



**Chief
Executive
Office.**

COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICER
Fesia A. Davenport

COMMUNITY SERVICES CLUSTER AGENDA REVIEW MEETING

DATE: Wednesday, August 2, 2023
TIME: 9:00 a.m.

THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY AS PERMITTED UNDER THE BOARD OF SUPERVISORS' JUNE 27, 2023, ORDER SUSPENDING THE APPLICATION OF BOARD POLICY 3.055 UNTIL AUGUST 31, 2023.

**TO PARTICIPATE IN THE MEETING CALL TELECONFERENCE NUMBER: (323) 776-6996
ID: 885 291 326#**

[Click here to join the meeting](#)

AGENDA

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

1. CALL TO ORDER

2. INFORMATIONAL ITEM(S): [Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices with advance notification]:

- A.** Board Letter (Public Works) for September 12, 2023 Board agenda:
TRANSPORTATION CORE SERVICE AREA
COOPERATIVE AGREEMENT FOR INTERCHANGE IMPROVEMENTS
ON ROSEMEAD BOULEVARD AT STATE ROUTE 60
- B.** Board Letter (Public Works) for September 12, 2023 Board agenda:
SERVICES CONTRACT TRANSPORTATION CORE SERVICE AREA
AWARD OF SERVICES CONTRACT FOR HEIGHTS HOPPER SHUTTLE
SERVICE IN THE UNINCORPORATED COUNTY COMMUNITIES OF
HACIENDA HEIGHTS AND ROWLAND HEIGHTS
- C.** Board Letter (Public Works) for September 12, 2023 Board agenda:
WATER RESOURCES AND TRANSPORTATION CORE SERVICE AREAS
AWARD OF SERVICE CONTRACT FOR ON-CALL EMERGENCY
REMOVAL OF HAZARDOUS MATERIALS

Wednesday, August 2, 2023

- D.** Board Letter (Public Works) for September 12, 2023 Board agenda:
SERVICES CONTRACT
ENVIRONMENTAL SERVICES CORE SERVICE AREA
AWARD OF SERVICES CONTRACT FOR ON-CALL REGIONAL USED
MOTOR OIL AND OIL FILTER RECYCLING COLLECTION AND PUBLIC
EDUCATION PROGRAM
- E.** Board Letter (Public Works) for September 12, 2023 Board agenda:
SERVICES CONTRACT
PUBLIC CONTRACTING AND ASSET MANAGEMENT SOLE SOURCE
AMENDMENT FOR CAFETERIA AND VENDING MACHINE SERVICES AT
THE DEPARTMENT OF PUBLIC WORKS HEADQUARTERS

3. PRESENTATION/DISCUSSION ITEM(S):

- A.** Board Briefing (Public Works):
LA RIVER MASTER PLAN (IMPLEMENTATION REPORT BACK)
Speaker: Mark Pestrella and Ramy Gindi
- B.** Board Briefing (Regional Planning):
HISTORIC PRESERVATION PROGRAM
Speaker: Dean Edwards

4. PUBLIC COMMENTS (2 minutes each speaker)

5. ADJOURNMENT

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	8/2/2023			
BOARD MEETING DATE	9/12/2023			
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th			
DEPARTMENT(S)	Public Works			
SUBJECT	Cooperative Agreement for Interchange Improvements on Rosemead Boulevard over State Route 60			
PROGRAM	Transportation			
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain why:			
DEADLINES/ TIME CONSTRAINTS	N/A			
COST & FUNDING	<table border="1"> <tr> <td>Total cost: \$650,000</td><td>Funding source: Prop C Local Return Funds</td></tr> </table> <p>TERMS (if applicable): The County is to deposit with Caltrans the amount of \$100,000 prior to performing work on this project. Thereafter, the County will reimburse Caltrans for actual costs performed under the agreement up to \$650,000.</p> <p>Explanation: The proposed work is in Caltrans jurisdiction which requires the County to enter into a cooperative agreement with Caltrans to outline roles, responsibilities, and financial obligations.</p>		Total cost: \$650,000	Funding source: Prop C Local Return Funds
Total cost: \$650,000	Funding source: Prop C Local Return Funds			
PURPOSE OF REQUEST	We are recommending the Board to authorize the Director of Public Works or his designee to execute a cooperative agreement and amendments to the agreement with Caltrans. The agreement provides for Caltrans to prepare and deliver a Project Initiation Document to implement a proposed diverging diamond interchange along Rosemead Boulevard over State Route 60. County will reimburse Caltrans for up to \$650,000.			
BACKGROUND (Include internal/external issues that may exist including any related motions)	This location is part of the Rosemead Boulevard Complete Streets project that will incorporate complete street features on 2.9-mile length of Rosemead Boulevard between the Cities of Pico Rivera and South El Monte.			
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain how:			
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state which one(s) and explain how: Sustainability by investing in community stability and resilience. The proposed complete street features are expect to improve safety and mobility for all users,			

	which include bicyclist, pedestrians, transit vehicles, truckers, and motorists.
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Steve Burger, Deputy Director, (626) 458-4018, sburger@pw.lacounty.gov



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

September 12, 2023

IN REPLY PLEASE

REFER TO FILE: **TPP-1**

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:

**TRANSPORTATION CORE SERVICE AREA
COOPERATIVE AGREEMENT FOR INTERCHANGE IMPROVEMENTS
ON ROSEMEAD BOULEVARD AT STATE ROUTE 60
(SUPERVISORIAL DISTRICT 1)
(3 VOTES)**

SUBJECT

Public Works is seeking Board approval to authorize the Director of Public Works or his designee to execute a cooperative agreement and amendments to the agreement between the Los Angeles County and Caltrans. The agreement provides for Caltrans to prepare and deliver a Project Initiation Document to implement a proposed diverging diamond interchange along Rosemead Boulevard at State Route 60 in the unincorporated community of Whittier Narrows.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed actions are not a project under the California Environmental Quality Act for the reasons stated in this Board letter and in the record of the project.
2. Authorize the Director of Public Works or his designee to enter into a cooperative agreement and amendments to the agreement with the State of California through its Department of Transportation, whereby the State will prepare and deliver a Project Initiation Document to implement a diverging diamond interchange along Rosemead Boulevard over State Route 60 for an amount not to exceed \$650,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find that they are not subject to the California Environmental Quality Act (CEQA) and authorize the Director to execute a cooperative agreement between the County and Caltrans under which Caltrans will develop a Project Initiation Document (PID) to implement a diverging diamond interchange along Rosemead Boulevard at State Route 60 (SR 60) for an amount not to exceed \$650,000. Preparation of the PID for improvements on Rosemead Boulevard at SR 60 is part of the County's efforts to improve pedestrian and bicyclist access along the Rosemead Boulevard corridor.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

These recommendations support the County Strategic Plan: Strategy II.2, Support the Wellness of our Communities and Objective II.2.2, Expand Access to Recreational and Cultural Opportunities and Objective II.2.4, Promote Active and Healthy Lifestyles. These actions will lead to improvements to the quality of life for its residents by providing pedestrian and bicycle access to nearby recreational areas.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

Caltrans will develop a PID to implement a diverging diamond interchange along Rosemead Boulevard at SR 60 for an estimated cost of \$500,000 plus \$150,000 in contingency for a total amount of \$650,000. Funding is included in the First Supervisorial District's Transportation Improvement Program in the Proposition C Local Return Fund (CN9 – Services and Supplies) Fiscal Year 2023-24 Budget. Funding for future years will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In October 2015 the County was awarded grant funds in the amount of \$1,000,000 from Caltrans Active Transportation Program for the Rosemead Boulevard Complete Streets Improvements Phase 1 project to develop a scoping document for pedestrian, bicyclist, and transit access improvements along Rosemead Boulevard from Rush Street to Gallatin Road.

