



COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**  
12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

**CONNOR B. McCORMACK**  
Registrar-Recorder/County Clerk

October 1, 2002

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

Dear Supervisors:

**NOVEMBER 5, 2002 GENERAL ELECTION TEMPORARY TRUCK DRIVERS  
PURCHASE ORDER AUTHORIZATION  
(ALL DISTRICTS 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the County Purchasing Agent to award the purchase order to Staffmark Transportation in the amount of \$416,098.00 to provide temporary truck drivers and swampers for the delivery and pick up of election supplies throughout Los Angeles County from October 15, 2002 through November 15, 2002.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

Award of purchase orders in excess of \$100,000 by County's Purchasing Agent for sundry services requires approval by your Board. The recommended action is necessary because of the increasing difficulties experienced by the Registrar-Recorder/County Clerk (RR/CC) in recruiting and hiring competent and skilled truck drivers and swampers. For major elections in the past, RR/CC has recruited and hired approximately 150 temporary truck drivers and 170 swampers required for the delivery of election supplies to the polling locations; pick-up of supplies from the Check-in Centers (CIC) on election night; and pick up of election supplies following the election. Over the years, recruitment of truck drivers and swampers has become problematic due to the limited duration of time these temporary personnel are employed. This limited hiring period is too short to attract professional and qualified drivers who seek longer terms of employment. Although the Department has taken steps to attract skilled personnel, the recruitment pool of such candidates has not been available resulting in operational and logistical issues including delays in the delivery of the election supplies. Following the March 5, 2002 Primary Election supply delivery problems, RR/CC decided to outsource temporary truck drivers and swampers on a pilot basis. Assuming this alternative is an improvement to past methods, the RR/CC intends to pursue solicitation of a long term Agreement to acquire these services.

Approval of the recommended action is necessary for delivery of election supplies for November 5, 2002 General Election.

**IMPLEMENTATION OF STRATEGIC PLAN GOALS:**

The recommended action supports the County's Strategic Plan:

Goal No.1: Service Excellence:

Provide the Public with easy access to quality information and services that are both beneficial and responsive.

Strategy 3: Evaluate Services based on Results

Goal No. 3: Organizational Effectiveness:

Ensure that services delivery systems are efficient, effective, and goal-oriented.

Strategy 2: Improve internal operations.

**FISCAL IMPACT/FINANCING:**

The purchase order amount shall not exceed \$416,098. The funds are available in the RR/CC Departmental budget. There is no increase in net County cost.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

Upon your approval, a purchase order will be issued by Internal services Department to Staffmark to provide 137 truck drivers and 60 swampers from October 15, 2002 through November 15, 2002 as required in the bid specifications. The RR/CC has determined that the recommended action is not subject to Prop A requirement because the temporary services are needed intermittently and it is impossible to recruit adequate staff for the time period when the services must be performed.

**CONTRACTING PROCESS:**

On August 14, 2002, Internal Services Department released an Invitation for Bids (IFB). The IFB was sent to (8) eight vendors. The IFB was posted on the County's website. The IFB closed on August 28, 2002 with a response from only one vendor, Staffmark.

RR/CC executive and management staff reviewed and evaluated the bid accordingly and determined that Staffmark was a responsive and responsible bidder. Staffmark's cost is in line with current market conditions and their bid was satisfactory to the RR/CC's needs.

**IMPACT ON CURRENT SERVICES:**

Approval of the recommended action will assist the Department in conducting the November 5, 2002 General Election successfully. The provisions of the services are critical for deployment of election supplies that are necessary to ensure timely opening of polling locations.

**CONCLUSION:**

Upon approval by the Board of Supervisors, the Executive Office, Board of Supervisors is requested to return adopted copies of this letter to:

1. Department of Registrar-Recorder/County Clerk  
Procurement & Contracts  
12400 Imperial Highway, Room 7211  
Norwalk, CA 90650  
Attention: Ngozi Ume, Contracts Manager
  
2. Internal Services Department  
Purchasing & Contracts Division  
1100 N. Eastern Ave, Room 102  
Los Angeles, CA 90063  
Attention: Joe Sandoval, Division Chief

Respectfully submitted,

CONNOR B. McCORMACK  
Registrar-Recorder/County Clerk

CMC:nu

c: Chief Administrative Officer  
County Counsel  
Internal Services Department