

CITY OF LOS ANGELES
CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 928-9555
FAX NO. (213) 928-9515

June 18, 2018

Honorable City Council
City of Los Angeles
c/o City Clerk
Room 395, City Hall
Los Angeles, CA 90012

Attention: John White, Legislative Analyst

**REQUEST AUTHORIZATION TO EXTEND TWO CONTRACTS
FOR CUSTODIAL SERVICES WITH UNISERVE FACILITIES
SERVICES CORPORATION AND DEDICATED BUILDING SERVICES, LLC**

The Department of General Services (GSD) requests authority to execute a Supplemental Agreement with Uniserve Facilities Services Corporation (C125846) and Dedicated Building Services, LLC (C125847) to extend their existing personal service contracts for custodial services. These contracts provide services at approximately 215 facilities throughout the City, including libraries, animal shelters, municipal buildings and yards. The contracts would be extended on a month-to-month basis not to exceed one year under the same terms and conditions as the existing contract.

BACKGROUND

GSD contracts with outside vendors, Uniserve Facilities Services Corporation (C125846) and Dedicated Building Services, LLC (C125847) to provide daily custodial services. These contracts were issued under a Request for Proposal (RFP) with a term of three years and are funded for approximately, \$1.5 million and \$4.5 million respectively, through GSD's Annual Budget. Both contracts expire on June 30, 2018.

A new RFP was released for replacement contracts for these services and was set to begin on July 1, 2018. Two recent developments will delay the award of the new contracts:

1. Council introduced a motion on 5/21/18 to report on the feasibility and cost to conduct an audit of existing custodial service contractors to assess their compliance with wage and hours laws (attached); and
2. A protest has been filed on the RFP award.



In consult with the City Attorney, GSD has rescinded the award of the new contracts at this time. The department will require time to analyze the claims in the protest and also conduct an audit of the existing contractors, as directed by the motion. This will ensure that GSD does not award to any vendor with a potential violation of contract terms and conditions.

AGREEMENT

This attached Supplemental Agreement will allow GSD to provide uninterrupted daily custodial services to City facilities. Without it, services will cease on July 1, 2018 creating critical health and safety conditions and code violations at civic facilities used by children and other members of the public. The sections of the agreement being amended are fees and pricing (to account for the City mandated living wage increase), a clause to add or remove buildings or districts as necessary, and the term to a month-to-month.

Council approval is required for this contract extension to be in compliance with the Ad Code Section 10.5(a) which states that contracts, for a period longer than three (3) years, shall have been first approved by the Council.

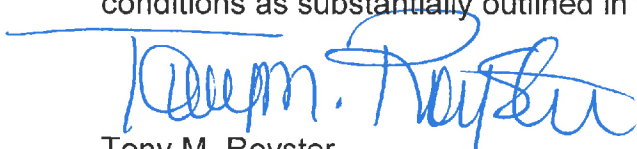
Changing the agreement as cited above will provide the City with the flexibility to remove buildings (or districts) and to allow for cancellation of the contract to make new awards as soon as the audit and protest process is complete.

FISCAL IMPACT

Approval of the extension of these contracts via a Supplemental Agreement will not result in any additional costs to the General Fund. These contracts are funded in the FY18-19 budget for GSD's Custodial Services Division.

RECOMMENDATION

That the Los Angeles City Council authorize the Department of General Services to execute a Supplemental Agreement for custodial services with Uniserve Facilities Services Corporation and Dedicated Building Services, LLC under the terms and conditions as substantially outlined in this report.



Tony M. Royster
General Manager

Attachment