

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

August 22, 2016

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ELECTRONIC MAIL

To: Six (6) Pre-Qualified On-Call Contract Consultants of LA Sanitation
Related Services Area

LA SANITATION ON-CALL FOR AUTOMATION PROJECT CONSULTANTS TASK ORDER SOLICITATION #A3-16-03 – ON-SITE GEOGRAPHIC INFORMATION SYSTEMS SUPPORT

LA Sanitation (LASAN) is soliciting responses from pre-qualified consultants for Related Services. You are invited to respond with a proposal to the attached Task Order Solicitation (TOS) #A3-16-03, On-site Geographic Information Systems Support.

The deadline for proposals is Monday, September 12, 2016 at 2:00 p.m., to be submitted by e-mail or US mail to the address indicated in the attached TOS.

All questions regarding this TOS must be submitted in writing to jennifer.geronca@lacity.org. no later than Monday, August 29, 2016.

All proposals received by the deadline will be reviewed and the selection will be made using the criteria indicated in the TOS. Your decision to submit a proposal or not will not affect your eligibility for future work. Should you decide not to submit a proposal, a negative response is requested with a brief explanation of the reason.

This TOS is pending LASAN final approval. LASAN reserves the right to cancel this TOS at any time. Thank you for your interest and response.

Sincerely,

FOR Anita Fernandez, Division Manager
Information and Control Systems Division

AF:ae
Attachment: TOS A3-16-03

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



**City of Los Angeles
Department of Public Works
Bureau of Sanitation**

**Pre-Qualified Sanitation On-call Consultant Services Contract
Related Services Area**

**Task Order Solicitation (TOS) A3-16-03
for
On-site Geographic Information Systems Support
August 2016**

1. Background and Issues

The City of Los Angeles, LA Sanitation (LASAN) recently implemented MYLA311, a citywide application to handle customer service requests from approximately 750,000 households. LASAN also implemented a geographic information systems (GIS) centric mobile work order fulfillment system using cloud based technology called SANSTAR to support the fulfillment of the Sanitation related Service requests. SANSTAR is used by the City's six wastesheds (East Valley, West valley, South Los Angeles, North Central, West Los Angeles, and Harbor) and Container Services. These projects have completed the first phase of the implementation and are scheduled for Phase 2 implementation to meet the demands for additional services provided plus process improvements or enhancements.

In addition, LASAN is implementing a Franchise Information System (FIS) to support the Franchise Program. The Franchise Program will be the largest of such system in U.S. history. The FIS will be the system of record for all Franchise data including: Hauler information, Franchise Customer information, enforcement tracking/case management, contract management, Finance Management, GIS data, mobile Inspections, citizen access, as well as an interface between the MyLA311 system and the FIS.

Due to the lack of sufficient City staff with GIS development skills to meet the needs for supporting these various projects, ICSD must use contract personnel to help fill this gap. At this time, we have contractors on-site supporting the Information and Control Systems Division, Call Center Division, and Wastewater Engineering Services Division. LASAN hopes to retain the personnel we have now for time, training, and resource efficiency. Furthermore, we would like the option to add additional personnel for special projects as may be needed.

2. Scope of Services

LASAN is soliciting proposals from firms on the Pre-Qualified On-Call Consultant Services Contracts. The selected contractor(s) may be asked to provide professional assistance in the any of the following areas:

Task 1 - Provide IT and computer mapping (GIS) services such as:

- Creating maps and graphs, using GIS software and related equipment
- Scripting using Python to automate tasks
- Producing GIS datasets using ArcGIS
- Writing GIS Technical Documentation
- Spatially analyzing of data from MYLA311, SAN STAR, Franchising, and the like to incorporate into documents and reports
- Analyzing and maintaining of Street data (Indexing)
- Meeting with users to define data needs, project requirements, required outputs

Task 2 - Provide technical and project support services, such as:

- Installing of software
- Providing application support and improvements of Access, SQL, and Oracle database integration
- Programming in C# and Visual Basic
- Developing in HTML5, Javascript, and JSON
- Assisting in reviewing and creating technical documentations
- Assisting in, participate in, coordinate, and document project meetings
- Generating reports
- Supporting users in general technical issues
- Other as-needed technical and GIS related tasks

Candidates may be interviewed by ICSD personnel to determine their suitability and qualification.

The location of work under this TOS primarily involves the LASAN offices of the Public Works Building located at 1149 S. Broadway, Los Angeles, California. Consultant staff may be assigned to other LASAN offices at the discretion of LASAN Management. Consultant staff hired under this TOS will work under the direction of LASAN Information and Control Systems Division staff.

