



REPORT TO THE BOARD OF AIRPORT COMMISSIONERS

Brian D. Haig

Approved by: Brian D. Haig Director
Procurement Services Division

Samantha Bricker

Samantha Bricker (Nov 10, 2021 10:16 PST)

Reviewed by: Samantha Bricker
Deputy Executive Director

Brian C. Ostler

Brian Ostler (Nov 10, 2021 10:57 PST)

City Attorney

Justin Erbacci

Justin Erbacci (Nov 10, 2021 10:57 PST)

Justin Erbacci, Chief Executive Officer

Meeting Date:

11/18/2021

CAO Review:

- Completed
- Pending
- N/A

Reviewed for	Date	Approval Status	By
Finance	10/26/2021	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	JS
CEQA	10/20/2021	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	VW
Procurement	10/20/2021	<input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Cond	QM
Guest Experience	7/22/2021	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	TB
Strategic Planning	10/20/2021	<input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> NA	KC

SUBJECT

Approval of the First Amendment to Outline Agreement No. 4600006331 with Calolympic Glove and Safety, for the provision and delivery of safety supplies, to increase the contract authority by \$200,000, for a new not-to-exceed contract amount of \$575,000, and to extend the term for an additional year to March 13, 2023.

RECOMMENDATIONS

Management RECOMMENDS that the Board of Airport Commissioners:

1. ADOPT the Staff Report.
2. DETERMINE that this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Article II, Section 2.f. of the Los Angeles City CEQA Guidelines.
3. APPROVE the First Amendment to Outline Agreement No. 4600006331 with Calolympic Glove and Safety, for the provision and delivery of safety supplies, to increase the contract authority by \$200,000, for a new not-to-exceed contract amount of \$575,000, and to extend the term for an additional year.
4. AUTHORIZE the Chief Executive Officer to execute the amendment upon approval as to form by the City Attorney and after approval by the Los Angeles City Council.

DISCUSSION

1. Purpose

Staff requests approval to increase the contract authority and extend the term for an additional year for Outline Agreement No. 4600006331. This agreement is for the provision and delivery of employee safety supplies, protective gear, and first aid supplies to help ensure the availability of supplies essential to the Los Angeles World Airports' (LAWA, Department) operations.

2. Prior Related Actions

- **March 14, 2019 – Outline Agreement No. 4600006331**
Per Board Resolution No. 24316, staff established Outline Agreement No. 4600006331 with Calolympic Glove and Safety at a not-to-exceed amount of \$125,000 a year for a total not-to-exceed amount of \$375,000 for three years. The current contract expires on March 13, 2022.

3. Current Action

The Procurement Services Divisions' Warehouse Unit maintains safety, personal protective equipment, first aid, and personal sanitizing supplies. During the COVID pandemic, the need for these supplies and the ability to maintain inventory became essential to the daily operations of the airport. The current contract with Calolympic Glove and Safety is one of the tools LAWA uses to maintain this inventory.

The current contract has approximately \$30,000 left from the total of \$375,000. In order to ensure continuity of essential supplies, it is requested that the Board of Airport Commissioners approve an increase to the contract's dollar amount and term. The increase in the not-to-exceed amount to \$200,000 for the additional year is necessary to cover safety supplies for the regular maintenance and operation of LAWA facilities, as well as any additional supplies that LAWA will need for workers returning to work. Increasing the dollar amount does not obligate the Department to spend the funds, but it does allow LAWA the flexibility to use the contract to respond to ongoing needs brought on by the pandemic.

During the height of the COVID pandemic, Calolympic Glove and Safety was responsive to requests to add new products to the existing contract to ensure worker safety. Through this contract, LAWA spent over \$131,000 on pandemic-related safety products such as masks, alcoholic wipes, and face shields. Extending the current agreement from March 2022 to March 2023, will ensure that LAWA is prepared to meet any potential demand for safety supplies as more employees begin to return to the office and to meet any safety protocols.

The early retirement of four Purchasing Unit staff due to the Separation Incentive Program limited the ability of the Department to conduct a new Request for Bids (RFB) in time to meet the March 2022 contract expiration date. In addition, given current global supply chain issues, LAWA may not get a favorable response to an RFB at this time. The Purchasing Unit has begun to develop a new RFB, and will be able to release the RFB and issue a new contract prior to March 2023.

Procurement Process

Staff awarded the contract upon the completion of a Request for Bids posted on the Los Angeles Business Assistance Virtual Network website from January 24, 2019 through February 28, 2019. Four bid responses were received. Calolympic Glove and Safety Supply was the lowest responsive and responsible bidder.

Fiscal Impact

Costs incurred under this contract will be recovered through landing fees, terminal rates and charges, and non-aeronautical revenues.

4. Alternatives Considered

- Issue a new Request for Bids: Given the uncertainty in the global supply chain and demands on the personal protective and safety supply industry at this time, LAWA may not get bids responsive to our needs and may not be able to put a new contract in place before the current contract expires. The extension of the contract by one additional year will allow LAWA to issue a new Request for Bids for safety supplies before March 2023.

APPROPRIATIONS

No appropriation of funds is required for this action. Funds for safety supplies are budgeted at the division level each fiscal year. The LAWA Warehouse utilizes a revolving fund to maintain inventory and, when a division orders from the warehouse, the revolving fund is replenished from each division's budget. Funds for subsequent periods will be requested as part of the annual budget process.

STANDARD PROVISIONS

1. This item, as a continuing administrative, maintenance and personnel-related activity, is exempt from California Environmental Quality Act (CEQA) requirements pursuant to Article II, Section 2.f. of the Los Angeles City CEQA Guidelines.
2. The proposed document(s) is/are subject to approval as to form by the City Attorney.
3. Actions taken on this item by the Board of Airport Commissioners will become final pursuant to the provisions of Los Angeles City Charter Section 373.
4. This action is not subject to the provisions of the Living Wage Ordinance.
5. Procurement Services had reviewed this action (File No. 9997). No mandatory Small Business Enterprise, Local Business Enterprise/Local Small Business Enterprise, and Disabled Veterans Business Enterprise goals for this project have been established as no subcontracting opportunities were identified.
6. Calolympic Glove and Safety, Inc. is required by contract to comply with the provisions of the Affirmative Action Program.
7. Calolympic Glove and Safety, Inc. has been assigned Business Tax Registration Certificate number 0000610727-0001-4.

8. Calolympic Glove and Safety, Inc. is required by contract to comply with the provisions of the Child Support Obligations Ordinance.
9. This action is exempt from the insurance requirements of the City of Los Angeles.
10. This action is not subject to the provisions of Charter Section 1022 (Use of Independent Contractors).
11. Calolympic Glove and Safety, Inc. will be required to submit the Contractor Responsibility Program Questionnaire and comply with its provisions.
12. Calolympic Glove and Safety, Inc. must be determined by Public Works, Office of Contract Compliance, to be in full compliance with the provisions of the Equal Benefits Ordinance prior to execution of the contract amendment.
13. This action is not subject to the provisions of the First Source Hiring Program.
14. Calolympic Glove and Safety, Inc. has submitted the Bidder Contributions CEC Form 55 and will comply with its provisions.
15. Calolympic Glove and Safety, Inc. has submitted the Municipal Lobbying Ordinance CEC Form 50 and will comply with its provisions.
16. This action is not subject to the Iran Contracting Act of 2010.