CONSTANCE KOLAKOWSKI	(213) 382-6435	constance.k@usmetrogroup.com
5116602	US METRO GROUP, INC.	VALERIA LOPEZ	(213) 382-7310	bill.t@usmetrogroup.com
13133801	VALLEY LIGHT INDUSTRIES INC	ALONZO E VILLARREAL	(626) 337-6200	alvli2006@yahoo.com
15295401	VALLEY MAINTENANCE CORP	EUGENE LEE	(562) 948-3020	eugene@valleymco.com
15295402	VALLEY MAINTENANCE CORP	BRUCE S LEE	(213) 388-3370	valleymaintcorp@gmail.com
12546201	VER-O-ROSES MAINTENANCE, INC.	ANNA M ROSALES	(626) 839-6717	service@avorinc.com
436101	VERITIV OPERATING COMPANY	RICK ROSETH	(714) 690-6626	rosetr01@unisourcelink.com
436102	VERITIV OPERATING COMPANY	AUDREY MEJIA	(714) 690-6626	aud1cocoa@yahoo.com
436103	VERITIV OPERATING COMPANY	BARRY WAGNER	(310) 532-4800 Ext: 357	barryscott@earthlink.net
436107	VERITIV OPERATING COMPANY	TARA ADAMS	(800) 544-0860 Ext: 2341	adamst01@unisourcelink.com
436109	VERITIV OPERATING COMPANY	JEFF SCUDERI	(562) 922-7900 Ext: 1259	jeff.scuderi@veritivcorp.com
14479901	VIC'S HAULING & CLEANUP	MARTHA M DE LA TORRE	(562) 944-6606	illhaul@earthlink.net
14962801	VINCE WOOD	VINCE WOOD	(562) 331-0301	vincew@alertpowerwashing.com
16226101	VINCENT NUNO	VINCENT NUNO	(530) 588-8022	nunosqualitycleaning@yahoo.com
4356801	W.W. GRAINGER, INC.	N/A	(714) 813-9865	scott.asplin@grainger.com
4356802	W.W. GRAINGER, INC.	MICHELLE HAHN	(310) 779-7398	michelle.hahn@grainger.com
4356822	W.W. GRAINGER, INC.	SAUL ALVARADO	(310) 489-6705	saul.alvarado@grainger.com
4356823	W.W. GRAINGER, INC.	SALES	(800) 472-4643	scott.asplin@grainger.com
13077101	WALTER A SORIANO	WALTER A SORIANO	(213) 479-1145	walter.ppchoa@verizon.net
16497901	WALTON FACILITIES MANAGEMENT	STEVE WALTON	(310) 295-2067	steve@waltonfm.com
17515801	WCD ENTERPRISES, LLC	TANYA FULLINGTON	(480) 415-3416	wes.dryden@yahoo.com
16091601	WE SERVICE AMERICA, INC.	MIKE FARMAN	(310) 743-3000 Ext: 293	mhfarman@aol.com
11448701	WEBCO LB LLC	SUSAN FEE	(562) 803-0100	webco@webcosweep.com
50694401	WEST COAST BUSINESS PRODUCTS	PAUL RUDOLPH	(818) 341-2800 Ext: 112	paulr@wcbp.net
15958501	WEST COAST LOT RESTORATION CO	CHRIS D WILLIAMS	(310) 295-8452	paulettefifty@yahoo.com
14811801	WEST COAST MAINTENANCE	EVER MATA	(310) 324-2511	ever@westcoastmaintenance.com
17762001	WESTERN STATES MAINTENANCE AND ENGINEERING, INC.	CATHY D LANDERS	(310) 646-2956	wsme@pacbell.net
15517901	WILLIE R & DORIS J REED R INDUSTRIAL & HLTHCARE SUPPL	WILLIE R REED	(213) 610-5442	reed6808@sbcglobal.net
10586401	WINGS OF REFUGE, INC.	JOSIE STARLING	(310) 670-6767	kcharles@wingsofrefuge.org
14761001	WINIFRED MCCRAY	WINIFRED MCCRAY	(323) 331-5452	winifredmccray@att.net
14253201	WM MILES BUILDING MAINTENANCE	WAYNE M. MILES	(951) 205-0817	smokecity3@yahoo.com
15880701	WONDER CLEANING SERVICES	WANDA LANIER	(213) 840-0072	sexysag_1@yahoo.com
5696501	WOODS MAINTENANCE SERVICES INC	BARRY K WOODS	(818) 503-8240 Ext: 105	bkw@graffiticontrol.com

5696502	WOODS MAINTENANCE SERVICES INC	BARRY K WOODS	(818) 764-2515	bkw@graffiticontrol.com
10097901	WORLD SERVICE WEST LA INFLIGHTSERVICE CO., LLC	(DANNY) WON SIK PAK	(310) 641-2396 Ext: 30	dpworld@icnt.net
15007401	WSA SERVICES	STEVE JACOBSON	(310) 743-3000 Ext: 226	m.benom@wsainc.net
17140701	WU-CHEN MAIDS INC	IRVIN CHEN	(626) 823-0676	irvin.chen@gmail.com
11933501	WWC WINDOW CLEANING	EMMETT T. KENNEDY III	(213) 977-9620 Ext: 15	wwwcwindows@aol.com
17606101	XANADU SERVICE SYSTEM	BRUCE M. HWANG	(213) 255-2073	xanaduservicesystem@gmail.com
10029001	XPEDX AN INTERNATIONAL PAPER COMPANY	ROBERT CAMPOS	(818) 445-4092	robert.campos@veritivcorp.com
10029002	XPEDX AN INTERNATIONAL PAPER COMPANY	MARK S LOKOVIC	(714) 812-7495	marklokovic@yahoo.com
10029003	XPEDX AN INTERNATIONAL PAPER COMPANY	MARK LOKOVIC	(714) 812-7495	mark.lokovic@ipaper.com
10029004	XPEDX AN INTERNATIONAL PAPER COMPANY	MARK LOKOVIC	(714) 812-7495	mark.lokovic@ipaper.com
10029005	XPEDX AN INTERNATIONAL PAPER COMPANY	MITCHEL ADAIR	(562) 382-4974	mitchel.adair@ipaper.com
13249501	XPRESS CLEANING CO, INC.	FARRAH FERGUSON	(323) 664-0720	nff1978@yahoo.com
16662101	YALDA AVILA	YALDA AVILA	(323) 707-3807	yalda.avila@yahoo.com
17913601	ZEN FRESH CLEANING	KENYEAL EDWARDS	(877) 333-8572 Ext: 0	hello@zenfreshcleaning.com
12564401	ZION INDUSTRIES, INC.	GILBERT CARPETA	(973) 727-6213	zionindust@hotmail.com

## Community Business Enterprise Program Information

<b>FIRM INFORMATION*</b>		Dedicated	NMS	Pride	Servicon	Commercial
<b>BUSINESS STRUCTURE</b>		LLC	Corporation	Non-Profit	Corporation	Corporation
<b>CULTURAL/ETHNIC COMPOSITION</b>		<b>NUMBER / % OF OWNERSHIP</b>				
<b>OWNERS/PARTNERS</b>	Black/African American	1 / 100%		N/A		1
	Hispanic/Latino		2 / 100%	N/A		
	Asian or Pacific Islander			N/A		1
	American Indian			N/A		
	Filipino			N/A		
	White			N/A	3	4
	<i>Female (included above)</i>			N/A	2	3
		<b>NUMBER</b>				
<b>MANAGER</b>	Black/African American	2	1	27	3	
	Hispanic/Latino	5	12	84	32	13
	Asian or Pacific Islander			18		
	American Indian				1	
	Filipino		4			
	White			259	14	2
	<i>Female (included above)</i>	4	10	178	20	3
<b>STAFF</b>	Black/African American	155	1	552	143	21
	Hispanic/Latino	170	48	1470	999	510
	Asian or Pacific Islander			239	8	
	American Indian			13	2	
	Filipino		25			
	White	2		1234	66	
	<i>Female (included above)</i>	167	55	1358	742	305
<b>Total # of Employees</b>		335	92	3,896	1,271	548
<b>COUNTY CERTIFICATION</b>						
CBE		YES	NO	NO	NO	NO
LSBE		NO	NO	NO	NO	NO
<b>OTHER CERTIFYING AGENCY</b>		WMBE Clearinghouse California United Certification Program	DOT CPUC		Culver City's Sustainable Business Certification Program	



## BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

<b>OPS CLUSTER AGENDA REVIEW DATE D</b>	December 4, 2019	
<b>BOARD MEETING</b>	December 17, 2019	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	ALL DISTRICTS	
<b>DEPARTMENT</b>	INTERNAL SERVICES DEPARTMENT (ISD)	
<b>SUBJECT</b>	Demographic Services Contract with Hedderson Demographic Services	
<b>PROGRAM</b>		
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
<b>DEADLINES/ TIME CONSTRAINTS</b>	This contract expires December 31, 2019, and ISD has exercised all renewal options. Execution of the recommended contract by January 1, 2020 will ensure that the County has no disruption in services. The contract allows for termination for convenience, upon 10-day notice.	
	Total cost: \$396,000 per Year; and an aggregate cost of \$1,188,000 for the initial term.	Funding source: ISD GIS Section - Sufficient appropriation is included in ISD's FY 2019-2020 Adopted Budget, and sufficient appropriation will be requested in future years. Expenditures will be offset through billings to County departments.
	TERMS (if applicable): Initial period of three (3) years, with three (3) optional two-year extensions, and six (6) month to month extensions, for a maximum total Contract term of Nine (9) years and six (6) months	
	Explanation: The costs consist of \$198,000 annually for a set of six (6) predefined fixed price deliverables, including demographic data on population, poverty, childcare, medical, and law enforcement crime reports. The remaining \$198,000 in the contract is allocated for as-needed T&M demographic services at fixed labor rates of between \$100 (hourly staff rate) and \$150 (hourly Principal Investigator rate).	
<b>PURPOSE OF REQUEST</b>	ISD is requesting Board approval to award and execute a contract with Hedderson Demographic Services (the incumbent) to provide demographic services for various analytical, reporting and managerial purposes for ISD and 30 other County departments. These services include demographic estimations and projections of the County's population identified by ethnicity, age, gender, income distributions, fertility, mortality, immigration, and emigration rates. Approval of this contract will enable County departments to obtain highly technical and expert demographic services of scientifically analyzed data converted to statistical format for use by County executives in critical decision making, budget forecasting and planning functions.	
<b>BACKGROUND (include internal/external issues that may exist)</b>	On September 12, 2019, ISD issued an Invitation for Bids to solicit proposals for demographic services. On October 3, 2019, one (1) bid was received.  The current (and recommended) contract supplies data and reports that are requested by County departments such as: <ul style="list-style-type: none"> <li>• Chief Executive Office - Demographic estimate to prepare the Annual Recommended Budget</li> <li>• Department of Health Services- Population estimates to calculate morbidity and mortality rates</li> <li>• Public Social Services- Estimates to evaluate performance measures (Performance Counts)</li> <li>• Sheriff- Data to calculate crime rates</li> <li>• Non-Profit Service Partners - Use estimates to assist in securing or providing grants</li> </ul>	
<b>DEPARTMENTAL AND OTHER CONTACTS</b>	<ul style="list-style-type: none"> <li>• Christie Carr, Division Manager, ISD Contracting Division</li> <li>• (323) 267-3101, ccarr@isd.lacounty.gov</li> </ul>	



SCOTT MINNIX  
Director

## County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue  
Los Angeles, California 90063

*"Trusted Partner and Provider of Choice"*

Telephone: (323) 267-2103  
FAX: (323) 264-7135

December 17, 2019

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **APPROVAL TO AWARD AND EXECUTE A CONTRACT WITH HEDDERSON DEMOGRAPHIC SERVICES FOR DEMOGRAPHIC SERVICES (ALL DISTRICTS 3 -VOTES)**

#### **SUBJECT**

Request for approval to award and execute a contract with Hedderson Demographic Services to provide demographic services for various County departments.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of the Internal Services Department (ISD), or his designee, to award and execute a contract for demographic services with Hedderson Demographic Services (HDS) to provide demographic services, effective January 1, 2020, for a period of three (3) years, with three optional two-year extensions and six optional month-to-month extensions, at an estimated first year contract cost of \$396,000, and aggregate cost of \$1,188,000 for the initial term.
2. Authorize the Director of ISD, or designee, to (i) exercise the extension options in accordance with the contract terms, (ii) make necessary changes which affect the scope of work, term, contract sum, or payments included under this contract; and (iii) execute amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

ISD currently manages a contract that provides demographic services for various analytical, reporting and managerial purposes for ISD and 30 other County departments. These services include demographic estimations and projections of the County's population identified by ethnicity, age, gender, and income distributions. Fertility, mortality, immigration, and emigration rates within the County are also produced to allow County departments to justify budget recommendations. Below are examples of the reports that are requested by County departments under the current contract:

- Chief Executive Office - Demographic estimate to prepare the Annual Recommended Budget
- Department of Health Services- Population estimates to calculate morbidity and mortality rates
- Public Social Services- Estimates to evaluate performance measures (Performance Counts)
- Sheriff- Data to calculate crime rates
- Non-Profit Service Partners - Use estimates to assist in securing or providing grants

The purpose of the recommended actions will provide County departments with highly technical and expert demographic services without disruption. The estimations and statistical information produced under the recommended contract will allow departments to appropriately allocate funding for provision of services as well as request for State and Federal grants.

The current contract expires December 31, 2019.

### **Implementation of Strategic Plan Goals**

The recommended contract supports County Strategic Plan I.2 (Enhance Our Delivery of Comprehensive Interventions) by providing reliable demographic data to County departments necessary to make informed decisions for delivery of comprehensive and seamless services to those seeking assistance.

### **FISCAL IMPACT/FINANCING**

The estimated annual expenditures for the recommended contract are \$396,000. The costs consist of \$198,000 annually for a set of predefined fixed price deliverables, including demographic data on population, poverty, childcare, medical, and law enforcement crime rates.

The remaining \$198,000 of the contract funding is allocated for unanticipated, as-needed demographic services and reports at fixed labor rates of between \$100 and \$150 per

hour. These as-needed services will be funded by the requesting departments, and costs will only be incurred if unanticipated work is required.

Sufficient appropriation for the recommended contract is included in ISD's Fiscal Year 2019-2020 Adopted Budget, and sufficient appropriation will be requested in future years. Expenditures will be offset through billings to County departments.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The recommended contract includes the County's standard terms and conditions which have been approved as to form by County Counsel. The contract contains the Board's required contract provisions, including qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program.

This is not a Proposition A contract and, therefore, not subject to the Living Wage Program (County Code Chapter 2.201) and therefore this contract does not allow for a cost of living adjustment (COLA). It has been determined that the services under this contract do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program", due to the specialized nature of the work.

### **CONTRACTING PROCESS**

On September 12, 2019, ISD released an Invitation for Bids (IFB) for Demographic Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 1). Notice of the IFB was sent via electronic mail to 882 vendors registered with the County. In addition, an electronic email notification regarding the release of the IFB was sent to 41 vendors (Attachment 2) identified by ISD's Geographic Information Services (GIS). To increase opportunities for Preference Program Enterprises, ISD regularly participates in outreach efforts, such as vendor fairs with the Department of Consumer and Business Affairs, and other County departments, during which, this contracting opportunity was advertised.

On October 3, 2019, one bid was received from Hedderson Demographic Services, the incumbent. The bid was reviewed for compliance with the minimum requirement criteria as set forth in the IFB, and the bid from Hedderson Demographic Services was determined to be in compliance, met the minimum requirements and was determined to be the lowest responsive and responsible bid. There were no protests resulting from this solicitation, and there have been no performance issues with this contractor.

A summary of Community Business Enterprise Program information for the recommended vendor is attached (Attachment 3). On final analysis, selection was made without regards to gender, race, creed, color or national origin.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this contract will enable County departments to obtain highly technical and expert demographic services of scientifically analyzed data converted to statistical format for use by County executives in critical decision making and planning functions.

**CONCLUSION**

Approval of the recommended actions will allow ISD to continue to provide demographic services to the County without disruption. The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board letter to ISD's Contracting Division.

Respectfully submitted,

SCOTT MINNIX  
Director

SM:SH:MO:CC:OS  
Attachments

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

**Contact Name:** Brianna Cuellar**Contact Phone:** (562) 940-2974**Contact Email:** bcuellar@isd.lacounty.gov**Last Changed On:** 9/12/2019 6:19:18 PM[Click here to download attachment files.](#)

File Name	Description	Type	Size	Last Update On	
1_Demographic_Services_IFB_I104789.zip	Demographic Services IFB I104789	.zip	6642126	09-12-2019	Download

**Attachment File (1) :**

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**DEMOGRAPHIC SERVICES 2019  
EMAIL VENDOR LIST RFP NOTIFICATION**

<b>Vendor Name</b>	<b>Contact Name</b>	<b>Email Address</b>
Advancement Project	Javier Minjares	<a href="mailto:minjares@scag.ca.gov">minjares@scag.ca.gov</a>
Department of Geography and Urban Analysis (CSULA)	Ali Modarres	<a href="mailto:amodarr@calstatela.edu">amodarr@calstatela.edu</a>
California Survey Research Services		<a href="mailto:kgross@calsurvey.com">kgross@calsurvey.com</a>
Center for Urban Education, University of Southern California	Megan Chase	<a href="mailto:megan.chase@usc.edu">megan.chase@usc.edu</a>
Child Care Resource Center		<a href="mailto:ssavage@ccrcla.org">ssavage@ccrcla.org</a>
CHLA/USC Keck School of Medicine		<a href="mailto:cbeaudin@chla.usc.edu">cbeaudin@chla.usc.edu</a>
Colorado State Demography Office		<a href="mailto:dlg.helpdesk@state.co.us">dlg.helpdesk@state.co.us</a>
Colorado State University	Martha Sullins	<a href="mailto:Martha.Sullins@colostate.edu">Martha.Sullins@colostate.edu</a>
CSUN-Urban Studies & Planning		<a href="mailto:urban.studies@csun.edu">urban.studies@csun.edu</a>
Dept of Sociology - UCR	David A. Swanson	<a href="mailto:David.swanson@ucr.edu">David.swanson@ucr.edu</a>
Davis Demographics and Planning, Inc.		<a href="mailto:cjacobs@davisdemographics.com">cjacobs@davisdemographics.com</a>
Diversa Consulting		<a href="mailto:advplan@ix.netcom.com">advplan@ix.netcom.com</a>
Dowell Myers		<a href="mailto:popdynam@usc.edu">popdynam@usc.edu</a> <a href="mailto:dowell@usc.edu">dowell@usc.edu</a>
ESRI	Debbie LeDoux	<a href="mailto:dledoux@esri.com">dledoux@esri.com</a>
Maroon society	Aaron Celious	<a href="mailto:celious@maroonsociety.com">celious@maroonsociety.com</a>
RAND Corporation	Dr. John Adams	<a href="mailto:John_Adams@rand.org">John_Adams@rand.org</a>
RAND Corporation	Tania Gutsche	<a href="mailto:tania@rand.org">tania@rand.org</a>
Cal State Fullerton	Deborah Diep	<a href="mailto:ddiep@fullerton.edu">ddiep@fullerton.edu</a>
E. Richard Brown		<a href="mailto:erbrown@ucla.edu">erbrown@ucla.edu</a>

**ATTACHMENT 2**

<b>Vendor Name</b>	<b>Contact Name</b>	<b>Email Address</b>
Public Policy Institute of California	Hans Johnson	<a href="mailto:johnson@ppic.org">johnson@ppic.org</a>
Census	Jamey Christy	<a href="mailto:james.t.christy@census.gov">james.t.christy@census.gov</a>
Demographers	Jeanne Gobalet	<a href="mailto:Gobalet@Demographers.com">Gobalet@Demographers.com</a>
John Hedderson	John Hedderson	<a href="mailto:jhedderson@sbcglobal.net">jhedderson@sbcglobal.net</a>
Analysis and Forecasting, Inc.	John Pitkin	<a href="mailto:john_pitkin@earthlink.net">john_pitkin@earthlink.net</a>
Joyce Bixler		<a href="mailto:jebixler@gmail.com">jebixler@gmail.com</a>
GeoLytics	Katia Cohen	<a href="mailto:katia@geolytics.com">katia@geolytics.com</a>
UCLA	Leo Estrada	<a href="mailto:leobard@ucla.edu">leobard@ucla.edu</a>
WRMA	Lisa Branton	<a href="mailto:info@wrma.com">info@wrma.com</a> <a href="mailto:lbranton@wrma.com">lbranton@wrma.com</a>
WRMA	Sharon Burke	<a href="mailto:sburke@wrma.com">sburke@wrma.com</a>
LMU-Urban Studies		<a href="mailto:phoffman@lmu.edu">phoffman@lmu.edu</a>
Los Angeles Cancer Surveillance Program		<a href="mailto:lihualiu@usc.edu">lihualiu@usc.edu</a>
Nielsen	Mechie Rodgers	<a href="mailto:Mechie.rodgers@nielsen.com">Mechie.rodgers@nielsen.com</a>
Mexican American Opportunity Foundation		<a href="mailto:lviveros@maof.org">lviveros@maof.org</a>
UCLA	Michael Stoll	<a href="mailto:mstoll@ucla.edu">mstoll@ucla.edu</a>
UCLA	Paul Ong	<a href="mailto:pmong@ucla.edu">pmong@ucla.edu</a>
Population Reference Bureau.		<a href="mailto:popref@prb.org">popref@prb.org</a>
Nielsen	Rhonda White	<a href="mailto:Rhonda.White@nielsen.com">Rhonda.White@nielsen.com</a>
Richard Cohen	Richard Cohen	<a href="mailto:cohen.richard@gmail.com">cohen.richard@gmail.com</a>
SCAG		<a href="mailto:choi@scag.ca.gov">choi@scag.ca.gov</a>
SCAG		<a href="mailto:liu@scag.ca.gov">liu@scag.ca.gov</a>
Doctor Demographics	Scott McDonald	<a href="mailto:info@doctordemographics.com">info@doctordemographics.com</a>
Demographers	Shelley Lapkoff	<a href="mailto:Lapkoff@Demographers.com">Lapkoff@Demographers.com</a>



**ATTACHMENT 2**

<b>Vendor Name</b>	<b>Contact Name</b>	<b>Email Address</b>
Population Program in the Bureau of Economic and Business Research (BEBR) University of Florida	Stanley K. Smith	<a href="mailto:stans@bebr.ufl.edu">stans@bebr.ufl.edu</a>
State Department of Housing and Community Development		<a href="mailto:tweathers@hcd.ca.gov">tweathers@hcd.ca.gov</a>
Education Coordinating Council		<a href="mailto:sharonla12@aol.com">sharonla12@aol.com</a>
State DOF	John Malson	<a href="mailto:John.Malson@dof.ca.gov">John.Malson@dof.ca.gov</a>
RAND	Tania Gutsche	<a href="mailto:tania@rand.org">tania@rand.org</a>
William Frey	William Frey	<a href="mailto:bill.frey@usa.net">bill.frey@usa.net</a>
UCSD- Urban Studies and Planning		<a href="mailto:USPPProgram@ucsd.edu">USPPProgram@ucsd.edu</a>
USC		<a href="mailto:mpastor@usc.edu">mpastor@usc.edu</a>
Fullerton, Center for Demographic Research		<a href="mailto:smartin@fullerton.edu">smartin@fullerton.edu</a>

**DEMOGRAPHIC SERVICES PROPOSERS' ORGANIZATION AND CBE INFORMATION**

This information was gathered for statistical purposes only. On final analysis and consideration of award, selection was made without regard to gender, race, creed or color.

FIRM INFORMATION		Littlejohn Communications, Inc. (Selected Vendor)
Cultural/Ethnic Composition		% of Ownership
OWNERS/PARTNERS	Black/African American	
	Hispanic/Latin American	
	Asian American	
	American Indian/Alaskan	
	Filipino	
	White	1 (100%)
	Women	
		Number
MANAGERS	Black/African American	
	Hispanic/Latin American	
	Asian American	
	American Indian/Alaskan	
	Filipino	
	White	
	Women (included above)	
	STAFF	Black/African American
Hispanic/Latin American		
Asian American		
American Indian/Alaskan		
Filipino		
White (included above)		
Women (included above)		
TOTAL # OF EMPLOYEES		1
BUSINESS STRUCTURE		Sole Proprietorship
Certified as Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise?		
Certifying Agency		

**BOARD LETTER / MEMO – FACT SHEET  
OPERATIONS CLUSTER**

<b>OPS CLUSTER AGENDA REVIEW DATE</b>	12/4/2019							
<b>BOARD MEETING</b>	12/17/2019							
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	4 <sup>th</sup> and 5 <sup>th</sup>							
<b>DEPARTMENT</b>	LA-RICS, Sheriff and CEO							
<b>SUBJECT</b>	Approve delegated authority to the Chief Executive Officer, or her designee to approve, negotiate and execute multiple real estate documents at (1) the Dakin Peak Communication Site (DPK) on land owned by Santa Catalina Island Conservancy (Conservancy) for County public safety communication network with Sheriff equipment and LA-RICS LMR System (2) the Cerro Negro2 Communication Site (CRN2) on County-owned land as a contingency site for LA-RICS LTE2 System							
<b>PROGRAM</b>	LA-RICS and Sheriff							
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:							
<b>DEADLINES/ TIME CONSTRAINTS</b>	Federal funding constraints limits the time line for preconstruction activities starting with the Board recommendation process.							
<b>COST &amp; FUNDING</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Total cost: NTE \$91,200 annually for 2 land leases</td><td style="width: 40%;">Funding source: 100% County Cost</td></tr> <tr> <td colspan="2">TERMS (if applicable): DPK – 5 years with one 5-year option CRN2 - 5 years with one 5-year option</td></tr> <tr> <td colspan="2">Explanation: At DPK, the term balances the desire for Conservancy to be guaranteed a long term long term income stream, with County's flexibility to terminate in face of any change in demand for the location.</td></tr> </table>		Total cost: NTE \$91,200 annually for 2 land leases	Funding source: 100% County Cost	TERMS (if applicable): DPK – 5 years with one 5-year option CRN2 - 5 years with one 5-year option		Explanation: At DPK, the term balances the desire for Conservancy to be guaranteed a long term long term income stream, with County's flexibility to terminate in face of any change in demand for the location.	
Total cost: NTE \$91,200 annually for 2 land leases	Funding source: 100% County Cost							
TERMS (if applicable): DPK – 5 years with one 5-year option CRN2 - 5 years with one 5-year option								
Explanation: At DPK, the term balances the desire for Conservancy to be guaranteed a long term long term income stream, with County's flexibility to terminate in face of any change in demand for the location.								
<b>PURPOSE OF REQUEST</b>	Approval of the recommendation will expedite the development of 2 LA-RICS sites and will allow federal funds to be timely spent during the applicable grant performance periods. The grant funding deadline for the 2 project construction completions is extended to 6/30/2020. A large amount of pre-construction activities is required before this funding period expires.							
<b>BACKGROUND (include internal/external issues that may exist)</b>	The proposed agreements preserve the use of existing County public safety communication facilities at DPK and allow both DPK and CRN2 to be used by LA-RICS's Land Mobile Radio (LMR) System and its second phase Long Term Evolution (LTE2) System.							
<b>DEPARTMENTAL AND OTHER CONTACTS</b>	Name, Title, Phone # & Email: Michael G. Rodriguez CEO Real Estate Division 213-974-4246 <a href="mailto:MGRodriguez@ceo.lacounty.gov">MGRodriguez@ceo.lacounty.gov</a>							



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

*"To Enrich Lives Through Effective And Caring Service"*

Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

SHEILA KUEHL  
Third District

JANICE HAHN  
Fourth District

KATHRYN BARGER  
Fifth District

December 17, 2019

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 DELEGATED AUTHORITY TO THE CHIEF EXECUTIVE OFFICER TO  
NEGOTIATE AND EXECUTE REAL ESTATE AGREEMENTS AT TWO SITES FOR COUNTY  
PUBLIC SAFETY COMMUNICATION NETWORK AND THE LOS ANGELES REGIONAL  
INTEROPERABLE COMMUNICATIONS SYSTEM  
(FOURTH AND FIFTH DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This recommendation is a request for delegated authority to the Chief Executive Officer, or her designee, to approve, negotiate and/or execute real estate agreements at the County-leased Dakin Peak site on Santa Catalina Island, and the County-owned Cerro Negro2 Site in La Canada. These agreements will preserve the use of existing County public safety communication facilities at Dakin Peak and allow both sites to be used by the Los Angeles Regional Interoperable Communications System Joint Powers Authority for its Land Mobile Radio System and its second phase Long Term Evolution System.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Acting as a responsible agency with respect to the County's public safety communication network, the Long Term Evolution (LTE2) System and the Land Mobile Radio (LMR) System projects find that approval and execution of the five (5) real estate documents, summarized in Attachment 1, are exempt from review under the California Environmental Quality Act (CEQA) for the reasons stated in this Board Letter and as noted in the project records:

(i) Dakin Peak is within the scope of the impacts analyzed in the Final Environmental Impact Report (EIR) for the LMR System, which was previously certified by the Los Angeles Regional Interoperable Communications System Joint Powers Authority (LA-RICS) under CEQA on March 29, 2016, and

was previously considered by the Board on April 12, 2016; the environmental findings and Mitigation Monitoring Program previously adopted by the Board are applicable to the currently recommended actions; and there are no changes to the project at this site or to the circumstances under which the project is undertaken that require revisions to the previous EIR, due to new significant effects or a substantial increase in the severity of previously identified significant effects; and

(ii) Cerro Negro2 is categorically exempt from CEQA, pursuant to CEQA Regulations Sections 15301, 15303 and 15304.