The portion of Rosemead Boulevard was a State highway at the time and efforts to relinquish the roadway from the State to the County were already underway. Senate Bill 461 was signed into law in October 2015 which provided for the relinquishment.

In May 2018 the County entered into an agreement with Caltrans to accept the relinquishment of the portion of Rosemead Boulevard. The relinquishment was completed in July 2018 which made the portion of Rosemead Boulevard a County-owned and maintained roadway.

Although the roadway is a County-owned and maintain roadway, the portion over SR 60 is within Caltrans jurisdiction. The project requires the County to enter into cooperative agreements with Caltrans for implementing the improvements within Caltrans jurisdiction at various stages of the project. The first cooperative agreement is to develop a PID.

Under the terms of the proposed cooperative agreement Caltrans will prepare and develop a PID to implement a diverging diamond interchange along Rosemead Boulevard at SR 60. The County is agreeing to fund the preparation and development of the PID for an estimated cost of \$500,000. The County is to deposit with Caltrans the amount of \$100,000 prior to performing work on this project. Thereafter, the County will reimburse Caltrans for actual costs performed under the agreement. Public Works is requesting authority to cover the estimated \$500,000 plus an additional \$150,000 in contingency for a total amount of \$650,000.

Caltrans and the County are authorized to enter into cooperative agreements for improvements to the State Highway System in accordance with the California Streets and Highways Code, Sections 114 and 130, and California Government Code, Section 6586.5. The Director is identified as the Executive Officer for the purpose of the proposed agreement.

The agreement and amendments will be approved as to form by County Counsel.

ENVIRONMENTAL DOCUMENTATION

The recommended actions are not subject to CEQA because they are activities that are excluded from the definition of a project by Section 21065 of the Public Resources Code and Section 15378(b) of the State CEQA Guidelines. This proposed cooperative agreement is an organizational or administrative activity of government that will not result in direct or indirect physical changes to the environment and a government funding mechanism that does not involve any commitment to a specific project that may result in a potentially significant physical impact on the environment. The cooperative agreement will allow Caltrans to generate the PID that includes potential project scope, cost, and cooperative elements. Pursuant to the cooperative agreement, Caltrans will conduct preliminary environmental analysis as part of the PID.

By approving this agreement, the County does not commit to or otherwise endorse, authorize, or approve any specific project. Any project developed from this agreement remains subject to the Board's sole discretion to approve. Authorization of any future project activities would occur only following compliance with CEQA and Public Works will return to the Board for consideration of the appropriate environmental documentation.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This action will result in no impact to current services or projects. The proposed cooperative agreement is of general County interest. It may ultimately result in a project that will improve travel conditions, increase safety, and enhance the mobility of vehicular, bicycle, and pedestrian traffic in the area.

CONCLUSION

Please return one adopted copy of this letter to Public Works, Transportation Planning and Programs Division.

Respectfully submitted,

MARK PESTRELLA, PE
Director of Public Works

MP:MER:pr

c: Chief Executive Office (Chia-Ann Yen)
County Counsel
Executive Office

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	8/2/2023	
BOARD MEETING DATE	9/12/2023	
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Public Works	
SUBJECT	Award of services contract for Heights Hopper shuttle service in the unincorporated County communities of Hacienda Heights and Rowland Heights	
PROGRAM		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	The current contract has been extended for a maximum of 6 months with a final expiration date of September 30, 2023; however, it will expire upon award and execution of this contract. In addition, if necessary, the current contract has an extension option for a period not to exceed 120 days after the expiration date. The award of this contract will continue the current services by the recommended contractor, which is the current contractor providing this service.	
COST & FUNDING	Total cost: \$5,266,120	Funding source: Sufficient funding for these services is included in the First Supervisorial District's Proposition A Local Return Transit Program in the Transit Operations Fund (CP6 - Services and Supplies) Fiscal Year 2023-24 Budget. Funds to finance the contract's renewal years and 10 percent additional funding for contingencies will be requested through the annual budget process.
	TERMS (if applicable): This contract will be for a period of 1 year with four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 66 months.	
	Explanation: N/A	
PURPOSE OF REQUEST	Public Works is seeking Board approval to award a services contract to Southland Transit, Inc., for Heights Hopper shuttle service in the unincorporated County communities of Hacienda Heights and Rowland Heights.	
BACKGROUND (include internal/external issues that may exist including any related motions)	Approval of the recommended action will award a services contract to Southland Transit, Inc., for Heights Hopper shuttle service to the residents in the unincorporated County areas of Hacienda Heights and Rowland Heights. These services will provide residents in these areas with transportation to community centers, shopping centers, senior centers, and other destinations within the defined service areas for \$0.25 or free for seniors, persons with disabilities, and children under age 5 (see attached).	
EQUITY INDEX OR LENS WAS UTILIZED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how: On every contract solicitation, Public Works notifies over 25,000 subscribers in our "Do Business with Public Works" website. Public Works also notifies all small businesses registered with the Department of Economic Opportunity and advertise in	

	<p>regional and small newspapers in each Supervisorial Districts. Public Works follows Federal contracting laws where applicable, State laws, Public Contract Code and all Board contracting policies.</p> <p>Los Angeles County shuttle services provide transportation options to health care facilities, shopping centers, recreation, senior centers, and other destinations within the unincorporated County communities of Hacienda Heights and Rowland Heights.</p>
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please state which one(s) and explain how: Sustainability, by maintaining public transit service and making a more livable community.</p>
DEPARTMENTAL CONTACTS	<p>Name, Title, Phone # & Email:</p> <p>Steve Burger, Deputy Director, (626) 458-4018, cell (626) 476-9847, sburger@pw.lacounty.gov</p>



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE:

September 12, 2023

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:

**SERVICES CONTRACT
TRANSPORTATION CORE SERVICE AREA
AWARD OF SERVICES CONTRACT FOR
HEIGHTS HOPPER SHUTTLE SERVICE IN THE
UNINCORPORATED COUNTY COMMUNITIES OF
HACIENDA HEIGHTS AND ROWLAND HEIGHTS
(SUPERVISORIAL DISTRICT 1)
(3 VOTES)**

SUBJECT

Public Works is seeking Board approval to award a services contract to Southland Transit, Inc., for Heights Hopper shuttle service in the unincorporated County communities of Hacienda Heights and Rowland Heights.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work is statutorily exempt from the provisions of the California Environmental Quality Act for the reasons stated in this Board letter and in the record of the project.
2. Find that these services can be more economically performed by an independent contractor than by County employees.

