

REPORT OF THE PRESIDENT AND CEO

JUNE 24, 2021

RESOLUTION AUTHORIZING THE PRESIDENT & CEO, OR DESIGNEE, TO EXECUTE A ONE-YEAR CONTRACT WITH TOM'S TRUCK CENTER NORTH COUNTY, LLC TO PURCHASE TWENTY-SEVEN VEHICLES, PURSUANT TO AWARD UNDER RFP HA-2021-97 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$1,200,000



 Douglas Guthrie
 President and CEO



 Marisela Ocampo
 Housing Services Director

Purpose: The Housing Authority of the City of Los Angeles (“HACLA”) is engaged in the on-going practice of maintenance of its public housing portfolio. Having equipment that will support the functionality, maintenance and improvement of its housing stock are crucial in preserving our low-income housing. The proposed contract will allow HACLA to purchase utility vehicles for the purpose of transporting staff, equipment and supplies, for the on-going maintenance and capital improvements of HACLA’s 14 public housing sites (“Sites”).

Regarding: The proposed contract will allow HACLA to purchase utility vehicles consisting of cargo vans and work trucks, for use by maintenance staff to repair and maintain HACLA’s public housing stock and complete capital improvement projects. The existing fleet of utility vehicles have exceeded their useful life with model years ranging from 1994 to 2004. The vehicles often require maintenance and major repairs such as transmissions and engines and are no longer feasible to maintain, as the costs are considerably higher than the value of the vehicles and reliability remains an issue. It is imperative that HACLA replace these vehicles, due to their lack of dependability, durability, safety and high cost of repairs.

HACLA plans to purchase 27 vehicles:

Type	Make	Model	Quantity	Average Price per Vehicle	Total
3/4-ton cargo van	Ford	Transit 250	11	\$50,493	\$555,423
1/2-ton truck	Ford	F-150	7	\$33,293	\$233,051
compact truck	Ford	Ranger	6	\$27,437	\$164,622
1-ton truck	Ford	F-350	3	\$64,495	\$193,485
			27		\$1,146,581

The 3/4-ton cargo vans will be customized to include shelving for equipment and supplies, such as, those needed by plumbers to store pipes and fittings. The 1/2-ton trucks and compact trucks will be customized with rear lift-gates to assist with transporting appliances, tools, and other heavy equipment. The 1-ton trucks will be fitted with specialized forks to enable the pick-up of 6-cubic yard trash bins on trash days. The request for approval of the total contracting amount of \$1,200,000 reflects possible additional vehicle preparation, document, and delivery fees.

Procurement:

On April 19, 2021, HACLA issued Request for Proposals (“RFP”) No. HA-2021-97, to invite vendors to submit proposals for custom outfitted vans and trucks. The Scope of Work required specific customization of vehicles to meet the needs of HACLA. The RFP’s quote form allowed vendors to provide a unit price per vehicle based on the vehicle type and customization requirements.

The RFP was advertised on the City of Los Angeles’ Business Assistance Virtual Network (“LA-BAVN”) website where one hundred and twelve (112) vendors viewed the RFP. In addition, a notice of the RFP was emailed to nine (9) additional vendors from a list provided by the Housing Services Department.

On May 18, 2021, the RFP submission deadline, HACLA received one (1) proposal from Tom’s Truck Center North County, LLC (“Tom’s Truck Center”). Based on the proposal evaluation and price analysis, it was determined that Tom’s Truck Center’s proposal was responsive and responsible based on their pricing and ability to deliver all vehicles before the end of the year, and the best value to HACLA.

Additional information regarding the procurement is included in Attachment 2, Summary of Outreach.

Vision Plan: PLACE Strategy #1: Stabilize the physical and financial viability of the conventional public housing portfolio

The public housing portfolio has been undergoing modernization and redevelopment efforts in order to sustain and add to the existing housing stock. Built in the 1940’s and 1950’s, most of the sites require numerous capital repairs and improvements. HACLA’s staff requires reliable utility vehicles to transport equipment and supplies to perform site maintenance and to complete capital improvement projects.

Funding: The Chief Administrative Officer confirms the following:

Source of Funds: Public Housing Operating and Capital Funds are the primary funding sources for public housing maintenance and construction vehicles and equipment.

Budget and Program Impact: HACLA anticipates the expenditure of \$1,200,000 for these utility vehicles to service the Sites. This expenditure is included in HACLA’s 2021 Operating and Capital Fund Budgets.

Environmental Review:

The recommended contract with Tom’s Truck Center North County, LLC, is exempt from CEQA and NEPA.

Section 3:

Section 3 covers contracts for services and does not apply to contracts for the purchase of supplies and materials (24 CFR Part 135.5; HUD Handbook No 7460.8 Rev2). However, HACLA extended Section 3 to this procurement pursuant to the HACLA’s Section 3 Guide and Compliance Plan. Tom’s Truck Center submitted a Section 3 Economic Opportunity Plan, committing to hiring three (3) mechanic helpers. The helpers will be enrolled in the Automotive Technology Program at

Cerritos College and work at Tom's Truck Center, for hands on experience, in addition to receiving their certification from the college.

