



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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WILLIAM T FUJIOKA  
Chief Executive Officer

August 7, 2007

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

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Fifth District

The Honorable Board of Supervisors # 27  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

AUG 07 2007

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS: PARK-AND-RIDE LOTS  
SECURITY SERVICES  
(SUPERVISORIAL DISTRICTS 1, 3, AND 5)  
(3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that these services can be more economically performed by an independent contractor than by County employees.
2. Award the contract for Park-and-Ride Lots Security Services to US Metro Group, Inc., located in Los Angeles, California, and direct the Chairman to execute the contract. The contractor's compensation for the three-year term commencing on September 1, 2007, will not exceed \$746,929.26. The County may exercise up to two 1-year renewal options with annual compensation not to exceed \$248,976.42. The total contract period may not exceed five years. The necessary funds are available in the Supervisorial Districts' 1, 3, and 5 Proposition A Local Return Transit Programs included in the Fiscal Year 2007-08 Transit Enterprise Fund Budget.
3. Authorize the Director of Public Works or his designee to annually increase the contract amount up to an additional 25 percent of the annual contract sum for unforeseen, additional work within the scope of the contract, if required.

4. Delegate authority to the Director of Public Works or his designee to renew the contract for each additional renewal option if, in the opinion of the Director of Public Works, the contractor has successfully performed the previous contract period and the services are still required; to approve contractor's entity change in accordance with your Board's policy on contractor merger/acquisitions; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend the contract work if, in the opinion of the Director of Public Works, it is in the best interest of the County to do so.

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

The purpose of the recommended action is to continue providing unarmed security service at the County's Acton, Fairplex, Ventura, Via Verde, and Pacific Coast Highway Park-and-Ride Lots. The weekly allocation of coverage is as follows: Acton, 92.5 hours; Fairplex, 90 hours; Ventura, 60 hours; Via Verde, 65 hours; and Pacific Coast Highway, as needed. The trained, unarmed security personnel will protect the commuting public using the park-and-ride lots from crime; safeguard vehicles against fire, theft, vandalism, and illegal entry; and report illegal or injurious acts to local authorities. Security officers will provide lot patrons with information and other assistance when necessary. The Department of Public Works has contracted for this service since 1993.

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

The Countywide Strategic Plan directs that we provide Service Excellence (Goal 1), Organizational Effectiveness (Goal 3), Fiscal Responsibility (Goal 4), Children and Families' Well-Being (Goal 5), Community Services (Goal 6), and Public Safety (Goal 8). Unarmed security service at park-and-ride lots will protect the commuting public from crime. The recommended independent contractor is more cost-effective than the same service if provided by County employees.

#### **FISCAL IMPACT/FINANCING**

There will be no impact to the County's General Fund.

The recommended contract is based on the contractor's particular skills, experience, and will benefit the general public and result in a cost savings to the County. The contract is for an amount not to exceed \$746,929.26 for the initial three-year term and \$248,976.42 for each of two option-years, plus 25 percent for unforeseen, additional work within the scope of the contract. These amounts are based on the contractor's hourly rates and the Department of Public Works' estimates of hourly service utilization.

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The necessary funds are available in the Supervisorial Districts' 1, 3, and 5 Proposition A Local Return Transit Programs included in the Fiscal Year 2007-08 Transit Enterprise Fund Budget.

This Proposition A contract does not allow for cost-of-living adjustments.

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

The recommended contractor is US Metro Group, Inc., located in Los Angeles, California. This contract will commence on September 1, 2007, for a period of three years. With your Board's delegated authority, the Director of Public Works may renew the contract for two 1-year renewal options, for a total contract period not to exceed five years.

The contractor is in compliance with your Board, Chief Executive Office, and County Counsel requirements.

The attached contract (Attachment A) has been executed by the contractor and approved as to form by County Counsel.

This contract contains terms and conditions supporting Board-sponsored policies, such as contractor responsibility and debarment, jury service requirements, the Safely Surrendered Baby Law, and charitable activities compliance.

As requested by your Board, the contractor has submitted a safety record that reflects its past activities have been conducted according to reasonable standards of safety.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned.

In accordance with the Chief Administrative Officer's June 15, 2001, instructions, this is the Department of Public Works' assurance that this contractor will not be requested to perform services that will exceed the contract's approved amount, scope of work, terms and conditions, and/or duration.

The Director of Public Works may approve mergers, acquisitions, and other changes of form of entity or assignment in accordance with Board Policy 9.041, Evaluation of Vendors/Contractors Engaged in Mergers or Acquisitions.

The Department of Public Works obtained information concerning the proposed contractor's history of Labor Law compliance from the State of California. No unadjudicated complaints or adverse adjudications were reported.

### **ENVIRONMENTAL DOCUMENTATION**

In accordance with Section 15378 (b) (4) of the California Environmental Quality Act Guidelines (CEQA), approval of the recommended action does not constitute a project and, hence, is not subject to the requirements of CEQA.

### **CONTRACTING PROCESS**

On March 29, 2007, the Department of Public Works solicited proposals from 188 independent contractors and community business enterprises to accomplish this work. Also, a notice of the Request for Proposals (RFP) was placed on the County's bid website (Attachment B), and an advertisement was placed in the *Los Angeles Times*.

Pursuant to the applicable memorandum of understanding, the RFP for this contracted service was submitted on March 29, 2007, to the appropriate union for review before being released to the public. The union has not asked to meet with the Department of Public Works regarding this solicitation.

On April 26, 2007, nine proposals were received. The proposals were first reviewed to ensure they met the minimum requirements of the RFP. Two proposals were disqualified for not meeting the minimum requirements. One proposal was conditioned on "exceptions" to insurance and other requirements, and was rejected as nonresponsive. One proposer withdrew its proposal from the evaluation process. Five qualifying proposals met the mandatory minimum requirements and were evaluated by an evaluation committee consisting of the Department of Public Works staff. The committee's evaluation was based on criteria described in the RFP, which included price, experience, work plan, financial resources, references, and payroll recordkeeping. Based on this evaluation, it is recommended that this contract be awarded to the highest-rated, responsive, and responsible proposer, US Metro Group, Inc., located in Los Angeles, California.

Attachment C reflects the proposers' minority participation. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

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

The Department of Public Works has evaluated and determined that the contractor fully complies with the requirements of the Living Wage Program (County Code Chapter 2.201) and agrees to pay a living wage to its full-time employees providing County services the revised Living Wage of \$11.84 without health benefits.

Using methodology approved by the Auditor-Controller, the Department of Public Works has calculated the cost-effectiveness of contracting for this service. Based on the cost calculations, the Department of Public Works has determined that this service can be more economically performed by an independent contractor than by County employees.

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

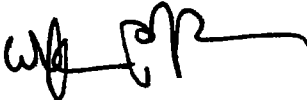
The commuting public benefits from the safer parking lots that result from these security services. The award of this contract will not result in the displacement of any County employees as this service is presently contracted with the private sector.

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**CONCLUSION**

Please return one adopted copy of this letter along with the Contractor Execute and Department Conform copies to the Department of Public Works, Administrative Services Division. The original Board Execute copy should be retained for your Board's files.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DLW  
GZ:dw

Attachments (3)

c: County Counsel  
Office of Affirmative Action Compliance  
Department of Public Works (Programs Development)