3. Award and direct the Chair to execute the contract with Southland Transit, Inc., for Heights Hopper shuttle service. This contract will be for a period of 1 year with four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 66 months and a maximum potential contract sum of \$5,266,120.
4. Delegate authority to the Director of Public Works or his designee to renew the contract for each additional renewal option and extension period if, in the opinion of the Director of Public Works or his designee, Southland Transit, Inc., has successfully performed during the previous contract period, and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, it is in the best interest of the County to do so.
5. Delegate authority to the Director of Public Works or his designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum, which is included in the maximum potential contract sum for unforeseen additional work within the scope of the contract if required.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will award a services contract to Southland Transit, Inc., for Heights Hopper shuttle service to the residents in the unincorporated County areas of Hacienda Heights and Rowland Heights. These services will provide residents in these areas with transportation to community centers, shopping centers, senior centers, and other destinations within the defined service areas for \$0.25 or free for seniors, persons with disabilities, and children under age 5, as shown in Enclosure A.

The potential contract sum also includes funds for the cost of major vehicle repair and graphics work to County-provided service vehicles in accordance with the contract.

The current contract has been extended for a maximum of 6 months with a final expiration date of September 30, 2023; however, it will expire upon award and execution of this contract. In addition, if necessary, the current contract has an extension option for a period not to exceed 120 days after the expiration date. The award of this contract will continue the current services by the recommended contractor, which is the current contractor providing this service.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: Strategy II.2, Support the Wellness of Our Communities, Objective II.2.4, Promote Active and Healthy Lifestyles; Strategy II.3, Make Environmental Sustainability Our Daily Reality, Objective II.3.5, Support a Clean, Flexible, and Integrated Multi-Modal Transportation System that Improves Mobility, by contracting with the contractor that has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

These amounts are based on Public Works' estimated annual utilization of the contractor's service at the prices quoted by the contractor. The terms, and sums for each term, of the maximum contract period if all optional renewal periods are exercised are as follows:

The sum for the initial term is \$787,836

The sum for the first option term is \$835,607

The sum for the second option term is \$866,532

The sum for the third option term is \$898,798

The sum for the fourth and final option term is \$932,405

The sum for the month-to-month option to extend up to 6 months is \$466,203

The maximum potential contract sum is \$5,266,120 for the maximum contract period of 66 months. The total maximum potential contract sum includes major vehicle repair and graphics work to County-provided service vehicles, and 10 percent of the annual contract sum for unforeseen additional work within the scope of the contract. The County may also authorize an extension of time to the contract's maximum potential term, not to exceed 180 days, with no additional funding.

Sufficient funding for these services is included in the First Supervisorial District's Proposition A Local Return Transit Program in the Transit Operations Fund (CP6 -Services and Supplies) Fiscal Year 2023-24 Budget. Funds to finance the contract's renewal years and 10 percent additional funding for contingencies will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor, Southland Transit, Inc., is located in El Monte, California. This contract will commence upon the Board's approval for a period of 1 year. With the Board's delegated authority, Public Works may renew the contract for four 1-year

renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 66 months. The County may also authorize an extension of time to the contract's maximum potential term, not to exceed 180 days, with no additional funding.

County Counsel has approved the recommended contract, which has been executed by Southland Transit, Inc. (Enclosure B). The recommended contract was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements.

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

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

The contractor has agreed to pay its full-time employees the current Living Wage Rate approved by the Board on December 1, 2015, and to comply with the County's Living Wage reporting requirements. The County's Proposition A and Living Wage Ordinance provisions apply to this proposed contract, as County employees can perform these contracted services. The contract complies with all of the requirements of the County Code, Section 2.201.

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

ENVIRONMENTAL DOCUMENTATION

These services are statutorily exempt from the provisions of the California Environmental Quality Act, pursuant to Section 21080 (b) (10) of the Public Resources Code. This exemption provides for the implementation of passenger or commuter transit services.

CONTRACTING PROCESS

In 2016, 2019, and 2021 notices of the Request for Statement of Qualifications (RFSQ) were placed on the "Doing Business with Los Angeles County" website (Enclosure D), "Do Business with Public Works" website, and Twitter and advertisements were placed in the *Los Angeles Daily Journal*, *Los Angeles Sentinel*, and *La Opinión*. Also, Public Works informed all registered Local Small Business Enterprises; Disabled Veteran Business Enterprises; Social Enterprises; Community Business Enterprises; and independent contractors, various business development centers, and municipalities about this business opportunity. The RFSQ is currently open continuous.

The Statement of Qualifications were first reviewed to ensure they met the mandatory requirements outlined in the RFSQ and were then evaluated by an Evaluation Committee consisting of Public Works staff, utilizing the informed averaging methodology for applicable criteria. The committee's evaluation was based on criteria described in the RFSQ, including experience, work plan, financial resources, performance history/references, and demonstrated controls over labor/payroll recordkeeping. Based on this evaluation from 2016 to present, nine statements received a passing score and were placed on the Qualified Contractors List.

On January 12, 2023, Public Works issued an Invitation for Bids soliciting bids from the nine responsive and responsible vendors on the Qualified Contractors List.

On February 15, 2023, one bid was received. The bid was evaluated based on the price category. Based on this evaluation, it is recommended that this contract be awarded to the responsive and responsible contractor, Southland Transit, Inc., located in El Monte, California. Public Works believes the contractor's price to be reasonable for the work requested. Public Works notified the applicable union on this solicitation.

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

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

CONCLUSION

Please return one adopted copy of this Board letter along with the Contractor Execute and Department Conform originals of the contract to Public Works, Business Relations and Contracts Division.

Respectfully submitted,

MARK PESTRELLA, PE
Director of Public Works

MP:EM:sc

Enclosures

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

ENCLOSURE

September 12, 2023

**SERVICES CONTRACT
TRANSPORTATION CORE SERVICE AREA
AWARD OF SERVICES CONTRACT FOR
HEIGHTS HOPPER SHUTTLE SERVICE IN THE
UNINCORPORATED COUNTY COMMUNITIES OF
HACIENDA HEIGHTS AND ROWLAND HEIGHTS
(SUPERVISORIAL DISTRICT 1)
(3 VOTES)**

This Board letter has large enclosures.
Click on link to access:

[Heights Hopper BL 09.12.2023 \(FTP Large Enc Link\)](#)

BOARD LETTER CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	8/2/2023		
BOARD MEETING DATE	9/12/2023		
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th		
DEPARTMENT(S)	Public Works		
SUBJECT	Award of service contract for on-call emergency removal of hazardous materials.		
PROGRAM	N/A		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:		
DEADLINES/ TIME CONSTRAINTS	None		
COST & FUNDING	Total cost: \$18,150,000	Funding source: Funding for the first year of these services is included in the Road Fund (B03 - Services and Supplies) and Internal Service Fund (B04 - Services and Supplies) Fiscal Year 2023-24 budgets. The Internal Service Fund will be reimbursed by the Flood Control District Fund (B07 - Services and Supplies) for expenditures associated with Flood Control facilities. Funding for subsequent contract years, including the 10 percent additional funding for contingencies, will be requested through the annual budget process.	
	TERMS (if applicable): This contract will be for a period of 1 year, with four 1-year renewal options and a month-to-month extension up to 6 months, for a maximum potential aggregate contract term of 66 months.		
	Explanation: N/A		
PURPOSE OF REQUEST	The purpose of the recommended action is to award a service contract and allow Public Works to utilize the services provided by the contractor to provide on-call emergency removal of hazardous materials.		
BACKGROUND (include internal/external issues that may exist including any related motions)	Approval of the recommended action will award a service contract to Ocean Blue Environmental Services, Inc., to provide on-call and intermittent emergency removal of hazardous materials from various facilities and locations throughout Los Angeles County.		
EQUITY INDEX OR LENS WAS UTILIZED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how: On every contract solicitation, Public Works notifies over 25,000 subscribers in our "Do Business with Public Works" website. Public Works also notifies all Small Businesses registered with the Department of Economic Opportunity and advertises in		

	regional and small newspapers in each Supervisorial District. Public Works follows Federal contracting laws where applicable, State laws, Public Contract Code, and all Board contracting policies.
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Board Priority No. 7, Sustainability. The on-call emergency removal of hazardous materials will improve the environmental and social well-being of our communities while maximizing and leveraging resources.
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Jolene Guerrero, Assistant Deputy Director, phone: (626) 458-4145, cell (626) 632-1308, jguerrer@pw.lacounty.gov