All selected candidates must:

1. Possess a valid California Driver's License and liability insurance.
2. Be available for work up to 40 hours per week.

GIS workstations may need to be purchased and ownership transferred to LASAN at the discretion of the Project Manager. Attached are the instructions for a vendor purchase and the configuration for the current GIS workstation. We understand that the configuration and cost may vary slightly at the actual time of order.

3. Term of Engagement

The term of engagement is two years from the issuance date of Notice to Proceed with an optional one-year extension.

4. Solicitation Response Requirements

Solicitation Responses shall not exceed ten (10) pages, exclusive of cover, dividers, and resumes. Solicitation Responses shall be submitted no later than 2:00 pm of proposal due date to:

- Alexa Esparza, alexa.esparza@lacity.org
- Jennifer Geronca, jennifer.geronca@lacity.org

Solicitation Responses shall include:

- Resumes and portfolios demonstrating that the candidate is capable of meeting the requirements of the scope of work; resumes shall include education and work experience with dates and references from past employers and/or organizations.
- Total cost breakdown table (candidate, expenses, profit, etc.) for a 2-year contract with an optional 1 year extension.
- Proposed Hourly Billing Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit; assume that the candidate will be supervised in the work by City staff (sample attached).
- MBE/WBE/OBE subcontractors utilized and the percent utilization, if applicable.
- Pricing for GIS Workstation based on current configuration.
- Respondents may be requested to attend an interview at the City's offices

5. Selection Criteria

The selection team will evaluate the proposals with the following criteria:

SPECIALIZED EXPERIENCE & TECHNICAL COMPETENCE – 40%

APPROACH TO WORK – 20%

RECORD OF PAST PERFORMANCE – 20%

COST – 20%

- The ability to provide candidates for both pay classes and ability to provide sufficient number of candidates.
- The personnel qualification as it pertains to recent experience in similar projects, related skills, and experience.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates

6. Suggested MBE/WBE/SBE/EBE/DVBE/OBE Participation Levels

The City had set anticipated participation levels (APLs) for sub-consultants as follows: 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE.

7. Contacts

The City's On Call Contract Manager is: Anita Fernandez, Director of Systems, City of Los Angeles, Phone no: (213) 485-2238, Email: anita.fernandez@lacity.org

The Project Manager designated for this TOS is: Jennifer Geronca, Senior Systems Analyst, Phone: (213) 485-2937, Email: jennifer.geronca@lacity.org

8. Questions

All Task Order Solicitation questions must be submitted in writing within one week of TOS issuance to Jennifer.Geronca@lacity.org.

9. Negative Response Requested

We encourage all contractors to respond to this TOS, however, we realize you may choose not to respond for various reasons. Please assist us in understanding the reason(s) you chose not to submit a proposal for this project by sending an email to Jennifer.Geronca@lacity.org stating you will not be proposing and brief explanation why (ex. resource availability, other commitments, project unclear, not enough time to respond, etc).

10. Disclaimer

The City may or may not decide to award any or part of this task order based on its sole convenience and shall not be responsible for any solicitation response costs.

**City of Los Angeles
Bureau of Sanitation
Instructions for Purchase of Hardware by Third Party Vendors**

Computer hardware purchases should occur by established ICSD purchasing procedures, however, in cases where purchases need to occur through a third party vendor the following procedure should be used.

For purposes of this document, third party vendors will be referred to as TPV.

DELL HARDWARE

For such purchases the following procedure needs to be followed:

- 1) During the contract development process the division in charge of contract development should stipulate that any Dell hardware purchase is to be accompanied by the appropriate Dell required hardware transfer processing and confirmation before payment is made by the City/Bureau to the TPV.
- 2) After purchase, but before physical transfer of hardware to the Bureau the TPV (contractor) is required by Dell to complete the ownership transfer process for each Dell Service Tag device using the following link: <http://www.dell.com/support/retail/us/en/19/ownershiptransfer/IdentifySystem>

Dell Ownership Transfer Online Process

- a) Identify the System by placing the Dell Service Tag in the appropriate field; click continue,
- b) Identify the previous owner (most likely the contractor who purchased) on the "Previous Owner Information" screen (red asterisk are required fields); click continue,
- c) Identify the new owner (the Bureau of Sanitation) on the "New Owner Information" screen and define the following fields:
First Name: **Bureau of**
Last Name: **Sanitation**
Company Name: **City of Los Angeles**
Email: **san.ICSDAdmin@lacity.org**
Confirm Email: **san.ICSDAdmin@lacity.org**
Street Address: **12000 Vista del Mar**
Country: **United States**
State/Prov/Cnty: **California**
City: **Playa del Rey**
Zip Code: **90293**

Then click continue, Review information, and submit transfer request.

