



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: March 20, 2014
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Three (3) minutes are allowed for each item.

1. Call to order – Santos H. Kreimann
 - A) **Board Letter – REQUEST FOR APPROVAL AND AWARD OF AS-NEEDED ELEVATOR AND EXCALATOR MAINTENANCE SERVICES MASTER AGREEMENTS AND AWARD AND APPROVAL OF A CONTRACT TO CONTINUE ELEVATOR MAINTENANCE AND REPAIR SERVICES**
ISD – Jim Jones or designee
 - B) **Board Letter – REQUEST FOR APPROVAL TO ACQUIRE COMPUTER EQUIPMENT AND APPROVE ATTACHED APPROPRIATION ADJUSTMENT**
ISD – Jim Jones or designee
 - C) **eCAPS/eHR Update**
A-C – Wendy Watanabe or designee
2. Public Comment
3. Adjournment



JIM JONES
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

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Los Angeles, California 90063

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"To enrich lives through effective and caring service"

April 8, 2014

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

Dear Supervisors:

**REQUEST FOR APPROVAL AND AWARD OF AS-NEEDED ELEVATOR AND
ESCALATOR MAINTENANCE SERVICES MASTER AGREEMENTS AND AWARD
AND APPROVAL OF A CONTRACT TO CONTINUE ELEVATOR MAINTENANCE
AND REPAIR SERVICES
AT LAC+USC MEDICAL CENTER
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

Request approval to award and execute two master agreements for As-Needed Elevator and Escalator Maintenance Services and approval of a contract with Fujitec, Inc. to continue elevator maintenance and repair services at the Los Angeles County + University of Southern California (LAC+USC) Medical Center.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Internal Services Department (ISD), or his designee, to award and execute master agreements, with Amtech Elevator Services and TRE Elevator Corp (Attachment 1) to provide as-needed elevator and escalator maintenance services, following approval by your Board, for an initial term of five (5) years, with two (2) additional one-year renewal options and six (6) month-to-month extensions.
2. Authorize the Director of ISD or his designee to execute agreements with additional vendors as they become qualified throughout the term of recommended

master agreement, exercise the extension renewal options, execute individual work orders, suspend or terminate agreements for the administrative convenience of the County when vendors cease to be in administrative compliance (e.g., non-performance related issues, etc), and execute applicable agreement amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity.

3. Authorize the Director of ISD, or his designee, to execute a contract with Fujitec America, Incorporated (Fujitec) (Attachment 2) to continue providing elevator maintenance and repair services at the LAC+USC Medical Center for an initial term of five (5) years, with two (2) additional one-year periods, and six (6) month-to-month extensions, effective July 1, 2014; exercise the renewal options and month-to-month extensions in accordance with the attached contract, approve necessary changes to scope of services, and execute applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD currently administers the As-Needed Elevator and Escalator Maintenance Services Master Agreement to maintain a pool of readily available qualified contractors to provide required elevator and escalator services for a variety of County facilities. Contractors provide expedited services for projects that occur on an intermittent basis. The range of contracted services includes:

- Elevator Modernization
- Elevator cab refurbishment
- Emergency calls
- As needed repairs to specialized equipment
- Extraordinary repair and maintenance service

The current master agreements expires on September 19, 2014, and there is a continuing need to obtain these contracted services to assist ISD in maintaining and repairing elevators and escalators throughout various County facilities. Your Board's approval of recommended actions Number 1 and 2 will enable ISD to continue to obtain as-needed elevator and escalator maintenance services to supplement work that ISD's in-house personnel cannot accomplish. There will be an overlap in contract terms of the existing and recommended master agreements to effectuate the transition of existing work orders.

Under the current master agreement, Fujitec maintains 29 elevators at the LAC+USC Medical Center that utilize its proprietary software and specialized equipment. Fujitec is

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the original equipment manufacturer for the elevators and the sole provider for the required services. The current master agreement with Fujitec expires on August 28, 2014. Your Board's approval of recommended action Number 3 will ensure that the essential elevator maintenance and repair services at the LAC+USC Medical Center continue without disruption.