September 12, 2023

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:

**WATER RESOURCES AND TRANSPORTATION CORE SERVICE AREAS
AWARD OF SERVICE CONTRACT FOR
ON-CALL EMERGENCY REMOVAL OF HAZARDOUS MATERIALS
ALL SUPERVISORIAL DISTRICTS
(3 VOTES)**

SUBJECT

Public Works is seeking Board approval to award a service contract to Ocean Blue Environmental Services, Inc., a Community Business Enterprise, for on-call emergency removal of hazardous materials from various facilities and locations throughout Los Angeles County.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act for the reasons stated in this Board letter and in the record of the proposed activities maintained by Public Works.
2. Award a service contract to Ocean Blue Environmental Services, Inc., a Community Business Enterprise, for on-call emergency removal of hazardous materials. The contract will be for a term of 1 year, with four 1-year renewal options and a month-to-month extension up to 6 months, for a maximum potential contract term of 66 months and a maximum potential contract sum of \$18,150,000.
3. Delegate authority to the Director of Public Works or his designee to execute the contract, to renew the contract for each additional renewal option and extension period if, in the opinion of the Director of Public Works or his designee, Ocean Blue Environmental Services, Inc., has successfully performed the contract work during the previous contract period and the services are still required to approve and execute amendments to incorporate

necessary changes within the scope of work and to suspend work if it is in the best interest of the County to do so.

4. Delegate authority to the Director of Public Works or his designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum, which is included in the maximum potential contract sum for unforeseen additional work within the scope of the contract, if required, and to adjust the annual contract sum for each option year over the term of the contract to allow for an annual cost-of-living adjustment in accordance with County policy and the terms of the contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act and allow Public Works to enter into a service contract for on-call emergency removal of hazardous materials. The work to be performed will consist of emergency collection, transportation, and disposal of hazardous material and contaminated waste at various facilities and locations throughout Los Angeles County. This contract provides a specialty service for which Public Works has no expertise or equipment.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: Strategy II.2, Support the Wellness of Our Communities; Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability; and Objective III.3.2, Manage and Maximize County Assets, by supporting ongoing efforts to maintain public infrastructure assets. The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The annual contract sum is \$3,000,000 plus 10 percent of the annual contract sum for additional work within the scope of the contract. Any unused authorized amounts up to 25 percent from the previous contract terms will roll over into subsequent renewal terms. Total annual expenditures for these services; however, will not exceed the maximum potential contract sum approved by the Board. This contract amount is based

on unit rates quoted by the contractor and our estimated annual utilization of the contractor's service.

The contract will be for a term of 1 year, with four 1-year renewal options and a month-to-month extension up to 6 months, for a maximum potential contract term of 66 months and a maximum potential aggregate contract sum of \$18,150,000.

Funding for the first year of these services is included in the Road Fund (B03 - Services and Supplies) and Internal Service Fund (B04 - Services and Supplies) Fiscal Year 2023-24 Budget. The Internal Service Fund will be reimbursed by the Flood Control District Fund (B07 - Services and Supplies) for expenditures associated with Flood Control District facilities. Funding for subsequent contract years, including the 10 percent additional funding for contingencies, will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor is Ocean Blue Environmental Services, Inc., located in Long Beach, California. The contract will commence upon the Board's approval and execution by both parties, whichever occurs last, for a period of 1 year. With the Board's delegated authority, Public Works may renew the contract for four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 66 months. The County may also authorize an extension of time to the Contract's maximum potential term, not to exceed 180 days, with no additional funding.

County Counsel will review the contract as to form (Enclosure A) prior to approval. The recommended contract with Ocean Blue Environmental Services, Inc., was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements.

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

Public Works has evaluated and determined that the contracted services are required on an on-call and intermittent basis; therefore, Proposition A (County Code

Chapter 2.121) and the Living Wage Program (County Code Chapter 2.201) do not apply to this contract. In addition, the contractor understands and agrees that the contracted work involves Public Works, as defined by Section 1720 of the California Labor Code. The Contractor represents and warrants that they will perform the contracted work in full compliance with the applicable provisions of the Labor Code relating to payment of prevailing wages.

The contract includes a Cost-of-Living Adjustment provision, which is in accordance with Board Policy 5.070, Multi-Year Services Contract Cost of Living Adjustments, approved on January 29, 2002.

ENVIRONMENTAL DOCUMENTATION

These services are categorically exempt from the provisions of the California Environmental Quality Act (CEQA) because they are within a class of projects that have been determined not to have a significant effect on the environment, which meets the criteria set forth in Sections 15301 and 15330 of the State CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

The Contract work involves the maintenance of existing County and Flood Control District facilities and minor actions to clean up hazardous materials from existing facilities. Based on the project requirements for any proposed work, the work will comply with all applicable regulations, and there will be no cumulative impacts, unusual circumstances, damage to scenic highways, listing on a hazardous waste site compiled pursuant to Government Code Section 65962.5, or indications that the activity may cause a substantial adverse change in the significance of a historical resource that would make the exemption inapplicable.

CONTRACTING PROCESS

On January 25, 2023, a notice of the Request for Proposals (RFP) was placed on the County's "Doing Business with Los Angeles County" website (Enclosure C), "Do Business With Public Works" website, and Twitter. In addition, advertisements were placed in the *Los Angeles Daily Journal*, *Los Angeles Sentinel*, *La Opinión*, *The Daily Breeze*, *The Signal (Santa Clarita)*, *World Journal*, *Watts Times*, *The Malibu Times*, *Press Telegram*, and *Pasadena Star News*. Also, Public Works informed 1,460 Local Small Business Enterprises, 180 Disabled Veteran Business Enterprises, 168 Social Enterprises, 1,013 Community Business Enterprises, 127 independent contractors, various business development centers, and municipalities about this business opportunity.

On March 22, 2023, five proposals were received. The proposals were first reviewed to ensure they met the mandatory requirements outlined in the RFP. Two proposals were disqualified for failure to meet the minimum requirements of the RFP. The remaining three proposals were evaluated by an evaluation committee consisting of Public Works staff. The evaluation was based on criteria described in the RFP, which included price, experience, work plan, references, and equipment utilizing the informed averaging methodology for applicable criteria. Based on this evaluation, it is recommended that the contract be awarded to the highest-rated, lowest-cost, responsive and responsible proposer, Ocean Blue Environmental Services, Inc., located in Long Beach, California.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of the contract will not result in the displacement of any County employees.

CONCLUSION

Please return one adopted copy of this Board letter to Public Works, Stormwater Maintenance Division.