2. Delegate authority to the Chief Executive Officer (CEO), or her designee, to negotiate and execute the five real estate documents set forth in Attachment 1, for the construction, installation, operation, and maintenance of the County's public safety communication network and the LMR System and LTE2 System equipment at the two sites, with approval as to form by County Counsel.

3. Delegate authority to the CEO, or her designee, to negotiate, approve, execute, and/or grant any other approvals, ancillary documentation or amendments, approved as to form by County Counsel, which are necessary to effectuate the real estate documents described in Attachment 1, and the activities permitted under those documents, including executing documents evidencing County's consent, as land owner, to LA-RICS' applications needed for any coastal, zoning, or land use permits

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

LA-RICS was formed in 2009, as a Joint Powers Authority, comprised of independent cities, the County, and other public agencies throughout Los Angeles County. The LA-RICS network will provide first and secondary responders with the technology to coordinate, in real time, their response in day to day operations and during emergencies. The County is currently a user of the LMR System and will be a user of the LTE 2 System.

Federal funding for the LA-RICS projects mandates specific time frames to meet certain milestones. The deadline for completion of construction has been extended to June 30, 2020. The delegated authority to the CEO, or her designee, in processing and executing the real estate agreements, if needed, will facilitate the implementation of the LMR System, located at Dakin Peak, and the LTE2 System, located at Cerro Negro2, and allow LA-RICS to construct the necessary facilities to provide interoperable public safety communications to the Los Angeles region prior to the expiration of grant funds.

Cerro Negro2 is a contingency site for the LTE2 System, in the event other sites currently designated for inclusion in the LTE2 System become unbuildable. The Cerro Negro2 site will not be developed, if the preferred sites are available and developed. It is important that approvals be secured now for the Cerro Negro2 site, to ensure that coverage is not impacted by a site dropping out and that no time is lost from the construction schedule for the LTE2 System, should a site drop out.

LMR System: Dakin Peak

Dakin Peak is owned by the Santa Catalina Island Conservancy (Conservancy). The Conservancy has leased Dakin Peak to AT&T. AT&T, with Conservancy's consent, subleased the land to the County, which the County uses to maintain its existing County public safety communication network on Catalina Island, and provides radio coverage for the Sheriff's stations in the Catalina communities of Avalon and Two Harbors. The County system consists of a County constructed building used to

house the Sheriff's mobile digital and microwave communication system, with the placement of a Sheriff's antenna on AT&T's tower. The County is currently in holdover under the existing AT&T sublease for use of this site.

The CEO, or her designee, will negotiate and execute both a proposed sublease from AT&T and a proposed consent from the Conservancy regarding the AT&T sublease. The proposed AT&T sublease will reflect the same fixed rent, as the existing sublease, of \$1,200 annually for a five-year term with one five-year option. The proposed consent will reflect an increase in the consideration paid by County to Conservancy, under the prior consent, of no more than \$90,000 annually for a term of five years with one five-year option. The Conservancy's consent fee increases each year by the greater of either the Consumer Price Index or 3 percent of the prior year's rent. Except as otherwise specified herein, the proposed AT&T Sublease and Conservancy Consent will generally be on similar terms and conditions as the existing agreements, and subject to approval as to form by County Counsel.

The CEO, or her designee, will also negotiate and execute a proposed Site Access Agreement (SAA) with LA-RICS. The proposed SAA will be provided gratis and will also be consistent with prior SAAs approved by the Board. This SAA will be signed by the CEO, or her designee, only after the LA-RICS plans are approved by the County and consented to by AT&T and Conservancy.

Finally, the CEO, or her designee, will negotiate and execute a proposed sublease with the Conservancy, to allow the Conservancy to lease space to third parties on the LA-RICS new tower at Dakin Peak. The terms of the Conservancy Sublease will include annual rent, payable to the County, to be negotiated by the Chief Executive Office, but shall be no less than 15 percent of the revenues generated by the Conservancy from its subtenants. Currently, Conservancy has no subtenants at Dakin Peak. The Sublease will be for a five-year term with one five-year option.

LTE System: Cerro Negro2

LA-RICS currently has an existing SAA with the County on Cerro Negro2 which allows LA-RICS to build and operate a tower for the existing LMR System. The existing SAA needs to be amended to allow the collocation of LTE2 System equipment to this existing LA-RICS tower.

### **Implementation of Strategic Plan Goals**

The proposed agreements support the Countywide Strategic Plan Goal of Realizing Tomorrow's Government Today, specifically by Embracing Digital Government for the Benefit of our Internal Customers and Communities (Strategy III.2) and Pursuing Operational Effectiveness (Strategy III.3). Upon entering into the proposed agreements, LA-RICS will be in a position to complete the development of a modern public safety LMR and LTE2 communications system that will maximize the effectiveness of processes, structure, and operations to support the timely delivery of customer-oriented and efficient public services, particularly in the areas of public safety.

### **FISCAL IMPACT/FINANCING**

There are two components to the Dakin Peak rent payable by the County. One payment is to AT&T which is a flat rate of \$1,200 a year. One payment is to the Conservancy in consideration for its consent to the AT&T Sublease which will be negotiated to an amount not to exceed \$90,000 annually, subject to annual increases based on the greater of either the CPI or 3 percent of the previous year's rent. The total first-year cost to AT&T and the Conservancy shall not exceed \$91,200.

The County will remain responsible for operating expenses associated with County operations at Dakin Peak. The Sheriff and/or ISD Departments have budgeted funds to operate the County facilities for the past 40+ years and will remain responsible for such costs. The SAAs between County and LA-RICS will be on a gratis basis. At its sole cost, LA-RICS will construct, install, own, operate, and maintain the LTE 2 System and the LMR System, and remain responsible for all related utility costs.

Sufficient funding to cover the proposed AT&T Sublease rent and the Conservancy Consent payment are included in the Fiscal Year (FY) 2019-20 Rent Expense budget and will be billed back to the Sheriff, who will have sufficient funding in their FY 2019-20 operating budget to cover the cost for the same period. Beginning in FY 2020-21, ongoing funding for the rent and payment will be part of the budget for the Sheriff. These rent and payment costs are 100 percent net County cost.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

At Dakin Peak, County's existing Sublease under AT&T will be renewed to include County's further sublease to LA-RICS, which will include a large premise area to accommodate the 180-foot tall tower, and the right for Conservancy to sublease from County the use of the new LA-RICS tower and building and a renewed consent by the Conservancy. The Sublease back to the Conservancy will provide a revenue rent income for the County on a portion of the new LA-RICS's tower and building for communication use by Conservancy's subtenants.

The Dakin Peak SAA and the amendment to the Cerro Negro2 SAA are necessary to license certain real property, owned or leased by the County for LA-RICS' use as LTE2 and/or LMR communications site. Dakin Peak will form part of the LMR System per the Board's approval of the SAA.

Dakin Peak is within the Santa Catalina Island Coastal Zone and is subject to the California Coastal Commission jurisdiction. The Department of Regional Planning requires a public hearing prior to issuing coastal development and conditional use permits for the proposed construction and installation of LMR System equipment in the coastal zone.

Ongoing outreach to member agencies, residents, homeowners associations, as well as Federal and non-profit agencies with interest in these two sites are being conducted. Door to door outreach to residents or businesses within 500 feet of Cerro Negro2 will also be conducted two weeks prior to the start of construction.

### **ENVIRONMENTAL DOCUMENTATION**

#### **DAKIN PEAK**

On March 29, 2016, the LA-RICS Authority Board certified the Final EIR for the LMR System in compliance with CEQA, made findings with respect to the environmental impacts of the project, and adopted the Mitigation Monitoring Program as a condition of approval for the project. On April 12, 2016, the Board, acting on behalf of the County, and as a responsible agency under CEQA, considered the Final EIR, which analyzed environmental impacts from the construction, installation, operation, and maintenance of the LMR equipment, and delegated authority to the CEO to execute the Consent to SAAs and the SAAs at County sites. The currently recommended actions related to Dakin Peak are within the scope of the project analyzed in the previously certified Final EIR and the Board's previous environmental finding, and adoption of the Mitigation Monitoring Program are applicable to the current recommendations. There have been no changes to the project analyzed or

to the circumstances under which the project has undertaken that would result in new significant effects, a substantial increase in the severity of previously identified significant effects, or the need for additional mitigation, or the need for new findings under CEQA.

## CERRO NEGRO2

The LA-RICS Authority, as the CEQA lead agency, determined on October 3, 2019, that LTE System work at Cerro Negro2 is categorically exempt from CEQA, pursuant to Sections 15301, 15303, and 15304. These determinations are based on a detailed analysis available in the LA-RICS Authority's files, which is incorporated in relevant part into the County's record of proceedings for these sites. The analysis also demonstrates that none of the activities proposed at Cerro Negro2 triggers any applicable exceptions to the identified categorical exemption (Guidelines Section 15300.2).

The work contemplated at Cerro Negro2 consists of:

- the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features involving negligible or no expansion of existing or former use (Guidelines Section 15301);
- construction and location of limited number of new small facilities or structures; installation of small new equipment and facilities in small structures; and/or the conversion of existing small structures from one use to another, where only minor modifications are made to the exterior of the structure (Guidelines Section 15303); and
- minor alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees (Guidelines Section 15304).

The LTE System work at Cerro Negro2 is also undergoing parallel federal environmental review under the National Environmental Protection Act, and the National Telecommunications and Information Administration will soon be issuing an environmental finding. Upon the Board's approval of the recommended actions, a Notice of Exemption will be filed with the Registrar-Recorder/County Clerk for Cerro Negro2, and a Notice of Determination will be filed with the Registrar-Recorder/County Clerk for Dakin Peak.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will not compromise public safety missions or disrupt vital, existing communication services.



**CONCLUSION**

It is requested that the Executive Office, Board of Supervisors, return five certified copies of the Minute Order to the Chief Executive Office, Real Estate Division at 320 West Temple Street, 7th Floor, Los Angeles, CA 90012.

Respectfully submitted,

SAH:FAD:DPH  
DL:JLC:MR:EJ:gw

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
LA-RICS Authority  
Regional Planning

# ATTACHMENT 1

## Real Estate Agreements

SITE	FACILITY NAME	CITY	PARCEL OWNER	SUP. DISTRICT	AGREEMENT REQUEST
DPK	Dakin Peak	Avalon	Catalina Island Conservancy	4	Sublease between AT&T & County
DPK	Dakin Peak	Avalon	Catalina Island Conservancy	4	Landlord Consent to AT&T Sublease to County
DPK	Dakin Peak	Avalon	Catalina Island Conservancy	4	New Site Access Agreement (SAA) between County & LA-RICS
DPK	Dakin Peak	Avalon	Catalina Island Conservancy	4	Sublease between County & Catalina Conservancy
CRN2	Cerro Negro2	La Canada	LA County	5	Amendment No. 1 to COL-908 (12/20/16 SAA) between County and LA-RICS

## BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

<b>OPS CLUSTER AGENDA REVIEW DATE</b>	12/4/2019	
<b>BOARD MEETING</b>	12/17/2019	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	Various	
<b>DEPARTMENT</b>	CEO	
<b>SUBJECT</b>	FISCAL YEAR 2019-20 COUNTY FACILITY REINVESTMENT PROGRAM APPROVE PROJECTS AND BUDGETS	
<b>PROGRAM</b>	FACILITY REINVESTMENT PROGRAM	
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
<b>DEADLINES/ TIME CONSTRAINTS</b>	None	
<b>COST &amp; FUNDING</b>	Total cost: FY 2019-20: \$58,583,000	Funding source: Net County Cost and Lease Revenue Obligation Notes
	TERMS (if applicable):	
	Explanation: Lease Revenue Obligation Notes as-needed	
<b>PURPOSE OF REQUEST</b>	Recommend approve projects, budget (FY 2019-20 @ 58,583,000 and aggregate TPCEs @ \$309,857,000), project delivery by JOC, delegated authority to the CEO to execute energy incentive programs, appropriation adjustment	
<b>BACKGROUND (include internal/external issues that may exist)</b>	Projects included in the FY 2019-20 program are the highest priority deferred maintenance and system replacement projects documented in the Strategic Asset Management (SAM) database. CEO, ISD and DPW met with the respective departments to ensure the proposed projects are aligned with the Departments' programmatic needs and capital plans	
<b>DEPARTMENTAL AND OTHER CONTACTS</b>	Amir Alam, Manager, CEO, 213-974-2620 <a href="mailto:aalam@ceo.lacounty.gov">aalam@ceo.lacounty.gov</a> Richard Beltran, Principal Analyst, CEO (213) 893-7840 <a href="mailto:rbeltran@ceo.lacounty.gov">rbeltran@ceo.lacounty.gov</a>	



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

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Third District

JANICE HAHN  
Fourth District

KATHRYN BARGER  
Fifth District

December 17, 2019

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**FISCAL YEAR 2019-20 COUNTY FACILITY REINVESTMENT PROGRAM  
APPROVE REPAIR AND SYSTEM REPLACEMENT PROJECTS AND  
FISCAL YEAR 2019-20 PROGRAM BUDGET  
APPROVE APPROPRIATION ADJUSTMENT  
DELEGATE AUTHORITY TO THE CHIEF EXECUTIVE OFFICER  
(ALL DISTRICTS)  
(4 VOTES)**

**SUBJECT**

The recommended actions will find the proposed Fiscal Year 2019-20 Facility Reinvestment Program Projects exempt from the California Environmental Quality Act and will find the Fiscal Year 2017-18 and 2018-19 projects within the scope of the previous finding of exemption; approve the Fiscal Year 2019-20 Projects and Program budget; authorize the Directors of Internal Services and Public Works, or their designees, to use Job Order Contracts to deliver the Projects; approve and delegate authority to the Chief Executive Officer, or her designee, to execute Whole Building Approach Owner Agreements with Southern California Edison and the City of Los Angeles Department of Water and Power to receive one-time financial incentives for participation in the Savings by Design for Partnerships Program or other applicable sustainability programs; approve an appropriation adjustment; authorize the Chief Executive Officer to use up to an additional \$97,053,000 in Lease Revenue Obligation Notes to fund system replacement capital projects approved by the Board in Fiscal Years 2017-18 and 2018-19.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed Fiscal Year 2019-20 repair and system replacement projects identified in Attachment A are exempt from the California Environmental Quality Act and find that the Fiscal Year 2017-18 and Fiscal Year 2018-19 projects previously approved by the Board are within the scope of the previous finding of exemption for the reasons stated in this letter and in the records of the Projects.
2. Approve the proposed Fiscal Year 2019-20 system replacement projects, and establish the associated capital projects as identified in Attachment A, with an aggregate Total Project Cost Estimate of \$309,857,000 of which \$58,583,000 is the budget for Fiscal Year 2019-20.
3. Approve the revised Total Project Cost Estimates for the previously Board-approved Fiscal Year 2017-18 and Fiscal Year 2018-19 repair and system replacement projects reflected in Attachments B and C with an aggregate total of \$310,729,000, which is a net increase of \$3,622,000; and approve the associated Fiscal Year 2019-20 Budget of \$183,167,000.
4. Approve the Fiscal Year 2019-20 Facility Reinvestment Program Budget of \$241,750,000; and authorize the use of up to an additional \$97,053,000 in Lease Revenue Obligation Notes in Fiscal Year 2019-20 to fund the design and construction of the repair and system replacement projects reflected in Attachments A, B, and C.
5. Authorize the Directors of Internal Services and Public Works, or their designees, to deliver the proposed Projects identified in Attachment A using Board-approved Job Order Contracts.
6. With respect to projects identified in Attachment A, to be delivered by the Internal Services Department, authorize the Director of Internal Services, or his designee, to authorize project work orders; to accept projects and file notices upon final completion of the projects; to release retention withheld pursuant to the applicable provisions of the Public Contract Code; to grant extensions of time on the projects, as applicable; and assess liquidated damages as authorized under by Government Code Section 53069.85 and the contract specifications.
7. Approve and delegate authority to the Chief Executive Officer, or her designee, to execute Whole Building Approach Owner Agreements with Southern California Edison and the City of Los Angeles Department of Water and Power to receive one-time financial incentives for participation in the Savings by Design for Partnerships Program, or other applicable sustainability programs, for eligible Facility Reinvestment Program repair projects and system replacement capital projects that will exceed minimum Title 24 Code requirements.

8. Approve an appropriation adjustment transferring \$67,132,000, in net County cost from the Extraordinary Maintenance Budget to the General Fund Capital Projects, in the respective amounts reflected in Attachments A, B and C; and appropriating \$127,053,000, in Lease Revenue Obligation Notes to the Special Fund Capital Projects, in the respective amounts reflected in Attachment B.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of the recommended actions will find the proposed system replacement projects reflected in Attachment A exempt from the California Environmental Quality Act (CEQA); approve the aggregate total Fiscal Year (FY) 2019-20 Facility Reinvestment Program (Program) budget of \$241,750,000 and aggregate Total Project Cost Estimate (TPCE) of \$620,586,000 for the proposed and previously Board-approved repair and system replacement project budgets; authorize the use of an additional \$97,053,000 in Lease Revenue Obligation Notes to partially fund the applicable projects; authorize the Directors of Internal Services (ISD) and Public Works (Public Works), or their designees, to deliver the proposed repair and system replacement projects reflected in Attachment A using Board-approved Job Order Contracts (JOC), Board approved Energy Efficiency Project Master Agreements, and Facility Ancillary Services Master Agreements.

### **County of Los Angeles Facility Reinvestment Program**

In accordance with the County's Strategic Asset Management Plan, the Program strives to maximize existing assets to their best and highest use and extend their useful life. The Program consists of the systematic collection and recording of building condition information; the prioritization of identified building deficiencies and major building systems that are near or passed their service life and in poor condition; and the development and implementation of repair and system replacement capital projects. Consistent with the restricted uses of Extraordinary Maintenance funds, none of the projects proposed for the program include new construction.

The efforts to address the County's accumulated deferred maintenance backlog included the following: condition assessments of nearly 46.8 million square feet of County-owned buildings and amenities; evaluation and prioritization of needed repairs and/or replacement of building systems and equipment that have exceeded their expected service life; development of a live database to capture and report facility condition and deterioration data, and to forecast required actions based on asset lifecycles.

### **Project Selection and Financing**

The proposed repair and refurbishment projects were selected based on the ranking of severity and criticality of the building system condition. Public Works, ISD and the CEO met with each of the departments to ensure the list of proposed projects are in alignment with each department's programmatic and operational priorities.

The selection process started with a download of deficiency and system replacement project data from the Strategic Asset Management (SAM) database. The downloaded projects were then sorted by priority scores that consider the degree of deterioration, anticipated remaining service life and are further weighted by the degree of risk for consequence of failure. Upon determining the facilities with the highest priority projects, other lower priority projects at these sites were evaluated and considered for implementation, if economies of scale could be realized, or if implementing the lower priority project simultaneously would minimize impacts on the facility and department operations.

To maximize net County cost allocated to the Program, high priority projects at facilities, where the operations and improvements are eligible to be funded with special or restricted funds, were excluded from net County cost funding. Such high-priority projects can be funded with respective Special District/Development Funds. A separate process is underway to integrate such projects strategically into the Facility Reinvestment Program to ensure all County assets are addressed in a consistent manner.

To maintain alignment of final scopes of work and project budgets for projects currently in development or design phases, approval to fund the County's Facility Reinvestment Program will be recommended each fiscal year, with \$241,750,000 being recommended for funding during FY 2019-20. The recommended FY 2019-20 Program budget represents the second year of a 5-year program totaling \$750 million. The proposed new FY 2019-20 projects and those approved in Fiscal Years 2017-18 and 2018-19 are reflected in Attachments A, B and C.

Attachment A contains the proposed projects to be undertaken by ISD and Public Works in FY 2019-20. Having an aggregate TPCE of \$309,857,000. The FY 2019-20 budget for these projects is \$58,583,000 which is funded with net County cost from the Extraordinary Maintenance Budget.

Attachment B contains the FY 2018-19 projects approved by the Board on May 28, 2019, which are in progress and will require a budget of \$156,167,000 for FY 2019-20 of which \$130,301,000 is new appropriation, including \$3,248,000 in net County cost and \$127,053,000 in Lease Revenue Obligation Notes.

Attachment C contains the FY 2017-18 projects approved by the Board on May 1, 2018, which are in progress and will require a budget of \$27,000,000 for FY 2019-20, which includes \$5,699,000 in supplemental net County cost funding for FY 2019-20.

Total project costs must be approved for each Capital Project before contractors are authorized to proceed with the construction phase. Therefore, the \$241,750,000 FY 2019-20 budget being recommended is higher than the \$150,000,000 being projected as the amount of expenditure for the Program in FY 2019-20. This is due to the fact that some of the projects may start construction in FY 2019-20 but will continue construction work into the following fiscal years. Any unspent funds allocated to projects will be carried over to the next fiscal year.

## **Project Delivery**

The groups of projects to be implemented in the Program include:

Projects that will replace entire building systems that are near, or have surpassed, their expected service life. Design services will be needed for these more complex projects which include but are not limited to, replacement of entire electrical, plumbing, or mechanical systems. These projects will increase the efficiency of operations and maintenance and extend the facility service life. These projects will be delivered principally through Board Approved JOC's.

One-time repair and system replacement projects carrying over from the 2018-19 program will be delivered principally through Board Approved JOCs. A small number of projects will be delivered through an Energy Efficiency Project Master Agreement and a Facility Ancillary Services Master Agreement. Any eligible repairs and refurbishment projects with a cost that does not exceed the \$50,000 "Force Account" limit set forth in the Public Contract Code will be completed by ISD staff where possible.

Public Works and ISD, are conducting a more detailed analysis to finalize the scope, cost, and schedule for each of the various projects. If necessary, adjustments to the budgets of projects will be recommended for the Board's approval in a subsequent budget cycle or in the next Program Board letter for FY 2020-21.

## **Sustainability**

In alignment with the Board-approved energy policy, Los Angeles County is committed to sustainable practices in all aspects of its operational business. While the current building codes require sustainable practices in deferred maintenance programs, the County is committed to exceeding minimum sustainability code requirements (Title 24) by ten percent for projects that can demonstrate a seven to ten-year return on investment (ROI). To that effect, where feasible, the CEO's Capital Programs Division recommends delegating authority to the Chief Executive Officer, or her designee, to enter into Whole Building Approach Owner Agreements with Southern California Edison and the City of Los Angeles Department of Water and Power to receive one-time financial incentives for participation in the Savings by Design for Partnerships Program.

## **Implementation of Strategic Plan Goals**

The County Strategic Plan directs provisions of Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. The recommended actions support the Strategic Plan by investing in public infrastructure that will improve County services and facilities for County of Los Angeles residents and visitors.



## **FISCAL IMPACT/FINANCING**

The aggregate TPCE of all the projects recommended to date for the Facility Reinvestment Program is \$620,586,000. As shown on Attachments A, B, and C, the FY 2019-20 Program Budget of \$241,750,000 is funded with \$114,697,000 in net County cost and up to \$127,053,000 in Lease Revenue Obligation Notes. The Lease Revenue Obligation Notes will be allocated to fund construction costs of the repair and system replacement capital projects as reflected in Attachment B.

Attachment A reflects new system replacement projects with an aggregate TPCE of \$309,857,000, which includes costs for preconstruction activities, including architectural, engineering and design services; construction and project management; and contingencies. The recommended FY 2019-20 budget for these projects is \$58,583,000 which is funded with net County cost.

Attachment B reflects in-progress system replacement projects approved by the Board on May 28, 2019 with an aggregate TPCE of \$262,643,000. Following the development of detailed scopes of work and revision of cost estimates in FY 2018-19, the TPCEs reflect a net increase of \$8,781,000, for a revised TPCE of \$271,424,000. The recommended FY 2019-20 budget for these projects is \$156,167,000, of which \$29,114,000 is funded with net County cost and \$127,053,000 will be funded with Lease Revenue Obligation Notes.

