

APPROVED

REPORT OF GENERAL MANAGER

NO. 10-338

DEC 08 2010

DATE December 8, 2010

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CITYWIDE CONTRACT FOR THE MANUFACTURING AND INSTALLATION
OF TOILET STALL PARTITIONS AND ACCESSORIES – CHARTER SECTION
1022 DETERMINATION

R. Adams _____	*F. Mok <u>NO</u>
H. Fujita _____	K. Regan _____
S. Huntley _____	M. Shull _____
V. Israel _____	

Vick Israel for

General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with the expertise to manufacture and install toilet stall partitions and accessories and that it is thus more feasible to secure these services by an independent contractor.

SUMMARY:

The Department of General Services Supply Services Division (GSD) currently maintains Citywide Contract No. 58518 with Glen Products, Inc., to provide for the manufacturing and installation of toilet stall partitions and accessories for various facilities throughout the City of Los Angeles. The contract will expire on January 31, 2011. It is the responsibility of GSD to solicit and review bids in order to enter into a new contract.

The labor components of the proposed contract is expected to exceed \$25,000, and the Department is the largest user of the labor component of the contract. Therefore, GSD has requested that the Department make a Charter Section 1022 finding before the contract is renewed.

Charter Section 1022

Los Angeles City Charter Section 1022 prohibits contracting out work that could be done by City employees unless the Board determines it is more economical and/or feasible to contract out the services.

On October 27, 2010, the Personnel Department completed a Charter Section 1022 review (Attachment A) and determined that the City had classifications that could provide some of the work

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but that the work assignment exceeds staffing availability.

The Department lacks the personnel with the expertise to provide the manufacturing and installation of toilet stall partitions and accessories. Also, as the work would be intermittent, the Department is unable to hire and train staff in a timely manner to complete projects when they are identified and upon completion would have to layoff such staff due to the short-term nature of the project.

It would therefore be more feasible to secure the services by an independent contractor.

FISCAL IMPACT STATEMENT:

The Charter Section 1022 finding has no impact to the General Fund.

Report prepared by Raymond Chang, Administrative Resources Section, Finance Division.

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Department of Recreation and Parks

2. Contacts:

Department: John Kolody Phone No. 213 485-4801 Fax No. 213 2847-2030

CAO: Veronica Salumbides Phone No. 213 473-7561 Fax No. 213 473-7514

3. Work to be performed:

The Department of Recreation and Parks is asking General Services Department to solicit bids on a contract to manufacture and install large-scale tubular steel fencing, steel gates, as well as pickets for fence tops.

Is this a contract renewal? Yes No

4. Proposed length of contract: Two years, with 3 one-year options to renew.
Start Date: February 2011

6. Proposed cost of contract (if known): \$250,000, per year.

7. Name of proposed contractor: Unknown

8. Unique or special qualifications required to perform the work:

The contractor must be experienced in manufacturing steel fences, fence pickets, and gates, and be able to galvanize the products according to specification. In addition, the contractor must be experienced in installing the products in large scale projects.

9. Are there City employees that can perform the work being proposed for contracting?
Yes (some of the work.) No

Classification	Departments	List Expires
Construction & Maintenance Supervisor	Airports, DWP, Harbor, PW Sanitation, PW Street Services, Rec & Parks, and Zoo	No List
Cement Finisher	Airports, DWP, PW Street Services, Recreation & Parks, Transportation, and Zoo	9/23/2012
Cement Finisher Supervisor	DWP and Recreation & Parks	No List
Cement Finisher Worker	Airports, PW Street Services, Recreation & Parks, Transportation	1/27/10
Maintenance and Construction Helper	Various	7/20/2012
Painter	Airports, Convention Center, DWP, GSD, Harbor, LAPD, PW Sanitation, Transportation, and Zoo	Reserve List
Painter Supervisor	Airports, DWP, GSD, Harbor, PW Sanitation, and Recreation & Parks	Reserve List
Welder	Airports, DWP, Fire, GSD, Harbor LAPD, PW, Recreation & Parks, and Zoo	No List
Welder Supervisor	Airports, DWP, GSD, Sanitation, Recreation & Parks	No List

If yes,

- a. Which class (es) and Department(s): See above.
- b. Is there sufficient Department staff available to perform the work? Yes No
- c. Is there a current eligible list for the class(es)? Yes No Expiration Date: see above.
- d. Estimated time to fill position(s) through CSC process? Unknown due to hiring freeze.
- e. Can the requesting department continue to employ staff hired for the project after project completion? Yes No
- f. Are there City employees currently performing some of the work? Yes No

10. Findings

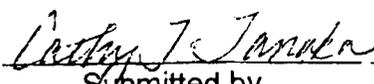
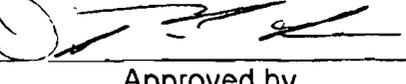
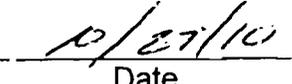
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform some of the work

Check if applicable (explanation attached) and send to CAO for further analysis

- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

SUMMARY:

The Department of Recreation and Parks is requesting General Services Department to solicit bids on a contract to manufacture and install steel gates and fences. Although there are City employees who currently perform some of the duties, the Department explained that due to budget and time constraints, the Department would not be able to hire and train employees to complete the projects expeditiously.

			
Submitted by	Reviewed by	Approved by	Date
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Sr. Personnel Analyst I	Sr. Personnel Analyst II	Chief Personnel Analyst	