Respectfully submitted,

MARK PESTRELLA, PE
Director of Public Works

MP:SN:tp

Enclosures

c: Chief Executive Office (Chia-Ann Yen)
County Counsel
Executive Office

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	8/2/2023	
BOARD MEETING DATE	9/12/2023	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Public Works	
SUBJECT	Award of services contract for On-Call Regional Used Motor Oil and Oil Filter Recycling Collection and Public Education Program.	
PROGRAM	N/A	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	The current contract has an expiration date of October 20, 2023; however, it will expire upon award and execution of this contract. The award of this contract will continue the current services by the recommended contractor, which is the current contractor providing this service.	
COST & FUNDING	Total cost: \$2,288,821	Funding source: Funding for this service is included in the Solid Waste Management Fund (GD1, Services and Supplies) Fiscal Year 2023-24 Budget. Funds to finance the contract's option years, 10 percent additional funding for contingencies, and cost-of-living adjustments will be requested through the annual budget process.
	TERMS (if applicable): Initial term of 1 year plus three 1-year renewal options and a month-to-month extension up to 6 months.	
	Explanation: N/A	
PURPOSE OF REQUEST	Public Works is seeking Board approval to award a services contract to Saeshe, a Local Small Business Enterprise, for Countywide regional used motor oil and oil filter recycling public education program.	
BACKGROUND (include internal/external issues that may exist including any related motions)	Approval of the recommended action will award a services contract to Saeshe to provide public affairs and creative services, including media relations, event planning, logistical support, household hazardous waste disposal management, and program assessment for used motor oil and oil filters recycling public education program. This program, which started in 2002, has been conducted by Public Works as part of an annual oil funding grant, which is received from the California Department of Resources Recycling and Recovery. The California Department of Resources Recycling and Recovery grant is used to educate the public on the proper recycling of used motor oil and oil filters. These	

	<p>services are used on an on-call basis when there are oil filter exchange events and community events scheduled Countywide.</p>
<p>EQUITY INDEX OR LENS WAS UTILIZED</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how:</p> <p>On every contract solicitation, Public Works notifies over 25,000 subscribers in our "Do Business with Public Works" website. Public Works also notifies all Small Businesses registered with the Department of Economic Opportunity and advertise in regional and small newspapers in each Supervisorial Districts. Public Works follows Federal contracting laws where applicable, State laws, Public Contract Code and all Board contracting policies.</p>
<p>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how:</p> <p>This recommendation supports Board Priority 7, Sustainability. The recommended action will support public education outreach and collection events on how to properly recycle used motor oil and used oil filters.</p>
<p>DEPARTMENTAL CONTACTS</p>	<p>Name, Title, Phone # & Email:</p> <p>Coby Skye, Deputy Director, (626) 458-4016, cell (562) 212-9500, cskye@pw.lacounty.gov</p>



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE:

September 12, 2023

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:

**SERVICES CONTRACT
ENVIRONMENTAL SERVICES CORE SERVICE AREA
AWARD OF SERVICES CONTRACT FOR
ON-CALL REGIONAL USED MOTOR OIL AND OIL FILTER RECYCLING
COLLECTION AND PUBLIC EDUCATION PROGRAM
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Public Works is seeking Board approval to award a services contract to Saeshe, a Local Small Business Enterprise and Community Business Enterprise, for the Countywide regional used motor oil and oil filter recycling collection and public education program.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work is not a project pursuant to the California Environmental Quality Act.
2. Award the contract for on-call regional used motor oil and oil filter recycling collection and public education program to Saeshe, a Local Small Business Enterprise and Community Business Enterprise. This contract will be for a term of 1 year with three 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential

contract term of 54 months and a maximum potential contract sum of \$2,288,821.

3. Delegate authority to the Director of Public Works or his designee to execute the contract; to renew the contract for each additional renewal option and extension period if, in the opinion of the Director of Public Works or his designee, Saeshe, has successfully performed during the previous contract period, and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if it is in the best interest of the County to do so.
4. Delegate authority to the Director of Public Works or his designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum, which is included in the maximum potential contract sum for unforeseen additional work within the scope of the contract if required, and to adjust the annual contract sum for each option year over the term of the contract to allow for an annual cost-of-living adjustment in accordance with County policy and the terms of the contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will award a services contract to Saeshe to provide public affairs and creative services, including media relations, event planning, logistical support, household hazardous waste disposal management, and program assessment for used motor oil and oil filters recycling public education program. This program, which started in 2002, has been conducted by Public Works as part of an annual oil funding grant, which is received from the California Department of Resources Recycling and Recovery. The California Department of Resources Recycling and Recovery grant is used to educate the public on the proper recycling of used motor oil and oil filters. These services are used on an on-call basis when there are oil filter exchange events and community events scheduled Countywide.

The current contract's expiration date is October 20, 2023; however, it will expire upon award and execution of this contract. The award of this contract will continue the current services by the recommended contractor, which is the current contractor providing these services.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: Strategy II.3, Make Environmental Sustainability our Daily Reality, Objective II.3.4, Reduce Waste Generation and Recycle and Reuse Waste Resources, by improving the environment

and social well-being of our communities by proper recycling of used motor oil and used oil filters, and by contracting with the contractor that has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The annual cost is \$462,388 plus 10 percent of the annual contract sum for additional work within the scope of the contract and cost-of-living adjustments in accordance with the contract, including the three 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 54 months with an estimated maximum potential contract sum of \$2,288,821. This amount is based on the annual price quoted by the contractor and our estimated annual utilization of the contractor's services. Adjustments will be made to the annual contracts sum for each option year over the term of the contracts to allow for an annual cost-of-living adjustment in accordance with County policy and the terms of the contracts. The County may also authorize an extension of time to the contract's maximum potential term, not to exceed 180 days, with no additional funding.

Funding for these services is included in the Solid Waste Management Fund (GD1, Services and Supplies) Fiscal Year 2023-24 Budget. Funds to finance the contract's optional years, 10 percent additional funding for contingencies, and cost-of-living adjustments will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor, Saeshe, a Local Small Business Enterprise and Community Business Enterprise, is located in Los Angeles, California. This contract will commence upon the Board's approval and execution between both parties, whichever occurs last, for a period of 1 year. With the Board's delegated authority, Public Works may renew the contract for three 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 54 months. The County may also authorize an extension of time to the contract's maximum potential term, not to exceed 180 days, with no additional funding.

County Counsel will review the contract as to form (Enclosure A) prior to approval. The recommended contract with Saeshe was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements.

A standard services contract has been used that contains terms and conditions in compliance with the Board's ordinances, policies, and programs. Enclosure B reflects the proposers' utilization participation and community business enterprise program

information. Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, sex, or color.

Public Works has evaluated and determined that the contracted services are required on an on-call and intermittent basis; therefore, Proposition A (County Code Chapter 2.121) and the Living Wage Program (County Code Chapter 2.201) do not apply to this contract.

The contract includes a cost-of-living adjustment provision, which is in accordance with Board Policy 5.070, Multi-Year Services Contract Cost-of-Living Adjustments.

ENVIRONMENTAL DOCUMENTATION

The recommended action is not subject to the California Environmental Quality Act because it is an activity that is excluded from the definition of a project by Section 21065 of the Public Resources Code and Section 15378(b) of the State California Environmental Quality Act Guidelines. This proposed contract involving public outreach and education is an organizational or administrative activity of government, which will not result in direct or indirect physical changes to the environment.