Attachment C reflects in-progress deficiency repair projects approved by the Board on May 1, 2018 with a TPCE of \$44,464,000. Following completion of several projects and adjustments to the scopes of work and cost estimates of others, the revised aggregate TPCE of \$39,305,000 reflects a net decrease of \$5,158,568. The recommended FY 2019-20 program budget for this group of projects is \$27,000,000, which is funded with net County cost from the Extraordinary Maintenance Budget.

Approval of the attached appropriation adjustment will authorize the transfer of \$67,132,000 in net County cost appropriation from the Extraordinary Maintenance Budget to General Fund capital projects in the respective amounts reflected in Attachments A, B and C; and will appropriate \$127,053,000 in Lease Revenue Obligation Notes to the Special Fund capital projects in the respective amounts reflected in Attachment B.

The projects recommended in the proposed program will be delivered over a period of one to four years. The expenditures of the Facility Reinvestment Program during FY 2019-20 will be limited to the recommended FY 2019-20 Program Budget of \$241,750,000.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In accordance with the Board's Civic Art Policy amended on August 11, 2015, the proposed repair and building system replacement projects reflected in Attachment A are excluded from the Civic Arts requirements.

The Director of Public Works has existing delegated authority, pursuant to the Public Contract Code (PCC) Section 20145, and the Los Angeles County Code (County Code) Section 2.18.040, to approve construction contracts up to \$75,000, which generally encompasses the approval of JOC projects up to \$75,000.

For projects subject to the PCC where the monetary amount of the project is anticipated to exceed \$75,000, the Director of Public Works is required to seek approval from the Board to deliver such projects with JOC, as being requested in Recommendation No. 5 of this Board letter.

The Director of Public Works has additional authorities under the County Code Sections 2.18.040 (with respect to construction contracts of \$75,000 and less) and 2.18.050 (with respect to construction contracts greater than \$75,000), including the authority to accept projects and file notices upon final completion of the projects; to release retention money withheld pursuant to the applicable provisions of the PCC; to grant extensions of time on the projects, as applicable; and assess liquidated damages as authorized under by Government Code section 53069.85 and the contract specifications.

The Director of ISD does not have existing delegated authority with respect to construction contracts, including JOCs. Accordingly, approval of Recommendations five and six will authorize the Director of ISD to both deliver the projects set forth in Attachment A by using a previously-approved JOCs, and will authorize the Director of ISD to take specified additional actions with respect to JOC projects that have been approved by the Board, including but not limited to, approving JOC project work orders and accepting JOC projects.

In accordance with the Board's Countywide Local and Targeted Worker Hiring Policy updated on June 11, 2019, the proposed projects with a total project budget greater than \$2,500,000 will have a mandatory hiring goal of at least 30 percent California construction labor hours be performed by Local Residents and a mandatory hiring goal of at least ten percent of California construction labor hours on the project be performed by those classified as Targeted Workers. The proposed projects with a total project budget between \$500,000 and \$2,500,000 will include a best efforts goal that at least 30 percent of the total California craft worker hours for construction of the projects be performed by Local Residents and will not include the "Targeted Worker" component. The proposed projects with a total project budget less than \$500,000 will not include a local worker requirement.

## **ENVIRONMENTAL DOCUMENTATION**

The recommended actions, including the proposed repair and building system replacement projects identified in Attachment A to be carried out using JOCs are categorically exempt from CEQA. The projects consist of repairs to existing County buildings and facilities. The proposed projects are within certain classes of projects that have been determined not to have a significant effect on the environment in that they meet criteria set forth in Sections 15301(a), (d), and (l), 15302(b) and (c) and 15303 of

the State CEQA Guidelines and Classes 1(c), (d), (h), (i), (j), (l), and (m), 2(a), (b), and (e) and 3 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The projects provide for repair of existing facilities and structures with negligible or no expansion of an existing use and replacement of existing facilities at the same site with new facilities of substantially the same purpose and capacity and installation of new small equipment in existing facilities.

Once the scope of work for each project is further defined, the Department overseeing the work will review to confirm applicability of the categorical exemptions identified. To the extent any of the projects are determined not to meet the requirements for the exemptions, further recommendations regarding CEQA will be made prior to implementation.

Additionally, the individual proposed projects included in Attachment A will comply with all applicable regulations, are not located in a sensitive environment, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste sites compiled pursuant to Government Code Section 65962.5, or indications that the projects may cause a substantial adverse change in the significance of a historical resource that would make the exemptions inapplicable based on the records of the proposed projects.

On May 1, 2018 and May 28, 2019, the Board approved the projects in Attachments B and C under the Facility Reinvestment Program and found that they were exempt under CEQA. The recommended actions with respect to those projects are within the scope of the previous findings of exemption.

Upon the Board's approval of the recommended actions, ISD and Public Works will file Notices of Exemption for the newly approved projects in Attachment A with the Registrar-Recorder/County Clerk for the repair and system replacement projects in accordance with Section 21152 of the Public Resources Code.

### **CONTRACTING PROCESS**

ISD and Public Works intend to use Board-approved, on-call consultants to complete the necessary design and engineering required for the proposed repair and system replacement projects. Construction of the proposed projects will be completed using Board-approved JOCs, and a previously Board-approved Energy Efficiency Projects Master Agreement and Facility Ancillary Services Master Agreement. Those eligible projects that do not exceed the \$50,000 "Force Account" limit set forth in the PCC will be delivered by ISD using its own staff where possible.

Additionally, ISD is conducting a separate analysis regarding the lower dollar value projects to determine if there is sufficient work to warrant adding new internal County trades employees to deliver such work. The analysis will be completed in advance of the FY 2020-21 budget cycle for consideration in the budget process.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Most of the affected County facilities will remain operational and open to the public during the repair work. ISD and Public Works will coordinate with each of the affected departments and the JOC contractors to phase and schedule the work to minimize disruption to facility operations and to maintain public access. In some cases a location may have to close for a partial duration or through the entire project timeline. In such cases, planning will be done with impacted departments to assist them in co-locating or consolidating to alternate locations.

**CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Programs Division; the Internal Services Department, Facilities Asset Management; and Public Works, Project Management Divisions I and II.

Respectfully Submitted,

SACHI A. HAMAI  
Chief Executive Officer

SAH:FAD:DPH  
BMB:AMA:RB:kb

**Attachments**

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Internal Services  
Public Works

FISCAL YEAR 2019-2020  
FACILITY REINVESTMENT PROGRAM  
PRIORITY SYSTEMS PROJECTS

ATTACHMENT A

Managed	GF CP	Project	Description	FY 19/20 Budget	TPCE
IS	87614	Baldwin Park ACC Admin and Kennel D DM Repairs	HVAC	\$520,000	\$520,000
IS		Baldwin Park ACC Administration Building	Interior Finishes	\$110,000	\$110,000
IS	87615	Carson ACC Kennels 1-3 and Cattery 3 DM Repairs	Interior Finishes (Epoxy Flooring)	\$685,000	\$685,000
IS			HVAC	\$230,000	\$230,000
IS	87616	Downey ACC Admin Bldg. and Kennel 2 DM Repairs	Exterior Horizontal Enclosures and HVAC	\$925,000	\$925,000
IS			Interior Finishes (Epoxy Coating)	\$130,000	\$130,000
IS	87618	Castaic ACC Kennel Building DM Repairs	Interior Finishes (Epoxy Flooring)	\$250,000	\$250,000
IS	87617	Lancaster ACC Utility Bldg. HVAC DM Repairs	HVAC	\$320,000	\$320,000
IS	87620	Will Rogers SB Restrooms A/Concession DM Repairs	Exterior Horizontal Enclosures	\$75,000	\$75,000
PW	87621	Hall of Administration Fire Protection DM Repairs	Fire Protection	\$1,765,000	\$20,000,000
IS	87619	Hall of Administration Plumbing/HVAC DM Repairs	Plumbing/ HVAC Targeted Investments	\$2,400,000	\$10,000,000
IS	87625	Culver City Courthouse Roof and Site DM Repairs	Exterior Horizontal Enclosure, Site Improvements	\$1,000,000	\$1,000,000
IS	87631	Malibu Admin Center Garage/Utility Roof and Fire Protection DM Repairs	Exterior Horizontal enclosure, Fire protection	\$200,000	\$1,339,000
IS	87623	Willowbrook Comprehensive Child Care Center Fire Protection DM Repairs	Fire Protection	\$439,000	\$439,000
PW	87496	ME-Coroner Admin and Investigations Site DM Repairs	Site Improvements	\$440,000	\$440,000
PW	87624	Hall of Records Roof and Fire Protection DM Repairs	Exterior Horizontal Enclosures, Fire Protection	\$2,485,000	\$20,769,000
PW	87625	Hall of Records Window Washing Apparatus DM Repairs	Window Washing Equipment.	\$2,500,000	\$3,450,000
IS	87626	Adams and Grand Complex Lot 46 HVAC DM Repairs	HVAC	\$230,000	\$230,000
IS	87627	Eastern Avenue Complex Crafts/Warehouse HVAC DM Repairs	HVAC	\$1,400,000	\$14,000,000
IS	87628	FOS District 2 Service Building Roof DM Repairs	Exterior Horizontal Enclosures	\$1,140,000	\$1,140,000
IS	87629	Regional Facilities Construction Division Roof DM Repairs	Exterior Horizontal Enclosure	\$425,000	\$425,000
PW	87630	Natural History Museum Warehouse Fire Protection DM Repairs	Fire Protection, Exterior Horizontal Enclosures, Roof Construction, Exterior	\$2,209,000	\$9,203,000
IS	87659	Kirby Center Admin HVAC and Site Improvement DM Repairs	HVAC, Site Improvements	\$306,000	\$3,055,000
IS	87660	Kirby Center Classroom A Site DM Repairs	Site Improvements	\$180,000	\$180,000
IS	87662	Kirby Center Cottages A & B MEP and Site DM Repairs	Interior Construction, Plumbing, HVAC, Site Improvements	\$384,000	\$3,835,000
IS	87663	Kirby Center Cottages C & D MEP and Site DM Repairs	Interior Construction, Plumbing, HVAC, Site Improvements, Electrical Site	\$384,000	\$3,835,000
IS	87664	Kirby Center Cottages E & F MEP and Site DM Repairs	Interior Construction, Plumbing, HVAC, Site Improvements, Electrical Site	\$381,000	\$3,805,000
IS	87665	Kirby Center Kitchen/Cafeteria Plumbing DM Repairs	Interior construction, Plumbing, Site Improvements, Electrical Site	\$92,000	\$920,000
IS	87666	Kirby Center Recreation Bldg. MEP and Site DM Repairs	Plumbing, HVAC, Site Improvements	\$147,000	\$1,470,000
IS	87667	Kirby Center Security Cottage Roof and Electrical DM Repairs	Exterior Horizontal Enclosures, Electrical Site Improvements	\$151,000	\$1,510,000
IS	87668	Kirby Center Service Bldg. Plumbing DM Repairs	Plumbing	\$340,000	\$340,000
IS	87633	Probation East Los Angeles Area Office	Electrical	\$444,000	\$4,440,000
IS	87669	Downey Admin Center ISD / ITS Data Records Storage	Exterior Horizontal Enclosures	\$150,000	\$150,000
IS	87634	Camp Afflerbaugh Dormitory and Recreation Building Electrical DM Repairs	Electrical	\$1,835,000	\$3,790,000
IS	87635	Camp Glenn Rockey Dorm. Admin and School Fire Protection DM Repairs	Fire Protection	\$1,136,000	\$1,136,000
IS	87636	Camp Glenn Rockey School Annex HVAC DM Repairs	HVAC	\$250,000	\$250,000
IS	87637	Camp Glenn Rockey Pump House Plumbing DM Repairs	Plumbing	\$727,000	\$4,000,000
IS	87638	Camp Scudder Administration Fire Protection DM Repairs	Fire Protection	\$237,000	\$237,000
IS	87369	Camp Scudder School Building Roof and Fire Protection DM Repairs	Exterior Horizontal Enclosures, Fire Protection	\$434,000	\$434,000
IS	87640	Carson Library Fire Protection DM Repairs	Fire Protection	\$1,814,000	\$1,814,000
IS	87641	Norwalk Library Fire Protection DM Repairs	Fire Protection	\$18,000	\$18,000
IS	87642	San Dimas Library HVAC DM Repairs	HVAC	\$424,000	\$2,330,000
IS	87643	West Covina Library HVAC DM Repairs	HVAC	\$7,230,000	\$7,230,000
IS	87644	Cudahy AP District Office Roof Fire Protection and HVAC DM Repairs	Exterior Horizontal Enclosures, Roof Construction, Fire Protection, HVAC	\$1,419,000	\$14,191,000
IS	87645	Metro East AP District Office HVAC and Roof DM Repairs	Exterior Horizontal Enclosures, HVAC	\$1,014,000	\$10,140,000
IS	87646	Pomona WS District Office	HVAC	\$721,000	\$7,210,000
IS	87647	Florence AP District Office	HVAC	\$797,000	\$7,970,000
IS	87648	South Central AP District Office	Fire Protection, HVAC	\$970,000	\$9,699,000
IS	87649	Pasadena AP District Office	Fire Protection, HVAC	\$678,000	\$6,778,000
PW	87650	Crescenta Valley Station	Fire Protection	\$265,000	\$1,528,000
PW	87652	East Los Angeles Station C.O.P.S. Building	Fire Protection	\$359,000	\$2,296,000
IS	87685	Eugene W. Biscailuz Regional Training Center Laser Village One Story Building	Electrical	\$225,000	\$225,000
IS	87682	Eugene W. Biscailuz Regional Training Center SEB Kitchen / Mess Hall Building	Conveying	\$685,000	\$685,000
IS	87670	Scientific Services Bureau Laboratory	Exterior Horizontal Enclosures	\$574,000	\$2,390,000

FISCAL YEAR 2019-2020  
FACILITY REINVESTMENT PROGRAM  
PRIORITY SYSTEMS PROJECTS

ATTACHMENT A

Managed	GF CP	Project	Description	FY 19/20 Budget	TPCE
IS	87671	Sherman Block Sheriff's Headquarters Building (eBR)	Slab on Grade	\$550,000	\$550,000
PW	87672	Twin Towers Correctional Facility (Elevators eBR)	Conveying	\$4,415,000	\$50,639,000
PW	87679	Walnut / Diamond Bar Regional Station	Standard Foundations, Walls for Subgrade Enclosures, Exterior Horizontal	\$519,000	\$3,735,000
IS	87680	Walnut / Diamond Bar Regional Station C.O.P.S. Trailer	Exterior Horizontal Enclosure	\$35,000	\$35,000
PW	87678	CRDF Roof, Elevator and Fire Protection DM Repairs	Exterior Horizontal Enclosures	\$4,053,000	\$32,546,000
IS	87651	Lynwood Regional Justice Center	Exterior Horizontal Enclosures	\$498,000	\$2,075,000
IS	87673	Pico Rivera Station	Fire Protection	\$188,000	\$785,000
PW	87674	West Hollywood Station	Fire Protection	\$242,000	\$1,497,000
PW	87675	Norwalk Station	Exterior Horizontal Enclosures, HVAC, Fire Protection	\$1,690,000	\$13,251,000
IS	87676	Altadena Station Backhouse 3	Exterior Horizontal Enclosures	\$45,000	\$45,000
IS	87653	Detective Services East	Fire Protection, Electrical Site Improvements	\$188,000	\$783,000
PW	87684	PDC Roof, HVAC and Water Distribution (eBR) DM Repairs	Exterior Horizontal Enclosures	\$963,000	\$7,170,000
PW	87677	San Dimas Station	HVAC	\$241,000	\$1,485,000
IS	87681	WDACS Antelope Valley Senior Center	Exterior Horizontal Enclosures, Plumbing, HVAC	\$307,000	\$1,690,000
<b>Grand Total</b>				<b>\$58,583,000</b>	<b>\$309,857,000</b>

FISCAL YEAR 2018-19  
FACILITY REINVESTMENT PROGRAM  
PRIORITY SYSTEMS AND DEFICIENCY PROJECTS

ATTACHMENT B

Managed	SR No.	GF CP	SF CP	Department	Project Name	Description	Approved TPCE	TPCE Adjustment	Revised TPCE	GF CP Budget Adjustment	SF CP Budget Adjustment	FY 19/20 Budget
IS	89099	-	-	Agricultural	AGC East Field Pest Detection DM Repairs	Building repairs	27,000	(9,000)	18,000	0	0	9,000
PW		87262	-	Agricultural Commissioner /Weights &	Metrology Laboratory Upgrades	Fire protection repairs; HVAC, plumbing, electrical repairs; interior finishes; site utilities repairs; roof repairs; hazardous material abatement	6,313,000	0	6,313,000	1,665,000	0	2,000,000
PW		87429	-	Agricultural Commissioner	Ag Comm Toxicology Lab Building Repurpose	HVAC, electrical, fire protection repairs; roof repairs; interior finishes repairs; hazardous material abatement	7,939,000	0	7,939,000	1,385,000	0	1,800,000
IS	89038	-	-	Animal Care	Animal Care & Control Headquarters DM Repairs	Interior building repairs	206,000	0	206,000	0	0	206,000
IS	89039	-	-	Animal Care and	Downey Animal Care & Control Kennel Bldg. 1 DM	Mechanical, electrical, building repairs	208,000	125,000	333,000	0	0	261,000
IS	89052	-	-	Beaches and	Dockweiler Beach Gillis Restroom DM Repairs	Electrical repairs	19,000	0	19,000	0	0	19,000
PW		87503	89163	Beaches and Harbor	Manhattan Beach Marine Ave Restroom DM Repairs	Structural repairs; building accessibility repairs; interior finishes repairs; roof repairs; hazardous material	1,595,000	200,000	1,795,000	0	1,294,000	1,359,000
PW		87500	89164	Beaches and Harbor	Point Dume Beach Restrooms 1, 2 & 3 DM Repairs	Structural repairs; building accessibility repairs; interior finishes repairs; roof repairs; hazardous material	2,875,000	0	2,875,000	0	1,769,000	1,890,000
PW		87502	89165	Beaches and Harbor	Redondo Beach Avenue C Restroom DM Repairs	Structural repairs; building accessibility repairs; interior finishes repairs; roof repairs; hazardous material	1,779,000	0	1,779,000	0	1,036,000	1,101,000
PW		87501	89166	Beaches and Harbor	Redondo Beach Maint. Yard & Knob Hill RR DM Repairs	Structural repairs; building accessibility repairs; plumbing repairs; interior finishes repairs; hazardous material abatement	2,494,000	633,000	3,127,000	0	998,000	1,084,000
PW		87499	89167	Beaches and Harbor	Zuma Beach Restrooms 4, 5, 6, 7 & 8 DM Repairs	Structural repairs; building accessibility repairs; interior finishes repairs; roof repairs; hazardous material	9,889,000	(200,000)	9,689,000	0	1,382,000	1,890,000
IS	89123	87544	89168	Chief Executive	Culver City Courthouse HVAC and Building DM Repairs	HVAC and building repairs	3,940,000	0	3,940,000	0	3,546,000	3,926,000
IS	89131	87545	89169	Chief Executive	Culver City Courthouse DM Repairs	Repair/replace plumbing system	992,000	0	992,000	0	892,000	977,000
IS	89053	-	-	Internal Services	ISD Facilities Operations Service Building Dist. 3 DM	Electrical repairs	42,000	0	42,000	0	0	39,000
IS	89054	-	-	Internal Services	ISD Pitchess Cogeneration Power Plant DM Repairs	Building and electrical repairs	79,000	11,000	90,000	0	0	10,000
IS	89056	87530	89170	Internal Services	ELA Civic Center Lot 76 Parking Structure DM Repairs	Concrete, structural and architectural repairs	1,834,000	0	1,834,000	0	1,650,000	1,752,000
IS	89058	87531	89171	Internal Services	Parking Garage Lot 14 Performing Arts Center DM	Structural repairs	4,445,000	0	4,445,000	0	4,000,000	4,366,000
IS	89133	87546	-	Internal Services	Eastern Avenue Crafts Shop HVAC Replacement Project	Replace existing 50-ton roof top gas electric package	405,000	0	405,000	0	0	350,000
IS	89134	-	-	Internal Services	Downey ISD Employee Entrance	Exterior building repairs	173,000	40,000	213,000	0	0	210,000
PW		87496	89172	Medical	ME Mechanical, Fire Protection, HVAC and Electrical DM	Plumbing, electrical, fire protection, HVAC and elevator	14,035,000	2,768,000	16,803,000	0	1,381,000	2,000,000
PW		87506	-	Medical Examiner/Coron	ME Administration -Investigations DM Repairs	Fire protection repairs; elevator repairs	2,768,000	(2,768,000)	0	-200,000	0	0
IS	89010	87507	89173	Mental Health	East San Gabriel Valley Mental Health Center DM	Repair/replace electrical and plumbing systems	2,607,000	0	2,607,000	0	2,346,000	2,499,000
IS	89059	-	-	Mental Health	Edmund D. Edelman Westside MH Center DM Repairs	MEP and fire protection repairs	264,000	120,000	384,000	0	0	335,000
PW		87554	89174	Natural History Museum	George C Page Museum MEP DM Repairs	HVAC repairs; fire protection repairs; electrical repairs; site utility repairs	6,906,000	1,386,000	8,292,000	0	3,564,000	3,842,000
IS	89011	87508	89175	Parks and Recreation	Campanella Park - Recreation Building DM Repairs	Repair/replace windows, HVAC, fire, and electrical systems and gas service	3,596,000	0	3,596,000	0	3,236,000	3,522,000
IS	89012	87509	89176	Parks and	Crescenta Valley Park Service Building DM Repairs	Repair/replace interior, HVAC and electrical systems	1,674,000	0	1,674,000	0	1,506,000	1,625,000
IS	89013	87510	89177	Parks and	Eastside Eddie Heredia Boxing Club DM Repairs	Repair/replace Roof and MEP systems	2,970,000	0	2,970,000	0	2,673,000	2,893,000
IS	89015	87512	89178	Parks and	Saybrook Park Recreation Building DM Repairs	Repair/replace Roof, windows, interior and electrical	2,139,000	0	2,139,000	0	1,925,000	2,065,000
IS	89016	87513	89179	Parks and Recreation	Steinmetz Park Senior Center DM Repairs	Repair/replace HVAC and electrical systems, gas & water service	1,580,000	0	1,580,000	0	1,422,000	1,519,000
IS	89018	87514	89180	Parks and Recreation	Sorensen Activities & Recreation Buildings DM Repairs	Repair/replace Interior, gas & water service, windows and HVAC system	4,470,000	0	4,470,000	0	4,023,000	4,404,000
IS	89019	87515	89181	Parks and	WNRA Parks Bureau Police Station & Nature Center DM	Repair/replace windows, roof, MEP systems	3,520,000	0	3,520,000	0	3,168,000	3,445,000
IS	89089	-	-	Parks and	Adventure Park Activities Building DM Repairs	HVAC repairs	9,000	13,000	22,000	0	0	5,000
IS	89090	-	-	Parks and	Alondra Park Electrical Room DM Repairs	HVAC repairs	28,000	0	28,000	0	0	28,000
IS	89091	-	-	Parks and	Amelia Mayberry Park Gymnasium DM Repairs	Replace inoperable furnace; repair HVAC equipment	11,000	12,000	23,000	0	0	11,000
IS	89092	-	-	Parks and	Apollo Community Regional Park - Pump Room DM	Electrical HVAC and building repairs	81,000	0	81,000	0	0	33,000
IS	89093	-	-	Parks and	Athens Park Activities Building DM Repairs	HVAC and electrical repairs	6,000	0	6,000	0	0	6,000
IS	89094	-	-	Parks and	Belvedere Park Gym DM Repairs	HVAC and electrical repairs	60,000	0	60,000	0	0	34,000
IS	89095	-	-	Parks and	Belvedere Park Snack Bar DM Repairs	Electrical and exterior building repairs	2,000	6,000	8,000	0	0	0
IS	89096	-	-	Parks and	Cerritos Regional County Park Electrical Substation DM	HVAC and electrical repairs	26,000	0	26,000	0	0	12,000
IS	89097	-	-	Parks and	Descanso Gardens - Tea House DM Repairs	HVAC and electrical repairs	33,000	0	33,000	0	0	33,000
IS	89098	-	-	Parks and	Dexter Gymnasium/Recreation Building DM Repairs	Electrical and plumbing repairs	62,000	0	62,000	0	0	1,000
IS	89100	-	-	Parks and	George W Carver Park Activity Building DM Repairs	Electrical and building repairs	36,000	6,000	42,000	0	0	0
IS	89101	-	-	Parks and	Hart Park Residence Museum And Patios DM Repairs	Electrical repairs	10,000	0	10,000	0	0	10,000
IS	89102	-	-	Parks and	Highland Camrose Bungalow H DM Repairs	Electrical repairs	23,000	0	23,000	0	0	23,000
IS	89103	-	-	Parks and	Hollywood Bowl - Restroom 1 & Office DM Repairs	Plumbing, electrical and interior building repairs	107,000	(8,000)	99,000	0	0	78,000
IS	89104	-	-	Parks and	Hollywood Bowl - Lighting Booth DM Repairs	Electrical and building repairs	68,000	0	68,000	0	0	68,000
IS	89105	-	-	Parks and	Hollywood Bowl - Museum & Main Kitchen	Exterior building repairs	303,000	0	303,000	0	0	303,000
IS	89106	-	-	Parks and	Ladera Park Recreation Building/ Office	Electrical and sprinkler repair	17,000	0	17,000	0	0	17,000

