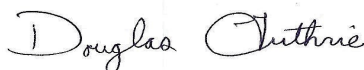


## REPORT OF THE PRESIDENT AND CEO

August 27, 2020

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO, OR DESIGNEE, TO EXECUTE CONTRACTS FOR AS-NEEDED FLEET MAINTENANCE, REPAIR AND RELATED SERVICES WITH DA AUTO GROUP, LLC, GEFORCE AUTO AND TORRANCE AUTO REPAIR, EACH WITH A MAXIMUM TERM OF FIVE YEARS, FOR A COMBINED TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$970,000, PURSUANT TO AWARDS UNDER RFP HA-2020-95**




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Douglas Guthrie  
President and CEO




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Marisela Ocampo  
Director of Housing Management

**Purpose:** To enter into three (3) new contracts with: 1) DA Auto Group, LLC (DA Auto); 2) Geforce Auto (dba Midas Auto Service); and 3) Torrance Auto Repair, with a combined total contract amount of \$970,000, for as-needed fleet maintenance, repair and related services. These service contracts will enable the Housing Authority to repair and maintain its vehicles used for on-going maintenance of its fourteen Public Housing Sites (“Sites”).

**Issues:** The proposed contracts will provide as-needed repairs for the approximately 150 Housing Authority vehicles used to conduct ongoing maintenance and repairs at our Sites. 125 (83%) of these vehicles are over ten (10) years old and because of their age have heightened maintenance and repair needs. These vehicles are being replaced over time as annual budgeting permits. However, various levels of maintenance and repair for these and new vehicles will continue to be required. The estimated annual cost for the vehicle repairs, based on previous years’ expenditures, is further described in the funding section of this report.

**Procurement:** On May 14, 2020, the Housing Authority issued a Request for Proposals (RFP) No. HA-2020-95, to solicit fleet maintenance, repair and related services for the Housing Authority’s vehicles at the Sites.

The RFP was advertised on the City of Los Angeles’ Business Assistance Virtual Network (LA-BAVN) website, starting on May 14, 2020 and ending June 11, 2020, (the advertisement deadline for submission), for a total of twenty-nine (29) days. Fifty-five (55) vendors viewed the RFP on the LA-BAVN website. In addition, a RFP notice was provided (via email) to eight (8) vendors from a list provided by the Housing Authority’s General Services Department. A detailed summary and background information of the procurement process is further described in Attachment 1 (Summary of Outreach Activities).

Authorizing the Housing Authority to contract with the three (3) vendors helps maintain competition, high service levels, increases qualified vendor availability and timely service with vendors located in close proximity to our Sites. In addition, it increases potential cost savings by offering vendors the ability to provide services within reasonable distance of their facilities, thereby decreasing disabled vehicle transportation cost and ultimately passing those savings on to the Housing Authority.

**Vision Plan: PATHWAYS Strategy #7:** Identify opportunities to reduce operating and administrative costs so that scarce resources are maximized

The proposed authorization to enter into as-needed vehicle repair services contracts will ensure greater operating efficiencies by allowing HACLA staff to maintain our necessary vehicle assets at the lowest cost possible by utilizing qualified vehicle repair vendors as operable vehicles are necessary to transport staff, equipment and tools to perform site improvements.

**Funding:** The Chief Administrative Officer confirms the following:

*Source of Funds:* Public Housing Operating Funds is the primary funding source for public housing maintenance projects and services.

*Budget and Program Impact:* The Housing Authority anticipates the following annual expenditures for vehicle repairs based on estimated as-needed services:

Year 1	Year 2	Year 3	Year 4	Year 5
\$182,066	\$187,845	\$193,809	\$199,964	\$206,316

These expenditures are included in the Housing Authority's 2020 Operating Budget and will be budgeted in subsequent years as required.

**Environmental Review:**

Approval of these three (3) new service contracts with: 1) DA Auto Group, LLC; 2) Geforce Auto (dba Midas Auto Service); and 3) Torrance Auto Repair is exempt from CEQA and NEPA.

