

LOS ANGELES FIRE DEPARTMENT




JAMES G. FEATHERSTONE
INTERIM FIRE CHIEF

February 21, 2014

BOARD OF FIRE COMMISSIONERS
FILE NO. 14-022

TO: Board of Fire Commissioners

FROM: James G. Featherstone, Interim Fire Chief 

SUBJECT: PROFESSIONAL SERVICES CONTRACT – LLOYD STAFFING

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 Withdrawn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 December 9, 2013, the Los Angeles Fire Department (LAFD) executed a contract amendment with Lloyd Staffing for an amount not to exceed \$20,000 (C-123442). 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 and Public Safety Bureau. Through the assistance of the temporary contract workers, the workload has been reduced, but not completed. For that reason, increasing the maximum compensation allowed by the contract is required in order to provide the necessary staff support to perform the following activities:

Administrative Services Bureau: close-out activities for the grants program; year-end and other processing requirements for payroll, accounting, and auditing functions; disseminating 250-300 new computers for the Department, while ensuring each computer has pertinent or updated software.

Fire Prevention and Public Safety Bureau: process 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 Lloyd Staffing contract would be increased by \$50,000, which increases the maximum compensation, not to exceed \$70,000. 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-123442, as amended herein, with Lloyd Staffing 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 \$50,000, which increases the maximum compensation, not to exceed \$70,000 for services. The Department has identified funds in FY 2013-14, Contractual Services Account to cover these expenses.

Board report prepared by Stewart Young, Management Analyst II, Administrative Services Bureau.

Attachment

- Contract: Lloyd Staffing – First Amendment

**FIRST AMENDMENT TO CONTRACT NO. C-123442
BETWEEN
THE CITY OF LOS ANGELES
AND
LLOYD STAFFING**

THIS FIRST AMENDMENT to Agreement No. C-123442 the City of Los Angeles, a municipal corporation (hereinafter referred to as "CITY"), acting by and through its Los Angeles Fire Department (hereinafter referred to as "LAFD"), and Lloyd Staffing, (hereinafter referred to as "CONTRACTOR") with reference to the following:

WHEREAS, the parties entered into Agreement, Contract No. C-123442, on December 9, 2013, wherein Contractor agreed to provide temporary staff support for the LAFD; and

WHEREAS, the maximum compensation under the terms of the current Agreement is \$20,000; 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 this first amendment to increase the maximum compensation amount by \$50,000, which increases the maximum compensation to not exceed \$70,000; 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 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 seventy thousand dollars (\$70,000), 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 FIRST AMENDMENT, all other provisions of Contract No. C-122442 shall remain in full force and effect.

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DRAFT

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: _____
James G. Featherstone
Interim Fire Chief
Los Angeles Fire Department

Date: _____

For: LLOYD STAFFING

By: _____
Lourdes "Luly" Santana
President

APPROVED AS TO FORM:
MICHAEL N. FEUER, City Attorney

ATTEST:
HOLLY WOLCOTT, Interim City Clerk

By: _____
Anthony-Paul Diaz
Deputy City Attorney

By: _____
Deputy City Clerk

Date: _____

Date: _____

City Business Tax Registration Certificate: 2635780-0001-2

Agreement Number: C123442-1