FISCAL YEAR 2018-19  
FACILITY REINVESTMENT PROGRAM  
PRIORITY SYSTEMS AND DEFICIENCY PROJECTS

ATTACHMENT B

Managed	SR No.	GF CP	SF CP	Department	Project Name	Description	Approved TPCE	TPCE Adjustment	Revised TPCE	GF CP Budget Adjustment	SF CP Budget Adjustment	FY 19/20 Budget
IS	89107	-	-	Parks and	Loma Alta Park Gym/Multi Purpose Room	Electrical and interior building repairs	60,000	12,000	72,000	0	0	0
IS	89108	-	-	Parks and	Obregon Park Multipurpose Building	Roof, MEP repairs	530,000	0	530,000	0	0	444,000
IS	89109	-	-	Parks and	Ted Watkins Comfort Station 2	Electrical repairs	27,000	0	27,000	0	0	27,000
IS	89110	-	-	Parks and	Pamela Park Recreation Building	Electrical and HVAC repairs	58,000	0	58,000	0	0	10,000
IS	89111	-	-	Parks and	Placerita Canyon Nature Center, Nature Study Room	MEP repairs	18,000	0	18,000	0	0	18,000
IS	89112	-	-	Parks and	Santa Fe Dam Recreation Area (Junior Lifeguard)	Electrical and Exterior building repairs	17,000	39,000	56,000	0	0	0
IS	89114	-	-	Parks and	South Services Agency Mechanical Shops	HVAC repairs Furnaces	105,000	0	105,000	0	0	31,000
IS	89115	-	-	Parks and	Steinmetz Park Recreation Building	Electrical repairs	34,000	0	34,000	0	0	29,000
IS	89116	-	-	Parks and	Tesoro Adobe Historic Park, Wash House	Exterior repair and paint	42,000	0	42,000	0	0	42,000
IS	89130	-	-	Parks and	Dalton Park Roof Structure DM Repairs	Roof structural repair	455,000	0	455,000	0	0	359,000
IS	89021	87516	89182	Probation	Barry J Nidorf Juvenile Hall Infirmary 13 DM Repairs	Repair/replace interior finishes and plumbing systems	1,398,000	80,000	1,478,000	0	1,338,000	1,397,000
IS	89022	87517	89183	Probation	Camp Glenn Rockey Recreation Building DM Repairs	Refurbish interior, replace plumbing, electrical and fire protection	4,154,000	0	4,154,000	0	3,738,000	4,035,000
IS	89023	87518	89184	Probation	Camp Scott Recreation Building DM Repairs	Repair/replace windows, MEP and plumbing, refurbish	2,859,000	0	2,859,000	0	2,573,000	2,687,000
IS	89025	87519	89185	Probation	Central Juvenile Hall Bldgs. 10A and 16/17 DM Repairs	Repair/replace windows, roof, interior, plumbing system, electrical system and HVAC	6,861,000	0	6,861,000	0	6,175,000	6,716,000
IS	89026	87520	89186	Probation	Dorothy Kirby Classroom B DM Repairs	Repair/replace Roof, windows, Interior, MEP systems	3,603,000	0	3,603,000	0	3,242,000	3,455,000
IS	89060	-	-	Probation	Barry J. Nidorf Dorm Guard Post DM Repairs	Roof and HVAC repairs; paint	18,000	0	18,000	0	0	18,000
IS	89061	-	-	Probation	Barry J. Nidorf Juvenile Hall N Area School Office 4 DM	Electrical and interior repairs	89,000	0	89,000	0	0	31,000
IS	89062	-	-	Probation	Barry J. Nidorf Juvenile Hall Parking Structure DM	Fire protection system and lighting repairs	88,000	0	88,000	0	0	29,000
IS	89063	-	-	Probation	Camp Glenn Rockey Administration Building DM Repairs	MEP repairs	86,000	0	86,000	0	0	55,000
IS	89064	-	-	Probation	Camp Glenn Rockey School Building DM Repairs	HVAC and electrical repairs	78,000	0	78,000	0	0	47,000
IS	89065	-	-	Probation	Camp Glenn Rockey Maintenance Building DM Repairs	Refurbish Interior	138,000	0	138,000	0	0	86,000
IS	89066	-	-	Probation	Central Juvenile Hall Electrical Enclosure DM Repairs	Cancelled: Duplicate	188,000	(188,000)	0	0	0	0
IS	89067	-	-	Probation	Los Padrinos Juvenile Courthouse 1 DM Repairs	Electrical, paint, and plumbing repairs	109,000	0	109,000	0	0	83,000
IS	89068	-	-	Probation	Los Padrinos Boys Dorm E/F 4 DM Repairs	Cancelled: Duplicate	95,000	(95,000)	0	0	0	0
IS	89069	-	-	Probation	Los Padrinos Girls Dorm P/Q 2-SHU DM Repairs	Electrical repairs	69,000	0	69,000	0	0	36,000
IS	89070	-	-	Probation	Los Padrinos Girls Dorm J 10 DM Repairs	Cancelled: Duplicate	114,000	(114,000)	0	0	0	0
IS	89071	-	89187	Probation	Northeast Juvenile Justice Center Building 1 DM Repairs	HVAC plumbing and building repairs	1,068,000	1,232,000	2,300,000	0	2,181,000	2,181,000
IS	89072	-	-	Probation	Probation East San Fernando Valley Area Office DM	Electrical repairs	294,000	0	294,000	0	0	212,000
IS	89124	87504	-	Probation	CJH Building 5A Girls Classroom DM Repairs	HVAC and electrical DM repairs	587,000	0	587,000	0	0	386,000
IS	89125	87505	-	Probation	CJH Building 5B Boys Classroom DM Repairs	HVAC and electrical DM repairs	403,000	0	403,000	0	0	227,000
IS	89126	87511	-	Probation	CJH Fire Alarm DM Repairs	Fire alarm system replacement	2,800,000	0	2,800,000	0	0	1,607,000
IS	89028	87521	89188	Public Health	Burbank Public Health Center DM Repairs	Repair/replace Electrical and plumbing systems	2,009,000	0	2,009,000	0	1,808,000	1,900,000
IS	89029	87522	89189	Public Health	Pacoima Public Health Center DM Repairs	Repair/replace Windows, roof, interior and electrical	3,374,000	0	3,374,000	0	3,036,000	3,275,000
IS	89076	-	89209	Public Health	Public Health Laboratories Building 1100 DM Repairs	Building repairs	1,714,000	0	1,714,000	0	1,542,000	1,616,000
IS	89077	-	-	Public Health	Whittier Public Health Center DM Repairs	Building repairs	8,000	0	8,000	0	0	8,000
PW		87542	89190	Public Health	Central Public Health Center DM Repairs	HVAC, electrical, and plumbing repairs; fire protection repairs; elevator repairs	26,796,000	0	26,796,000	0	1,650,000	3,139,000
PW		87543	89191	Public Health	Curtis Tucker Public Health Center DM Repairs	Electrical, HVAC and site utility repairs	6,607,000	0	6,607,000	0	2,479,000	2,777,000
PW		87497	89192	Public Health	Glendale Public Health Center DM Repairs	HVAC, fire protection, and electrical repairs; restroom ADA compliance	6,098,000	748,000	6,846,000	0	3,954,000	4,541,000
PW		87536	89193	Public Health	Hollywood Wilshire Public Health Center DM Repairs	HVAC, electrical, and plumbing repairs; fire protection repairs; elevator repairs	19,926,000	0	19,926,000	0	5,847,000	6,075,000
PW		87537	89194	Public Health	Monrovia Public Health Center DM Repairs	Electrical, ceiling, HVAC, fire protection, site and utilities system repairs	5,430,000	0	5,430,000	0	1,182,000	1,466,000
PW		87538	89195	Public Health	Pomona Public Health Center DM Repairs	HVAC and electrical repairs; fire protection repairs; site utilities repairs	8,898,000	0	8,898,000	0	2,067,000	2,348,000
PW		87498	89196	Public Health	Ruth Temple Public Health Center DM Repairs	Electrical repairs; Fire protection repairs	8,657,000	2,001,000	10,658,000	0	3,706,000	4,404,000
PW		87539	89197	Public Health	Whittier Public Health Center DM Repairs	HVAC, roof and site utility repairs	7,412,000	0	7,412,000	0	1,484,000	1,603,000
PW		87540	89198	Public Health	Antelope Valley Government Center DM Repairs	HVAC repairs	3,943,000	0	3,943,000	0	1,139,000	3,831,000
IS	89030	87523	89199	Public Library	Angelo M Iacoboni Library DM Repairs	Repair/replace Roof, plumbing, HVAC and fire protection systems	2,749,000	0	2,749,000	0	2,474,000	2,632,000
IS	89031	87524	89200	Public Library	Anthony Quinn Library DM Repairs	Repair/replace Roof, gas & water service and windows	2,142,000	0	2,142,000	0	1,928,000	2,084,000
IS	89032	87525	89201	Public Library	Hacienda Heights Library DM Repairs	Repair/replace MEP systems, fire protection, gas & water service	5,807,000	0	5,807,000	0	5,226,000	5,732,000
IS	89033	87526	89202	Public Library	La Mirada Library DM Repairs	Repair/replace HVAC	2,457,000	0	2,457,000	0	2,211,000	2,430,000
IS	89078	-	-	Public Library	Carson Library DM Repairs	HVAC and plumbing repairs	887,000	0	887,000	0	0	884,000
IS	89079	-	-	Public Library	Huntington Park Library	Electrical and HVAC repairs	1,583,000	419,000	2,002,000	0	0	904,000
IS	89080	-	-	Public Library	La Puente Library DM Repairs	Roof, electrical and HVAC repairs	229,000	0	229,000	0	0	174,000
IS	89081	-	-	Public Library	Rosemead Library DM Repairs	HVAC repairs	107,000	0	107,000	0	0	66,000
IS	89083	-	89203	Public Library	West Covina Regional Library DM Repairs	Electrical repairs	1,675,000	0	1,675,000	0	1,507,000	1,616,000



FISCAL YEAR 2018-19  
FACILITY REINVESTMENT PROGRAM  
PRIORITY SYSTEMS AND DEFICIENCY PROJECTS

ATTACHMENT B

Managed	SR No.	GF CP	SF CP	Department	Project Name	Description	Approved TPCE	TPCE Adjustment	Revised TPCE	GF CP Budget Adjustment	SF CP Budget Adjustment	FY 19/20 Budget
IS	89084	-	-	Public Library	Woodcrest Library DM Repairs	Electrical and plumbing repairs	73,000	0	73,000	0	0	51,000
IS	89085	-	-	Public Social	Cudahy Public Social Services DM Repairs	HVAC repairs	8,000	(3,000)	5,000	0	0	0
IS	89086	-	-	Public Social	Belvedere District DPSS Parking Structure DM Repairs	Structural repairs	871,000	0	871,000	0	0	778,000
IS	89087	-	-	Public Social	Lincoln Heights WS District Office DM Repairs	Interior, plumbing and electrical repairs	447,000	0	447,000	0	0	362,000
IS	89088	-	-	Public Social	Metro Special District Office DM Repairs	HVAC and plumbing repairs	2,000	0	2,000	0	0	2,000
IS	89034	87527	89204	Registrar Recorder	Van Nuys County Administrative Center Building DM Repairs	Repair/replace Roof, HVAC and electrical systems, liquid and gas site utilities	4,755,000	0	4,755,000	0	4,279,000	4,642,000
IS	89117	87547	89205	Registrar	Harry Hufford RR/CC DM Repairs	HVAC and plumbing repairs	4,334,000	0	4,334,000	0	3,819,000	4,180,000
IS	89129	87401	89206	Registrar	RR/CC HQ Generator and Switch Replacement	Replacement of 250 KW and 750 KW generators,	2,685,000	2,315,000	5,000,000	0	4,500,000	4,925,000
IS	89035	87528	89207	Workforce	Centro Maravilla Service Center Buildings A, B & C DM	Repair/replace MEP	9,396,000	0	9,396,000	0	8,456,000	9,180,000
IS	89036	87529	89208	Workforce Development	San Gabriel Valley Service Center DM Repairs	Repair/replace HVAC, plumbing and electrical systems, building repairs	1,890,000	0	1,890,000	0	1,701,000	1,788,000
IS	89113	-	-	Workforce	Santa Clarita Valley Senior Center	MEP repairs	286,000	0	286,000	0	0	252,000
IS	89118	-	-	Workforce	San Pedro Service Center	Interior building repairs	278,000	0	278,000	0	0	194,000
							<b>262,643,000</b>	<b>8,781,000</b>	<b>271,424,000</b>	<b>2,850,000</b>	<b>127,053,000</b>	<b>156,167,000</b>

FISCAL YEAR 2017-18  
FACILITY REINVESTMENT PROGRAM  
PRIORITY DEFICIENCY PROJECTS

ATTACHMENT C

Managed	GF CP	Project Name	Description	Approved TPCE	TPCE Adjustment	Revised TPCE	GF CP Budget Adjustment	FY 19-20 Budget
IS	-	Ag. Comm.-Wts. & Meas. Meter Pit DM Repairs	Replace non-compliant electrical panelboards, switch boards, and lighting	173,000	0	173,000	0	173,000
IS	-	Animal Control #7 - Agoura Spay and Neuter Clinic	Replace non-compliant panelboards; duct cleaning, lighting controls, repair furnace	182,000	0	182,000	0	617,000
IS	-	Animal Control #7 - Agoura Administration Building	Electrical repairs, replace broken vents, refinish flooring	488,000	0	488,000	0	0
IS	-	Animal Control #4 - Baldwin Administration	Non-compliant restroom stall and toilet	217,000	0	217,000	0	217,000
IS	-	Animal Control #3 - Carson Administration Building	Replace non-compliant panelboards, replace exhaust fan and windows	372,000	0	372,000	0	350,000
IS	-	Animal Control #6 - Castaic Utility Building	Replace non-compliant electrical panelboards; replace AC unit; refinish flooring	591,000	0	591,000	0	439,000
IS	-	Animal Control Headquarters	Repair electrical panel board; duct cleaning and air balance	170,000	9,000	179,000	0	37,000
PW	-	Manhattan Beach: Concession Stand	HVAC, electrical, plumbing, ceiling and wall repairs	306,000	0	306,000	0	306,000
PW	-	Redondo Beach: Maintenance Yard	HVAC, electrical and plumbing repairs	633,000	(633,000)	0	0	0
IS	-	CAO County Emergency Operations Center (EOC)	Reinstall missing electrical enclosures; electrical repairs	109,000	(6,000)	103,000	0	3,000
IS	-	Florence Firestone Comprehensive Child Care	Replace non-compliant panelboards, switch boards, and wiring devices	144,000	0	144,000	0	71,000
IS	-	Olive View Cogeneration Plant	Replace drinking deteriorated fountain; reinsulate piping; duct cleaning.	749,000	(430,000)	319,000	0	5,000
IS	-	Lancaster Courthouse/Central Plant	Replace boilers, repair pumps and leaking valves	532,000	(18,000)	514,000	0	0
IS	-	Eastlake Juvenile Court Lot 55 Parking Structure	Replace non-compliant panels; repair indoor lighting and exit signs; repair drain clogs and leaks	335,000	(192,000)	143,000	0	26,000
PW	87449	Museum of Natural History Main Building	HVAC, electrical and plumbing repairs	8,933,000	0	8,933,000	2,665,000	2,930,000
IS	-	Antelope Valley Senior Center	Repair A/C, repair bathroom vent, paint partitions, relocate mop sink, repair/modify	354,000	0	354,000	0	354,000
IS	-	Hollywood Bowl-Volunteer Cottage DM Repairs	Restroom interior and electrical repairs	134,000	(101,000)	33,000	0	2,000
IS	-	Charles Farnsworth Park	Replace 1 switchboard and 1 panelboard	119,000	119,000	238,000	0	220,000
IS	-	Ruben Salazar-Clubhouse	Replace exhaust fan, panelboard and ceiling tiles	119,000	0	119,000	0	96,000
IS	-	Marshal Canyon Tree Farm	Replace AC units, wall heater, domestic water heater and electrical repairs	99,000	28,000	127,000	0	28,000
PW	-	Bassett Park Maintenance, Gymnasium and Multipurpose Buildings	HVAC, electrical and plumbing repairs	310,000	0	310,000	0	178,000
PW	-	Whittier Narrows Recreation Area Service and Concession Buildings	Electrical, plumbing and exterior doors and windows repairs	771,000	0	771,000	0	672,000
PW	-	Valleydale Park Office. Multipurpose and Senior Center Buildings	Roof, interior and flooring repairs	217,000	102,000	319,000	0	52,000
PW	-	City Terrace Park Bathhouse and Dome Building	HVAC, electrical and wall repairs	1,051,000	(150,000)	901,000	0	814,000
PW	-	Victoria Park Gymnasium	HVAC, electrical and plumbing repairs	180,000	150,000	330,000	0	265,000
PW	-	Jesse Owens Community Regional Park Pool house and Gymnasium	HVAC, electrical and plumbing repairs	284,000	0	284,000	0	218,000
PW	-	Franklin D. Roosevelt Park Gymnasium and	HVAC, electrical and plumbing repairs	290,000	0	290,000	0	223,000
PW	-	Alondra Community Regional Park Picnic Shelters, Recreation Building and Electrical Room	HVAC, plumbing, electrical and interior door repairs	578,000	0	578,000	0	498,000
PW	-	Mayberry Park Gymnasium and Activities Building and Maintenance Shed	HVAC, electrical, plumbing and roof repairs	1,168,000	0	1,168,000	0	1,084,000
PW	-	Castaic Lake Various DM System Replacements and Repairs	HVAC, electrical, plumbing, roof, exterior doors and windows repairs and replacements	2,041,000	(102,000)	1,939,000	0	1,865,000
PW	-	Bonelli Regional Park Various DM Repairs	HVAC, electrical, plumbing, interior doors repairs and replacements	1,193,000	0	1,193,000	0	1,001,000
PW	-	Arcadia Park DM Repairs	HVAC, electrical and plumbing repairs	227,000	0	227,000	0	153,000
PW	87451	LA County Arboretum and Botanical Garden	HVAC, electrical and plumbing repairs	3,533,000	0	3,533,000	3,034,000	3,139,000
IS	-	Central Juvenile Hall Boys School Building 9	Replace non-compliant panelboards	197,000	(122,567)	74,000	0	20,000
IS	-	Central Juvenile Hall Girls School 5B	Repair ceiling cracks; replace non-compliant electrical panels; floor tile repairs	315,000	0	315,000	0	296,000
IS	-	Central Juvenile Hall Lathrop Hall 3	Replace indoor air handling unit, and replace non-compliant electrical panels.	236,000	0	236,000	0	209,000
IS	-	Central Juvenile Hall Modular Medical Clinic	Replace deteriorated concrete footing; replace deteriorated stairs and ramp.	670,000	(510,370)	160,000	0	0
IS	-	Barry J Nidorf Juvenile Hall Boys Dorm A/B6	Building repairs, concrete repairs, roof repairs, stucco walls, repairs exhaust fan	126,000	6,866	133,000	0	0
IS	-	Barry J Nidorf Juvenile Hall Boys Dorm E/F 8	Building repairs, concrete repairs, roof repairs, stucco walls repairs, patch and paint	81,000	0	81,000	0	0

FISCAL YEAR 2017-18  
FACILITY REINVESTMENT PROGRAM  
PRIORITY DEFICIENCY PROJECTS

ATTACHMENT C

Managed	GF CP	Project Name	Description	Approved TPCE	TPCE Adjustment	Revised TPCE	GF CP Budget Adjustment	FY 19-20 Budget
IS	-	Barry J Nidorf Juvenile Hall Boys Dorm G/H 9	Building repairs, concrete repairs, roof repairs, stucco walls repairs, patch and paint	99,000	0	99,000	0	0
IS	-	Barry J Nidorf Juvenile Hall Boys Dorm L/M 11	Building repairs, concrete repairs, CMU walls repairs patch and paint	118,000	37,433	155,000	0	0
IS	-	Central Juvenile Hall Electrical Enclosure	Electrical repairs	187,000	0	187,000	0	165,000
IS	-	Los Padrinos Boys Dorm A/B 6	Replace non-compliant electrical panelboards. Repair cracks on walls.	463,000	0	463,000	0	431,000
IS	-	Los Padrinos Boys Dorm C/D 5	Replace non-compliant electrical panelboards, and noncompliant emergency lights.	83,000	0	83,000	0	60,000
IS	-	Los Padrinos Boys Dorm E/F 4	Replace broken outlets, panel board, install 4 new emergency lights, clean registers,	150,000	0	150,000	0	126,000
IS	-	Los Padrinos Boys Dorm N/O 14	Replace panelboard, repair masonry walls, install exit sign, repair emergency lighting,	193,000	0	193,000	0	111,000
IS	-	Los Padrinos Girls Classroom / Gym 15	Building repairs; piping broken vents, paint and coating.	459,000	0	459,000	0	267,000
IS	-	Los Padrinos Girls J 10	Replace non-compliant electrical panelboards	384,000	0	384,000	0	274,000
IS	-	Los Padrinos Boys Dorm L/M 13	Electrical and building repairs.	164,000	0	164,000	0	138,000
IS	-	Los Padrinos Central Plant Building	Replace non-compliant electrical panelboards, switch gear, and motor controls.	414,000	0	414,000	0	360,000
IS	-	Los Padrinos Boys Classroom /Gym 7	Exterior-Joint sealant around windows and roof, paint and plaster around door	552,000	0	552,000	0	547,000
IS	-	Public Health Laboratories Building 1100	Replace missing hangers, balance air, repair ducts, replace fans, replace 16 split	453,000	0	453,000	0	395,000
PW	-	Dr. Ruth Temple Pubic Health Center	Roof repairs and window repairs and replacements	2,001,000	(2,001,000)	0	0	0
PW	-	Glendale Public Health Center	HVAC, exterior doors and site repairs; site ADA access improvements	748,000	(748,000)	0	0	0
IS	-	Anthony Quinn Library	Relocate data switches, install new drain, replace 1 water heater, replace 2 exhaust	213,000	0	213,000	0	154,000
IS	-	City Terrace Library	Replace utility door, apply joint sealant to window, repair stone veneer, replace 6 wiring	276,000	(79,000)	197,000	0	33,000
IS	-	Claremont Library	Replace 5 GFCI's, replace 1 transformer, replace 5 panelboards, replace 2 motor	275,000	0	275,000	0	253,000
IS	-	Compton Library	Replace 6 panels, replace 1 each motor control center, transformer, switchboard.	174,000	300,000	474,000	0	414,000
IS	-	Culver City Julian Dixon Library	Replace 1 drinking fountain, replace 1 GFCI, clean concrete, repaint slab, 4 doors, 200	866,000	0	866,000	0	785,000
IS	-	East Los Angeles Library	Replace 2 switches on roof, replace electrical covers, clean air outlets, replace 13	650,000	(398,000)	252,000	0	20,000
IS	-	Gardena Mayme Dear Library	Repair 3 panelboard, relocate 1 panelboard, replace 3 panelboards, replace 2	453,000	0	453,000	0	412,000
IS	-	Graham Library	Repair 1 drinking fountain, replace 2 thermostats, install 1 GFCI, clean registers, unclog	276,000	0	276,000	0	221,000
IS	-	Hawthorne Library	Package A/C unit, replace 1 motor control center.	985,000	0	985,000	0	941,000
IS	-	La Canada Flintridge Library	Trim trees, repair walkways, repair water meter, repair metal framing, resurface parking	532,000	0	532,000	0	173,000
IS	-	Lawndale Library	Replace 7 package units, replace 1 water heater, replace 1 sink, replace 1 emergency shower, replace 2 transformers, repair 1 heater.	114,000	0	114,000	0	66,000
IS	-	Leland R Weaver Library	Install GFCI's, install missing elec covers, replace 1 transformer, replace 4 panelboards	158,000	192,000	350,000	0	299,000
IS	-	Masao W Satow Library	Replace 3 GFCI's, replace 2 swinging doors and paint 1, replace 25 sq. ft. flooring,	217,000	0	217,000	0	217,000
IS	-	Norwalk Library	Replace missing electrical covers, replace 9 panelboards, replace 2 switchboards,	795,000	13,000	808,000	0	744,000
IS	-	Paramount Library	Replace panels, 1 transformer, missing electrical covers, and 2 light fixtures.	160,000	84,000	244,000	0	202,000
IS	-	Rivera Library	Replace water heater, secure loose conduit, replace exhaust fan, clean roof drains,	237,000	250,000	487,000	0	416,000
IS	-	San Dimas Library	Replace GFCI's, carpeting, floor repair, clean registers, replace broken ceiling panels,	867,000	0	867,000	0	845,000
IS	-	Sorensen Library	Repair stucco, carpet, roof, replace 4220 sq. ft. roofing, clean roof drains.	334,000	(327,930)	6,000	0	0
IS	-	South El Monte Library	Change 1 boiler pump, replace 2 wiring devices, replace 8 ceiling panels, replace	255,000	0	255,000	0	174,000
IS	-	Walnut Library	Secure open elec box, replace 3 panelboards.	572,000	0	572,000	0	529,000
IS	-	Woodcrest Library	Install downspout and splashblock, relocate 1 switchboard, repair 1 motor control	729,000	0	729,000	0	667,000
IS	-	Florence Library	HVAC equipment and electrical repairs	631,000	(631,000)	0	0	0
76				44,464,000	(5,158,568)	39,305,000	5,699,000	27,000,000

## BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

<b>OPS CLUSTER AGENDA REVIEW DATE</b>	12/4/2019	
<b>BOARD MEETING</b>	12/17/2019	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	All	
<b>DEPARTMENT</b>	Department of Public Health, Treasurer and Tax Collector	
<b>SUBJECT</b>	Los Angeles County Massage Ordinance	
<b>PROGRAM</b>		
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
<b>DEADLINES/ TIME CONSTRAINTS</b>		
<b>COST &amp; FUNDING</b>	Total cost: \$ N/A	Funding source:
	TERMS (if applicable):	
	Explanation:	
<b>PURPOSE OF REQUEST</b>	Board approval of a massage establishment ordinance modifying existing business licensing requirements and creating a new Public Health permit, as well as establishing and updating corresponding fees.	
<b>BACKGROUND (include internal/external issues that may exist)</b>		
<b>DEPARTMENTAL AND OTHER CONTACTS</b>	Name, Title, Phone # & Email: <ul style="list-style-type: none"> <li>Susan Collins, Principal Deputy County Counsel (213) 974-1860 <a href="mailto:scollins@counsel.lacounty.gov">scollins@counsel.lacounty.gov</a></li> <li>Emily Issa, Deputy County Counsel (213) 974-1827 <a href="mailto:eissa@counsel.lacounty.gov">eissa@counsel.lacounty.gov</a></li> <li>Monica Allen, Assistant Operations Chief, TTC (213) 974-2702 <a href="mailto:mallen@ttc.lacounty.gov">mallen@ttc.lacounty.gov</a></li> <li>Dolores Chavez, Environmental Health Services Manager, DPH, (626) 430-5234 <a href="mailto:dchavez@ph.lacounty.gov">dchavez@ph.lacounty.gov</a></li> </ul>	



COUNTY OF LOS ANGELES  
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MARY C. WICKHAM  
County Counsel

December 17, 2019

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

**Re: The Los Angeles County Massage Establishment Ordinance**

Dear Supervisors:

On November 21, 2017, your Board directed our office, in consultation with the Department of Public Health and the Treasurer and Tax Collector, Business License Division to prepare an ordinance establishing enhanced public health and safety requirements for massage establishments. Attached as Exhibit A is the Los Angeles County Massage Establishment Ordinance ("Ordinance"), which includes a new public health permit, annual inspections, and expanded business licensing requirements for both massage establishments and individual massage technicians.

The Ordinance addresses a top priority for the County of Los Angeles - preventing human trafficking. The purpose and intent of the Ordinance is to recognize that when operated professionally and legally, massage establishments provide valuable health and therapeutic services to the public. However, it also recognizes that massage establishments too often have a history of abuse based in illegal activities, including prostitution and crime. The new Public Health Permit and enhanced Business License requirements work together in partnership to collectively curb and prevent the potential for human trafficking and other abuses associated with massage establishments, while protecting legitimate businesses and their operations.