CONTRACTING PROCESS

On December 5, 2022, a notice of the Request for Proposals was placed on the County's "Doing Business with Los Angeles County" website (Enclosure C), "Do Business with Public Works" website, and Twitter. In addition, advertisements were placed in the *Los Angeles Daily Journal*, *Los Angeles Sentinel*, *La Opinión*, *The Daily Breeze*, *The Signal (Santa Clarita)*, *World Journal*, *Watts Times*, *The Malibu Times*, *Press Telegram*, and *Pasadena Star News*. Also, Public Works informed 1,458 Local Small Business Enterprises; 166 Disabled Veteran Business Enterprises; 160 Social Enterprises; 876 Community Business Enterprises; and 395 independent contractors, various business development centers, and municipalities about this business opportunity.

On January 12, 2023, two proposals were received. All proposals were evaluated by an evaluation committee consisting of Public Works staff. The evaluation was based on criteria described in the Request for Proposals, which included the price, experience, work plan, references, and interview utilizing the informed averaging methodology for applicable criteria. Based on this evaluation, it is recommended that this contract be awarded to the lowest cost, highest rated, apparent responsive, and responsible proposer, Saeshe, located in Los Angeles, California. Public Works notified the applicable union on this solicitation

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

CONCLUSION

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

Respectfully submitted,

MARK PESTRELLA, PE
Director of Public Works

MP:EM:ta

Enclosures

c: Chief Executive Office (Chia-Ann Yen)
County Counsel
Executive Office

AGREEMENT FOR
ON-CALL REGIONAL USED MOTOR OIL AND OIL FILTER RECYCLING
COLLECTION AND PUBLIC EDUCATION PROGRAM (BRC0000345)

THIS AGREEMENT, made and entered into this ____ day of _____, 2023, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and Saeshe, a California Corporation, located at 1055 West 7th Street, Suite 2150, Los Angeles, CA 90017 (hereinafter referred to as CONTRACTOR). COUNTY and CONTRACTOR are each a Party and collectively referred to as the Parties.

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors (Board) of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on January 12, 2023, hereby agrees to provide services as described in this Contract for the On-Call Regional Used Motor Oil and Oil Filter Recycling Collection and Public Education Program.

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F, Performance Requirements Summary, Exhibit G, Grant Guidelines; Exhibit H, Radio Script; Exhibit I, TV Script; Exhibit J, Flyer/Filter Coupon; Exhibit K, Oil Tip Sheet/Print Ad; Exhibit L, Functional Items; Exhibit M, Stickers; Exhibit N, Banners; Exhibit O, Release and Waiver of Liability Form; Exhibit P, CCC Site Visits; Exhibit Q, CalRecycle664 Form; Exhibit R, Used Oil Certified Collection Center Application Form; Exhibit S, CalRecycle165 Form; Exhibit T, Digital Media Name Instructions; Exhibit U, OPP10 Program Evaluation; Exhibit V, OPP9 Program Evaluation; Exhibit W, Developed Applications or Websites; and Exhibit X, CleanLA Flyer; the CONTRACTOR'S Proposal, all attached hereto; the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Form PW-2, an amount not to exceed \$462,388 per year, or such greater amount as the Board may approve (Maximum Contract Sum).

FOURTH: This Contract's initial term will be for a period of 1 year commencing upon the Board's approval and execution of this Agreement by both Parties, whichever occurs last. The COUNTY will have the sole option to renew this Contract term for up to three additional 1-year period and a six month-to-month extension, for a maximum total Contract term of 4 years and 6 months. Each such option will be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to renew this Contract at least 10 days prior to the end of each term. At the sole

discretion of the COUNTY, in lieu of renewing the Contract for the full 1 year, this Contract may be renewed on a month-to-month basis, upon written notice to the CONTRACTOR at least 10 days prior to the end of a term. Further, in accordance with Section 2.A.3 of Exhibit B, Service Contract General Requirements, the COUNTY may, at its sole discretion, authorize extensions of time to the Contract's term, to the extent that extensions of time for Contractor performance do not impact either scope or amount of this Contract, provided the aggregate of all such extensions during the life of this Contract will not exceed 180 days. The Director will provide a written notice of nonrenewal at least 10 days before the last day of any term, in which case this Contract will expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

FIFTH: The CONTRACTOR will bill monthly in arrears, for the work performed during the preceding month. Work performed will be billed at the unit prices quoted in Form PW-2, Schedule of Prices.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed and undisputed invoice. However, should the CONTRACTOR be certified by the COUNTY as a Local Small Business Enterprise, payment will be made in accordance with Board of Supervisors Policy No. 3.035, Small Business Liaison and Prompt Payment Program. Each invoice must be in triplicate (original and two copies) and must itemize the work completed. The invoices must be submitted to:

Los Angeles County Public Works
Attention Fiscal Division, Accounts Payable
P.O. Box 7508
Alhambra, CA 91802-7508

SEVENTH: In no event will the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: . The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR must not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR must monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR must immediately notify the Contract Manager in writing. The CONTRACTOR must send written notification to the Contract Manager when this Contract is within 6 months from expiration of the term as provided for hereinabove.

TENTH: If requested by the Contractor, the contract (hourly, daily, monthly, etc.) amount may, at the sole discretion of the County, be increased at the time of contract renewal, if exercised by the County, based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim area for the 12-month period preceding the renewal date, which will be the effective date for any cost-of-living adjustment (COLA). However, any increase will not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Upon approval of COLA, a notification will be sent to the Contractor.

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

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

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

The Parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, used in connection with the execution of this Agreement and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format will be legal and binding and will have the same full force and effect as if a paper original of this Agreement had been delivered and had been signed using a handwritten signature. Contractor and County (i) agree that an electronic signature, whether digital or encrypted, of a Party to this Agreement is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intend to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or electronic mail, or other electronic means, (iii) are aware that the other Party will rely on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature. If this Agreement has been executed by electronic signature, all Parties executing this document are expressly consenting under the United States Federal Electronic Signatures in Global and National Commerce Act of 2000 (E-SIGN) and California Uniform Electronic Transactions Act (UETA)(Cal. Civ. Code § 1633.1, et seq.), that a signature by fax, e-mail or other electronic means will constitute an Electronic

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

COUNTY OF LOS ANGELES

By _____
Director of Public Works

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By _____
Deputy

Type/Print Name

SAESHE

By _____
Its President

Type/Print Name

By _____
Its Secretary

Type/Print Name

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR
ON-CALL REGIONAL USED MOTOR OIL AND OIL FILTER RECYCLING COLLECTION AND PUBLIC EDUCATION
PROGRAM**

SELECTED FIRMS

	Small-Sized Business Category Proposer Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet	LGBTQQ
1	Saeshe	Y	Y	Y	N/A	Y	N/A	N/A
	Medium-Sized Business Category Proposer Name							
2	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Large-Sized Business Category Proposer Name							
3	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A

NON-SELECTED FIRMS

	Small-Sized Business Category Proposer Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet	LGBTQQ
4	S. Groner Associates, Inc.	Y	Y	N/A	N/A	N/A	N/A	N/A
	Medium-Sized Business Category Proposer Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet	LGBTQQ
5	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Large-Sized Business Category Proposer Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet	LGBTQQ
6	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR
ON-CALL REGIONAL USED MOTOR OIL AND OIL FILTER RECYCLING COLLECTION AND PUBLIC EDUCATION PROGRAM**

