

August 22, 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:

**AWARD OF LANDSCAPE AND GROUNDS MAINTENANCE SERVICES (AREA 8)  
FOR THE COUNTY OF LOS ANGELES PUBLIC LIBRARY  
(DISTRICTS 1, 4, and 5) (3-VOTE MATTER)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Make a finding that services can be performed more economically by an independent contractor.
2. Approve and instruct the Chair to sign a four-year agreement with Midori Gardens Landscape Services at an annual cost of \$26,866 for provision of landscape and grounds maintenance services in the Public Library's Area 8, effective October 1, 2002 through September 30, 2006.
3. Authorize the contractor to proceed with the work in accordance with the contract's specifications, terms, conditions, and requirements.
4. Authorize the County Librarian to sign agreement modifications created by increases or decreases in the number of facilities over the term of the contract, and to sign monthly extensions as set forth in the contract for a period not to exceed six months, if needed.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

This is to recommend that the Board approve the award of a contract for landscape and grounds maintenance services to Midori Gardens Landscape Services as part of a continuing effort by the Department to provide the best possible service to the public at the lowest responsible cost. This recommendation is submitted based upon a finding that the provision of landscape and grounds maintenance services for the affected County facilities can be performed more economically by an independent contractor.

The recommended contract award is needed to continue the provision of landscape and grounds maintenance services at nine (9) libraries located in the Public Library's Landscape-Area 8 (East County area) as detailed in Attachment A. The current contract will expire on September 30, 2002.

### **Implementation of Strategic Plan Goals{tc \11 "Implementation of Strategic Plan Goals}**

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

### **FISCAL IMPACT/FINANCING{tc \11 "FISCAL IMPACT/FINANCING}**

The recommended contractor's annual cost of \$26,866 represents a cost savings of \$13,693 (33.8%) over the estimated County cost (including start-up costs) to perform similar services for the first year. These cost savings are calculated based on the Revised Proposition A Contract Cost Format developed by the County Auditor-Controller's guidelines. The proposed contract does not include any cost-of-living increases. The Auditor-Controller has reviewed and approved these calculations.

The cost for this contract will be paid from existing funds included in the Department's operating budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS{tc \11 "FACTS AND PROVISIONS/LEGAL REQUIREMENTS}**

Under the provisions of Section 2.121.250 through Section 2.121.420 of the Los Angeles County Code as amended, proposals were solicited for the provision of landscape services in the Public Library's Landscape and Grounds Maintenance Service-Area 8. All requirements of County Code Section 2.12.380 have been met and there is no conflict of interest as specified in County Code Section 2.121.295. On final analysis and consideration of an award, the contractor was selected without regard to gender, race, color, creed, or national origin.

This contract is in compliance with the mandatory living wage requirements as set forth in Los Angeles County Code Chapter 2.201 (Living Wage Program). The Department has evaluated and determined that the contractor fully complies with the requirements of the Living Wage Program and agrees to pay its full-time employees providing County services a living wage.

The contract has been properly executed by the contractor and County Counsel has approved this contract as to form.

### **CONTRACTING PROCESS**

On December 17, 2001, proposals were solicited from the Public Library's proposers list, which includes contractors listed on the County's Office of Affirmative Action Compliance Community Business Enterprise (CBE) Database. Advertisements were placed in the Los Angeles Times, The Sentinel, and a chain of bilingual community ethnic newspapers published by The Eastern Group. The solicitation information was also made available to prospective contractors on the Internet through the County Office of Small Business web site. The CBE information is summarized on the attached documents.

The mandatory proposer's conference was held on February 5, 2002. Contractors were informed of the County's Living Wage Program and Contractor Responsibility and Debarment provisions. Four (4) proposals were received by the Public Library on February 19, 2002. The Public Library reviewed and evaluated all four proposals. The committee's evaluation was based on criteria described in the solicitation document, which included cost-effectiveness, business experience, financial resources, compliance with the Living Wage Program, ability to perform the work, and cost to the County.

The Public Library has reviewed available resources to review and assess the proposed contractor's past performance, history of labor law violations, and any negative experiences with County contracts.

The Department determined, through the Request for Proposals process, that these services can be performed more economically by an independent contractor, and recommends awarding a contract to Midori Gardens Landscape Services. The recommended contractor was highest ranked overall, had the lowest cost, and had the most responsive and responsible proposal. The County Auditor-Controller's office has reviewed and approved the Department's Avoidable Cost Analysis.

The State Labor Commissioner's Office reports finding no labor/wage violations. Midori Gardens Landscape Services will pay its employees a living wage of not less than \$9.46 per hour, and on an annual basis a minimum of five (5) days of regular pay for actual jury service for full time employees. The Proposition A Contracting – Employee Wages & Benefits form summarizing and comparing the Contractor's wages and benefits to those of the County is attached.

Midori Gardens Landscape Services has certified that it will comply with all terms, conditions, and requirements of the County's Living Wage Program. The Contractor agrees to notify and assist its employees with the Federal Earned Income Tax Credit application process. Midori Gardens Landscape Services completed and submitted the Principal Owner Information form and the Child Support Compliance Program Certification form to the District Attorney's office as required by the County's Child Support Compliance Program.

**IMPACT ON CURRENT SERVICES{tc \l1 "IMPACT ON CURRENT SERVICES}**

Award of this contract will allow the Public Library to continue providing landscape and grounds maintenance services without interruption to the affected library facilities.

**CONCLUSION{tc \l1 "CONCLUSION}**

The landscape and grounds maintenance services provided under the recommended contract are essential to Public Library operations at the affected facilities.

Respectfully submitted,

Margaret Donnellan Todd  
County Librarian

Attachments

c: Chief Administrative Office  
County Counsel  
Executive Office, Board of Supervisors  
Auditor-Controller  
Office of Affirmative Action Compliance