The Ordinance addresses qualifications for individuals performing massage services through a "two tier" system:

1. Tier One Massage Technicians are massage technicians who perform massages in establishments that do not offer or provide massage services in private rooms or areas with doors that close, but only in open areas. Tier One massage technicians must possess a minimum of two years' experience as a

practicing massage technician, or two years' of education, or an equivalent combination of education and experience equal to two years; or

2. Tier Two Massage Technicians are massage technicians who perform massages in any establishment equipped with private rooms or areas with doors capable of being closed during massage services. Tier Two Massage technicians must be certificated through the California Massage Therapy Council ("CAMTC") and are not required to obtain an individual business license with the Tax Collector.

The Ordinance amends or adds fees for the reasonable regulatory costs for issuing the Public Health Permit and business licenses for the massage establishments and massage technicians. The Auditor-Controller reviewed and approved the proposed fees, which are expected to offset the enhanced regulatory program costs. The fees are listed in the table below:

FEES		
Business License Fees:	First Year	Annual Renewal
• Massage Establishment	\$1,896.00	\$1,119.00
• Massage Technician	\$232.71	\$233.22
Public Health Permit Fees:		
• Permit Fee	\$409.00	\$409.00
• Site Evaluation	\$164.00 (First year and as needed)	

#### Public Health Permit

If the ordinance is adopted, the existing massage inspection contracts between the Department of Public Health and the cities of Bell Gardens, Commerce, Lomita, Rolling Hills Estates, and West Hollywood can be terminated. The Department of Public Health will then encourage the city managers of all the incorporated cities to adopt the Ordinance, by resolution, for uniformity and consistency in health and safety requirements for massage establishments throughout the County.

The Honorable Board of Supervisors  
December 17, 2019  
Page 3

Very truly yours,

MARY C. WICKHAM  
County Counsel

By  
JUDY W. WHITEHURST  
Senior Assistant County Counsel  
Executive Office

APPROVED AND RELEASED:

LAWRENCE L. HAFETZ  
Chief Deputy

STC:eb

Enclosures

## ANALYSIS

This ordinance constitutes the Los Angeles County Massage Establishment Ordinance which improves administration and implementation of existing and new business licensing requirements for Massage Establishments in Title 7 – Business Licenses; adds a public health permit requirement in Title 8 – Consumer Protection, Business and Wage Regulations, and Title 11 – Health and Safety; and amends Title 22 – Planning and Zoning – to replace terminology for consistency. This ordinance also amends or adds fees for the reasonable regulatory costs for issuing the license or permit and enforcing the ordinance.

MARY C. WICKHAM  
County Counsel

By

JUDY WHITEHURST  
Senior Assistant County Counsel

STC:eb

Requested: 11/21/17  
Revised: 11/22/19



**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending and adding various sections to Title 7 – Business Licenses; Title 8 – Consumer Protection, Business and Wage Regulations; Title 11 – Health and Safety; and Title 22 – Planning and Zoning, of the Los Angeles County Code, relating to the regulation of Massage Establishments.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 7.06.040 is hereby amended to read as follows:

**7.06.040 Application—Hearing ~~r~~Required for ~~e~~Certain ~~a~~Activities.**

Except as otherwise provided in Section 7.06.260 or 7.30.270 of this ~~t~~Title, the ~~e~~Commission or referee shall hold a public hearing on every application for a new license required for:

...

10. ~~Massage parlors~~establishments, Section 7.54.010;

...

**SECTION 2.** Section 7.06.070 is hereby amended to read as follows:

**7.06.070 Valid ~~l~~License ~~r~~Required to ~~e~~Operate—Businesses ~~d~~Designated.**

A valid license other than the receipt described in Section 7.06.050 must be in the possession of the applicant in advance of the operation of the following businesses or activities:

...

Massage ~~parlor~~establishment

...

**SECTION 3.** Section 7.06.261 is hereby amended to read as follows:

**7.06.261 Renewals—Hearings for ~~c~~Certain ~~b~~Businesses w~~h~~hich  
~~e~~Exclude ~~m~~Minors.**

Notwithstanding Section ~~2.06.260~~7.06.260, the ~~c~~Commission shall set for public hearing applications for renewals of licenses for escort bureaus; massage ~~parlor~~establishments; model studios; adult businesses; and further, for picture arcades, bookstores, theaters and entertainment licenses, when the licensed activity is not customarily open to the general public because minors are excluded as a prevailing business practice. The public hearing shall be held in accordance with the provisions of this ~~t~~Title.

**SECTION 4.** Section 7.10.110 is hereby amended to read as follows:

**7.10.110 Hearing by ~~c~~Commission—Public ~~n~~Notice  
~~r~~Requirements—For ~~c~~Certain ~~b~~Businesses.**

In addition to the notice required by Section 7.10.100, not less than five (5) days before a hearing on an application for a license for a public billiard room, billiard club, bookstore, bowling alley, card club, entertainment, growth center, off-the-road vehicles, (Section 7.90.570), outdoor festival, traveling show, motion picture theater, massage ~~parlor~~establishment, skating rink, model studio, figure studio, picture arcade, adult

business or dance (except a dance for which pursuant to Section 7.30.210 a fee is not required), the ~~b~~Business ~~I~~License ~~e~~Commission shall:

A. Serve notice of the time and place of such hearing on the applicant and upon all persons whose names and addresses appear upon the latest available assessment roll as owners of the whole or any portion of the property on the block where the business is to be operated; and

B. Post such notice on the public street or highway in at least five (5) places on the block where it is proposed to conduct, maintain or operate such business. The notice shall be entitled "Notice of Hearing to Conduct a (activity)," which shall be printed in letters not less than one inch in height.

**SECTION 5.** Section 7.14.010 is hereby amended to read as follows:

**7.14.010 Fee ~~s~~Schedule.**

The license fees required to be paid to perform, carry on, conduct or engage in any businesses, occupations or activities set forth in this Title 7, the license ordinance codified in this ~~t~~Title, are as stated in this ~~e~~Chapter.

<del>ANNUAL FEES</del> <u>ONE YEAR FEES</u>		
	First Year	Annual Renewal
...		
MASSAGE PARLOR <del>ESTABLISHMENT</del>	<del>2,254.00</del> <u>1,896.00</u>	<del>213.00</del> <u>1,119.00</u>
MASSAGE TECHNICIAN	<del>252.00</del> <u>233.00</u>	<del>208.00</del> <u>233.00</u>

...		
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**SECTION 6.** Section 7.47.020 is hereby amended to read as follows:

**7.47.020 License ~~r~~Required—Exceptions.**

Every person conducting a health club shall first procure a license, and for each of such places pay an annual license fee in the amount set forth in Section 7.14.010 of this ~~t~~Title. This requirement does not apply to any location licensed as a massage ~~parlor~~establishment.

**PART 1 ~~MESSAGE PARLOR~~MESSAGE ESTABLISHMENTS.**

**SECTION 7.** Section 7.54.005 is hereby added to read as follows:

**7.54.005 Short Title and Findings.**

The ordinance codified in this Title, together with the additions and amendments to Titles 8, 11, and 22, are collectively referred to as the Los Angeles County Massage Establishment Ordinance. These Titles should be read together to understand an applicant and permittee's legal obligations and the Board of Supervisors' intent in implementing these provisions.

In enacting the Los Angeles County Massage Establishment Ordinance, the Board of Supervisors finds that preventing and addressing human trafficking is a top priority for the County of Los Angeles. Violations of law in the areas of public health, wage and labor, and general public safety often are an integral part of human trafficking. The Board of Supervisors also recognizes that, when operated professionally and in accordance with law, Massage Establishments provide valuable health and therapeutic

services to the public. However, Massage Establishments have a history of abuse in prostitution and are prone to vice and other violations often with links to human trafficking.

This ordinance, and its various provisions, collectively seek to curb and prevent the potential for human trafficking and other abuses in Massage Establishments through a combination of enhanced business licensing and public health permit requirements, including but not limited to inspections, reporting requirements, and other operational restrictions, as well as existing law enforcement review and coordination.

**SECTION 8.** Section 7.54.010 is hereby amended to read as follows:

**7.54.010 Definitions.**

~~As used in this chapter:~~ As used in Title 7:

A. "CAMTC" means the California Massage Therapy Council, created pursuant to the Massage Therapy Act (California Business and Professions Code section 4600 et seq.), and which is authorized to issue certifications to massage practitioners and massage therapists, who have satisfied the requirements for certification. "California Massage Therapy Council" or "CAMTC" means the massage therapy organization authorized to issue certifications pursuant to the California Business and Professions Code Section 4600 et seq., the Massage Therapy Act.

B. "Massage parlor" Establishment" means any premises where "massage" or "massage services" are given business that offers "massage," "massage services," or "massage therapy," including, but not limited to, reflexology, fomentations, shiatsu, alcohol rubs, Russian, Swedish, Turkish baths, or acupressure or any combination

thereof in exchange for compensation at a fixed place of business. Any business that offers any combination of massage and bath facilities - including, but not limited to, showers, baths, wet and dry heat rooms, pools and hot tubs - shall be deemed a Massage Establishment under this Chapter.

~~"Massage" and "massage services" mean and shall include any method of pressure on or friction against, or stroking, kneading, rubbing, tapping, pounding, manipulation, or stimulating the external parts of the body, with or without the aid of any mechanical or electrical apparatus or appliances, with or without supplementary aids such as rubbing alcohol, liniments, antiseptics, oils, powder, creams, lotions, ointments, or other similar preparations.~~

~~"Massage" and "massage services" shall further include any bath, facial massage, fomentations, massage, electric or magnetic treatment, acupressure, shiatsu, alcohol rubs, and Russian, Swedish, or Turkish baths.~~

C. "Massage," "massage services," or "massage therapy" means the scientific manipulation of the soft tissues or as otherwise defined in Division 2 Chapter 10.5 of the Business and Professions Code.

D. "Sole Proprietor," as used in this Chapter, means a Massage Establishment where the owner owns 100 percent (100%) of the business and is the only person who provides massage services for compensation pursuant to a valid and active CAMTC certificate or valid massage technician license. A Sole Proprietor has no employees or independent contractors providing massage services.

E. "Massage Technician" means a person who meets the qualification in Section 7.54.210 of this Chapter for an individual license.

F. "Massage Therapist" means a person who is certified by the CAMTC under Section 4604 of the California Business and Professions Code administering massage for compensation.

G. "Massage Practitioner" means a person who is certified by the California Massage Therapy Council under Section 4604.1 and 4604.2 of the California Business and Professions Code administering massage for compensation.

**SECTION 9.** Section 7.54.020 is hereby amended to read as follows:

**7.54.020 License—Required.**

A. Every person as defined in Title 7, Division 1 Chapter 7.02, conducting or managing a ~~m~~Massage parlor or any other place where facial massages, fomentations, massage, electric or magnetic treatment, acupressure, shiatsu, alcohol rubs, Russian, Swedish or Turkish baths are administered or given, or any school of massage which performs any such activity Establishment, or any school of massage which provides massage, massage services, or massage therapy for any member of the public for any form of consideration or gratuity of any kind, shall first procure a license and ~~for each of such places pay an annual license fee in the amount set forth in Section 7.14.010 of this title, under the appropriate heading~~ pay a license fee pursuant to Title 7, Division 1.

Sole Proprietors without CAMTC certification, must procure both a Massage Establishment business license and a massage technician license pursuant to Part 2 of this Chapter Sections 7.54.200-7.54.240. ~~This requirement does not apply to any~~

~~location licensed as a health club, provided only one massage table is used at such location and provided such use is incidental to the operation of the health club.~~

B. The effective dates for the Massage Ordinance codified in this Chapter, are as follows:

1. As the effective date of this ordinance, new Massage Establishments that do not have an existing business license or permit issued by the County Department of Public Health must procure both a business license issued in accordance with Title 7 and a public health permit issued in accordance with Title 8 and Title 11 prior to conducting business.

2. Massage Establishments with an existing, valid business license must comply with the amended and new Title 7 ordinance terms at the time of license renewal, except compliance with Section 7.54.290 is required within 120 days of the effective date.

C. This Part shall not apply to the following classes of persons or entities and a Massage Establishment business license or a massage technician license is not required of such persons while engaged in performing the duties of their respective professions:

1. Physicians, surgeons, chiropractors, osteopaths, or physical therapists who are duly licensed to practice their respective professions in the State of California, and persons working at the place of business and under the supervision of a licensed physician, surgeon, chiropractor, osteopath, or physical therapist.



2. Nurses who are registered as such under the laws of the State of California.

3. Hospitals and medical centers.

4. Barbers and beauticians, estheticians, and cosmetologists who are duly licensed under the laws of the State of California while engaging in practices within the scope of their licenses, except that this provision shall apply solely to the massaging of the neck, face and/or scalp, hands or feet of the clients.

5. Accredited high schools, junior colleges, and colleges or universities whose coaches and trainers are acting within the scope of their employment.

6. Trainers of amateur, semi-professional or professional athletes or athletic teams while engaging in their training responsibilities for and with athletes; and trainers working in conjunction with a specific athletic event.

7. Acupuncturists who are duly certified to practice their profession in the State of California.

8. Staff of any location licensed as a health club/gym, provided only one massage table is used at such location and provided such use is incidental to the operation of the health club/gym.

9. Persons administering massages or health treatment at a single-occurrence athletic, recreational or festival event, such as health fairs, road races, track meets, triathlons and other similar events; provided that all of the following conditions are satisfied.

- a) The massage services are made equally available to all participants in the event;
- b) The event is open to participation by the general public or a significant segment of the public such as employees of sponsoring or participating corporations;
- c) The massage services are provided at the site of the event and either during, immediately preceding or immediately following the event;
- d) The sponsors of the event have been advised of and have approved the provision of massage services; and/or
- e) Persons providing massage services are not the primary sponsors of the event.

10. Licensed persons administering any healing arts treatment in good faith under the provisions of the Business and Professions Code or any other State law.

**SECTION 10.** Section 7.54.030 is hereby amended to read as follows:

**7.54.030 Employee~~Massage Technician~~ Reporting Requirement.**

The holder of a license required by Section 7.54.020 shall notify the ~~treasurer~~ and ~~Tax e~~Collector in writing, of the name, and address, and CAMTC certification number or Los Angeles County massage technician license identification number of each person ~~employed as an acupressurist, masseuse, or massage technician as defined in Section 7.54.200~~ massage technician within five (5) business days of that person ~~being employed~~ performing massages at the Massage Establishment. No

persons may perform massage, massage services, or massage therapy unless that person is an employee or independent contractor of the Massage Establishment.

**SECTION 11.** Section 7.54.040 is hereby deleted in its entirety.

**~~7.54.040~~ ————— ~~Exceptions to chapter applicability.~~**

~~This Part 1 does not apply to any treatment administered in good faith in the course of the practice of any healing art personally by any person licensed to practice any such art or profession under the provisions of the Business and Professions Code of the state of California or any other statute of this state.~~

**SECTION 12.** Section 7.54.050 is hereby amended to read as follows:

**7.54.050 License — Hearing on application Prerequisites to**

**License Issuance, Renewal, Denial, Suspension, or Revocation:**

~~Except as provided in Section 7.06.260, the business license commission shall hold a public hearing on every application for a license required by this Part 1, and shall give notice of such hearing as required by Sections 7.10.100, 7.10.110, 7.10.120 and 7.10.130 of this title. In addition to the general licensing application requirements of Title 7, Division 1:~~

A. The Sheriff's Department shall conduct a criminal background check of the applicant.

B. Based on the background check results a license may be denied, suspended, or revoked if the applicant:

1. Is required to register under the provisions of California Penal Code section 290 or register as a sex offender in any state of the United States;

2. Has convictions, except for minor traffic violations under Penal Code sections for 266h (pimping); 266i (pandering); 314 (indecent exposure, obscene exhibitions, and bawdy and other disorderly houses); 315 (keeping or residing in a house of ill-fame); 316 (keeping disorderly house); 318 (prevailing upon person to visit a place for prostitution); 647 (b) (engaging in or soliciting prostitution); 653.22 (loitering with intent to commit prostitution); or 653.23 (supervision of a prostitute);

3. Had a business permit or license denied suspended, restricted or revoked by any agency, board, city, county, territory, or state;

4. Owns or owned any Massage Establishment, or any other businesses that are or were subject to an injunction for nuisance pursuant to Penal Code sections 11225-11235 (red light abatement);

5. Has convictions for a felony offense involving the sale of a controlled substance; convictions for any crime involving dishonesty, fraud, deceit, violence, or moral turpitude; or has any convictions in any other state for an offense which, if committed in this State, is punishable as one or more referenced offenses in this subdivision; or

6. Within the last five (5) years, had a license or permit governing Massage Establishments in any city, county or state denied, suspended or revoked.

C. The Business License Commission shall hold a public hearing on every application or renewal for a license as required by this Part 1, consistent with 7.06.040, 7.06.260, and 7.06.261. Notice shall be given pursuant to Chapter 7.10 of this Title. Following a public hearing on the application for Massage Establishment, the Business

License Commission shall determine whether the license is granted; conditionally granted; or denied.

D. Applicants for a Massage Establishment license, including Sole Proprietors, must also obtain a public health permit pursuant to Title 8, Division 1 of Public Health Licenses Chapter 8.04 and Title 11, Health and Safety Code Chapter 11.36.

E. A Massage Establishment may only operate if it possesses both a valid business license and public health permit pursuant to 7.54.050 of this Chapter.

**SECTION 13.** Section 7.54.060 is hereby amended to read as follows:

**7.54.060                    Employment of Massage Services Performed by**  
**Unlicensed Massage Technicians and Non-CAMTC-Certified Massage**  
**Technicians is Prohibited.**

After the effective date of this ordinance, a licensee or person required by this Part 1 to obtain a Massage Establishment business license shall not hire or employ allow massage services to be performed by a massage technician who is not CAMTC certified unless such massage technician possesses a valid, ~~subsisting~~ license required by Part 2 of this Chapter, or unless such massage technician possesses a ~~valid and current CAMTC certification.~~ license as required by Part 2 of this Chapter issued by the Tax Collector.

**SECTION 14.** Section 7.54.070 is hereby amended to read as follows:

**7.54.070                    ~~Facilities prerequisite to license issuance.~~ Inspections  
for Licensing and Enforcement.**

A.     A license shall not be issued or renewed pursuant to this Part 1 unless an inspection reveals that the establishment complies with each of the following minimum requirements of this Part 1.

B.     For the purposes of enforcement of this Title and all other applicable provisions of this Code, the Tax Collector may conduct inspections or utilize and rely on the Department of Public Health, the Sheriff's Department, the Department of Consumer and Business Affairs or other County officials responsible for the health, safety and welfare of the public to conduct the foregoing inspections.

**SECTION 15.** Section 7.54.080 is hereby amended to read as follows:

**7.54.080                    ~~Site~~Establishment Operating ~~r~~Requirements.**

~~No massage or massage services shall be given in a business or premises licensed pursuant to this Chapter, or in an establishment providing acupressure, shiatsu, skin care, body wrap or the like within any cubicle, room, booth, or other area which is fitted with a door capable of being locked. The premises' exterior doors and the doors separating the waiting or reception area from the remainder of the premises shall remain unlocked during business hours (including electric locking devices), unless the massage parlor is a business entity owned by one individual with one or no employees or independent contractors.~~

All Massage Establishments shall comply with the following operating requirements:

A. Massage, massage services, or massage therapy are not permitted in rooms, booths, or other areas with doors capable of being locked.

B. All massages, massage services, and massage therapy must be performed at the Massage Establishment.

C. The exterior doors and the doors separating the waiting or reception area from the remainder of the Massage Establishment shall remain unlocked during business hours (including electric locking devices), unless the Massage Establishment is owned by a Sole Proprietor.

D. The windows of the Massage Establishment may not be completely obstructed.

E. Massage Establishments shall not be used as a sleeping room or for any other residential purpose.

F. A recognizable and readable sign shall be posted at the main entrance identifying the Massage Establishment. Such sign shall comply with all requirements of all County ordinances, municipal codes, and State laws.

G. Massage Establishment clients shall enter and exit exclusively through the main entrance of the Massage Establishment. The main entrance shall be the door facing the street or, if no such door exists, the door that is most visible to members of the public passing by the establishment.

H.     Massage Establishments shall comply with the local building code for lighting and ventilation.

I.     The licensee shall not conduct business or operate a Massage Establishment between the hours of 10:30 p.m. and 7:00 a.m. of any day.

J.     A list of the services available, minimum duration of the service, and the cost of such services shall be displayed in a conspicuous place in the waiting or reception area within the massage premises. No owner, operator, manager or massage technician shall offer or perform any service other than those on the list of services available and displayed in the reception area.

K.     All payments including tip/gratuity for massage services at a Massage Establishment shall be made in the designated reception area exclusively regardless of form of payment.

L.     All cash registers and credit/debit card point of sale equipment must produce a receipt with a receipt number generated automatically and recorded with each transaction. After the collection of funds, the cashier shall offer a copy of the receipt to the customer. Prior to leaving the cash register or work area for any reason, the cashier will lock the cash drawer and remove the key, keeping it in his or her possession. All cash registers and point of sale equipment must produce end-of-day report totals for verification of the cash and cash equivalents collected and deposited into a bank account.



M. No alcohol, cannabis or illegal drugs are permitted on premises. No alcoholic beverages, cannabis or illegal drugs may be sold, served, used, consumed, or possessed on the business premises.

N. Contemporaneously with each massage service provided, every Massage Establishment shall keep a complete and legible written or electronic record of the following information: (1) the date and hour that service was provided; (2) the service provided; (3) the name or initials of the employee or independent contractor entering the information; and (4) the name of the massage technician, as defined in Part 2 Section 7.45.200, administering the service. These records shall be open to inspection and copying by the Sheriff's Department, Tax Collector, or other County officials for purposes of enforcement of this Title and all other applicable provisions of this Code for Massage Establishments. These records may not be used for any purpose other than as records of service provided and may not be provided to other parties by the massage technician or establishment operator unless otherwise required by law. Such records shall be retained on the premises of the Massage Establishment for two (2) years and be immediately available for inspection during business hours.

**SECTION 16.** Section 7.54.090 is hereby amended to read as follows:

**7.54.090                    ~~Signs~~Notice—Human Trafficking Prohibited.**

~~A recognizable and readable sign shall be posted at the main entrance, identifying the establishment. Such signs shall comply with all requirements of all county ordinances.~~

Massage Establishments must comply with the requirements of California Civil Code section 52.6 which requires the posting of notices concerning human trafficking and slavery in a public and conspicuous place.

**SECTION 17.** Section 7.54.095 is hereby added to read as follows:

**7.54.095 Prohibited Advertising.**

No Massage Establishment shall cause to be placed, published, or distributed, including on the internet, any advertising that would reasonably suggest to prospective clients that any service is available other than those services listed as an available service pursuant to Section 7.54.080, nor shall any Massage Establishment employ language in the text of such advertising that would reasonably suggest to a prospective client that any service is available other than those services as described in compliance with the provisions of this Chapter. No person providing massage services shall advertise in any manner or form that massage is provided for compensation unless a valid license is possessed as required by Title 7 – Business Licenses, or is CAMTC certified. No Massage Establishment, or independent contractor, shall advertise in any manner or form that it provides massage for compensation unless the Massage Establishment possesses both a valid public health permit, pursuant to Title 8 and Title 11 and business license.

**SECTION 18.** Section 7.54.100 is hereby amended to read as follows:

**7.54.100 ~~Building code~~Posting rRequirements for Massage**

**Establishments and Massage Technicians.**

~~A. Minimum lighting shall be provided in accordance with the building code, and, in addition, at least one artificial light of not less than 40 watts shall be provided in each enclosed room or booth where massage services are being performed on a patron.~~

~~B. Minimum ventilation shall be provided in accordance with the building code.~~

Each Massage Establishment shall post in a conspicuous public place each license issued pursuant to this Chapter and each public health permit issued pursuant to Chapters 8.04 and 11.36. The CAMTC certificate or Los Angeles County massage technician license of each and every employee or independent contractor performing massage, massage services, or massage therapy shall be on display in the reception area or similar open public place on the premises. CAMTC certificates or massage technician licenses of former employees and or independent contractors are to be removed as soon as those employees or independent contractors are no longer employed by or offering services through the Massage Establishment.

**SECTION 19.** Section 7.54.110 is hereby deleted in its entirety.

**~~7.54.110 ————— Cleanliness.~~**

~~A. Adequate equipment for disinfecting and sterilizing instruments used in performing the acts of massage shall be provided.~~

~~B. Hot and cold running water shall be provided at all times.~~

~~C. Separate closed cabinets shall be provided for the storage of clean and soiled linen, and shall be plainly marked: "Clean Linen," "Soiled Linen."~~

~~D. All walls, ceilings, floors, pools, showers, bathtubs, steamrooms, and all other physical facilities, shall be in good repair.~~

**SECTION 20.** Section 7.54.120 is hereby deleted in its entirety.

~~**7.54.120 Separate rooms for customers required when.**~~

~~In any establishment in which massage services are rendered only to members of the same sex at any one time, such persons of the same sex may be placed in a single separate room; or the operators of the massage establishment may elect to place such persons of the same sex in separate enclosed rooms or booths having adequate ventilation to an area outside said room or booth while massage services are being performed.~~

**SECTION 21.** Section 7.54.130 is hereby amended to read as follows:

**7.54.130 Bathing, dressing and toilet facilities.** **Compliance with Consumer Protection, Business and Wage Regulations, Public Health.**

~~Adequate bathing, dressing, locker and toilet facilities shall be provided for patrons. A minimum of one tub or shower, one dressing room containing a separate locker for each patron to be served, which locker shall be capable of being locked, as well as a minimum of one toilet and one washbasin, shall be provided in every massage establishment; provided, however, that if male and female patrons are to be served simultaneously at the establishment, separate bathing, a separate massage room or~~

~~rooms, separate dressing and separate toilet facilities shall be provided for male and female patrons.~~

The licensee at all times must comply with Title 8 – Consumer Protection, Business and Wage Regulations, and Title 11 – Health and Safety. Any violation of these Titles is a violation under Title 7, Section 7.04.320-7.04.380.

