COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

GAIL FARBER, Director

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January 12, 2012

IN REPLY PLEASE
REFER TO FILE: AS-0

REQUEST FOR PROPOSALS – ADDENDUM 1
ZERO-TOLERANCE GRAFFITI ABATEMENT SERVICES (2012-PA008)

Thank you for attending our mandatory Proposers' Conference for Zero-Tolerance Graffiti Abatement Services (2012-PA008) held on Wednesday, January 4, 2012.

Please take note of the following revisions and supplemental information to the Request for Proposals (RFP). (Please note that **bold** text has been added, and any text that has a ~~strikethrough~~ has been deleted from the RFP.) Questions presented in this Addendum 1 represent the questions asked by Proposers in the form and context as submitted.

Please note: The LW-8 and LW-9 forms attached to the hard copy of the RFP have been printed double-sided. Therefore, please ensure that all required forms, including all LW-8 and LW-9 forms, are completed, signed, and returned as part of your proposal submission.

Revisions

1. Exhibit A, Scope of Work, Item B, Work Locations, page A.1, has been changed to read:

   - Exhibit F.1 is the map of ZTZ 1Da, 1Db, **and 1Dc.**
     (Thomas Guide pages 636, 657, 676, 677, 706, 707, and 737)

2. Exhibit A, Scope of Work, Item E, Minimum Crew, page A.2, has been changed to read:

   - ~~ZTZ 1Da - a minimum of half (.5) a crew, and 1Db - a minimum of half (.5) a crew.~~

   - **ZTZ 1Da - a minimum of (.3) crew, 1Db - a minimum of (.3) crew, and 1Dc – a minimum of (.3) crew.**

3. **Exhibit F.1 Zone - 1Dc** map has been added to the RFP. (Enclosed)

4. Form PW-2.1 has been replaced in its entirety and replaced with **Form PW-2.3**. (Enclosed)

5. Form LW-8.1a has been replaced in its entirety and replaced with **Form LW-8.3a**. (Enclosed)

6. Form LW-8.1b has been replaced in its entirety and replaced with **Form LW-8.3b**. (Enclosed)

7. **Form LW-8.3c** has been added to the Request for Proposal. (Enclosed)

Questions

1. Question: Why are non-audited financials subject to a low or zero score even if they have never had any history of labor and/or supplier payment violations?

   Response: Compiled or reviewed statements (non-audited) are limited to presenting, in the form of financial statements, information represented by the client's management. The statements may not be prepared in accordance with generally accepted accounting principles, disclosures may be omitted and the statements may not reflect the true condition of the proposer. On the contrary, an audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

   An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. The auditor is specifically required to obtain reasonable assurance that the financial statements are not materially misstated due to fraud.

2. Question: Who is the current contractor for each area and what is the amount the County pays per month per area?

   Response: Superior Property Services, Incorporated, is the current Contractor for all three areas. The current monthly payment for Zone 1D is $4,800, Zone 2B is $7,900, and Zone 2D is $8,000.

3. Question: Can you please provide service statistics for the areas, such as how many sites serviced and the square footage for this past year.

Response: The Fiscal Year 2010-2011 Request for Removal and tags removal per patrolling for Zero-Tolerance Zones 1D, 2B, and 2D are as follows:

Zone 1D – RFR = 2,219 and tags removed during patrol 3,518.
Zone 2B – RFR = 994 and tags removed during patrol 2,069.
Zone 2D – RFR = 3,065 tags removed during patrol 952.

There are no serviced statistics for the portion that are adjacent to the City of Whittier where the City of Santa Fe Springs has been removing graffiti.

4. Question: By when should these projects be awarded and by when is the contractor expected to begin?

Response: The anticipated Board agenda date to recommend award is June 12, 2012, and commencement date for these contracts are anticipated to be July 1, 2012.

If you have questions concerning the above information, please contact Mr. Scott Pham at (626) 458-4069, Monday through Thursday, 7 a.m. to 5:30 p.m.

Very truly yours,

GAIL FARBER
Director of Public Works

GHAYANE ZAKARIAN, Chief
Administrative Services Division

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Enc.

FORM PW-2.3

SCHEDULE OF PRICES

FOR

ZERO-TOLERANCE GRAFFITI ABATEMENT SERVICES – ZONE 1D (2012-PA008)

The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

DESCRIPTION	PRICE PER MONTH	ANNUAL PRICE (PRICE PER MONTH X 12)
ZONE 1Da - South El Monte and South San Gabriel (SD 1)	$ _____	$ _____
ZONE 1Db – West & South Whittier and Los Nietos (SD 4)	$ _____	$ _____
ZONE 1Dc – West & South Whittier (areas on the northern and western portion adjacent to the City of Santa Fe Springs) (SD 4)	$ _____	$ _____
TOTAL PROPOSED ANNUAL PRICE (ZONE 1Da + 1Db) =		$ _____
TOTAL PROPOSED ANNUAL PRICE (ZONE 1Dc) =		$ _____

*County reserves the right to award to only one of the subareas listed above.