- 3) Dell or the TPV delivers the hardware equipment to the Bureau of Sanitation. If the hardware is a workstation, notebook, or mobile computer system, then the PC Support Group or ICSD Help Desk should be notified for setup, configuration, and inventory assessment.
- 4) Before setup and configuration of the hardware device the PC Support Group performs all necessary inventory requirements and receives verification that the Bureau is the owner of the system.
- 5) PC Support Group sets up and configures workstation, notebook, or mobile computer to work on the Sanitation network.

Note: This document does not account for any policy or procedures, i.e. ITA Procurement Request, etc. that may be required.



Dell Precision Tower 7910 - Build your own 1 2/23/2016 13,961.47
 Precisions Workstations T7910

Catalog Number 84 / cap7910w7pm

Add to List

Category	Description	Code	SKU	MSRP
Dell Precision Tower 7910	Dell Precision Tower 7910 XCFQ Base	T7910C	(21A-A000)	1
Processor	Intel® Core® Processor E5-2600 v3 (8C, 2.4GHz, Turbo, H1), 20M, BSW	E52600	(028-BFPA) (412-AA00)	146
Operating System	Windows 7 Professional 64-bit English/French/Spanish (Includes Windows 8.1 Pro license)	DW77WP6	(619-AF0)	11
Microsoft Application Software	No Productivity Software	NOFSW	(620-AAP1)	1002
Non-Microsoft application Software	Dell Applications: Windows 7	APPW7	(421-4980) (422-0000) (423-0052) (444-8800) (444-8805) (440-8804) (440-8805) (440-8805) (440-8804) (440-8804) (440-8804)	1003
Video Card	NVIDIA® Quadro® M4000 8GB (1166) (1 DP to M4000 S1-DVI adapter)	M4000	(F00-BC00)	6
E-Star	No Energy Star	NOESTAR	(081-BB00)	122
Chassis Options	Dell Precision T7910 (300W Chassis (v2)	T300W2	(321-BBT4)	110
Memory	32GB (4x8GB) 2133MHz DDR4 RDIMM ECC	32G4R	(370-AB1P)	3
HEC Controller	Integrated (S15A) 3000 12Gbps SATA SAS controller - SW RAID 0, 1, 10	L3300B	(400-BC0E)	4
Internal Hards (raw Configuration)	1 SATA 3.5 Inch, 7.4 Hard Drive	1	(440-BC00)	276
RAID Configuration/Connectivity	No RAID	NORAID	(700-BC00)	1004
Hard Drive	500GB 3.5" Serial-ATA (7,200 RPM) Hard Drive SUGG70	SUGG70	(400-44WR)	8
2nd Hard Drive	2TB 3.5" Serial-ATA (7,200 RPM) Hard Drive	2T53A	(401-AAAR)	677
3rd Hard Drive	No Additional Hard Drive	NOHDDA	(401-AAAF)	64
4th Hard Drive	No Additional Hard Drive	NOHDDA	(401-AAAF)	51
5th Hard Drive	No Additional Hard Drive	NOHDDA	(401-AAAF)	52
6th Hard Drive	No Additional Hard Drive	NOHDDA	(401-AAAF)	53
7th Hard Drive	No Additional Hard Drive	NOHDDA	(401-AAAF)	71
8th Hard Drive	No Additional Hard Drive	NOHDDA	(401-AAAF)	72
Storage Volume	Boot drive or boot volume is less than 2TB	L2TB	(411-0001)	387
CD-ROM/DVD-ROM	1x DVD-RW HH	DVE0941	(420-AAQH)	16
Optical Software	Power2Go Software not included	NOPTDVE	(400-AA00)	597
Sound	No Add-in Sound Card (Integrated Audio)	NOFHD	(510-BB01)	17
Speakers	Submat Speakers	F1SPYR	(020-AA00)	18
Additional Storage Devices	No Media Card Reader	NOACR	(080-BB01)	10
Network Card	No Network Card (Integrated NIC only)	NONIC	(555-DB00)	13
Thunderbolt Card	Not Selected in the Configuration	NOTHB	(010-BB00)	666
Remote Remote Workstation Access Host Card	No Dell™ Remote Access Host Card for the Wyse P25 Zero Client	NOCARD	(050-BB00)	959
System's Management	Intel vPro Technology Enabled	VERO	(631-AAAR)	49
Dell Data Protection & Encryption Security SW	No DPE Encryption Software	NOCCPE	(040-3801)	156
Protect your new PC	No Security Software	NOSECOSW	(650-AAAR)	1014