**SECTION 22.** Section 7.54.140 is hereby deleted in its entirety.

**~~7.54.140 – Washbasins for employees.~~**

~~A minimum of one separate washbasin shall be provided in each massage establishment of the use of employees of any such establishment, which basin shall provide soap or detergent and hot and cold running water at all times, and shall be located within or as close as practicable to the area devoted to the performing of massage services. In addition, there shall be provided at each washbasin sanitary towels placed in permanently installed dispensers.~~

**SECTION 23.** Section 7.54.150 is hereby deleted in its entirety.

**~~7.54.150 – Operation requirements generally.~~**

~~Every establishment for which this Part 1 requires a license shall be maintained and operated in conformity with the following sections.~~

**SECTION 24.** Section 7.54.160 is hereby deleted in its entirety.

**~~7.54.160 – Hours of operation.~~**

~~The licensee shall not conduct or operate a massage parlor between the hours of 10:30 p.m. and 7:00 a.m. of any day, and shall exclude all customers, patrons and visitors therefrom between those hours.~~

**SECTION 25.** Section 7.54.170 is hereby amended to read as follows:

**7.54.170 Recording of ~~a~~Activities ~~p~~Prohibited.**

No ~~building or part thereof of a Massage Establishment~~ where massage, or massage services, or massage therapy are being conducted shall be equipped with any electronic, mechanical or artificial device ~~used, or capable of being used,~~ for recording or videotaping, for monitoring the activities, conversation, or other sounds in the treatment room or room used by customers, except in the designated reception areas.

**SECTION 26.** Section 7.54.180 is hereby amended to read as follows:

**7.54.180 ~~Maintenance of premises and~~  
~~equipment.~~Implementation.**

A. ~~All walls, ceilings, floors, pools, showers, bathtubs, steamrooms and all other physical facilities for the establishment shall be in good repair and maintained in a clean and sanitary condition.~~

B. ~~Wet and dry heat rooms, steam or vapor rooms, or steam or vapor cabinets, shower compartments and toilet rooms shall be thoroughly cleaned each day the business is in operation. Bathtubs shall be thoroughly cleaned after each use.~~

C. ~~Clean and sanitary towels and linens shall be provided for each patron of the establishment or each patron receiving massage services. No common use of towels or linens shall be permitted.~~

D. ~~Standard or portable massage tables shall be used with a durable, washable plastic or other waterproof material as a covering. Foam pads more than four~~

~~inches thick or more than four feet wide may not be used. Beds, mattresses and water beds may not be used in the administration of a massage.~~

The Tax Collector is responsible for administration of this Chapter which may include public education, public outreach, and promulgating guidelines and rules consistent with the provisions of this Chapter and the County Code.

**SECTION 27.** Section 7.54.190 is hereby deleted in its entirety.

~~**7.54.190** ————— **Persons using alcohol or drugs prohibited.**~~

~~A person shall not enter, be or remain in any part of a massage parlor or premises licenses as such while in the possession of, consuming or using any alcoholic beverage or drugs. The licensee, manager, and every supervising employee, shall not permit any such person to enter or remain upon such premises.~~

## **PART 2                      MESSAGE TECHNICIANS.**

**SECTION 28.** Section 7.54.200 is hereby amended to read as follows:

**7.54.200                      Massage Technician Defined.**

A. As used in Part 1 and Part 2 of this Chapter, "massage technician" means any of the following:

1. Any persons, ~~male or female~~, who administers to any person, for any form of consideration or gratuity, a "massage" or, "massage services", or massage therapy as defined in Section 7.54.010 of this Chapter. A "massage technician" also includes a student at an approved school of ~~massage who administers a massage or massage services~~ performing massage, massage services, or massage therapy to any person who pays for or gives a gratuity for such, whether the payment or gratuity is to

such student or to the school, ~~or.~~ As used in this Chapter, approved school means any school or institution of learning approved pursuant to Division 2, Chapter 10.5 of the Business and Professions Code; or

2. A ~~massage practitioner~~therapist who is certified by the CAMTC ~~pursuant to~~under section ~~4604.2~~4604 of the Business and Professions Code, and who administers massage for compensation; ~~or~~

3. A ~~massage therapist~~practitioner who is certified by the CAMTC ~~under~~pursuant to sections ~~4604.1 and 4604.2~~4604.1 and 4604.2 of the Business and Professions Code, and who administers massage for compensation.

~~B. As used in this Part 2 "recognized school" means any school or institution of learning, which school or institution of learning has been approved pursuant to section 29025 of the Education Code of the State of California, and which has for its purpose the teaching of the theory, method, profession, practice or work of a massage technician.~~

**SECTION 29.** Section 7.54.210 is hereby amended to read as follows:

**7.54.210 License—Required.**

~~Every~~A massage technician shall first procure a license and pay a license fee in the amount set forth in Section 7.14.010 of this Title, under the appropriate heading, ~~unless the.~~ Except a massage technician~~therapist or practitioner that~~ possesses a valid and current CAMTC certificate is not required to obtain a Los Angeles County massage technician license. A CAMTC license is required for all persons performing massage in any establishment equipped with private rooms or areas with doors capable of being



closed during massage services. A massage technician business license issued by the Tax Collector is required for all massage technicians performing massages in establishments with facilities limited to open areas, and that do not offer or provide massage services in private rooms or areas with doors that close.

Individuals performing massage services have two (2) years from the effective date of this ordinance to obtain their massage technician license or CAMTC certification. For licensed massage technicians performing massage services in any establishment equipped with private rooms or areas with doors capable of being closed during massage services within the unincorporated areas of the County have two (2) years from the effective date of this ordinance to obtain CAMTC certification to perform massage services.

**SECTION 30.** Section 7.54.230 is hereby amended to read as follows:

**7.54.230 License—Information ~~r~~Required in aApplication for Massage Technician License.**

A person applying for a massage technician license is not required to undergo a criminal background check with the Sheriff's Department. In addition to the remaining requirements of Section 7.06.020, an application or renewal for a license required by this Part 2 also shall show:

A. The two (2) previous addresses, if any, immediately prior to the present address of the applicant;

~~B. Written statements of at least five persons that the applicant is of good moral character;~~

~~GB.~~ Written proof that the applicant is over the age of 18 years;\_

~~DC.~~ Applicant's height, weight, color of eyes and hair;\_

~~ED.~~ Two (2) portrait photographs at least two (2) inches by two (2) inches;\_

~~FE.~~ Business, occupation or employment of the applicant for the ~~three~~five (5) years immediately preceding the date of the application;\_

~~GF.~~ The license history of the applicant; whether the applicant has had a license for any business or similar activity issued by this or any other county, by any city, or by the ~~s~~State ~~revoked or suspended~~denied, suspended, or revoked, the reason therefor, and the business activity or occupation subsequent to such action of suspension or revocation;\_

~~HG.~~ All convictions, except for minor traffic violations, ~~and the reasons therefor~~;\_

~~I.~~ ~~A certificate from a medical doctor stating that the applicant has, within 30 days immediately prior thereto, been examined and found to be free of any contagious or communicable disease;~~

~~JH.~~ Such other identification and information necessary to discover the truth of the matters herein above specified as required to be set forth in the application;\_

~~K.~~ ~~Nothing contained herein shall be construed to deny the sheriff the right to take fingerprints and additional photographs of the applicant, nor shall anything contained herein be construed to deny the right of the sheriff to confirm the height and weight of the applicant.~~

**SECTION 31.** Section 7.54.240 is hereby amended to read as follows:

**7.54.240 License—Applicant ~~q~~Qualifications for Massage**

**Technician Applicants—Verification.**

A. The applicant shall:

1. Furnish with ~~his~~each application a diploma or certificate of graduation from an ~~recognized~~approved school ~~wherein the method, profession and work of a massage technician is taught~~as defined in Business and Professions Code Section 4601; or

2. Furnish with ~~his~~each application a diploma or certificate from a school outside of the State of California which substantially complies with the educational requirements of ~~Section 29025 of the Education Code of this state~~Business and Professions Code section 4600 et seq. Applicants presenting educational credentials from outside the United States are required to demonstrate their diploma or certificate of graduation has substantially similar educational requirements as an approved school within the United States or its territories; or

3. Have ~~had not less than~~a minimum of five~~two (2)~~ years' experience as a practicing massage technician and furnish proof thereof; or

4. An equivalent combination of education and experience equal to two (2) years.

B. ~~Any department which has as one of its duties the investigation of this licensed activity or enforcement of this title shall have the right to verify for authenticity the information supplied pursuant to this section.~~ The Tax Collector may share

application information with the Department of Public Health, the Sheriff's Department, the Department of Consumer and Business Affairs, or other County officials responsible for the health, safety and welfare of the public.

**SECTION 32.** Section 7.54.250 is hereby amended to read as follows:

**7.54.250 License—Limitations.**

No massage technician licensed pursuant to this eChapter may perform any massage or massage services in any location other than ~~that~~the location(s) specified on the license.

**SECTION 33.** Section 7.54.260 is hereby amended to read as follows:

**7.54.260 Clothing—Required.**

No massage or massage services may be administered unless the patron's genitalia, and if the patron is female, the breasts, are covered ~~to the extent permitted by Government Code section 51034(c)(4).~~ The massage technician shall at all times while on the premises of the establishment, be clean, and wear nontransparent outer garments covering the body in a manner that does not violate ~~Business and Professions Code section 4609(a)(10).~~

**SECTION 34.** Section 7.54.270 is hereby amended to read as follows:

**7.54.270 ~~Issued~~ Identification—Required.**

~~All massage technicians must wear a picture I.D. issued by the treasurer and tax collector while working in a massage parlor.~~ Documentary proof of CAMTC certification or a picture identification issued by the Tax Collector shall be worn and clearly visible by

all persons providing massages during working hours and at all times when the  
massage technician is in the Massage Establishment.

**SECTION 35.** Section 7.54.280 is hereby amended to read as follows:

**7.54.280 Manager—Required.**

All ~~Massage e~~Establishments licensed under this ~~section~~Title shall ~~at all times~~  
~~the establishment is open~~ have a responsible person licensed under ~~Section 7.54.210~~  
~~acting as manager on the premises~~at the Massage Establishment at all times when  
open to the public for business, except Sole Proprietors. ~~The manager must be familiar~~  
~~with the requirements of this Chapter and be capable of communicating the provisions~~  
~~of this Chapter to employees and patrons of the establishment.~~"Manager" means the  
person(s) designated by the owner or operator of the Massage Establishment to act as  
the representative or agent of the owner or operator in managing day-to-day operations.  
The manager must be familiar with the requirements of Los Angeles County Code Titles  
7, 8, and 11, and State laws related to massage therapy, and be capable of  
communicating the provisions of State law and County Code related to massage  
therapy to employees, independent contractors, and patrons of the Massage  
Establishment.

**SECTION 36.** Section 7.54.290 is hereby amended to read as follows:

**7.54.290 ~~License—Revocation~~Operating Without a Business  
License Prohibited.**

~~The business license commission shall revoke any license issued pursuant to~~  
~~Part 1 and Part 2 of this chapter upon receiving satisfactory evidence that either:~~

~~A. The licensee has been convicted of or entered a plea of guilty or nolo contendere to any violation of Penal Code Section 647(b), 266(h), 266(i), 315, or 316; or~~

~~B. The licensee has violated any provision of chapter 7.54 of the county code on two separate occasions within a 12-month period.~~

~~Whenever a license has been revoked, the former licensee, whether a person, partnership, or corporation, shall not be granted a new license for a period of one year from the date of revocation.~~

To operate as a Massage Establishment in the unincorporated areas of the County, the business must have a valid business license and a valid public health permit in addition to any other licenses, permits, or certifications required by applicable County ordinances, municipal codes and State laws. If the business license is revoked or suspended for any period of time, the public health permit shall be automatically revoked or suspended for the same period.

**SECTION 37.** Section 7.54.300 is hereby added to read as follows:

**7.54.300 License—Suspension or Revocation.**

The Business License Commission shall suspend or revoke any license issued pursuant to Part 1 and Part 2 of this Chapter upon receiving satisfactory evidence that either:

A. The licensee has been convicted of any violation of the Penal Code as referenced in 7.54.050 of this Chapter and all other violations listed under Section 11.36.330 of this Code; or

B. The licensee has violated any provision of Chapter 7.54 of the County Code on two (2) separate occasions within a 12-month period; or

C. The public health permit for the Massage Establishment issued pursuant to Title 8, Chapter 8.04 and Title 11, Chapter 11.36 of this Code is terminated, revoked, or otherwise no longer valid.

Whenever a license has been revoked, the former licensee, whether a person, partnership, or corporation, shall not be granted a new license for a period of one (1) year from the date of revocation.

**SECTION 38.** Section 8.04.288 is hereby added to read as follows:

**8.04.288                      Massage Establishments.**

"Massage Establishment" means any business that offers "massage", "massage services", or "massage therapy", including, but not limited to, reflexology, fomentations, shiatsu, alcohol rubs, Russian, Swedish, Turkish baths, or acupressure or any combination thereof in exchange for compensation at a fixed place of business. Any business that offers any combination of massage therapy and bath facilities – including, but not limited to, showers, baths, wet and dry heat rooms, pools and hot tubs – shall be deemed a Massage Establishment under this Chapter. Excluded from the definition of "Massage Establishment" shall be any commercial sex venue as defined in Section 11.04.310.

**SECTION 39.** Section 8.04.720 is hereby amended to read as follows:

**8.04.720 Fee Schedule.**

Business Classification	Permit Fee
...	
<u>Massage establishment</u>	<u>409.00</u>
...	

**SECTION 40.** Section 8.04.728 is hereby amended to read as follows:

**8.04.728 Service Charges—Basis—Payment.**

...

D. The County Health Officer, upon request and in his or her discretion, may provide to a party requesting plan review an Expedited Construction Inspection. The initial Expedited Construction Inspection shall be completed within forty-eight (48) hours from receipt of payment of the fee. The fee charged shall be one-half (0.5) of the appropriate plan check fee and shall cover the cost of the initial and, if the County Health Officer deems it necessary, a final construction inspection. If a final construction inspection is deemed necessary, the party shall submit a separate request for such final construction inspection which shall be completed within forty-eight (48) hours from the time said request is received. Any additional construction inspections will be charged according to the Standard Billing Hourly Rate Schedule in Subsection C above.



E. The County Health Officer, upon request and in his or her discretion, may provide to a party requesting an Expedited Plan Check Review Process. An Expedited Plan Check Review Process shall consist of the initial plan review to be completed within ten (10) working days from receipt of payment of the fee and one follow-up plan review, and upon separate request, an initial and, if the County Health Officer deems it necessary, a final construction inspection to be completed within forty-eight (48) hours from the time said request is received. A fee shall be charged at the rate of one and a half (1.5) times the appropriate plan check fee and shall cover the cost of the expedited initial and follow-up plan review and the expedited initial and final construction inspections. Any additional reviews or inspections will be charged according to the Standard Billing Hourly Rate Schedule in Subsection C above.

F. Following is the Schedule of Service Charges for services provided by the County Health Officer. Failure to pay said fees constitutes a violation of this ~~s~~Section and may be prosecuted as such.

...	
Message <del>parlor</del> <u>establishment</u> :	
Message Parlor Inspection <u>Site evaluation</u>	201.00-164.00
...	

**SECTION 41.** Part 8 Chapter 8.04.1400 is hereby added to read as follows:

**Part 8. Message Establishments.**

**Chapter 8.04.1400 Purpose of Massage Establishment Public Health**

**Permit.**

**8.04.1410 Definitions.**

**8.04.1420 Public Health Permit – Required.**

**8.04.1430 Application Requirements for Massage Establishment**

**Public Health Permit.**

**8.04.1440 Public Health Permit – Display Required.**

**8.04.1450 Massage Services – Payment.**

**8.04.1460 Site Evaluation – When Required.**

**8.04.1470 Approval or Denial of Massage Establishment Public**

**Heath Permits.**

**8.04.1480 Public Health Permit – Exemptions.**

**8.04.1490 Operating Without a Business License - Prohibited.**

**8.04.1400 Purpose of Massage Establishment Public Health**

**Permit.**

A. The ordinance codified in this Title, together with the additions and amendments to Titles 7, 11, and 22, are collectively referred to as the Los Angeles County Massage Establishment Ordinance. These Titles should be read together to understand an applicant and permittee's legal obligations and the Board of Supervisors' intent in implementing these provisions.

B. Part 8 of Chapter 8.04 establishes a public health permit and fee system for Massage Establishments that are subject to State and local laws and regulations relating to public health and safety and Los Angeles County Code, Title 11, Chapter 11.36, Massage Establishments to ensure that County expenses resulting from the County's inspection and enforcement of public health requirements of Massage Establishments are offset by the fees collected.

C. The authority for this Part 8 and Los Angeles County Code, Title 11, Chapter 11.36 is contained in the California Government Code section 51030 et seq., which expressly provides for the local regulation of Massage Establishments.

**8.04.1410 Definitions.**

A. "Business" includes, but not by way of limitation, everything about which a person can be employed, and means that which occupies the time, attention, and labor of persons to produce a livelihood or profit, and connotes the efforts of such persons by varied and diverse methods of dealing with each other, to improve their individual economic conditions, and for the purposes of this Chapter shall include, without limitation, the advertising and soliciting of massages. The term "business" includes, but is not limited to, a massage technician who is the sole owner, operator and employee of a Massage Establishment operating as a sole proprietorship, as well as a Massage Establishment which employs massage technicians. The term "business" excludes massage, massage services, and massage therapy provided at a home-based residence.

B. "California Massage Therapy Council" or "CAMTC" means the massage therapy organization authorized to issue certifications pursuant to the California Business and Professions Code section 4600 et seq., the Massage Therapy Act.

C. "Client" means the customer or patron who pays for or receives massage services.

D. "Compensation" means the payment, loan, advance, donation, contribution, deposit, exchange, or gift of money or anything of monetary value.

E. "Employee" means any person employed by a Massage Establishment owner who may render any service to the business, and who receives any form of compensation from the establishment.

F. "Inspection Notification" means a public notification that may be posted by the County Health Officer at a Massage Establishment upon inspection of the establishment. The notice shall have contact information for the Environmental Health division of the Department of Public Health.

G. "Manager" means the person(s) designated by the owner or operator of the Massage Establishment to act as the representative or agent of the owner or operator in managing day-to-day operations. The manager must be familiar with the requirements of Los Angeles County Code, Titles 7, 8, and 11 and State laws related to massage, massage services, or massage therapy, and be capable of communicating the provisions of State law and County Code related to massage, massage services, or massage therapy to employees, independent contractors, and patrons of the establishment.

H. "Massage," "Massage Services," and "Massage Therapy" means the scientific manipulation of the soft tissues, or as otherwise defined in Division 2, Chapter 10.5 of the Business and Professions Code.

I. "Massage Technician" as used in this Chapter means the following:

1. Any person(s) who administers to any person, for any form of consideration or gratuity, a massage, massage services, and massage therapy as defined in Section 8.04.1410 of this Chapter. A "massage technician" also includes a student at a school of massage who administers massage, massage services, or massage therapy to any person who pays for or gives a gratuity for such, whether the payment or gratuity is to such student or to the school. As used in this Chapter approved school means any school or institution of learning approved pursuant to Division 2, Chapter 10.5 of the Business and Professions Code, or

2. A massage therapist who is certified by the CAMTC under section 4604 of the Business and Professions Code, and who administers massage for compensation, or

3. A massage practitioner who is certified by the CAMTC pursuant to sections 4604.1 or 4604.2 of the Business and Professions Code, and who administers massage for compensation.

J. "Owner" means a person with ownership interest in a business. An ownership interest shall be deemed to exist when a person has a five (5) percent or greater interest in the stock, assets, or income of a business other than the sole interest of security for debt.

K. "Reception area" means an area immediately inside the main entrance of the Massage Establishment dedicated to the reception and waiting of patrons of the Massage Establishment and visitors, and which is not a massage therapy room or otherwise used for the provision of massage therapy services.

L. "Reflexology" means the application of specific pressure by the use of the technician's hands, thumb, and fingers to reflex points in the client's hands, feet, or ears.

M. "Sole proprietorship" means a Massage Establishment where the owner owns 100 percent (100%) of the business and is the only person who provides massage services for compensation pursuant to a valid and active CAMTC certificate or valid massage technician license. A Sole Proprietor has no employees or independent contractors providing massage services. A Sole Proprietorship does not include a single technician operating out of the technician's own personal residence.

N. "Solicit" means to request, ask, demand or otherwise arrange for the provision of services.

O. "Vermin" means insects, or cockroaches, mice, rats, and similar pests that carry disease.

P. "Vermin infestation" means the presence of vermin within the Massage Establishment as evidenced by actual live bodies, fresh droppings or vomitus, urine stains, or gnaw marks, that could result in contamination of premises, massage equipment, linens, and massage tables.

**8.04.1420 Public Health Permit—Required.**

A. Any owner of a Massage Establishment shall procure a public health permit, comply with this Part, Los Angeles County Code, Title 11, Chapter 11.36, State laws, and pay an annual permit fee in the amount set forth in Title 8, Section 8.04.720.

B. It shall be unlawful for any business to provide massage services for compensation within the unincorporated area of Los Angeles County without obtaining a public health permit as provided in this Chapter.

C. The effective dates for the Massage Ordinance codified in this Chapter are as follows:

1. As the effective date of this ordinance, new Massage Establishments that do not have an existing business license or permit issued by the County Department of Public Health must procure both a business license issued in accordance with Title 7 and a public health permit issued in accordance with Title 8 and Title 11 prior to conducting business.

2. Massage Establishments with an existing, valid business license must comply with the amended and new Title 7 ordinance terms at the time of license renewal, except compliance with Section 7.54.290 is required within 120 days of the effective date.

3. Massage Establishments located in incorporated cities must renew the license when it expires. Existing Massage Establishments must obtain a public health permit within 120 days of the effective date of this ordinance.

**8.04.1430                      Application and Renewal Requirements for Massage**

**Establishment Public Health Permit.**

A.     The public health permit application and renewals shall include all of the following information:

1.     Legal name of the Massage Establishment;
2.     Physical Address (no P.O. Box) and telephone number of the  
Massage Establishment;
3.     Legal names of all owners of the Massage Establishments;
4.     Any other name(s) used by any owner(s) in the last five (5) years;
5.     For all owners, number of the valid and current driver's license  
and/or identification issued by a state or federal governmental agency or other  
photographic identification bearing a bona fide seal by a foreign government;
6.     Written evidence that the applicant is at least 18 years of age;
7.     A list of all the Massage Establishment employees and independent  
contractors who are performing massage and their CAMTC certification or if non-  
certified, a copy of their valid massage technician license number;
8.     Residence address and telephone number of all owners of the  
Massage Establishment;
9.     Business address and telephone number of all owners of the  
Massage Establishment;
10.    The form of business under which the Massage Establishment will  
operate (i.e., corporation, general or limited partnership, limited liability company, or



other form);

11. For all owners, a signed statement that all of the information contained in the application is true and correct; that all owners shall be responsible for the conduct of the establishment, employees or independent contractors providing massage services; and acknowledging that failure to comply with the Business and Professions Code section 4600 et seq., any local, State, or federal law, may result in revocation of the permit.

12. If applicable, provide a business license referral from the Los Angeles Tax Collector.

13. All convictions, except for minor traffic violations.

14. Any and all violations within the last five (5) years, including revocation, suspensions or denials of any licenses or permits, of any city, county or State laws governing Massage Establishments.

B. The applicant shall be notified in writing if the application is incomplete and shall have sixty (60) days from the date of the notification to supply the information or documentation that is required for the application to be deemed complete. If the applicant does not provide such information within sixty (60) days, the application will be deemed abandoned and will not receive further consideration.

**8.04.1440 Public Health Permit—Display Required.**

Every public health permit issued in accordance with this Chapter shall be displayed in a conspicuous place in plain sight of patrons in the business establishment for which the permit is issued.

**8.04.1450                      Massage Services—Payment.**

All payments including tip/gratuity for massage services at a Massage Establishment shall be made exclusively at the designated reception area regardless of form of payment.

**8.04.1460                      Site Evaluation—When Required.**

A.     A site evaluation shall be conducted for compliance with this Part and Los Angeles County Code, Title 11, Chapter 11.36, Massage Establishments, as applicable. When a site evaluation is required, a public health permit will be issued after the Massage Establishment complies with the site evaluation.

B.     A site evaluation shall be required when:

1.     There is new construction or a remodeling of the facility that increases the size or type of business or services provided;
2.     There is a change of ownership or a new public health permit is required; or
3.     Deemed necessary by the County Health Officer for protecting public health and safety.

**8.04.1470                      Approval or Denial of Massage Establishment Public Heath Permits.**

A Massage Establishment public health permit will be issued unless:

A.     The applicant has not complied with the site evaluation and thus not in compliance with this Part and the Los Angeles County Code Title 11, Chapter 11.36 Massage Establishments, as applicable.

- B. The application is incomplete.
- C. The applicant has falsified information on the application.
- D. The applicant or any owner of the Massage Establishment was required to register under the provisions of Penal Code section 290 or within ten (10) years immediately preceding the date of the application committed a violation of an offense or crime as listed in Section 11.36.330.

**8.04.1480 Public Health Permit—Exemptions.**

This Part shall not apply to the following classes of persons or entities, and no Massage Establishment public health permit shall be required, while engaged in performing the duties of their respective professions:

- A. Physicians, surgeons, chiropractors, osteopaths, or physical therapists who are duly licensed to practice their respective professions in the State of California, and persons working at the place of business and under the supervision of a licensed physician, surgeon, chiropractor, osteopath, or physical therapist.
- B. Nurses who are registered as such under the laws of the State of California.
- C. Hospitals and medical centers.
- D. Barbers and beauticians, estheticians, and cosmetologists who are duly licensed under the laws of the State of California while engaging in practices within the scope of their licenses, except that this provision shall apply solely to the massaging of the neck, face and/or scalp, hands or feet of the clients.

E. Accredited high schools, junior colleges, and colleges or universities whose coaches and trainers are acting within the scope of their employment.

F. Trainers of amateur, semi-professional or professional athletes or athletic teams while engaging in their training responsibilities for and with athletes; and trainers working in conjunction with a specific athletic event.

G. Acupuncturists who are duly certified to practice their profession in the State of California.

H. Staff of any location licensed as a health club/gym, provided only one massage table is used at such location and provided such use is incidental to the operation of the health club/gym.

I. Persons administering massages or health treatment at a single-occurrence athletic, recreational or festival events, such as health fairs, road races, track meets, triathlons and other similar events; provided that all of the following conditions are satisfied:

1. The massage services are made equally available to all participants in the event;

2. The event is open to participation by the general public or a significant segment of the public such as employees of sponsoring or participating corporations;

3. The massage services are provided at the site of the event and either during, immediately preceding or immediately following the event;

4. The sponsors of the event have been advised of and have approved the provision of massage services; and

5. Persons providing the massage services are not the primary sponsors of the event.

**8.04.1490 Operating Without a Business License—Prohibited.**

A. To operate as a Massage Establishment in the unincorporated areas of the County, the business must have a valid public health permit and a County business license. If the Tax Collector or Business License Commission revokes or suspends the business license for any period of time, the public health permit shall be automatically revoked or suspended for the same period.

B. To operate as a Massage Establishment in the incorporated cities, the business must have a valid public health permit and city business license or permit, as applicable. If the city revokes or suspends the business license for any period of time, the public health permit shall be automatically revoked or suspended for the same period.

