




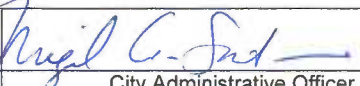
**Report From**  
**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**  
**Analysis of Proposed Contract**  
(\$25,000 or Greater and Longer than Three Months)

To: Mayor and City Council		Date: 08-06-14	C.D. No.	CAO File No.: 0150-09599-0001			
Contracting Department/Bureau: Police Department			Contacts: Nancy Cammarata – (213) 486-0378 Linda Lopez - (213) 486-0396				
Reference: Transmittal from the Board of Police Commissioners dated July 15, 2014							
Purpose of Contract: To provide equine farrier services							
Type of Contract: ( ) New contract (X) Amendment			Contract Term Dates: August 16, 2011 – August 15, 2016 Two-year extension from August 16, 2014 to August 15, 2016, and month-to-month thereafter if necessary until February 28, 2017 for a total possible contract term of 5 ½ years				
Contract/Amendment Amount: \$45,000 per year Proposed amount \$90,000 + Prior Award(s) \$135,000 = \$225,000							
Source of funds: General Fund							
Name of Contractor: Charles Esau							
Address: 13957 Summit Drive, Whittier, CA 90602							
	Yes	No	N/A*	8. Contractor has complied with:	Yes	No	N/A*
1. Council has approved the purpose	X			a. Equal Employmt. Oppty./Affirm. Action	X		
2. Appropriated funds are available	X			b. Good Faith Effort Outreach**			X
3. Charter Section 1022 findings completed	X			c. Equal Benefits Ordinance	X		
4. Proposals have been requested	X			d. Contractor Responsibility Ordinance	X		
5. Risk Management review completed	X			e. Slavery Disclosure Ordinance			X
6. Standard Provisions for City Contracts included	X			f. Bidder Certification CEC Form 50	X		
7. Workforce that resides in the City: 0%				*N/A = not applicable ** Contracts over \$100,000			

**COMMENTS**

The Los Angeles Police Department (LAPD) requests authority to amend Contract C-119255 with Charles Esau for the provision of Equine Farrier Services. Under the terms of the contract, the contractor will provide equine farrier services to the Metropolitan Division's Mounted Platoon horses on a twenty-four hours per day, seven-days-a-week basis. There are currently 27 horses in the LAPD Mounted Unit and the LAPD estimates expenditures of \$45,000 per year. Historically, the LAPD has experienced difficulty in obtaining adequate and timely equine farrier services. Therefore, the City Attorney drafted the original contract with no maximum compensation amount in order to provide the LAPD with flexibility in contracting for these services in future years. In the past, these contracts were unfunded services, meaning that funds were not annually budgeted for this purpose and the Department was charged with identifying savings within existing accounts to fund the contract. Due to the relatively small cost of these services, it was the opinion of this Office that the LAPD was capable of identifying savings for the remainder of the contractual costs. However, in 2013-14 and 2014-15, \$30,000 was provided in the Adopted Budget for equine farrier services. The average cost for these services since 2011 is approximately \$40,000 per year. Should additional funding be required, the LAPD will identify savings from within existing accounts.

The term of the original contract was from August 16, 2011 through August 15, 2012, with two

 AS	 Analyst	 Assistant CAO	 City Administrative Officer
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additional one-year options. The LAPD exercised those options when it executed the first and second amendments. The LAPD is now requesting to execute a Third Amendment (attached), which will commence on August 16, 2014, and will terminate two years thereafter, on August 15, 2016. This will allow the LAPD time to complete a Request for Proposals (RFP) process. In the event that the RFP process is not complete and a new contract is not executed by August 15, 2016, the LAPD is requesting to extend the term on a month-to-month basis, for a period of no more than six months, in writing under the signature of the Chief of Police. Should the month-to-month extensions be required, the LAPD shall not extend Contract C-119255 with Charles Esau beyond February 28, 2017.

### Background

In July 2010, the LAPD released a Request for Proposals (RFP) for two qualified contractors to provide equine farrier services (RFP No. 09-411-001) (C.F. 10-0890). The RFP was advertised in a local newspaper and posted on the Business Assistance Virtual Network website. The Department received three responses to the RFP. All three contractors were deemed responsive and attended the mandatory pre-proposal conference.

The LAPD convened a three-member panel to review the proposals. The panel members individually ranked the proposals according to each of the three categories specified in the RFP. One of the categories was assigned a maximum of 40 points and the remaining categories were each assigned a maximum of 30 points. Robert J. Mundy and Charles Esau received a total of 279 and 260 points respectively compared to 228 points received by the non-selected proposer. Robert Mundy had been issued a contract but has since moved out of state and is no longer providing services to the Department. His contract is not being extended.

The Personnel Department has determined that City employees do not have the expertise to perform this work. Therefore, contracting these services is appropriate in this instance. In accordance with the Los Angeles Administrative Code Section 10.5(a), Council approval of the Third Amendment is now required since the term exceeds three years. The LAPD states that the Contractor has complied with all standard provisions for City contracts, as well as City contracting requirements.

### **RECOMMENDATIONS**

That the Mayor and City Council: 1) Approve and authorize the Chief of Police, or designee, to execute the Third Amendment to the current contract with Charles Esau for a term of two years, commencing on August 16, 2014, subject to the review and approval of the City Attorney; and, 2) In the event that the Request for Proposals (RFP) process has not concluded, and a new contract is not executed by August 15, 2016, the term shall be extended in writing under the signature of the Chief of Police, subject to the review and approval of the City Attorney, on a month-to-month basis until the RFP process is completed and a new contract is executed. Such month-to-month extensions shall not extend beyond February 28, 2017.

### **FISCAL IMPACT STATEMENT**

Approval of the recommendations will authorize the Los Angeles Police Department to extend its current contract with Charles Esau for equine farrier services for an additional two-year period. \$30,000 is available in the Department's budget for these services. No additional General Fund appropriation is required. Should additional funding be required, the LAPD will identify savings from within existing accounts. Execution of this contract amendment is in compliance with the City's Financial Policies in that budgeted funds are used for budgeted purposes.