**Section 3 – Economic Opportunities:**

All three (3) recommended proposers have submitted Section 3 - Economic Opportunities (Section 3) Plans, in conformity with the requirements of the Housing Authority's Section 3 Guide and Compliance Plan. Geforce Auto (dba Midas Auto Service) has committed to hiring a mechanic, DA Auto Group, LLC has committed to working with trade schools to hire an apprentice, and Torrance Auto Repair made a commitment to hire an administrative assistant.

**ATTACHMENT:** 1. Resolution  
2. Summary of Outreach

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO, OR DESIGNEE, TO EXECUTE CONTRACTS FOR AS-NEEDED FLEET MAINTENANCE, REPAIR AND RELATED SERVICES WITH DA AUTO GROUP, LLC, GEFORCE AUTO AND TORRANCE AUTO REPAIR, EACH WITH A MAXIMUM TERM OF FIVE YEARS, FOR A COMBINED TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$970,000, PURSUANT TO AWARDS UNDER RFP HA-2020-95**

**WHEREAS**, the Housing Authority of the City of Los Angeles (“Authority”) requires as-needed fleet maintenance, repair and related services for its vehicles used for on-going maintenance of its fourteen Public Housing Sites that cannot be satisfied with its own personnel; and

**WHEREAS**, the Authority has determined the most effective and feasible manner of obtaining qualified fleet services is by contracting for such services; and

**WHEREAS**, on May 14, 2020, the Authority issued a Request for Proposals (RFP) No. HA-2020-95, to solicit for as-needed fleet maintenance, repair and related services for its owned vehicles at various public housing sites; and

**WHEREAS**, on June 11, 2020, the Authority received a total of four (4) proposals; and

**WHEREAS**, a panel of subject matter experts reviewed and evaluated the four (4) proposals received, using the criteria stated in RFP No. HA-2020-95; and

**WHEREAS**, the evaluation panel unanimously concluded that the proposals received from 1) DA Auto Group, LLC; 2) Geforce Auto (dba Midas Auto Service); and 3) Torrance Auto Repair, all represent best values and should be recommended for contract awards; and

**WHEREAS**, the Authority desires to award and enter into one-year contracts with four (4) one-year options to extend, for a maximum of five (5) years each, with 1) DA Auto Group; 2) LLC, Geforce Auto (dba Midas Auto Service); and 3) Torrance Auto Repair for fleet maintenance, repair and related services; and

**WHEREAS**, the Chief Administrative Officer confirms the necessary funds are available and included in the Authority’s 2020 Annual Budget, with additional funds for the contracts to be budgeted annually, and adopted as part of subsequent years’ Annual Budgets.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners authorizes the President and CEO, or designee, to execute contracts with 1) DA Auto Group, LLC, 2) Geforce Auto (dba Midas Auto Service); and 3) Torrance Auto Repair, each for an initial one-year contract term with four one-year options to extend, for a maximum of 5 (five) years, for a total combined amount not-to-exceed \$970,000; and to alter or adjust the authorized sum between the three awarded contracts, on an as-needed basis.

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

APPROVED AS TO FORM:  
JAMES JOHNSON

HOUSING AUTHORITY OF THE  
CITY OF LOS ANGELES

BY: \_\_\_\_\_  
GENERAL COUNSEL

BY: \_\_\_\_\_  
CHAIRPERSON

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

**Summary of Outreach**

**RFP No. HA-2020-95**  
Fleet Maintenance, Repair and Related Services

**A. Funding Source**

Federal     Non-Federal     Mixed Funding

**B. Advertisement; Minority/Women Outreach**

HACLA’s General Services Department advertised the subject Request for Proposal (“RFP”) on the City of Los Angeles’ Business Assistance Virtual Network (LA-BAVN) website, starting on May 14, 2020, until the submission deadline of June 11, 2020, for a total of twenty-nine (29) days. Fifty-five (55) vendors viewed the RFP on the LA-BAVN website, and a RFP notice was provided (via email) to eight (8) vendors from a list provided by the General Services Department.

In support of the Housing Authority’s policy to contract with Minority Business Enterprises (MBEs), Women’s Business Enterprises (WBEs) and Labor Surplus Area (LSA) businesses, on May 14, 2019, a notice of this RFP was provided to the local office of the U.S. Small Business Administration (SBA) and the List of Recognized Minority and Women-owned Business Organizations maintained by HACLA.