Implementation of Strategic Plan Goals

The recommended action supports the Countywide Strategic Plan Goal Number 1, Operational Effectiveness and Goal Number 2, Fiscal Sustainability by providing quality and efficient Countywide services.

FISCAL IMPACT/FINANCING

Approval of the recommended master agreements does not guarantee contractors any minimum amount of business. The County only incurs an obligation as individual work orders are issued. Expenditures under these master agreements will vary from year to year based on the need for elevator and escalator maintenance services. Expenditures will be offset through billings to County departments.

For Fiscal Year 2014-15, expenditures for Fujitec contract services to LAC+USC Medical Center are estimated at \$223,632. Sufficient appropriation for the recommended contracts is included in ISD's FY 2014-15 budget request and sufficient appropriation will be requested in future years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the recommended master agreements have been approved as to form by County Counsel. The master agreements include the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoff as well as qualified GAIN/GROW participants for employment openings, and compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support Compliance Program. Community Business Enterprise Program information for the recommended vendor is shown in Attachment 3. The recommended firm was selected without regard to gender, race, creed, color or national origin for award of a master agreement.

The terms and conditions of the contract with Fujitec have been approved as to form by County Counsel. Fujitec took exception to a standard County indemnification clause in

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the master agreement's terms and conditions. Specifically, Fujitec added language to the standard County indemnification clause that more clearly limited its liability to acts and omissions arising from its own actions and not acts or omissions by the County.

Fujitec's proposed change to the County's standard indemnification clause was discussed with the Chief Executive Office's Risk Management staff. They concur with our decision to accept Fujitec's alternative language based on our determination that the services are not obtainable from other vendors due to the proprietary nature of the software and equipment.

County Code 2.201 does not apply to the As-Needed Elevator and Escalator Maintenance Services Master Agreement as these agreements are for temporary and intermittent services, and the work performed by these firms is highly technical in nature. It has been determined that the services under these agreements do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program" because of the specialized training needed to perform the work.

CONTRACTING PROCESS

On November 4, 2013, ISD released a Request for Statement of Qualifications (RFSQ) for As-Needed Elevator and Escalator Maintenance Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 4).

Since the release of the RFSQ, two Statements of Qualifications (SOQ's) have been received and reviewed for compliance with the minimum qualifications criteria stated in the RFSQ. The vendors were determined to be qualified and are being recommended for the master agreements. Additional SOQ's are in the review and qualification process.

New vendors may qualify for a master agreement at any time by submitting a SOQ. These vendors will be added to the Master Agreement if they meet the minimum qualifications. Thereafter, as services are needed, qualified vendors will be solicited under competitive conditions to provide as-needed elevator and escalator maintenance services under work orders executed by ISD. Vendors certified as a LSBE will receive the 8% LSBE preference on their individual work order bids.

With regard to the Fujitec contract, on February 24, 2009 your Board approved the migration of maintenance and repair services of these elevators to ISD's

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Elevator/Escalator Master Agreement with Fujitec due to the proprietary software and specialized equipment on 29 elevators at the LAC+USC Medical Center. Approval of the contract with Fujitec will ensure uninterrupted services specific to the 29 elevators identified in Attachment 5.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the Master Agreements will allow ISD to continue to provide elevator and escalator maintenance services to ISD managed facilities and projects on an as-needed basis.

Approval of the Fujitec contract will ensure continuance of mission-critical elevator services at the LAC+USC Medical Center.

CONCLUSION

The Executive Office, Board of Supervisors, is requested to return a stamped copy of the approved Board letter to the Director of ISD.

