

July 9, 2013

# LOS ANGELES FIRE DEPARTMENT



BRIAN L. CUMMINGS  
FIRE CHIEF

June 27, 2013

BOARD OF FIRE COMMISSIONERS  
FILE NO. 13-086

TO: Board of Fire Commissioners

FROM: Brian L. Cummings, Fire Chief 

SUBJECT: PROFESSIONAL SERVICES CONTRACT – HOWROYD WRIGHT  
EMPLOYMENT AGENCY, INC., DBA APPLEONE

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

**Summary:** On May 17, 2013, the Los Angeles Fire Department (LAFD) executed a contract amendment with Howroyd Wright Employment Agency, Inc., dba AppleOne ("AppleOne") for an amount not to exceed \$95,000, and extended the term through June 30, 2013 (C-121763). The contract provides, as-needed, accounting and general office services to address significant staffing shortages and to meet peak workload demands in the Administrative Services Bureau and the Fire Prevention Bureau. Through the assistance of the temporary contract workers, the workload has been reduced but not yet completed. For that reason, a contract extension is required to provide the necessary staff support to perform the following activities:

Administrative Services Bureau - Closeout activities for the grants program; year-end and other processing requirements for payroll, accounting, and auditing functions.

Fire Prevention Bureau - Processing self-inspection affidavits for brush clearance; processing collection of delinquent accounts for the Certified Unified Program Agency (CUPA); converting CUPA paper files to electronic files as mandated by recent State legislation.

The AppleOne contract would be extended through June 30, 2014; the amount would increase by \$130,000, which increases the maximum compensation to not exceed \$225,000. These contract terms will enable the Department to utilize the temporary services through the end of FY 2013-14 as other staff support needs arise. The attached contract has been reviewed by the Office of the City Attorney and approved as to form.

**Recommendations:** That the Board:

1. Subject to the approval of the Mayor, ratify Contract No. C-121763, as amended herein, with Howroyd Wright Employment Agency, Inc., dba AppleOne and authorize the Fire Chief to execute the amendment to provide temporary staffing services on an as-needed basis.
2. Instruct the Commission Executive Assistant to forward this agreement to the Mayor's Office in accordance with Executive Directive No. 3.

**Fiscal Impact:** This amendment increases the contract amount by \$130,000, which increases the maximum compensation to not exceed \$225,000 for services. The Department has identified funds in FY 2013-14, Contractual Services Account to cover these expenses.

Board report prepared by William Jones, Senior Management Analyst II, Administrative Services Bureau.

Attachment

**SECOND AMENDMENT TO CONTRACT NO. C-121763  
BETWEEN  
THE CITY OF LOS ANGELES  
AND  
APPLEONE EMPLOYMENT SERVICES**

**THIS SECOND AMENDMENT** to Agreement No. C-121763 between the City of Los Angeles (hereinafter referred to as "CITY"), a municipal corporation, acting by and through the Los Angeles Fire Department (hereinafter referred to as "LAFD"), and AppleOne Employment Services (hereinafter referred to as "CONTRACTOR"), a California corporation, is entered into with reference to the following:

**WHEREAS**, the parties entered into Agreement, Contract No. C-121763, on February 11, 2013 wherein Contractor agreed to provide temporary staff support for the LAFD; and

**WHEREAS**, the City desired in a first amendment to increase the maximum compensation of Contract No. C-121763 to \$95,000; and

**WHEREAS**, the LAFD has identified urgent, intermittent, temporary staff support requirements which will occur throughout Fiscal Year 2013-14; and

**WHEREAS**, the necessary funds are available in the LAFD budget and have been appropriated to pay for the additional expense proposed by this Amendment; and

**WHEREAS**, the City desires in a second amendment to extend term of Contract No. C-121763 from July 1, 2013 to June 30, 2014 and to increase maximum compensation amount not to exceed \$225,000; and

**NOW THEREFORE**, in consideration of the above premises and of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

**ARTICLE I – AMENDMENT TO THE AGREEMENT**

**Section IV – TERM OF THE AGREEMENT**, Paragraph A is hereby amended in its entirety to read:

The term of this AGREEMENT shall commence on February 11, 2013, and end on June 30, 2014. This AGREEMENT is non-exclusive. The LAFD retains the right to utilize other vendors for the same or similar services during the term of this AGREEMENT.

At the CITY's request and because of the need therefore, CONTRACTOR began performance of the services hereunder on February 5, 2013. The CITY hereby ratifies and accepts those services performed in accordance with this AGREEMENT and authorizes payment as provided by the terms of this AGREEMENT

**Section VII – COMPENSATION AND METHOD OF PAYMENT, Paragraph A is hereby amended in its entirety to read:**

The CONTRACTOR shall be paid as compensation for complete and satisfactory performance of the terms of this AGREEMENT, an amount not to exceed two hundred and twenty-five thousand dollars (\$225,000), to be paid based on the pricing schedule of services, listed in Exhibit A, which is attached to this AGREEMENT and incorporated herein. The LAFD makes no guarantee of work or minimum amount of payment to CONTRACTOR.

**ARTICLE II – GENERAL PROVISIONS**

Except as amended by this SECOND AMENDMENT, all other provisions of Contract No. C-121763 shall remain in full force and effect.

**THE REST OF THIS PAGE LEFT INTENTIONALLY BLANK**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

DATE: \_\_\_\_\_

For: THE CITY OF LOS ANGELES

By: \_\_\_\_\_

Brian L. Cummings  
Fire Chief  
Los Angeles Fire Department

DATE: \_\_\_\_\_

For: APPLEONE EMPLOYMENT  
SERVICES

By: \_\_\_\_\_

Linda Madigan  
Vice President,  
Operations & Government

Solutions

APPROVED AS TO FORM:  
CARMEN A. TRUTANICH, City Attorney

ATTEST:  
JUNE LAGMAY, City Clerk

By: \_\_\_\_\_

Anthony-Paul Diaz  
Deputy City Attorney

By: \_\_\_\_\_

Deputy City Clerk

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

City Business Tax Registration Certificate: 788965-0001-2

Agreement Number: C121763-2