Attachments:

1. Resolution
2. Summary of Outreach

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE PRESIDENT & CEO, OR DESIGNEE, TO EXECUTE A ONE-YEAR CONTRACT WITH TOM'S TRUCK CENTER NORTH COUNTY, LLC TO PURCHASE TWENTY-SEVEN VEHICLES, PURSUANT TO AWARD UNDER RFP HA-2021-97 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$1,200,000

WHEREAS, the Housing Authority of the City of Los Angeles ("HACLA") requires utility vehicles for use by maintenance staff to transport staff, equipment and supplies for on-going maintenance and capital improvements of HACLA's 14 public housing sites;

WHEREAS, on April 19, 2021, the HACLA issued Request for Proposals ("RFP") No. HA-2021-97, seeking firm fixed-price quotes for various types of utility vehicles;

WHEREAS, following review of the quote received in response to the RFP, as detailed in the Report of the President and CEO of the same date herewith, it was determined that Tom's Truck Center North County, LLC submitted a responsive and responsible proposal;

WHEREAS, HACLA desires to award and enter a one-year contract with Tom's Truck Center North County, LLC; and

WHEREAS, the Chief Administrative Officer confirms the necessary funds are available and included in HACLA's 2021 Annual Budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizes the President and CEO, or designee, to execute a one-year contract with Tom's Truck Center North County, LLC, for a total contract amount not-to-exceed \$1,200,000.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

APPROVED AS TO FORM:

HOUSING AUTHORITY OF THE
CITY OF LOS ANGELES

BY: _____
James Johnson, General Counsel

BY: _____
Cielo Castro, Chairperson

DATE ADOPTED: _____

ATTACHMENT 2

SUMMARY OF OUTREACH ACTIVITIES

REQUEST FOR PROPOSALS (“RFP”) HA-2021-97 VEHICLE PURCHASES

A. Advertisement; Minority/Women Outreach

General Services advertised the Request for Proposals (“RFP”) on the City of Los Angeles’ Business Assistance Virtual Network (LABAVN) website starting on April 19, 2021 until the bid submission deadline on May 18, 2021. A total of 112 vendors viewed the RFP on the LABAVN website. Notice of the RFP was also provided to our list of MBE/WBE organizations.

B. Pre-Proposal Conference

No pre-proposal conference was held due to the closure of our offices to the public stemming from the COVID-19 outbreak. This decision follows orders issued for the State of California by Governor Newsom, the City of Los Angeles by Mayor Garcetti, and Federal, County and City of Los Angeles public health officials. A pre-proposal conference was not conducted for this RFP

C. Addenda

No Addenda was issued for this RFP

D. Receipt of Proposals

Proposals were due on May 18, 2021. One (1) proposal was received from the following firm:

Tom’s Truck Center North County, LLC (“Tom’s Truck Center”)

E. Review of Proposals

The Contracts Administration Manager determined that the proposal was responsive to the RFP and the proposer responsible.

F. Panel Review

The panelists scored the proposal in accordance with the RFP criteria and reached a scoring consensus.

G. Best and Final Offers

On June 3, 2021, a letter requesting a BAFO was sent to Tom’s Truck Center. Tom’s Truck Center provided pricing for three additional vehicles and provided further clarification on estimated delivery dates.

Tom's Truck Center North County LLC Panel Scores				
	Rater #1	Rater #2	Rater #3	Average Scores
Initial Score	71	77	68	71.67
Post BAFO Score	71	77	72	73.33

These scores are reflected in the panel consensus and have been confirmed by the Contract Administration Manager, who has also determined the proposal is price reasonable when compared to the independent cost estimate. Tom's Truck Center's proposal was determined responsive to HACLA's needs based on their pricing and ability to deliver all vehicles before the end of the year, and the best value to HACLA.

H. Recommendation for Award

The evaluation panel recommends Tom's Truck Center for contract award for a total amount not to exceed \$1,200,000 for an initial one-year term. The panelists determined that Tom's Truck Center's proposal is the best value to HACLA based upon the RFP scoring criteria. In June 2021, Tom's Truck Center's was notified of the award recommendations and the date of the Board of Commissioners Meeting where the contract award will be considered by the Board.

I. Workforce Profile

The following workforce composition was obtained from the company as follows:

Company	Employees		
Tom's Truck Center North County, LLC	Total	99	
	Minorities	60	61%
	Women	19	19%

MBE/WBE ORGANIZATIONS MAILING LIST

1	American Indian Chamber of Commerce
2	Asian American Architects and Engineers Association
3	Asian Business Association of Los Angeles
4	Asian Business League of Southern California
5	Asian Pacific Islander Small Business Program
6	Black Business Association
7	Build Plus Community Marketplace
8	California Hispanic Chamber of Commerce
9	Greater L.A. African American Chamber of Commerce (GLAAACC)
10	Greater San Fernando Valley Chamber of Commerce
11	Korean American Chamber of Commerce
12	LA Metropolitan Hispanic Chamber of Commerce
13	Latin Business Association (LBA)
14	Los Angeles Area Chamber of Commerce
15	Los Angeles Latino Chamber of Commerce
16	Los Angeles Minority Business Development Agency (MBDA) Business Center
17	Los Angeles Minority Business Enterprise Center USC (MBDA)
18	National Association of Minority Contractors
19	National Association of Women Business Owners Los Angeles
20	National Black Contractors Association
21	National Latina Business Women Association (NLBWA-LA)
22	Pacific Asian Consortium in Employment (PACE) Business Center
23	Pacific Coast Regional Small Business Development Corp (SBDC)
24	Regional Black Chamber of Commerce of San Fernando Valley
25	Regional Hispanic Chamber of Commerce
26	Small Business Majority
27	Southern California Black Chamber of Commerce
28	Southern California Minority Supplier Development Council
29	The New Ninth Business Resource Center
30	US Black Chambers
31	US Small Business Administration
32	US Veteran Business Alliance
33	Valley Economic Development Center/Women's Business Center
34	Vermont Slauson Economic Development Corporation
35	Vernon Network Committee
36	Young Black Contractors Association