FIRM INFORMATION*		Saeshe	S. Groner Associates, Inc.
BUSINESS STRUCTURE		Corporation	Corporation

CULTURAL/ETHNIC COMPOSITION		NUMBER / % OF OWNERSHIP	
OWNERS/PARTNERS	Black/African American	0	0
	Hispanic/Latino	0	0
	Asian or Pacific Islander	1/100%	0
	American Indian	0	0
	Filipino	0	0
	White	0	1/100%
	Female (included above)	1	0

COUNTY CERTIFICATION		
CBE	Y	N
LSBE	Y	Y

OTHER CERTIFYING AGENCY	California Unified Certification Program (CUCP) City of Los Angeles	N/A
--------------------------------	--	-----

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



lacounty.gov

Home (/LACoBids/)

Solicitation Information

Solicitation Number:	BRC0000345		
Title:	Regional Used Motor Oil and Oil Filter Recycling Collection and Public Education Program		
Department:	Public Works		
Bid Type:	Service	Bid Amount:	\$500,000.00
Commodity:	CONSULTING SERVICES - COMMUNICATIONS - PUBLIC RELATIONS		

Description:

PLEASE TAKE NOTICE that Public Works requests proposals for the Regional Used Motor Oil and Oil Filter Recycling Collection and Public Education Program (BRC0000345). This contract has been designed to have a potential maximum contract term of 4 years, consisting of an initial 1-year term and potential additional three 1-year option renewals. The total annual contract amount of this service is estimated to be \$500,000. The Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at <http://pw.lacounty.gov/brcd/servicecontracts/> or may be requested from Ms. Anna Leung at (626) 458-4072 or aleung@pw.lacounty.gov or Ms. Ani Karapetyan at (626) 458-4050 or akarapetyan@pw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://pw.lacounty.gov/brcd/servicecontracts>.

"Do Business with Public Works" Website Registration

All interested proposers for this RFP are strongly encouraged to register at <http://pw.lacounty.gov/general/contracts/opportunities/>. Only those firms registered for this RFP through the website will receive automatic notification when any update to this RFP is made. The County does not have an obligation to notify any proposers other than through the Public Works website's automatic notification system.

Doing Business with Local Small Business Enterprise, Disabled Veteran Business Enterprise, and Social Enterprise

The County strongly encourages participation from firms, primes, and subcontractors, which are certified in the County's Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE) Preference Programs. The County's LSBE, DVBE, and SE Preference Programs require firms to complete a certification process to receive certain benefits allowed only for LSBE, DVBE, and SE, such as a 15 percent price preference, not to exceed \$150,000, when applicable, and LSBE Prompt Payment Program. The following link provides additional information on being County certified LSBE, DVBE, and SE: <http://dcba.lacounty.gov>.

Minimum Mandatory Requirements: At the time of proposal submission, proposers must meet all the following minimum mandatory requirements set forth in the RFP documents including, but not limited to:

1. Proposing entity must have a minimum of 5 years of experience in planning and implementing public and/or private education and outreach/event programs. The proposal must include three examples of such programs that were completed within the last 5 years by the proposing entity.

Important Note: This minimum mandatory requirement must be met by the proposing entity

and subcontracting is not allowed.

2. Proposer's or its subcontractor's staff assigned to oversee this contract must have a minimum of 3 years of experience with environmental related public and/or private education and outreach campaigns within the last 5 years. Such personnel must be identified by the proposer in the proposal and Form PW 15 Compliance with Minimum Requirements of the RFP. The proposal must include environmental-related public education campaign material examples, such as flyers, ads, (print and/or video), Public Service Announcement (print and/or video), posters, brochures, etc. to support this minimum mandatory requirement.

3. Proposer's or its subcontractor's staff must have a minimum of 3 years of experience conducting assessments and research evaluations.

4. Proposer or its subcontractor must have a minimum of two outreach staff who must have a minimum of 2 years of experience fluently speaking, reading, writing, and translating (verbal and written) in Spanish.

5. Proposers or its subcontractor must have a minimum of two outreach staff who must have a minimum of 2 years of experience fluently speaking, reading, writing, and translating (verbal and written) in Mandarin (Chinese).

A mandatory proposers' conference will be held on Monday, December 19, 2022, at 2 p.m. via Microsoft Teams Meeting Online Events. To participate, the proposers will need to sign-in using the electronic sign-in-sheet through the website listed below. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY. Public Works will reject proposals from those whose attendance at the conference cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. It is the proposers' sole responsibility to do their due diligence to visit and familiarize themselves with the work locations and their requirements before submitting their proposal. After the conference, proposers must submit questions in writing and request information for this solicitation within three business days from the date of the conference.

A link to sign-in and join the meeting can be found at the following website:

https://pw.lacounty.gov/contracts/asd_rfp/ProjectDetail.aspx?project_id=BRC0000345

The deadline to submit proposals is Thursday, January 12, 2023, at 5:30 p.m. Please direct your questions to Ms. Leung or Ms. Karapetyan.

IMPORTANT NOTICE

Submission of proposals will only be accepted electronically using BidExpress or electronic proposals via universal serial bus drive or compact disk to the Cashier's Office in Public Works Headquarters located on the Mezzanine Floor, 900 South Fremont Avenue, Alhambra, California 91803. Submission of hard copy proposals will not be accepted.

PROPOSALS MUST BE SUBMITTED ELECTRONICALLY USING THE FOLLOWING METHOD:

Electronic Submission of Proposals

In lieu of submitting electronic proposals to the cashier's office, you may submit proposals electronically on www.bidexpress.com, a secure online bidding service website.

To submit your proposals electronically, register with BidExpress, by the due date above. A new registration page must be signed, notarized, and received by BidExpress Customer Support for processing before the due date. There is a nominal service fee to use BidExpress.

Please note, each upload of file in BidExpress is limited to 10 MB per file up to 50 files for a total of 500 MB. Proposers shall plan ahead and allow sufficient time to account for the file size limitation before the proposal submission deadline to complete the uploading of proposal files. If proposer submits a proposal through BidExpress, proposer should not send hard copies, compact disc, or any other materials to the County via mail.

Proposals received after the closing date and time specified in this Notice of Request for Proposals will be rejected by Public Works as nonresponsive.

Less

Open Day:	12/5/2022	Closed Date:	1/12/2023 5:30:00 PM
Contact Name:	Anna Leung	Contact Phone:	(626) 458-4072
Contact Email:	aleung@dpw.lacounty.gov		
Notice of Intent to Award (0) :	+ Click here to view notice intent to award list.		
Solicitation Award (0) :	+ Click here to view award list.		
Last Changed On:	12/5/2022 3:11:41 PM		
Attachment File (0) :	+ Click here to download attachment files.		