**C. Pre-Proposal Conference**

There was no pre-proposal conference conducted due to the closure of our offices to the public stemming from COVID-19.

**D. Addenda**

On May 18, 2020, Addenda No. 1, was posted on the LA-BAVN website.

**E. Receipt of Proposals**

Proposals were due on June 11, 2020. A total of four (4) proposals were received from the following:

<b>Company Name</b>
DA Auto Group, LLC
Geforce Auto dba Midas Auto Service
Torrance Auto Repair
Imperial Teach LLC

**F. Review of Proposals for Responsiveness and Contractor Responsibility**

The Contract Administrator determined that all proposals received were responsive and that all contractors who submitted proposals were responsible.

**G. Panel Review**

The evaluation panel (Panel) was comprised of three (3) panelists with subject matter expertise. The Panel met as a group on June 30, 2020.

<b>Company Name</b>	<b>Score</b>
DA Auto Group, LLC	91.33
Geforce Auto (dba Midas Auto Service)	82.40
Torrance Auto Repair	82.16
Imperial Teach LLC	68.33

The scores are reflected in the Consensus Rating Form and are signed by each panelist, and have also been confirmed by the Contract Administrator. The Panel elected not to schedule interviews.

**H. Best and Final Offers**

On July 8, 2020, the Housing Authority requested Best and Final Offers (“BAFO”) from the top three (3) ranked proposers relative to price/cost. Two of the three shortlisted proposers responded timely to the BAFO requests and lowered their rates. Geforce Auto (dba Midas Auto Group) did not respond to the request. The Panel determined that based on all the RFP factors, DA Auto Group, LLC, Geforce Auto (dba Midas Auto Service), and 3) Torrance Auto Repair, all represent best values, and should be recommended for contract awards.

**I. Recommendation for Award**

The Panel recommends DA Auto Group, LLC, Geforce Auto (dba Midas Auto Service) and Torrance Auto Repair for contract award.

**J. Workforce Profile**

DA Auto Group, LLC, Geforce Auto (dba Midas Auto Service) and Torrance Auto Repair submitted a Workforce Profile that revealed the following workforce composition:

<b><u>Company</u></b>	<b><u>Employees</u></b>
DA Auto Group, LLC	Total: 6 2 minorities = 33% 1 women = 16%
Geforce Auto dba Midas Auto Service	Total: 9 7 minorities = 77% 2 women = 22%
Torrance Auto Repair	Total: 21 16 minorities = 76% 2 women = 9%

**HOUSING AUTHORITY OF THE CITY OF LOS ANGELES  
MBE/WBE ORGANIZATIONS MAILING LIST**

1	Asian American Architects and Engineers Association
2	Asian Business Association of Los Angeles
3	Asian Business League of Southern California
4	Asian Pacific Islander Small Business Program
5	Korean American Chamber of Commerce
6	Pacific Asian Consortium in Employment (PACE) Business Center
7	Black Business Association
8	Greater L.A. African American Chamber of Commerce (GLAAACC)
9	Regional Black Chamber of Commerce of San Fernando Valley
10	US Black Chambers
11	Southern California Black Chamber of Commerce
12	National Black Contractors Association
13	Young Black Contractors Association
14	California Hispanic Chamber of Commerce
15	LA Metropolitan Hispanic Chamber of Commerce
16	Latin Business Association (LBA)
17	Los Angeles Latino Chamber of Commerce
18	National Latina Business Women Association (NLBWA-LA)
19	Regional Hispanic Chamber of Commerce
20	American Indian Chamber of Commerce
21	Build Plus Community Marketplace
22	Greater San Fernando Valley Chamber of Commerce
23	Los Angeles Area Chamber of Commerce
24	Los Angeles Minority Business Enterprise Center USC (MBDA)
25	National Association of Minority Contractors
26	National Association of Women Business Owners Los Angeles
27	Pacific Coast Regional Small Business Development Corp (SBDC)
28	Small Business Majority
29	Southern California Minority Supplier Development Council
30	The New Ninth Business Resource Center
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 Networking Committee
36	City of LA Bonding Program: Merriwether & Williams Insurance Services, Inc