Respectfully submitted,

JIM JONES
Director

JJ:JS:YY:LG

Attachments

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



JIM JONES
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

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April 8, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
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Dear Supervisors:

**REQUEST FOR APPROVAL
TO ACQUIRE COMPUTER EQUIPMENT,
AND APPROVE ATTACHED APPROPRIATION ADJUSTMENT
(ALL DISTRICTS - 3 VOTES)**

**CIO RECOMMENDATION:
(X) APPROVE () APPROVE WITH MODIFICATION () DISAPPROVE**

SUBJECT

Request approval to purchase computer equipment with a unit cost greater than \$250,000 to meet the needs of County departments and request approval of the attached appropriation adjustment.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Internal Services Department (ISD) to acquire computer equipment for a total financed capital asset expenditure of \$2,198,742 to support countywide automated applications.
2. Approve an appropriation adjustment to increase ISD's Capital Assets Equipment budget by \$748,000, offset by Intrafund Transfer billings to the Department of Public Social Services (DPSS), to provide adequate appropriation for network and voice equipment purchases.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On an ongoing basis, ISD acquires computer and networking equipment to meet the computer application needs of County departments. Pursuant to County Policy, Board approval is required when individual components of this equipment exceed \$250,000.

This request is for approval to acquire four (4) large capacity IBM midrange servers to expand and replace older servers that reach end-of-life in December 2014. The new servers will be part of the shared consolidated server environment at ISD's Downey and Santa Ana Data Centers. The purchase will allow for increased computing capacity for existing county wide applications and enhance disaster recovery capabilities for critical applications. The total financed cost of these servers is \$2,198,742.

The requested \$748,000 appropriation adjustment for capital assets covers the acquisition for network and voice equipment for DPSS. No component of this purchase exceeds \$250,000. DPSS has an ongoing telephone upgrade project replacing aging PBX equipment with the ISD-hosted Voice over IP (VoIP) solution. ISD will recover the cost of this network and voice equipment purchase from DPSS.

Implementation of Strategic Plan Goals

The acquisition of this computer and networking equipment is necessary to meet the information technology requirements of the departments served by ISD and supports the County strategic goal for Operational Effectiveness.

FISCAL IMPACT/FINANCING

The computer equipment acquisition of \$1,827,121 will be financed through LAC-CAL over five years for a total financed cost of \$2,198,742.

Lease payment requirements are set according to the Chief Executive Office's estimated maximum interest rate for the LAC-CAL lease revenue bonds, which will be issued by the Treasurer and Tax Collector (TTC) at a future date. The TTC has indicated that actual LAC-CAL interest rates at present remain at levels that are much lower than the budgeted 6.25 percent. Any difference between the budgeted lease payments and the actual bond payment requirements will be credited to ISD's budget upon retirement of the bonds.

The computer server equipment is included in the equipment listing that your Board has authorized for LAC-CAL financing in the Fiscal Year (FY) 2013-14 budget. ISD has adequate funding for the lease costs in its FY 2013-14 Adopted Budget, and will request funding in future fiscal years' budget requests. ISD recovers all these costs through usage-based charges to client departments.

The approval of the recommended appropriation adjustment to transfer \$748,000 from Services and Supplies to Capital Assets Equipment will provide adequate appropriation for the network and voice equipment purchases requested by DPSS. All costs are

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offset by billings to DPSS. There will be no additional cost impact to other County departments.

No additional net County cost is required for these acquisitions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This request complies with the County Equipment Policy that your Board approved on October 16, 2001. This policy requires that departments obtain Board approval to purchase or finance equipment with a unit cost of \$250,000 or greater.

CONTRACTING PROCESS

These equipment items are commodity acquisitions under the statutory authority of the County Purchasing Agent. The acquisitions will be competitively bid by the Purchasing Agent in accordance with the standard County Purchasing policies and procedures.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval will ensure that ISD can acquire the resources necessary to operate County computer systems managed by the Department.

CONCLUSION

The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board letter to the Director, ISD.

Respectfully submitted,

Reviewed by:

JIM JONES
Director

RICHARD SANCHEZ
Chief Information Officer

JJ:DC:TT:rc
Attachments

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