**SECTION 42.** Chapter 8.04.1500 is hereby added to read as follows:

**Chapter 8.04.1500 Signs.**

**8.04.1510 Inspection Notification—Display Required.**

**8.04.1520 List of Services.**

**8.04.1530 Prohibited Advertising.**

**8.04.1540 Notice—Human Trafficking Prohibited.**

**8.04.1550 Implementation.**

**8.04.1500 Signs**

A recognizable and readable sign shall be posted at the main entrance, identifying the Massage Establishment. Such sign shall comply with all requirements of all county ordinances and municipal codes, as applicable.

**8.04.1510 Inspection Notification—Display Required.**

Upon issuance by the County Health Officer, the Health Officer shall post at every Massage Establishment the inspection notification as determined by the County Health Officer, so as to be clearly visible to the general public and to patrons entering the facility. "Clearly visible to the general public and to patrons" means:

1. Posted in the front window of the facility within five (5) feet of the main entrance; or
2. Posted in a location as directed and determined in the discretion of the County Health Officer to ensure proper notice to the general public and to patrons.

**8.04.1520 List of Services.**

A list of the services available, minimum duration of the service and the cost of such services shall be displayed in a conspicuous place within the reception area of the Massage Establishment. No owner, operator, or manager shall permit, and no massage technician under Title 7, Chapter 7.54.200 shall offer or perform, any service other than those displayed or listed as required herein, nor shall owner, operator or a massage technician request or charge a fee for any service other than those on the list of services available and displayed in the reception area.

**8.04.1530 Prohibited Advertising.**

A. No Massage Establishment shall cause to be placed, published or distributed, including on the internet, any advertising that would reasonably suggest to prospective clients that any service is available other than those services listed as an available service pursuant to Section 8.04.1520, nor shall any Massage Establishment employ language in the text of such advertising that would reasonably suggest to a prospective client that any service is available other than those services as described in compliance with the provisions of this Chapter. No person providing massage services shall advertise in any manner or form that massage is provided for compensation unless a valid license is possessed as required by Title 7 – Business Licenses, or is CAMTC certified as applicable. No Massage Establishment, or independent contractor, shall advertise in any manner or form that it provides massage for compensation unless the Massage Establishment possesses a valid public health permit.

B. No Massage Establishment shall cause to be published or distributed, including on the internet, any advertising or services that would violate this Chapter.

**8.04.1540 Notice—Human Trafficking Prohibited.**

Massage Establishments must comply with the requirements of Civil Code section 52.6, which requires the posting of notices concerning human trafficking and slavery in a public and conspicuous place.

**8.04.1550 Implementation.**

The County Health Officer is responsible for administration of this Chapter which may include public education, public outreach, and promulgating guidelines and rules consistent with the provisions of this Chapter and the County Code.

**SECTION 43.** Chapter 11.36 is hereby added to read as follows:

**Chapter 11.36 Massage Establishments.**

**Part 1 General Provisions.**

**11.36.010 Purpose and Intent.**

**11.36.020 Definitions.**

**11.36.030 Referral of Massage Establishment Public Health Permit**

**Applications and Law Enforcement Notification.**

**Part 2 General Requirements of Massage Establishments.**

**11.36.040 Employment of Minors Prohibited.**

**11.36.050 Maintenance of Premises and Equipment.**

**11.36.060 Draping the Client—Required.**

**11.36.070 Attire Requirements.**

**Part 3 Operational Requirements of Massage Establishments.**

**11.36.080 Hours of Operation and Other Restrictions.**

**11.36.090 Massage Technician—Required.**

**11.36.100 Manager—Required.**

**11.36.110 Entry and Exit.**

**11.36.120 Cleanliness.**



**11.36.130                    Contamination Prevention.**

**11.36.140                    Operating Requirements.**

**11.36.150                    Lighting and Ventilation.**

**11.36.160                    Toilet Facilities, Dressing and Lockers.**

**11.36.170                    Hand Wash Sink for Employees.**

**11.36.180                    Recording of Activities Prohibited.**

**Part 4                        Inspection of Massage Establishments and**  
**Enforcements.**

**11.36.190                    Inspection by Officials.**

**11.36.200                    Abatement.**

**11.36.210                    Hearing Process.**

**11.36.220                    Suspension or Revocation of Massage Establishment**

**Public Health Permit.**

**11.36.230                    Implementation**

**Part 1                        General Provisions.**

**11.36.010                    Purpose and Intent.**

The ordinance codified in this Title, together with the additions and amendments to Titles 7, 8, and 22, are collectively referred to as the Los Angeles County Massage Establishment Ordinance. These Titles should be read together to understand an applicant and permittee's legal obligations and the Board of Supervisors' intent in implementing these provisions.

**11.36.020 Definitions.**

Definitions contained within Title 8, Chapter 8.04 of the Consumer Protection, Business and Wage Regulations shall pertain to this Chapter.

**11.36.030 Referral of Massage Establishment Public Health Permit Applications and Law Enforcement Notification.**

A. The County Health Officer, or his or her designee, within ten (10) days of receiving an application for a public health permit to operate a Massage Establishment shall refer the applicant to the Tax Collector or the incorporated city agency to obtain the applicable business license.

B. The County Health Officer, or his or her designee, shall notify the Sheriff's Department or local police department of all approved and denied Massage Establishment public health permit applications.

**Part 2 General Requirements of Massage Establishments.**

**11.36.040 Employment of Minors Prohibited.**

It shall be unlawful to employ in a Massage Establishment any individual who is not at least eighteen (18) years of age, including the use of independent contractors.

**11.36.050 Maintenance of Premises and Equipment.**

A. All walls, ceilings, floors, pools, showers, bathtubs, steam rooms and all other physical facilities for the Massage Establishment shall be in good repair and maintained in a clean and sanitary condition.

B. The Massage Establishment's windows may not be completely obstructed.

C. Pools, showers, wet and dry heat rooms, steam or vapor rooms, or steam or vapor cabinets, shower compartments and toilet rooms shall be thoroughly cleaned each day the business is in operation. Bathtubs shall be thoroughly cleaned after each use.

D. Clean and sanitized towels and linens shall be provided for each patron of the establishment or each patron receiving massage services. No common use of towels or linens shall be permitted.

E. Separate, adequate, closed cabinets shall be provided for the storage of clean and soiled linen, and shall be plainly marked: "Clean Linen," "Soiled Linen." Linen includes, but is not limited to, sheets, towels, and apparel. Soiled towels, linens and sheets shall be laundered and dried on the premises of suitable laundry facilities or at a commercial laundry service.

F. Standard or portable massage tables with a durable, washable plastic or other waterproof material as a covering shall be used. Foam pads more than four (4) inches thick or more than four (4) feet wide may not be used. Beds, mattresses and water beds may not be used in the administration of a massage.

G. The facility shall be free of vermin, including but not limited to cockroaches, mice, rats, and other pests that carry disease.

H. A room, enclosure, or designated area that is separate from the toilet, massage room(s), steam room, or other common areas shared by the clients shall be designated and provided to employees at all times. The employee area(s) shall be

furnished with adequate storage space for employees' personal belongings. Clients and members of the public may not have access to the employee area.

I. Liquid waste shall be disposed of through the approved plumbing system and shall discharge into the public sewerage or into an approved private sewage disposal system.

**11.36.060 Draping the Client—Required.**

No massage, massage services, or massage therapy may be administered unless the patron's genitalia, and female breasts, are covered.

**11.36.070 Attire Requirements.**

All massage technicians shall meet the attire requirements specified in the California Business and Professions Code section 4609, subdivision (a)(10). All other employees, independent contractors, and owners of the Massage Establishment shall remain fully clothed in clean outer garments while on the premises of the Massage Establishment. At a minimum, such clothing shall be made of non-transparent material and shall cover the entirety of the torso area from above the chest to the knee.

**Part 3 Operational Requirements of Massage Establishments.**

**11.36.080 Hours of Operation and Other Restrictions.**

The permittee shall not conduct business or operate a Massage Establishment between the hours of 10:30 p.m. and 7:00 a.m. of any day.

**11.36.090**                    **Massage Technician—Required.**

A.     It shall be unlawful for any individual to practice massage therapy for compensation at a Massage Establishment unless that individual is a massage technician, as defined in Section 8.04.1410.

B.     CAMTC-certification or a picture identification issued by the Tax Collector shall be worn by and clearly visible on the massage technician's person during working hours and at all times when the massage technician is in the Massage Establishment.

C.     Massage technicians shall not engage in lewd conduct on business premises of the Massage Establishment. Lewd conduct means touching the genitals, buttocks, or female breast of either the massage technician or customer with some part of the other person's body for the purpose of sexual arousal or gratification.

**11.36.100**                    **Manager—Required.**

While open, all Massage Establishments licensed under Section 8.04.288, except Sole Proprietors, shall have a manager as defined in Section 8.04.1410 on the premises. The manager must be familiar with and capable of communicating with employees, independent contractors, and patrons of the establishment on the requirements of this Chapter and State law as it relates to massage therapy.

**11.36.110**                    **Entry and Exit.**

Massage Establishment clients shall enter and exit exclusively through the main entrance of the Massage Establishment. The main entrance shall be the door facing the street or, if no such door exists, the door that is most visible to members of the public passing by the Massage Establishment.

**11.36.120 Cleanliness.**

- A. Instruments used for massage shall be disinfected prior to each use by a reasonable method approved by the County Health Officer or his or her designee. Where such instruments for massage are employed, adequate quantities of supplies for disinfection shall be available during all hours of operation.
- B. Adequate equipment for disinfecting and sterilizing instruments used in performing the acts of massage shall be provided.
- C. Hot (100°F) and cold running water shall be provided at all times.

**11.36.130 Contamination Prevention.**

- A. Skin products, such as oil, lotions, and creams, shall be dispensed from single-use containers. Skin products stored in multi-use containers shall be dispensed in a manner to prevent contamination.
- B. Sponges used to rub the skin must be single use, and disposed of after each use.

**11.36.140 Operating Requirements.**

- A. No alcohol, cannabis or illegal drugs shall be permitted on premises. No alcoholic beverages, cannabis or drugs may be sold, served, used, consumed or possessed on business premises during business hours.
- B. A person shall not enter, be or remain in any part of a Massage Establishment or premises licensed as such while in the possession of, consuming or using any alcoholic beverage or drugs. The owner, operator, manager, and every supervising employee shall not permit any such person to enter or remain upon such

premises.

C. Massage Establishment owners or operators shall provide all employees with culturally and linguistically appropriate educational materials regarding employee rights, and information on a variety of resources, including linkages to health services, victim assistance services, and emergency numbers and hotlines to call for information and assistance.

D. Massage Establishment premises shall not be used as a sleeping room or for any other residential purpose.

E. A Massage Establishment owner shall notify the County Health Officer, or his or her designee, of any changes to the owner's address and/or phone number.

F. A Massage Establishment owner shall report to the County Health Officer, or his or her designee, any of the following within ninety-six (96) hours of the occurrence:

1. Arrests of any employees, independent contractors, or owners of the Massage Establishment for an offense other than a misdemeanor traffic offense;

2. Any event involving the Massage Establishment owner or a massage technician employed therein that constitutes a violation of this ordinance or State or federal law;

3. Any provision which requires reporting to the County Health Officer or his or her designee even if the Massage Establishment owner believes that the County Health Officer or his or her designee has or will receive the information from another source.

G. Massage, massage services, or massage therapy are not permitted in rooms, booths, or other areas with doors capable of being locked.

H. The exterior doors and the doors separating the waiting or reception area from the remainder of the establishment shall remain unlocked during business hours (including electric locking devices). This subdivision shall not apply to sole proprietorship Massage Establishments as defined in Section 8.04.1410.

I. A copy of the CAMTC certificate or valid massage technician license issued by the Treasurer and Tax Collector of each and every massage technician employed in the business shall be displayed in the reception area or similar open public place on the premises. CAMTC certificates or massage technician licenses of former employees and/or independent contractors shall be removed as soon as those massage technicians are no longer employed by or offering services through the massage business.

J. For each massage service provided, every massage business shall keep a complete and legible written or electronic record of the following information: (1) the date and hour that service was provided; (2) the service provided; (3) the name or initials of the employee entering the information; and (4) the name of the massage technician administering the service and the CAMTC certificate number, and business license identification number. Such records shall be open to inspection and copying by the Sheriff's Department, or other officials charged with enforcement of this Chapter. These records may not be used by any massage technician or operator for any purpose other than as records of service provided and may not be provided to other parties by



the massage technician or operator unless otherwise required by law. Such records shall be retained on the premises of the massage business for a period of two (2) years and be immediately available for inspection during business hours.

K. Condoms are prohibited on or within the premises of a Massage Establishment.

L. All massages, massage services, and massage therapy must be performed at the Massage Establishment.

**11.36.150                    Lighting and Ventilation.**

Massage Establishments shall comply with the local building code for lighting and ventilation.

**11.36.160                    Toilet Facilities, Dressing and Lockers.**

A. A minimum of one (1) toilet and one (1) washbasin, shall be provided in every Massage Establishment as per local building code for patrons and employees. Hand wash sinks shall be provided with approved, sanitary drying method(s), which includes single-use paper towels, and soap placed in permanently installed dispensers. A trash receptacle shall be provided in each toilet room.

B. Adequate dressing rooms shall be provided for patrons. Dressing rooms will be used only by patrons of the same sex at the same time. Dressing rooms need not be separate from the room in which the massage is being performed. If the massage takes place without disrobing of patrons, then separate dressing rooms are not required for each patron. A location for each patron served to safely store their valuables shall be provided such as a locker or other approved methods as approved by

the County Health Officer or his or her designee.

**11.36.170 Hand Wash Sink for Employees.**

A minimum of one separate hand wash sink shall be provided in each Massage Establishment for the use of employees. The hand wash sink shall have hot (100°F) and cold running water at all times, and shall be located within or as close as practical to the area devoted to performing massage services. In addition, there shall be provided at each hand wash sink, liquid hand soap, single-use wall mounted disposable paper towels and soap placed in permanently installed dispensers.

**11.36.180 Recording of Activities Prohibited.**

No part of a Massage Establishment where massage, massage services or massage therapy are being conducted shall be equipped with any electronic, mechanical or artificial device used, or capable of being used, for recording or videotaping, for monitoring the activities, conversation, or other sounds in the treatment room or room used by customers, except in the designated reception areas.

**Part 4 Inspection of Massage Establishments and Enforcements.**

**11.36.190 Inspection by Officials.**

The County of Los Angeles, including but not limited to Los Angeles County Sheriff's Department or local law enforcement, County Health Officer, Director of Environmental Health, and Director of Regional Planning for the County of Los Angeles, or their designees, shall have the right to enter the premises from time to time during regular business hours to make reasonable inspections to observe and enforce

compliance with building, fire, electrical, plumbing or health regulations, and to enforce compliance with applicable regulations, laws, and statutes, and with the provisions of this Chapter.

**11.36.200 Abatement.**

Any Massage Establishment operated or maintained in a manner contrary to the requirements of this Chapter or as deemed by the County Health Officer, is hereby declared to be unlawful and a public nuisance.

**11.36.210 Hearing Process.**

A. Any Massage Establishment public health permit issued to a permittee may be suspended or revoked by the Department of Public Health for a violation of the requirements of Titles 7, 8, or 11, or State and local laws or regulations. Any Massage Establishment for which the public health permit has been suspended or revoked shall close and cease doing business and remain closed until the permit has been reinstated or reissued by the Department of Public Health.

B. Whenever the Department of Public Health finds that a Massage Establishment does not comply with the requirements of Titles 7, 8, or 11, or State and local laws or regulations, a report that contains a required compliance date shall be issued to the permittee. If the permittee fails to correct the violation by the compliance date, the Department of Public Health shall issue to the permittee a written notice setting forth the permit violations found by the Department of Public Health. The notice shall inform the permittee of a right to compliance review and if applicable, why the permittee's public health permit should be suspended or revoked. A permittee must

make a written request to the Department of Public Health for a compliance review within ten (10) calendar days of service of the notice, or correct the violation. A failure to request a compliance review within ten (10) calendar days after service of the notice shall be deemed a waiver of the right to a compliance review, and may subject the permittee's permit to immediate suspension by the Department of Public Health.

C. The compliance review shall be held within fifteen (15) calendar days of the Department of Public Health's receipt of the permittee's written request for a compliance review. Upon written request by the permittee, the compliance review officer may postpone any compliance review date, if circumstances warrant such action, or cancel the compliance review if the permittee's violations are corrected as verified by the Department of Public Health.

D. At the compliance review, the compliance review officer shall hear testimony, and read and consider documents submissions from the permittee and the Department of Public Health representatives.

E. The compliance review officer shall issue and serve a written decision to the permittee within fifteen (15) calendar days following the compliance review. In the event of suspension or revocation, the decision shall specify the permit violations that were found to exist and/or continue that were the basis of the suspension or revocation, the time period of the suspension of the permit, and the actions required for the correction of the continuing violations.

F. Failure to appear at the compliance review shall constitute an abandonment of the compliance review request.

G. Notwithstanding any other provision of this Chapter, if any immediate danger to the public health or safety is found or is reasonably suspected, unless the danger is immediately corrected, the Department of Public Health may immediately suspend the permittee's public health permit and order the Massage Establishment immediately closed, pending the determination of a compliance review. Immediate danger to the public health or safety shall include any condition, based upon inspection findings or other evidence, that can cause or is reasonably suspected of causing, infection, illness or disease transmission, lewd conduct, human trafficking, or any known or reasonably suspected hazardous condition.

H. Whenever a public health permit is suspended as the result of an immediate danger to the public health or safety, the Department of Public Health shall issue to the permittee a notice setting forth the violations that have caused the immediate danger, specifying the Sections of this Chapter, or State or local laws or regulations, allegedly violated, and informing the permittee of the right to a compliance review and why the permittee's public health permit should be suspended.

I. The Department of Public Health may, after providing opportunity for a compliance review, modify suspend, modify, or revoke a public health permit for serious or repeated violations of the requirements of this Chapter or State and local laws and regulation, or for interference in the performance of the inspection and investigation duties of the Department of Public Health.

J. A public health permit may be reinstated, or a new public health permit issued if the Department of Public Health determines that the conditions which

prompted the suspension or revocation no longer exist.

**11.36.220                      Suspension or Revocation of Massage Establishment**

**Public Health Permit.**

A.     Any Massage Establishment public health permit issued under this Chapter may be suspended pending an Office Review when, in the opinion of the County Health Officer or his or her designee, the public health or safety requires such suspension. A written notice of such suspension shall be provided to the permit holder by hand delivery or registered mail.

B.     A Massage Establishment public health permit may be revoked or suspended after an Office Review, if the County Health Officer or his or her designee finds:

1.     Facts sufficient to support denial of a Massage Establishment public health permit on any ground set forth in Section 8.04.1470.
2.     The massage technician has violated the conduct requirements in Section 11.36.160.
3.     There is good cause to suspend or revoke the public health permit in accordance with Chapter 8.04 – Public Health Licenses.
4.     The massage technician has violated any of the provisions of this Chapter or a rule or regulation adopted by the County Health Officer or his or her designee related to the practice of massage.

5. The owner of the Massage Establishment must register under the provisions of Penal Code section 290 or register as a sex offender in any state of the United States.

6. The owner has been convicted of Penal Code sections 266h (pimping), 266i (pandering), 314 (indecent exposure, obscene exhibitions, and bawdy and other disorderly houses), 315 (keeping or residing in a house of ill-fame), 316 (keeping disorderly house), 318 (prevailing upon person to visit a place for prostitution), 647(b) (engaging in or soliciting prostitution), 653.22 (loitering with intent to commit prostitution), or 653.23 (supervision of prostitute); has a business permit or license denied, revoked, restricted, or suspended by any agency, board, city, county, territory, or state; is subject to an injunction for nuisance pursuant to Penal Code sections 11225—11235 (red light abatement); is convicted of a felony offense involving the sale of a controlled substance; is convicted of any crime involving dishonesty, fraud, deceit, violence, or moral turpitude; or is convicted in any other state of an offense which, if committed in this State, would have been punishable as one or more referenced offenses in this subdivision.

7. The overflow or backup of toilets, sinks, floor sinks/drains resulting in the accumulation of sewage/wastewater on or within the premises.

8. The presence of a vermin infestation within the Massage Establishment.

9. The lack of available water or hot water (100°F) at all faucets within the facility.

10. The city or County business license has been revoked or suspended.

C. Whenever a public health permit has been revoked, the former permittee, whether a person, partnership, or corporation, shall not be granted a new public health permit for a period of one (1) year from the date of revocation.

**11.36.230 Implementation**

The County Health Officer is responsible for administration of this Chapter which may include public education, public outreach, and promulgating guidelines and rules consistent with the provisions of this Chapter and the County Code.

**SECTION 44.** Section 22.14.130 - M is hereby amended to read as follows:

**22.14.130 M.**

Mailed. This term and the term "mailed or delivered" shall mean:

. . .

Massage. ~~This term includes any method of pressure on or friction against, or stroking, kneading, rubbing, tapping, pounding, manipulation, or stimulating the external parts of the body, with or without the aid of any mechanical or electrical apparatus or appliances, with or without supplementary aids such as rubbing alcohol, liniments, antiseptics, oils, powders, creams, lotions, ointments, or other similar preparations.~~ This term includes "massage services." "Massage," "massage services," or "massage therapy" means the scientific manipulation of the soft tissues or as otherwise defined in Division 2 Chapter 10.5 of the Business and Professions Code.



Massage ~~parlor~~establishment. Means any premises where "massage" or "massage services", or massage therapy are given.

...

**SECTION 45.** Section 22.20.030 is hereby amended to read as follows:

**22.20.030 Land Use Regulations for Zones C-H, C-1, C-2, C-3, C-M, C-MJ, and C-R.**

...

C. Use Regulations.

1. Principal Uses. Table 22.20.030-B, below, identifies the permit or review required to establish each principal use.

<b>Table 22.20.030-B: PRINCIPAL USE REGULATIONS FOR COMMERCIAL ZONES</b>								
	<i><b>C-H</b></i>	<i><b>C-1</b></i>	<i><b>C-2</b></i>	<i><b>C-3</b></i>	<i><b>C-M</b></i>	<i><b>C-MJ</b></i>	<i><b>C-R</b></i>	<i><b>Additional Regulations</b></i>
...								
<b><u>Service Uses</u></b>								
...								
Massage <del>parlor</del> <u>establishment</u>	–	–	–	CUP	CUP	CUP	CUP	
...								

**SECTION 46.** Section 22.22.030 is hereby amended to read as follows:

**22.22.030 Land Use Regulations for Zones M-1, M-1.5, M-2, and M 2.5.**

...

C. Use Regulations.

1. Principal Uses. Table 22.22.030-B, below, identifies the permit or review required to establish each principal use.

Table 22.22.030-B: PRINCIPAL USE REGULATIONS FOR INDUSTRIAL ZONES					
	<i>M-1</i>	<i>M-1.5</i>	<i>M-2</i>	<i>M-2.5</i>	<i>Additional Regulations</i>
...					
<b>Service Uses</b>					
...					
Message parlor establishment	CUP	CUP	CUP	CUP	
...					

**SECTION 47.** Section 22.24.030 is hereby amended to read as follows:

**22.24.030 Land Use Regulations for Rural Zones.**

...

**C. Use Regulations.**

1. Principal Uses. Table 22.24.030-B, below, identifies the permit or review required to establish each principal use.

Table 22.24.030-B: PRINCIPAL USE REGULATIONS FOR RURAL ZONES			
	<i>C-RU</i>	<i>MXD-RU</i>	<i>Additional Regulations</i>
...			
<b>Service Uses</b>			
...			
Message parlor establishment	CUP	CUP	
...			

**SECTION 48.** Section 22.26.030 is hereby amended to read as follows:

**22.26.030 Mixed Use Development Zone.**

. . .

B. Land Use Regulations

. . .

3. Use Regulations.

a. Principal Uses.

. . .

ii. Table 22.26.030-C, below, identifies the permit or review required to establish each principal use. These uses may be established in commercial-only development projects or properties.

TABLE 22.26.030-C: PRINCIPAL LAND USE REGULATIONS FOR ZONE MXD IN COMMERCIAL-ONLY DEVELOPMENT PROJECTS OR PROPERTIES		
		Additional Regulations
. . .		
<b>Service Uses</b>		
. . .		
Massage parlors <del>est</del> ablishment	CUP	
. . .		

**SECTION 49.** Section 22.46.3005 is hereby amended to read as follows:

**22.46.3005 Definitions of Uses and Terms.**

The following definitions shall apply in this Form-Based Code.

A. Definitions of Uses.

. . .

6. Commercial, Restricted: Commercial, Restricted means a use which, because of its characteristics or location, may be suitable only in specific locations and only if such uses are designed or arranged on the site in a particular manner. For such uses, the Hearing Officer may impose conditions to ensure the purpose and intent of this Form-Based Code are satisfied including conditions related to, but not limited to, location, construction, maintenance, operation, site planning, traffic control, and time limits for the use. Restricted Commercial may include, but not be limited to, a tobacco shop, cigar bar, hookah bar, nail salon, dry cleaning plant, mortuary, tattoo and body piercing, ~~massage parlor~~massage establishment, check-cashing store, bail bond, pawn shop, and a food and beverage processing use.

. . .

**SECTION 50.** Section 22.60.030 is hereby amended to read as follows:

**22.60.030 Prohibited Uses.**

In addition to uses listed in Section 22.22.030.E (Prohibited Uses), premises in Zone ( )-IP shall not be used for the following uses listed in Table 22.60.030-A:

<b>TABLE 22.60.030-A: USES PROHIBITED IN ZONE ( )-IP</b>	
. . .	
Art supply stores	<del>Massage parlor</del> <u>massage establishment</u>
. . .	

**SECTION 51.** Section 22.140.290 is hereby amended to read as follows:

**22.140.290 Home-Based Occupations.**

. . .

D. Prohibitions. The following uses are prohibited as home-based occupations as listed in Table 22.140.290-A, below.

TABLE 22.140.290-A: USES PROHIBITED AS HOME-BASED OCCUPATIONS	
. . .	
<del>Massage therapy services, unless the therapist has procured a massage technician's business license and a massage parlor business license, as needed, massage services, or massage therapy.</del>	Any other uses which disrupt and are inconsistent with the residential character of the neighborhood

[706040STCCC]

# County of Los Angeles Massage Establishment Ordinance

Joint Presentation by  
County Counsel  
Treasurer and Tax Collector  
Department of Public Health



# Board Motion | Nov. 21, 2017

- Directed County Counsel, with the Department of Public Health (DPH) and the Treasurer and Tax Collector (TTC), to prepare an ordinance.
- The ordinance would establish massage establishment health and safety requirements – specifically safety requirements to prevent human trafficking.
- The ordinance also requires a public health permit for annual inspections and recovers costs for the inspections through fees.