Powered by ISD | [Contact Us](#)

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	8/30/2023							
BOARD MEETING DATE	9/12/2023							
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th							
DEPARTMENT(S)	Public Works							
SUBJECT	Sole Source Amendment for Cafeteria and Vending Machine Services at the Department of Public Works Headquarters							
PROGRAM	N/A							
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: This sole source amendment is to extend the term of the cafeteria and vending machine services contract on a month-to-month basis for up to 24 months at the Department of Public Works Headquarters located in the City of Alhambra and allow time for Public Works to complete the solicitation process to award new contract.							
DEADLINES/ TIME CONSTRAINTS	The current contract has been extended for 180 days with a final expiration date of November 2, 2023. The award of this sole source extension will continue the current services by the recommended contractor, which is the current contractor providing this service.							
COST & FUNDING	<table border="1"> <tr> <td>Total cost: \$0 (Revenue Generating)</td><td>Funding source: n/a</td></tr> <tr> <td colspan="2">TERMS (if applicable): This amendment will extend the contract on a month-to-month basis for up to 24 months.</td></tr> <tr> <td colspan="2">Explanation: N/A</td></tr> </table>		Total cost: \$0 (Revenue Generating)	Funding source: n/a	TERMS (if applicable): This amendment will extend the contract on a month-to-month basis for up to 24 months.		Explanation: N/A	
Total cost: \$0 (Revenue Generating)	Funding source: n/a							
TERMS (if applicable): This amendment will extend the contract on a month-to-month basis for up to 24 months.								
Explanation: N/A								
PURPOSE OF REQUEST	Public Works is seeking Board approval to extend the term of a contract to operate retail concession cafeteria and vending machine services at the Department of Public Works Headquarters located in the City of Alhambra with California Dining Services.							
BACKGROUND (include internal/external issues that may exist including any related motions)	This contract was awarded on November 6, 2017, for an initial 1-year period with four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 66 months. On March 26, 2020, a notice of suspension for convenience was sent to the service provider, California Dining Services, per a mutual agreement due to the ongoing circumstances with the COVID-19 outbreak and its impact on cafeteria sales, food supply chain, and overall health concerns for County employees. The services were suspended effective Friday, March 27, 2020, until further notice. The closure of the cafeteria lasted for 24 months, between March 26, 2020, and April 4, 2022. The contract's monthly payment to the County was also suspended during this time. On April 4, 2022, the suspension was lifted, and the contract was fully reinstated. California Dining Services has continued to provide services for the fourth and final option year of the 5-year contract, with a 2-year gap in services due to the suspension of services.							

EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how: This is an amendment to an existing contract. However, on every contract solicitation, Public Works notifies over 25,000 subscribers in our "Do Business with Public Works" website. Public Works also notifies all Small Businesses registered with the Department of Economic Opportunity and advertise in regional and small newspapers in each Supervisorial Districts. Public Works follows Federal contracting laws where applicable, State laws, Public Contract Code and all Board contracting policies.
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Support Board Priority No. 7, Sustainability, which aims to keep the County healthier and economically stronger by continuing to support surrounding small business and healthy food choices at Public Works Headquarters on-site cafeteria and vending machines.
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Shari Afshari, Deputy Director, (626) 458-4008, cell (626) 695-3831, safshari@pw.lacounty.gov



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE:

September 12, 2023

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

Dear Supervisors:

**SERVICES CONTRACT
PUBLIC CONTRACTING AND ASSET MANAGEMENT
SOLE SOURCE AMENDMENT FOR
CAFETERIA AND VENDING MACHINE SERVICES AT THE
DEPARTMENT OF PUBLIC WORKS HEADQUARTERS
(SUPERVISORIAL DISTRICT 1)
(4 VOTES)**

SUBJECT

Public Works is seeking Board approval to extend the term of the services contract to operate retail concession cafeteria and vending machine services at the Department of Public Works Headquarters located in the City of Alhambra with California Dining Services.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work in this Board letter is not a project pursuant to the California Environmental Quality Act.
2. Approve a sole source amendment to Contract No. 003411 with California Dining Services for concession cafeteria and vending machine services at the Department of Public Works Headquarters to extend the contract on a

month-to-month basis for up to 24 months while Public Works completes the solicitation process for a replacement contract.

3. Delegate authority to the Director of Public Works or his designee to execute the sole source amendment upon proper execution by the contractor and approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will extend the term of the cafeteria and vending machine services contract on a month-to-month basis for up to 24 months from November 3, 2023, up to November 2, 2025. This contract operates retail concession cafeteria and vending machine services at the Department of Public Works Headquarters located in the City of Alhambra.

Under this amendment, the existing contractor will continue providing cafeteria operations, management, and vending machine services for up to 24 months at the Department of Public Works Headquarters, serving approximately 1,400 employees and visitors, during which time, Public Works will complete the solicitation process to award a new contract. The extension will provide Public Works sufficient time to perform an in-depth analysis of in-person/teleworking policy impacts on cafeteria services, prepare a new solicitation, and canvass interest for this service. The current contract's final expiration date is November 2, 2023.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, by contracting with a contractor that has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

There is no cost to the County. Under the terms of the contract, the contractor will continue to pay the County \$500 monthly (for an annual amount of \$6,000) for cafeteria services, and 10 percent of its monthly gross receipts derived from vending machine sales. Revenue will be deposited into the Internal Service Fund.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 17, 2017, the Board approved Contract No. 003411 with California Dining Services. On November 6, 2017, Public Works entered into a services contract with California Dining Services, for cafeteria and vending machine services at the Public Works Headquarters. The contract was for an initial 1-year period with four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 66 months. This is a revenue generating contract in which the contractor pays the County \$500 monthly for cafeteria services, and 10 percent of its monthly gross receipts derived from vending machine sales.

On March 26, 2020, a notice of suspension for convenience was sent to the service provider, California Dining Services, per a mutual agreement due to the ongoing circumstances with the COVID-19 outbreak and its impact on cafeteria sales, food supply chain, and overall health concerns for County employees. The services were suspended effective Friday, March 27, 2020, until further notice. The suspension was in accordance with this contract's Exhibit B, Service Contract General Requirements, Section 2.B, Suspension for Convenience and Exhibit B, Section 1, T.1, Force Majeure. The closure of the cafeteria lasted 24 months, between March 26, 2020, and April 4, 2022. The contract's monthly payment to the County was also suspended during this time. On April 4, 2022, the suspension was lifted, and the contract was fully reinstated. California Dining Services has continued to provide services for the fourth and final option year of the 5-year contract, with a 2-year gap in services due to the suspension of services.

On April 17, 2023, Public Works submitted an advance notification to advise the Board of its intent to conduct negotiations for the extension of the cafeteria and vending machine services at the Public Works Headquarters under this sole source amendment with California Dining Services.

This recommended sole source amendment will continue the contract's current requirements, specifications, and conditions and restore the original potential term of the contract awarded to the contractor in 2017. The Director of Public Works will execute the sole source amendment in accordance with the Board's authorization and only upon approval as to form by County Counsel and execution by the contractor.

The contractor has agreed to continue to pay its full-time employees the current Living Wage Rate approved by the Board on December 1, 2015, and to comply with the County's Living Wage reporting requirements.

ENVIRONMENTAL DOCUMENTATION

The recommended actions are not subject to the California Environmental Quality Act because they are excluded from the definition of a project by Section 15378(b) of the State California Environmental Quality Act Guidelines. The proposed action, to extend the term of a services contract for cafeteria and vending machine services at the Department of Public Works, is an administrative activity of government that will not result in direct or indirect physical changes to the environment.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the sole source amendment will continue the current contract's services to provide uninterrupted cafeteria services to employees and visitors of the Headquarters complex.

CONCLUSION

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

Respectfully submitted,

MARK PESTRELLA, PE
Director of Public Works

MP:EM:ep

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