LEGAL NAME OF PROPOSER		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON		
DATE	STATE CONTRACTOR'S LICENSE NUMBER	LICENSE TYPE
PROPOSER'S ADDRESS:		
PHONE	FACSIMILE	E-MAIL

FORM LW-8.3a

STAFFING PLAN AND COST METHODOLOGY FOR ZERO-TOLERANCE GRAFFITI ABATEMENT SERVICES (2012-PA008)
ZONE 1Da - South El Monte and South San Gabriel

PROPOSER:_____

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY SUN	MON	TUE	WED	THU	FRI	SAT	HOURS PER WEEK	ANNUAL HOURS (52 x Hrs per wk)	HOURLY WAGE RATE**	ANNUAL COST
Minimum crew											$
Zone 1Da .3 crew											$
											$
											$
											$
											$
											$
											$
											$
											$

Comments/Notes:		
	Total Annual Salaries	$
	(1) Vacations, Sick Leave, Holiday	$
	(2) Health Insurance ***	$
	(3) Payroll Taxes & Workers' Compensation	$
	(4) Welfare and Pension	$
	Total Annual Employee Benefits (1+2+3+4)	$
	(5) Equipment Costs	$
	(6) Service and Supply Costs	$
	(7) General and Administrative Costs	$
	(8) Profit	$
	Total Annual Other Costs (5+6+7+8)	$
	TOTAL ANNUAL PRICE	$

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was complied from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

Name of Proposer _____ Signature _____ Date _____

FORM LW-8.3b

STAFFING PLAN AND COST METHODOLOGY FOR ZERO-TOLERANCE GRAFFITI ABATEMENT SERVICES (2012-PA008)
ZONE 1Db - West & South Whittier and Los Nietos

PROPOSER:_____

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY SUN	MON	TUE	WED	THU	FRI	SAT	HOURS PER WEEK	ANNUAL HOURS (52 x Hrs per wk)	HOURLY WAGE RATE**	ANNUAL COST
Minimum crew											$
Zone 1Db .3 crew											$
											$
											$
											$
											$
											$
											$
											$
											$

Comments/Notes:		
	Total Annual Salaries	$
	(1) Vacations, Sick Leave, Holiday	$
	(2) Health Insurance ***	$
	(3) Payroll Taxes & Workers' Compensation	$
	(4) Welfare and Pension	$
	Total Annual Employee Benefits (1+2+3+4)	$
	(5) Equipment Costs	$
	(6) Service and Supply Costs	$
	(7) General and Administrative Costs	$
	(8) Profit	$
	Total Annual Other Costs (5+6+7+8)	$
	TOTAL ANNUAL PRICE	$

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was complied from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

Name of Proposer _____ Signature _____ Date _____

FORM LW-8.3c

STAFFING PLAN AND COST METHODOLOGY FOR ZERO-TOLERANCE GRAFFITI ABATEMENT SERVICES (2012-PA008)
ZONE 1Dc - West & South Whittier (areas on the northern and western portion adjacent to the City of Santa Fe Springs)

PROPOSER:_____

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY SUN	MON	TUE	WED	THU	FRI	SAT	HOURS PER WEEK	ANNUAL HOURS (52 x Hrs per wk)	HOURLY WAGE RATE**	ANNUAL COST
Minimum crew											$
Zone 1Dc .3 crew											$
											$
											$
											$
											$
											$
											$
											$
											$

Comments/Notes:		
	Total Annual Salaries	$
	(1) Vacations, Sick Leave, Holiday	$
	(2) Health Insurance ***	$
	(3) Payroll Taxes & Workers' Compensation	$
	(4) Welfare and Pension	$
	Total Annual Employee Benefits (1+2+3+4)	$
	(5) Equipment Costs	$
	(6) Service and Supply Costs	$
	(7) General and Administrative Costs	$
	(8) Profit	$
	Total Annual Other Costs (5+6+7+8)	$
	TOTAL ANNUAL PRICE	$

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was complied from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

Name of Proposer _____ Signature _____ Date _____

EXHIBIT F.1

Zero-Tolerance Graffiti Abatement Services
Zone 1Dc