

APPROVED

JAN 05 2011

BOARD OF RECREATION
and PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 11-013

DATE January 5, 2011

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CITYWIDE CONTRACT FOR THE INSTALLATION AND REPAIR OF
HARDWOOD FLOORING - CHARTER SECTION 1022 DETERMINATION

R. Adams _____
H. Fujita _____
S. Huntley _____
V. Israel _____

*F. Mok NW _____
K. Regan _____
M. Shull _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board find, in accordance with Charter Section 1022, that the Department does not have sufficient personnel available in its employ with the expertise to install and repair hardwood flooring for gymnasiums and that it is, therefore, 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. 58524 with Hur Flooring Company to provide for the materials, installation and repair of hardwood flooring for gymnasiums at various facilities throughout the City of Los Angeles. The contract will expire in February 2011. GSD is currently in the process of soliciting bids in order to enter into a new contract.

The labor component 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 November 19, 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 but that the work assignment exceeds staffing availability.

REPORT OF GENERAL MANAGER

PG. 2 NO. 11-013

The Department lacks personnel with the expertise to install and repair hardwood flooring for gymnasiums and is unable to hire and train staff in a timely manner to complete projects when they are identified. Also, as the work would be intermittent, the Department would have to layoff such staff due to the short-term nature of the projects.

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.

This report was 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: Chris Smith Phone No. 818-243-1934 Fax No. 213 847-2030
 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 seeking services of a contractor to install hardwood floors for gymnasiums and to repair damaged hardwood floors. The Department is requesting General Services to solicit bids from potential contractors. The current City-wide contract for installation and repair of hardwood flooring is with Hur Flooring Company (Contract Number 58524) and it expires in February 2011.
- Is this a contract renewal? Yes No
4. Proposed length of contract: One year, with 4 one-year options to renew.
 Start Date: February 2011
6. Proposed cost of contract (if known): \$500,000, per year.
7. Name of proposed contractor: Unknown
8. Unique or special qualifications required to perform the work:
The floor installation and repair projects require expertise in sourcing appropriate materials and installing the hardwood flooring which includes stripping, sanding, laying the material, and finishing the floor.
9. Are there City employees that can perform the work being proposed for contracting?
 Yes (some of the work.) No

<i>Classification</i>	<i>Departments</i>	<i>List Expires</i>
Construction and Maintenance Supervisor	Airports, DWP, Harbor, PW Sanitation, PW Street Services, Rec & Parks, and Zoo	No list
Carpenter Supervisor	Airports, DWP, Harbor, PW Sanitation, Rec & Parks, and Zoo	5/21/2011
Senior Carpenter	Airports, Convention Center, Fire, General Services, Harbor, PW Sanitation & Street Services, Rec & Parks, and Zoo	No list
Carpenter	Airports, Convention Center, Fire, General Services, Harbor, Police, PW Sanitation & Street Services, Rec & Parks, and Zoo	4/2/2011
Floor Finisher	Recreation and Parks	No list
Maintenance and Construction Helper	Various	Continuous
Senior Painter	Airports, Convention Center, DWP, PW Sanitation, Rec & Parks, and Zoo	2/2/2011
Painter Supervisor	Airports, DWP, GSD, Harbor, PW Sanitation, and Rec and Parks	10/11/12

Painter	Airports, Convention Center, DWP, GSD, Harbor, Police, PW Sanitation, Rec and Parks, Transportation, and Zoo	10/31/2012
---------	--------------------------------------------------------------------------------------------------------------	------------

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 for hardwood flooring contract. The Department stated that its current staff is able to perform only small scale repairs. The Department emphasized that budgetary constraints impede hiring and training sufficient staff to complete the projects in a timely and efficient manner.

<i>Cathy T. Tanaka</i>	<i>Shelly Del Rosario</i>	<i>Raul Lemus</i>	<i>11/19/10</i>
Submitted by	Reviewed by	Approved by	Date
Cathy T. Tanaka	Shelly Del Rosario	Raul Lemus	
Sr. Personnel Analyst I	Sr. Personnel Analyst II	Chief Personnel Analyst	