



Procurement

Sole Source Request Form

Sole Source BidSync #280-C032100-MR-SS

SECTION II – DEPARTMENT INFORMATION (Complete in its entirety)

Department:		Date:	
JOHN WAYNE AIRPORT		07/08/2021	
Vendor Name:		Sole Source BidSync Number:	
LAZ Parking California, LLC		280-C032100-MR-SS	
Is the above named vendor a retired employee of the County of Orange? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", review and Approval is required from CEO Human Resource Services prior to contract execution.			
Contract Term (Dates):	Is Agreement Grant Funded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Proprietary?
09/01/2021 – 08/31/2022	Percent Funded: N/A Funding Source: N/A		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Contract Amount?		Is this renewable? If yes, how many years?	
Total Not To Exceed: \$4,096,492		Yes, one year renewal.	
Type of Request: <input checked="" type="checkbox"/> New <input type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase			
Renewal Year:		Did vendor provide a sole source affidavit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
One Year		If yes, please attach	
Board Date:	ASR Number:	If not scheduled to go to the Board explain why?	
8/24/2021	21-000653	NA	
Does Contract include Non-Standard Language? If yes, explain in detail.			
No.			
Was Contract Approved by Risk Mgmt.?		Was Contract Approved by County Counsel?	
Yes.		Yes.	
Were any exceptions taken? If yes, explain in detail.			
No.			
<input checked="" type="checkbox"/> DPA certifies that they have read and verified that the information is true and satisfies the sole source requirements listed in the County Contract Policy Manual.			
<input type="checkbox"/> Solicitation Exemption <i>(For purchases with special circumstances, and/or when it is determined to be in the best interest of the County.)</i>			



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SECTION III – SOLE SOURCE JUSTIFICATION

- 1. Provide a description of the type of contract to be established.** *(For example: is the contract a commodity, service, human service, public works, or other – please explain.) Attach additional sheet if necessary.*

Service contract with LAZ Karp Associates, LLC dba LAZ Parking California, LLC for shuttle services with similar schedules and services provided before the termination of prior shuttle services contract due to the Covid-19 Pandemic.

- 2. Provide a detailed description of services/commodities and how they will be used within the department. If this is an existing sole source, please provide some history of its origination, Board approvals, etc.** *(This information may be obtained from the scope of work prepared by the County and the vendor's proposal that provides a detailed description of the services/supplies.) Attach additional sheet if necessary.*

The vendor will provide the Main Street surface lot courtesy shuttle service seven days per week and the employee shuttle service 24 hours per day, seven days per week, to the Main Street parking lot. Passengers who park in the Main Street lot will be picked up at designated shuttle stops and be dropped off curbside on the upper roadway adjacent to one of three-terminal locations. Deplaned passengers will be picked up on the arrival level of the terminal in the Ground Transportation Center (GTC) and at Terminal C designated location (column number 13) and returned to their vehicles in the Main Street lot. Employees going to and from the terminal will be picked up and dropped off at the designated shuttle stops and at the terminals on both the departure and arrival levels depending on the time of the day. The JWA authorized shuttle schedule, fulfilled by the vendor, seeks to ensure that no passengers wait longer than 15 minutes and airport employees will wait no longer than 10 minutes.

The vendor will provide the following: (1) all shuttle vehicles and shuttle drivers required to fulfill the scope of work, (2) an office facility from which to manage the operation, and (3) a project manager.

- 3. Explain why the recommended vendor is the only one capable of providing the required services and/or commodities.** **How did you determine this to be a sole source and what specific steps did you take? Please list all sources that have been contacted and explain in detail why they cannot fulfill the County's requirements. Include vendor affidavit and/or other documentation which supports your sole source.** *(Responses will include strong programmatic and technological information that supports the claim that there is only one vendor that can provide the services and/or commodities. Your response will include information pertaining to any research that was conducted to establish that the vendor is a sole source, include information pertaining to discussions with other potential suppliers and why they were no longer being considered by the County.) Attach additional sheet if necessary.*

LAZ Parking was the vendor operating the shuttle services contract prior to COVID-19. Due to dramatically reduced public parking demand the contract was not renewed. LAZ Parking is the current vendor operating the parking facilities and valet parking. Due to the potential need for rapid implementation of this contract, LAZ Parking can restart the required operating schedule for shuttle service in a short timeframe while also maintaining the high level of customer service expected by our passengers and employees. Half of the shuttle vehicles required to meet the shuttle schedule are currently onsite at JWA, along with the shuttle office facility.



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4. How does recommended vendor's prices or fees compare to the general market?**Attach quotes for comparable services or supplies. Attach additional sheet if necessary.**

The proposal from LAZ Parking for the employee and Main Street shuttle services includes an increase in cost as compared to their previous contract. This increase is due to the following: (1) drivers hourly pay rates in many markets, including here in Orange County, have necessarily increased substantially to attract drivers, and (2) LAZ shuttle drivers are unionized.

5. If the recommended vendor was not available, how would the County accomplish this particular task?**Attach additional sheet if necessary.**

If LAZ Parking was unable to provide the requested service, the shuttle services contract would need to go through the standard RFP process. The length of time it would take to issue and award a contract may conflict with an increased demand in public parking availability. This contract is a potential bridge to maintain adequate public parking availability until such time a long-term contract providing parking management and shuttle services under an RFP is awarded.

6. Please provide vendor history – name change, litigation, judgments, aka, etc. for the last 7 years.

There have been no name changes, litigation, or judgements in the past 7 years.

7. If vendor is a retired, former employee, has the vendor previously been rehired as a contractor within the last three years? ☐ Yes ☒ No

If yes, provide explanation/support for hiring the retired, former employee as a vendor and provide contract dates, scope of work, and total amounts paid under each contract.

N/A

8. Explain (in detail) why a request for Solicitation Exemption is needed. (Only applicable for Solicitation Exemption)**Attach additional sheet if necessary.**

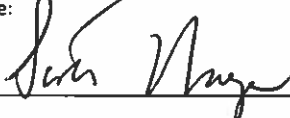
N/A

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SECTION IV – AUTHOR/REQUESTOR

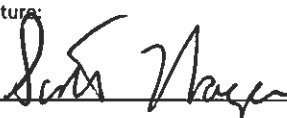
Signature: 	Print Name: Scott Hagen	Date: 7/23/2021
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SECTION V – CEO Human Resource Services APPROVAL

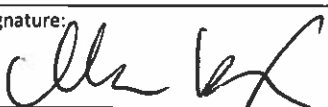
(Review and approval is required when vendor is a Retired, Former Employee.)

Signature:	Print Name:	Date:
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SECTION VI – DIVISION HEAD APPROVAL (Deputy Airport Director)

Signature: 	Print Name: Scott Hagen	Date: 7/23/2021
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SECTION VII – DEPUTY PURCHASING AGENT CONCURRENCE

Signature: 	Print Name: Monica Rodriguez	Date: 7/23/2021
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SECTION VIII – DEPARTMENT HEAD APPROVAL

Signature: 	Print Name: Rick Francis	Date: 7/26/2021
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SECTION IX – COUNTY PROCUREMENT OFFICE

Prior to execution of a contract, the County Procurement Officer or designee shall approve All Sole Source requests for Commodities that exceed \$250,000, Capitol Assets and services exceeding \$75,000, and All other Sole Source requests that require Board approval despite the amount. Approvals are obtained electronically through the County's online bidding system.

SOLICITATION EXEMPTION – CEO USE ONLY:

Board of Supervisor Notification Date:			
Comments:			
CPO: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		CFO: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
CPO Authorized Signature:	Date:	CFO Authorized Signature:	Date: