

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

April 27, 2023

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL TO RELEASE A REQUEST FOR BIDS FOR THE AFTER-HOURS USE OF THE WOODLAND HILLS LIBRARY PARKING LOT**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners (Board):

1. Approve the release of a Request for Bids (RFB), substantially in the form on file in the Board Office, for the After-Hours Use of the Woodland Hills Library Parking Lot.
2. Find, in accordance with Charter Section 1022, that it is more feasible to have this work performed by an independent contractor than by City employees.
3. Authorize the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the RFB.
4. Adopt the attached Resolution regarding the RFB for the After-Hours Use of the Woodland Hills Library Parking Lot.

B. FINDINGS:

1. The Woodland Hills Library is located at 22200 Ventura Boulevard, Woodland Hills, CA 91364, and has a parking lot that contains 43 spaces with ingress and egress through a single driveway on San Feliciano Drive.
2. The Library has leased the parking lot to a local restaurant through various agreements since October 23, 2006. The last agreement has since expired and a competitive bid process is required to continue the lease of the parking lot with a qualified and experienced business.
3. Staff has prepared an RFB to solicit proposals from qualified entities to enter into a contract and requests authority from the Board to solicit responses from interested entities.

4. The term of the proposed contracts will be for one year with two one-year options to renew at the discretion of the City Librarian or designee. The minimum bid amount will be \$24,000 per contract year.
5. Funds will be deposited into Fund 831 Code 246 Woodland Hills Parking and will be used for facility maintenance and improvements.
6. The Library is committed to providing an inclusive and robust outreach process for disadvantaged, marginalized, and local businesses and individuals. Our goal is to create a diverse pool of candidates to provide services and support to the Library and our patrons. We welcome and encourage submissions from a wide range of participants.
7. The RFB has been reviewed by the City Attorney and is ready to be released.

Attachments

Project Manager: Eloisa Sarao, Director of Facility Planning and Maintenance

Prepared by: Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Madeleine M. Rackley, Business Manager
Susan Broman, Assistant City Librarian

LIBRARY RESOLUTION NO. 2023- (C-)

WHEREAS, the Library desires to lease the Woodland Hills Library parking lot located at 22200 Ventura Boulevard, Woodland Hills, CA 91364, and has a parking lot that contains 43 spaces with ingress and egress through a single driveway on San Feliciano Drive;

WHEREAS, the last agreement has since expired and a competitive bid process is required to continue the lease of the parking lot with a qualified and experienced business;

WHEREAS, Library staff has completed a Request for Bids (RFB) to solicit proposals from qualified entities to enter into a contract for the after-hours use of the Woodland Hills Library parking lot;

WHEREAS, the term of the proposed contracts will be for one year with two one-year options to renew at the discretion of the City Librarian. The minimum bid accepted will be \$24,000 per contract year; and

WHEREAS, funds will be deposited into Fund 831 and will be used for facility maintenance and improvements.

THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners (Board) adopts the recommendations and findings of the City Librarian's Board Report and authorizes the release of the RFB for After-Hours Use of the Woodland Hills Library Parking Lot; and

FURTHER RESOLVED, that the Board hereby authorizes the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the RFB.

This is a true copy:

Raquel M. Borden
Board Executive Assistant
Adopted by the following votes:

AYES:

NOES:

ABSENT: