

RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH V.T.P., INC., ROY'S FLOORING, INC. AND JJJ FLOOR COVERING, INC. FOR AS-NEEDED FLOOR REPAIR AND REFINISHING MAINTENANCE SERVICES FOR A TOTAL AMOUNT NOT-TO-EXCEED \$4,500,000 PURSUANT TO AWARDS UNDER RFP NO. HA-2022-102



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 floor repair and refinishing maintenance services (the “Services”) supports the functionality, maintenance and improvement of our housing stock and is crucial in preserving our low-income housing. The three (3) proposed contracts (“Contracts”) will allow HACLA to receive the Services without interruption for the on-going maintenance and capital improvements of HACLA’s public housing sites (“Sites”).

Regarding: The proposed Contracts will allow HACLA to provide the required floor repair, refinishing and maintenance services at the Sites. Specifically, the: 1) repairing of tile floors and cove base; and 2) sanding and refinishing of dry rot and termite-damaged floors in bedrooms, hallways and staircases. Maintenance of hardwood and tile floors is essential to preventing deterioration, due to normal wear and tear.

Repair work is typically performed when residents vacate their units or maintenance staff identify damage during inspections. Approximately 300 units per year require soft tile and/or hardwood floor repair, as some units have both soft tiles and hardwood floors. Soft tile used are vinyl compost tiles made of hard plastic for durability. The average repair cost for each unit is approximately \$2,500 for tile floor and \$1,500 for hardwood floor. Hardwood and tile floor damages are deficiencies cited by the Real Estate Assessment Center, which oversees annual housing inspections for the U.S. Department of Urban and Housing Development. The Housing Services Department anticipates its estimated expenditures over the next five years to be approximately \$4,500,000, to repair and maintain its housing stock and to complete capital improvement projects.

Procurement: On July 6, 2022, HACLA issued Request for Proposals HA-2022-102 (the “RFP”) seeking proposals from qualified flooring and floor covering contractors to furnish all labor, supplies, and equipment necessary to repair flooring and floor coverings, resilient sheet goods and resilient tile, wood floors, and hardwood flooring (including the refinishing and repairing thereof), and any other materials established as flooring and

floor covering materials at HACLA's Sites.

The RFP was advertised on the City's Los Angeles Regional Alliance Marketplace for Procurement ("RAMP") website from July 6, 2022 to August 4, 2022, for a total advertisement period of twenty-nine (29) days. Three (3) proposals were received by the submission deadline of August 4, 2022, and were independently reviewed, evaluated and scored by a three-member panel ("Panel") using the criteria stated in the RFP. All three (3) proposers were provided an opportunity to submit Best and Final Offers ("BAFOs"), which led each to offer pricing concessions.

Followed the BAFOs, a consensus was reached that all three (3) participating firms represent a best value to HACLA: 1) VTP, Inc.; 2) Roy's Flooring, Inc.; and 3) JJJ Floor Covering, Inc., and each should be recommended for a contract award. V.T.P., Inc. and Roy's Flooring, Inc. currently provide flooring repair services to HACLA under contracts expiring in October.

Additional information regarding the proposals and their evaluations is included in the attached Summary of Procurement and 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. Most of the Sites were built in the 1940's and 1950's and require numerous capital repairs and improvements. HACLA now requires flooring maintenance and repair services for the Sites and capital improvement projects, on an as-needed basis.

PLACE Strategy #9: Manage capital resources and reserves to sustain useful life of existing and new units in HACLA's portfolio

HACLA maintains an aging public housing portfolio with limited funding. While the amount of physical needs has grown significantly over the years, the amounts received for improvement and maintenance efforts does not fully address capital backlogs. Managing these limited funds with the goal of keeping the public housing stock at their highest level of usefulness and efficiency is imperative.

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 projects.

Budget and Program Impact: HACLA anticipates the annual expenditure of \$900,000 for floor repair and refinishing maintenance service based on estimated as-needed maintenance and capital improvement projects needed at the Sites. These

expenditures are included in HACLA's 2022 Operating and Capital Fund Budgets and will be budgeted in subsequent years as required.

Environmental Review:

Approval of the contracts with V.T.P., Inc., Roy's Flooring, Inc. and JJJ Floor Covering, Inc. is exempt from CEQA and NEPA.

Section 3: All three (3) proposers submitted Economic Opportunity Plans ("EOPs") in conformity with the requirements of HACLA's Section 3 Policy and Compliance Plan. JJJ Floor Covering, Inc. and Roy's Flooring, Inc., will work with Local Union 1247 to provide apprenticeship opportunities for Section 3 Workers. V.T.P., Inc. has committed to working with HACLA to identify two Section 3 Workers for employment in their warehouse and as a laborer/helper. Both V.T.P, Inc. and Roy's Flooring, Inc. are current HACLA vendors and have previously hired Section 3 Workers from our public housing communities. Additionally, both V.T.P., Inc. and Roy's Flooring, Inc. qualify as Section 3 Business Concerns.

Attachment:

1. Summary of Procurement & Outreach Activities
2. Resolution

Summary of Procurement and Outreach Activities

**RFP No. HA-2022-102
Floor Repair and Refinishing Maintenance**

A. Funding Source

Federal Non-Federal Mixed Funding

B. Advertisement; Minority/Women Outreach

General Services advertised the RFP No. HA-2022-102 on the Regional Alliance Marketplace for Procurement (“RAMP”), formerly LABAVN, a free service provided by the City of Los Angeles and the Los Angeles Business Council at: www.rampla.org, starting on July 6, 2022, until the submission deadline of August 4, 2022, for a total of twenty-nine (29) days. A total of Ninety-Three (93) vendors viewed the RFP on the RAMP website.

In support of the Housing Authority of the City of Los Angeles’ (“HACLA”) policy to contract with Minority-Owned Business Enterprises (“MBEs”), Women-Owned Business Enterprises (“WBEs”) and Labor Surplus Area (“LSA”) businesses, to the extent possible, on July 6, 2022, notice of this RFP was also provided to a List of Recognized Minority and Women-owned Business Organizations and to the local office of the U.S. Small Business Administration (“SBA”). (see list below).

C. Pre-Proposal Conference

Due to the closure of our offices to the public stemming from the COVID-19 outbreak, a pre-proposal conference was not conducted. However, vendors were given an opportunity to ask questions with a submission deadline of July 15, 2022.

D. Proposals Received and Opened

The following three (3) proposals were received by the proposal submittal deadline of August 4, 2022:

Company Name
1. Roy’s Flooring, Inc.
2. V.T.P., Inc.
3. JJJ Floor Covering, Inc.

F. Panel Review

The Evaluation Panel (“Panel”) was comprised of three (3) subject matter experts. The Panel met on August 18 , 2022, resulting in the following initial scoring. The Panel determined that interviews were not necessary.

Initial Evaluation Scores

Company Name	Pre BAFO-Score
Roy’s Flooring, Inc.	79
V.T.P., Inc.	77
JJJ Floor Covering, Inc.	76

The above reflect the consensus scoring as confirmed by the Contracts Administrator.

G. Best and Final Offers

On August 26, 2022, HACLA requested a Best and Final Offer (“BAFO”) from all three (3) proposers, in an effort to provide them a final opportunity to propose their best and final pricing and/or cost structures(s). All three (3) proposers responded to the BAFO requests with all of them reducing their pricing in certain categories. The Panel then re-evaluated the proposals and adjusted their scores as follows:

Company Name	Post-BAFO Scores
Roy’s Flooring, Inc.	81
JJJ Floor Covering, Inc.	77
V.T.P., Inc.	76

H. Workforce Profile

All of the three (3) proposers: 1) Roy’s Flooring, Inc.; 2) VTP, Inc.; and 3) JJJ Floor Covering, Inc.; submitted a Workforce Profile that reveals the following workforce composition:

Company	Employees
Roy’s Flooring	Total: 7 5 minorities = 71% 2 women = 29%
V.T.P., Inc.	Total: 15 13 minorities = 87% 2 women = 13%
JJJ Floor Covering, Inc.	Total: 40 33 minorities = 83% 7 women = 17%

I. **Recommendation for Award**

Having determined that each proposal represents a best value to HACLA based upon the RFP criteria and a desire to ensure an adequate pool of vendors, the Panel recommends: 1) V.T.P., Inc., 2) Roy's Flooring, Inc., and 3) JJJ Floor Covering, Inc., for contract awards.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH V.T.P., INC., ROY'S FLOORING, INC. AND JJJ FLOOR COVERING, INC. FOR AS-NEEDED FLOOR REPAIR AND REFINISHING MAINTENANCE SERVICES FOR A TOTAL AMOUNT NOT-TO-EXCEED \$4,500,000 PURSUANT TO AWARDS UNDER RFP NO. HA-2022-102

WHEREAS, the Housing Authority of the City of Los Angeles ("HACLA") requires the services of qualified vendors to provide HACLA with floor repair and refinishing maintenance services at various housing sites on an as-needed basis (the "Services") that cannot be performed by regular employees of HACLA;

WHEREAS, on July 6, 2022, HACLA issued Request for Proposals ("RFP") No. HA-2022-102 for the Services with three (3) proposals received by the August 4th submission deadline;

WHEREAS, the proposals were independently reviewed and evaluated by a panel with subject matter expertise based on the criteria set forth in the RFP; and

WHEREAS, for the reasons set forth in the Report of the President and CEO of the same date herewith, the Board of Commissioners desires to award contracts to: 1) V.T.P, Inc.; 2) Roy's Flooring, Inc.; and 3) JJJ Floor Covering, Inc., in amounts of \$1,500,000 each, pursuant to awards under RFP No. HA-2022-102.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizes the President and CEO, or designee, to execute three (3) separate one-year contracts with four (4) one-year options to extend in equal amounts of \$1,500,000, with: 1) V.T.P, Inc.; 2) Roy's Flooring, Inc.; and 3) JJJ Floor Covering, Inc., to provide the Services at various housing sites, on an as-needed basis; and further authorizes the President and CEO, or designee, to reallocate the contract award amounts amongst the contract awardees from time to time based upon workflow and labor force capacity of each firm, and in the event of any non-performance issues with any awardees, for a total contracting amount not to exceed \$4,500,000.

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: _____