# Amended County Code Titles

- **Title 7** Business Licenses  
Amends the business license for the unincorporated areas of the County
- **Title 8** Consumer Protection, Business and Wage Regulations  
**Title 11** Health and Safety  
Creates a public health permit
- **Title 22** Planning and Zoning  
Modernizes terminology



# Public Outreach

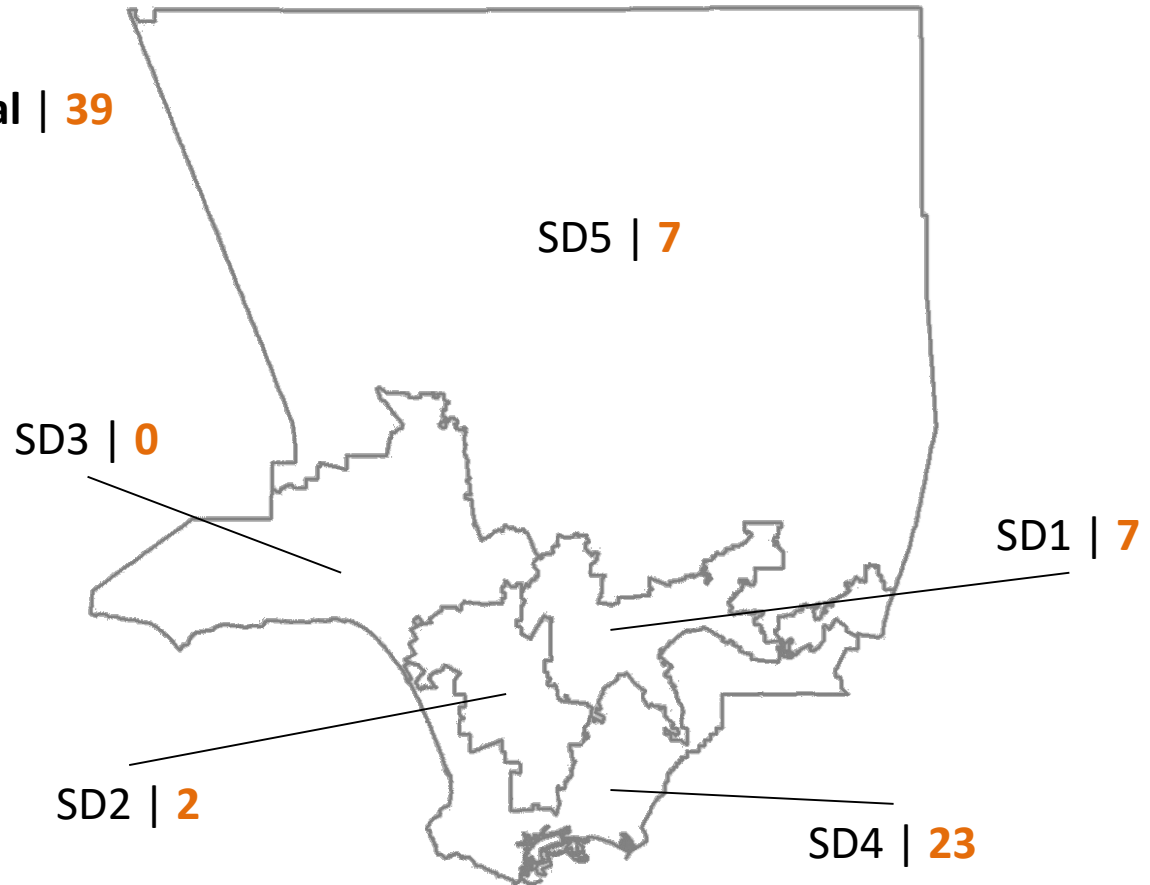
<b>Meetings in West Covina and Downey on November 15 and November 29, 2018</b>	<b>Meeting with contract cities managers on November 14, 2018</b>
50 massage establishment operations and potential operators attended	13 city representatives attended
Additional meetings planned for early 2020 regarding zoning	All 85 contract cities were invited to offer input regarding the new ordinance
Outreach meetings in West Covina and Montebello in November 2019	

# Purpose and Intent

- County Code section 7.54.005  
Addressing human trafficking is a top priority for the County. This ordinance collectively seeks to curb and prevent the potential for human trafficking and other abuses in massage establishments through a combination of enhanced business licensing and public health requirements including inspections, reporting requirements, and operational restrictions, as well as existing law enforcement review and coordination.
- All titles amended by the Massage Establishment Ordinance cross-reference each other

# Current TTC Licensees

Unincorporated Area Total | **39**



# Significant Updates

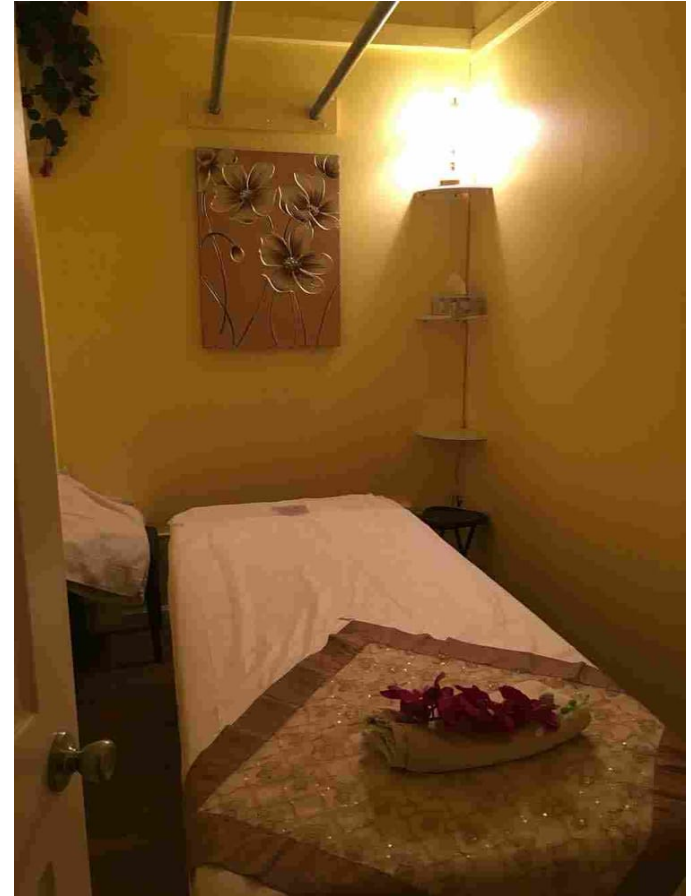
## Massage Technicians

	Tier One	Tier Two
<b>Environment:</b>	Open areas without massage services in private rooms or areas with doors that close.	Private rooms or areas with doors capable of being closed
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• TTC Massage Technician License</li> <li>• Minimum of two years' experience, education, or an equivalent combination of education and experience equal to two years in massage therapy</li> </ul>	<ul style="list-style-type: none"> <li>• Certification through the California Massage Therapy Council. No TTC license required.</li> </ul>
<b>Compliance Deadline:</b>	2 years after the Effective Date of the Ordinance	

# Example of an “Open Area”



# Example of a “Private Room”



# Significant Updates

Annual renewal process (After initial first year licensing)	7.06.070, 7.06.261, 8.04.720
Clarified Live Scan requirement for massage establishment owners	7.54.050
Business license AND annual public health permit required	7.54.050, 8.04.1420
Annual inspections	7.54.070, 8.04.1510, 11.36.190



# Significant Updates

Payments accepted only in designated reception area of massage establishment	7.54.080 K, 8.04.1450
Receipt with consecutive numbering required for each transaction	7.54.080 L
Certain advertising in print and online prohibited	7.54.095, 8.04.1530
Signage regarding human trafficking	7.54.090, 8.04.1540



# Notice | Required Signage

“ If you or someone you know is being forced to engage in any activity and cannot leave—whether it is commercial sex, housework, farm work, construction, factory, retail, or restaurant work, or any other activity—call the National Human Trafficking Resource Center at 1-888-373-7888 or the California Coalition to Abolish Slavery and Trafficking (CAST) at 1-888-KEY-2-(FREEDOM) or 1-888-539-2372 to access help and services. Victims of Slavery and human trafficking are protected under United States and California Law. ”

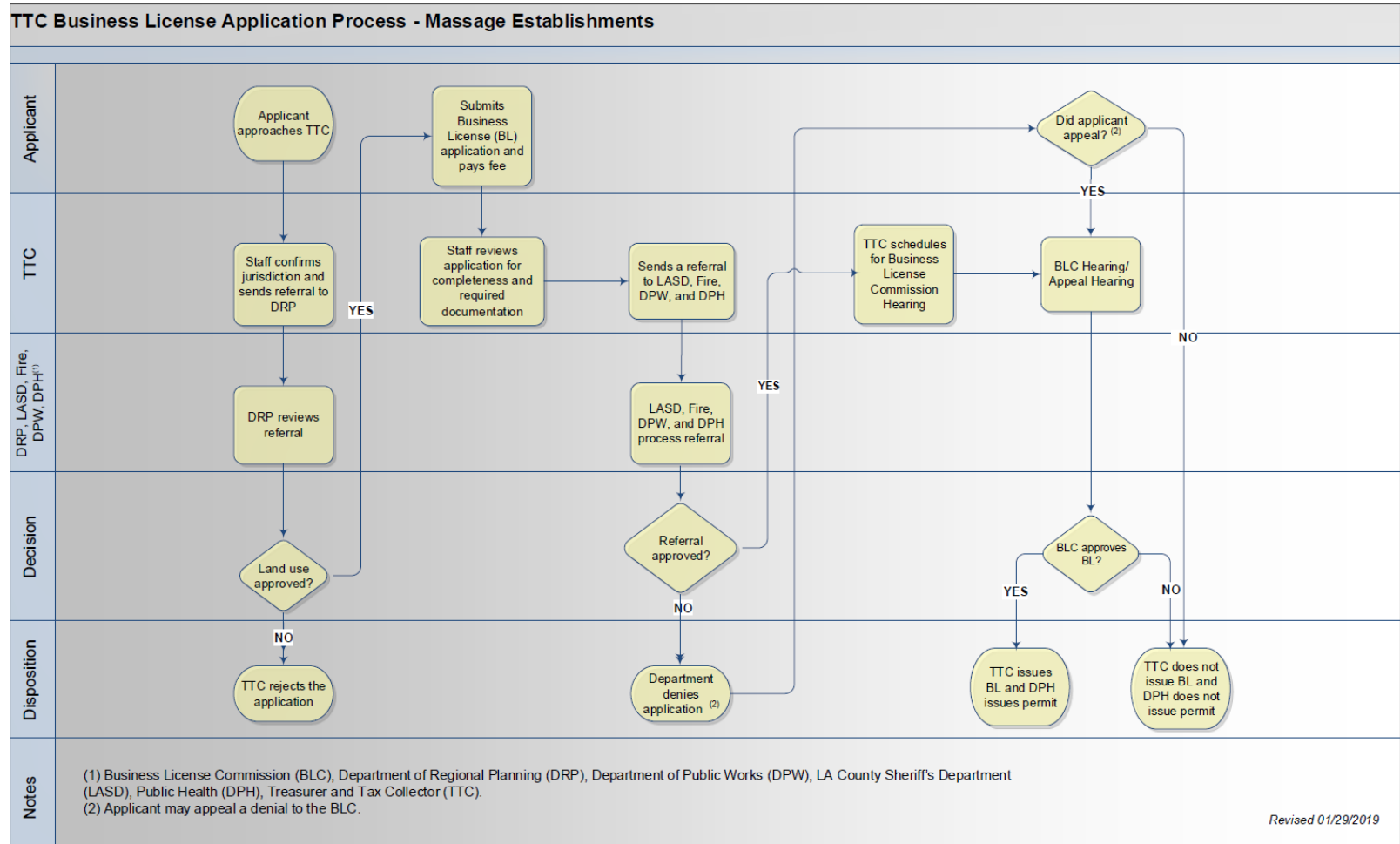
Civil Code section 52.6

# Exemptions

- Physicians, chiropractors, osteopaths, physical therapists, registered nurses, acupuncturists, coaches and trainers at accredited schools, trainers of athlete in conjunction with a specific event, licensed barbers, beauticians, estheticians, and cosmetologists within scope of license (i.e. neck, face, scalp, hands, and feet)
- Facilities like hospitals, medical centers, health clubs or gyms (provided only one massage table with use incidental to operation of the club/gym)

Business and Professions Code section 500 et seq.

# Application Process



Please refer to handout for detailed process.

# Enforcement and Penalties

Revocation/suspension of business license automatically suspends public health permit for same period	7.54.290, 8.04.1490, 11.36.220 (B) (10)
Immediate suspension for imminent danger to public health or safety	11.36.220 (A)
Violation of any provision of Title 7 includes a fine of \$1,000, a misdemeanor punishable up to six months in County jail, or both	7.04.320
Massage establishments operating without a business license will be notified to cease operations	7.04.380
Sheriff can cite for criminal penalties and civil remedies can be sought for public nuisance	Penal Code; Civil Code

# Fees

<b>Business license fees</b>		<b>7.14.010</b>
Annual fee (Establishments)		
<i>Old</i>		\$2,254
NEW		\$1,896
Renewal fee increase (Establishments)		
<i>Old</i>		\$213
NEW		\$1,119
Annual fee (Technicians)		
<i>Old</i>		\$252
NEW		\$233
Subsequent renewal fee increase (Technicians)		
<i>Old</i>		\$208
NEW		\$233
<b>Public Health permit fees</b>		<b>8.04.720</b>
Annual permit fee (NEW)		\$409
Site Evaluation		\$164



# The Los Angeles County Massage Ordinance

## Public Health Permit and Business License

<u>PROPOSED AMENDMENTS TO BUSINESS LICENSE</u> <u>TITLE 7: MASSAGE ESTABLISHMENTS</u>		<u>PROPOSED PUBLIC HEALTH PERMIT</u> <u>TITLES 8 AND 11</u>	
<ul style="list-style-type: none"> <li>Title 7 health requirements removed and placed in proposed DPH ordinance (8.04 and 11.36)</li> <li>Continue to require a background investigation</li> <li>Massage Establishment Business License and Public Health Permit required for operation (7.54.290)</li> <li>Existing owners with a valid BL may renew at license anniversary but have 120 days from effective date of ordinance to obtain a DPH permit (7.54.020(B)(2))</li> <li>Operating requirements: New application annually (7.06.040); all payments in reception area (7.54.080(K)); windows cannot be completely obstructed (7.54.080(D)); no person may use establishment for residential purpose (7.54.080(E)); advertising for illicit services prohibited (7.54.095)</li> <li>Business License Commission Hearing required annually (7.06.040 and 7.54.050)</li> </ul>		<ul style="list-style-type: none"> <li>Public Health Permit required (8.04.1420)</li> <li>Site evaluation required for issuance of permit (8.04.1460)</li> <li>Valid business license and public health permit required for operation (8.04.1490)</li> <li>Inspection notification must be posted at massage establishments (8.04.1510)</li> <li>Employment of minors prohibited (11.36.040)</li> <li>Requirements for maintenance of Premises and Equipment (11.36.050)</li> <li>Attire requirements for persons administering massage (11.36.070)</li> <li>Hearing process (11.36.210)</li> <li>Post human trafficking and slavery notices (7.54.090 and 8.04.1540)</li> </ul>	

### QUALIFICATIONS

#### TIER 1 – MASSAGE TECHNICIANS

- Massage Technician Business License issued by the Tax Collector is required for massage technicians working in establishments that have open areas only (7.54.210)
- Criminal background check not required for massage technicians
- Two years' experience or equivalent combination of education and experience required before applying for license (7.54.230)
- Massage technicians will have two years to come into compliance (7.54.210)

#### TIER 2 - PROFESSIONALS

- California Massage Therapy Council (CAMTC) certification required for massage therapists or massage practitioners who practice in establishments with private rooms and doors that close (7.54.210)
- Applicants must apply with CAMTC for certification; no County business license requirement (BPC § 4600 et seq)
- Massage therapists and massage practitioners will have two years to come into compliance (7.54.210)

Business License Fees:	First Year	Annual Renewal (Subsequent to first year)
• Massage Establishment	\$1,896.00	\$1,119.00
• Massage Technician	\$ 233.00	\$ 233.00
Public Health Permit Fees:	First Year	Annual Renewal
• Permit Fee	\$ 409.00	\$ 409.00
• Site Evaluation	\$ 164.00	

### Implementation Timeline

February 7, 2020 – Ordinance goes into effect

June 5, 2020 – Public health permit required

February 7, 2022 – Licensing requirements based on Qualifications go into effect for persons giving massages

**NOTICE OF HEARING**  
**PROPOSED LOS ANGELES COUNTY MESSAGE ESTABLISHMENT ORDINANCE AMENDING**  
**LOS ANGELES COUNTY CODE TITLE 7 – BUSINESS LICENSES; ADDING A PUBLIC HEALTH**  
**PERMIT REQUIREMENT IN TITLE 8 – CONSUMER PROTECTION, BUSINESS AND WAGE**  
**REGULATIONS, AND TITLE 11 – HEALTH AND SAFETY; AND AMENDING TITLE 22 – PLANNING**  
**AND ZONING TO IMPROVE ADMINISTRATION AND REGULATION OF MASSAGE**  
**ESTABLISHMENTS TO BE HELD ON DECEMBER 17, 2019**

Notice is hereby given that a public hearing will be held by the County of Los Angeles Board of Supervisors regarding the proposed Los Angeles County Massage Establishment Ordinance amending the Los Angeles County Code Title 7–Business Licenses, updating existing licensing requirements; Title 8–Consumer Protection, Business and Wage Regulations, adding a requirement for public health permit; Title 11–Health and Safety, adding massage establishment operating requirements; and Title 22–Planning and Zoning, to improve administration and the regulation of massage establishments. This Ordinance also amends or adds fees for Title 7–Business Licenses–massage establishments and Title 8–Consumer Protection, Business and Wage Regulations for the reasonable regulatory costs for issuing the license and permit and enforcing the ordinance.

The Department of Public Health (DPH) will establish a new public health permit. The DPH Massage Establishment Public Health permit will include: **1) application review; 2) inspection of facility for compliance with operation and maintenance requirements, and 3) fees for the reasonable regulatory costs of issuing the health permit.**

The Tax Collector will continue to implement Business Licensing with additional amendments which include: **1) application review including criminal background check; 2) business license commission hearing required for application and annual renewal; 3) fee increase for licensing for reasonable regulatory costs for issuing and enforcing the licenses; and 4) valid public health permit and business license required for operation.**

Planning and Zoning amendments are to make the language consistent with Titles 7, 8, and 11 which includes **use of the term "massage establishment" throughout Title 22 replacing the term "massage parlor."**

Said hearing will be held on Tuesday, December 17, at 9:30 a.m., in the hearing room of the Board of Supervisors, Room 381B, Kenneth Hahn Hall of Administration, 500 West Temple Street (corner of Temple Street and Grand Avenue), Los Angeles, California 90012.

At the hearing, the Board of Supervisors will consider and may adopt the Los Angeles County Massage Establishment Ordinance amending Title 7 – Business Licenses; adding a public health permit requirement in Title 8 – Consumer Protection, Business and Wage Regulations; adding operation requirements in and Title 11 – Health and Safety; and amending Title 22 – Planning and Zoning. Further notice is given that the Board of Supervisors may continue this hearing.

Send written comments to the Executive Office of the Board of Supervisors at Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, California 90012. If you do not understand this notice or need more information, please contact County Counsel Government Services Division at (213) 974-1811 or e-mail [scollins@counsel.lacounty.gov](mailto:scollins@counsel.lacounty.gov), Monday through Friday, 8:00 a.m. to 5:00 p.m.

Upon the 72-hour notice, the County can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, documents are available at the Kenneth Hahn Hall of Administration in Los Angeles (500 West Temple Street), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our ADA Coordinator at (213) 974-1431 or TDD (213) 974-1707, Monday through Thursday, 7:00 a.m. to 5:30 p.m.

Si no entiende este anuncio o necesita más información, por favor llame a (626) 430-5329, de Lunes a Viernes, 8:00 a.m. a 5:00 p.m.

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Celia Zavala - Executive Officer-Clerk  
of the Board of Supervisors



## **PROJECT DESCRIPTION**

The County of Los Angeles (County) has contracted with Ventiv Technology (Ventiv) for comprehensive claims management and related services under RMIS. Ventiv will develop a single RMIS capable of managing, administering, and reducing risk exposure Countywide.

## **SCOPE**

- Module 1 – Claims Management, Corrective Action Plans, Matter Management
- Module 2 – Workers’ Compensation System
- Module 3 – Disability Management System
- Module 4 – Loss Control and Prevention System

## **TIMELINE**

The projected live date is December 2020 for all four modules. The replacement of AMS for Absence/Leave Management as part of Module 3 is scheduled to go live 2/18/2020. The other modules will follow in the latter part of 2020.

## **STATUS**

Project is on track and on target.

## **FINANCE**

The County has been billed \$8,918,469.33 to date out of a total maximum budget of \$59,651,176.36 (per revised contract).

## **GOVERNANCE**

- Milestones with key deliverables established to ensure project stays on track and target.
- Communication plan in place covering status reports and meetings; executive steering committee meetings; financial documentation; and project stream meetings.
- To control risks, a risk management plan and issue management plan are in place.
- Stakeholder Groups includes CEO, County Counsel, DHR, CIO, A-C, and selected departments.

## **ACCOMPLISHMENTS/HIGHLIGHTS**

- Module 1 – Claims Management, Corrective Action Plans, Matter Management
  - Data Conversion
    - Completed Trial 1 validation and received signoff by CEO and County Counsel.
    - Establish VPN connection allowing County Counsel access to Ventiv database to facilitate County Counsel data conversion of RTI (existing RMIS).
    - Commenced Trial 2 including Matter Management and Corrective Actions data.
    - Wholistic data conversion strategy for go-live agreed upon between all parties.
  - Completed workflow session between Ventiv and County Counsel, focused on claims management events that trigger data exchange using APIs.
  - Delivery of APIs for testing and configuration by County Counsel.
  - Provided Application Administration training for County resources.
  - High-level analysis of new scope (API and Message Bus for integration between County Counsel CRM and Ventiv Claims) completed.

- Commenced configuration based on documented configuration workbooks.
- Module 2 - Workers' Compensation
  - Completed Trial 1 validation and received signoff by CEO and TPAs.
  - Developed solution for FROI/SROI and CMS data conversion without the use of PCIS.
  - Started Trial 2 but placed on hold until County upgrades to latest version of ClaimsVision and can provide a new data source from PCIS so Trial 2 can continue.
  - Development of interfaces – 80% completed.
  - Completed work with TPAs, MMCCs, and CEO RMB to define paperless workflow.
  - Continued work on Configuration Workbooks involving TPAs, OSCRs, and CEO RMB.
  - Completed requirements on payment approval process in compliance of A-C.
- Module 3 - Disability Management
  - Data Conversion
    - Delivered, validated, and signed off on Trial 1, Trial 2, Trial 2.5 by CEO and DHR.
    - Documented Production Cutover plan for performing Final Data Conversion.
  - Developed, tested, and delivered enhancements per Amendment #1.
  - Completed business process analysis working sessions with DHR SMEs to define and document configuration requirements.
  - Configured and validated configuration per configuration workbooks, including screen configuration, business rules, correspondence templates, and interfaces.
  - Conducted configuration knowledge transfer for business rules, screen configuration, correspondence, and reports so County can triage UAT issues.
  - Testing
    - Provided Recommended UAT test plan to DHR.
    - Configured Service Helpdesk for UAT issue reporting.
    - Performed system and integration testing.
    - Initiated business process walkthrough sessions with DHR SMEs to verify configuration and test results in preparation for UAT.
    - DHR entered UAT on 9/30, completed Cycle 1 UAT with DHR and DPSS.
    - Ventiv supported UAT with reported application issues and level 2 support for configuration issues.
- Module 4 – Loss Prevention
  - Conducted requirements discussion on high-level approach for implementation and scope content. Currently it covers OSHA Reporting, Asset Management, Policy Management, and Incident Intake.
  - Received Incident Intake forms, performed initial evaluation of intake forms.

#### GENERAL

- Change Control – Received final approval for Change Control/Amendment #1 for scope change related to County Counsel CRM APIs/integration framework and new enhancements for Leave Management functionality.
- Training – Completed Student Guide for Leave Management end user training.

**VENTIV CLAIMS – PROJECT AO-18-411 – RISK MANAGEMENT INFORMATION SYSTEM (RMIS)  
SIX-MONTH UPDATE (6/1/2019 – 12/1/2019)**

- Environments – Completed build out of all environments for all three modules to support data conversion, testing, configuration, and production use.
- Deliverables – Completed 29 required Project Management deliverables, of which 4 were Key deliverables.

**KEY ACTIVITIES FOR NEXT PERIOD (12/1/2019 – 5/1/2020)**

- Module 1 – Claims Management, Corrective Action Plans, Matter Management
  - Complete and deliver Trial 2 data conversion for County validation and remediation.
  - Complete all remaining development items.
  - Configuration
    - Complete configuration including validation based on Configuration Workbooks.
    - Configure and unit test interfaces to eCAPS, Tymetrix T360, and Medicare.
  - Testing
    - Complete System and Integration testing on the fully configured application.
    - Initiate User Acceptance Testing with County.
- 1. Module 2 – Workers’ Compensation
  - Data Conversion
    - Receive data source from PCIS for Trial 2 and re-engage in conversion work.
    - Prepare change control for any modifications to conversion programs, if needed as a result of ClaimsVision upgrade.
    - Deliver Trial 2 and perform validation assuming schedule is not impacted by ClaimsVision upgrade.
  - Complete business process analysis sessions with County WC SMEs, Sedgwick and York, and with CorVel, AMC, and Medata (MMCCs) to document configuration requirements.
  - Complete configuration and testing of requirements in Configuration Workbooks.
  - Configure and test interfaces to eCAPS, ISO Claim Search, CA IAIABC, and Medicare.
  - Initiate System and Integration testing on the fully configured application.
- 2. Module 3 – Disability Management
  - Perform Trial 3 data conversion and data validation.
  - Address UAT issue needed for go-live and capture items to be addressed post go-live
  - County to complete User Acceptance Testing and signoff.
  - Open up Ventiv University for users to take the self-paced fundamentals course.
  - Deliver instructor led training on Leave Management functionality to 350 users.
  - Production Cutover
    - Signoff on system readiness for Production Use.
    - Perform final data conversion and bring Leave Management into production use.
- 3. Module 4 – Loss Prevention
  - Complete analysis of Incident Intake forms.
  - Define requirements for Asset import interface.
  - Configure several Incident Intake forms using Ventiv Digital product.