Catalog Number		04 / cup7910w7pm		
Category	Description	Code	SKU	ID
Keyboard	US English (QWERTY) Dell NB212-8 QuietKey USB Keyboard Black	USBEE	[590-AA0G]	4
Mouse	Dell MS111 USB Optical Mouse	USBMSE	[570-AA0W]	12
Adapters	No Accessories	NOACCES	[461-AN0V]	592
External Speakers	No External Speaker	NOEXSP	[520-AA0F]	200095
Operating System Recovery Options	Windows 8.1 English OS Recovery - DVD	NO106E	[620-AA0U]	200013
Dell Backup & Recovery	Dell Backup and Recovery Basic	DBRBS06	[607-AA0S]	200076
Resource DVD	Precision Tower 7910 Resource DVD	RDVD	[430-KY0M]	30
Platform	Precision Workstation Tower 7910	PUCAT	[340-AH0E]	60
Packaging	Dell Precision Packaging	SHIPKITL	[220-BB0T] [340-AE0P]	465
Power Cords	US Power Cord	PQUS	[470-AH0C]	20
Chassis Intrusion Switch	Chassis Intrusion Switch	MTISWT	[461-AA0B]	399
FGA Module	No FGA	NOFGA	[817-BB0B]	572
UPC Label	No UPC Label	NOUPC	[384-BD0E]	292
Regulatory Label	Tower 7910 Regulatory Label DAO	REGDAO	[320-BB0W] [389-BF0T]	676
Processor Branding	Intel® Xeon® Label	RECH	[389-BB0C]	749
TPM Security	TPM	TPM	[329-BB0J]	297
Canada Ship Options	Non-Canada orders only	USNONE	[322-1206]	111
Dell Data Protection Endpoint Security Suite	No Dell Data Protection Endpoint Security Suite Software	NOEOP	[604-BB0Z]	592
Documentation/Disks	Safety/Environment and Regulatory Guide (English/French Multi-Language)	EPDOC	[340-A00R]	21
Monitor Stands	No Stand	NOSTND	[575-BB0H]	556
Hardware Support Services	3 Year Hardware Service with Onsite/In-Home Service After Remote Diagnosis	NB03	[997-5852] [997-5854]	29
Remote Consulting Service	Dedicated Remote Consulting Service	NORCS	[973-2406]	35

 **Dell Adapter - DisplayPort to DVI Single-Link** 1 2/10/2016 **18.74**



Dell 27 Ultra HD 4K Monitor - P2715Q (5601.99/ea) 2 2/17/2016 **1,203.98**
 Dell 27 Ultra HD 4K Monitor - P2715Q

Add to List

Catalog Number		04 / p2715qpp		
Category	Description	Code	SKU	ID
	Dell 27 Ultra HD 4K Monitor - P2715Q, Dell 27 Ultra HD 4K Monitor - P2715Q	P2715Q	[210-AD0F]	1
Hardware Support Services	3 Year Premium Panel Limited Warranty-Advanced Exchange	AEDTR	[997-2161] [997-2164] [997-2167] [997-2168]	29

Subtotal **5,184.19**
 Estimated Shipping **0.00**
 Estimated Tax **1430.81**
 Eco Fee **0.00**
Total 5,631.00

HOURLY BILLING RATES

(To be submitted for each Task Order Solicitation)

FIRM	Status	Last Name	First Name	Position	Rate (\$/hr)	Approved Overhead Rate	Approved Profit	Billing Rate (\$/hr)	Effective Date	Notes
Prime Firm	Prime									
Prime Firm	Prime									
Prime Firm	Prime									
MBE Firm Name 1	MBE									
MBE Firm Name 2	MBE									
MBE Firm Name 3	MBE									
WBE Firm Name 1	WBE									
WBE Firm Name 2	WBE									
SBE Firm Name	SBE									
EBE Firm Name	EBE									
DVBE Firm Name	DVBE									
OBE Firm Name 1	OBE									
OBE Firm Name 2	OBE									

Firm Name	Status	Fee	% Fee
MBE Firm Name 1	MBE		
MBE Firm Name 2	MBE		
MBE Firm Name 3	MBE		
WBE Firm Name 1	WBE		
WBE Firm Name 2	WBE		
SBE Firm Name	SBE		
EBE Firm Name	EBE		
DVBE Firm Name	DVBE		
OBE Firm Name 1	OBE		
OBE Firm Name 2	OBE		

Summary	Total Fee (\$)	% Fee
Prime		
MBE		
WBE		
SBE		
EBE		
DVBE		
OBE		
Total		