



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
3.025	Off-Peak Delivery of Commodities	08/29/06

## PURPOSE

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Establishes County criteria and procedures to be used in encouraging vendors doing business with Los Angeles County to schedule deliveries, pickups, and other required vehicle trips during off-peak hours as a means of reducing congestion and vehicular emissions during morning and afternoon commute periods.

## REFERENCE

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October 25, 2005 Board Order, Agenda Item Number 10

## POLICY

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It is the policy of the Board of Supervisors that County departments promote off-peak deliveries and pickup of all commodities by County vendors between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, during regularly scheduled County business days. The purpose of this policy shall be to reduce vehicle trips and vehicle emissions during the morning and afternoon commute periods. For purposes of this Board Policy, the trip shall be deemed to be compliant if the actual time of delivery provides for arrival at the County facility or location on or after 9:00 a.m. and the delivery or pickup is initiated at the County facility or location on or before 3:30 p.m.

### I. Solicitation Documents/Contract Awards

The Internal Services Department (ISD) shall include language in solicitation documents for the acquisition of commodities, as appropriate, that acknowledges the Off-Peak Delivery of Commodities Board Policy. Subsequent contract awards for commodities shall include language that requires each vendor, unless otherwise instructed by authorized County department personnel, to confer with County departments to schedule, as appropriate, regularly planned trips to County facilities and locations between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday. County departments shall be responsible for determining the need to include similar language in agreements utilizing the department's delegated authority for services that contemplate regular deliveries to County facilities.

II. County Department Responsibilities - Delivery and Pickup Scheduling

County departments shall promote the Off-Peak Delivery of Commodities Board Policy by ensuring that vendors comply with mutually agreed upon schedules related to off-peak deliveries and pickups. Departments, as needed, shall advise ISD of any ongoing violations of any specific terms related to off-peak deliveries that are included in contract awards.

County departments co-located at facilities that are serviced by the same vendor shall make every effort to coordinate off-peak deliveries and pickups between the vendor and other County departments at the facility.

Emergency, special orders, and other non-conforming deliveries and pickups specifically requested by County departments **shall not** constitute a violation of the Board Policy. In addition, circumstances documented by the vendor to the satisfaction of the affected County department that are outside of the control of the vendor that preclude adherence to the Board Policy **shall not** constitute a violation of the Board Policy.

If circumstances related to department operations preclude regularly scheduled deliveries between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, the department shall notify the vendor of any exception(s) allowable under the Board Policy. If such circumstances are permanent in nature, the department shall notify the Chief Administrative Office and ISD of their intent to exclude the affected contract(s) and/or commodities from the provisions of the Board Policy.

County departments doing business with non-commodity related vendors that schedule regular trips to County facilities shall, to the extent feasible and appropriate, encourage such vendors to schedule such trips to their facilities between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, during regularly scheduled business days.

**RESPONSIBLE DEPARTMENT**

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The Chief Administrative Office shall provide oversight for the Off-Peak Delivery of Commodities Board Policy. The Chief Administrative Office shall coordinate the implementation of the Board Policy with the Internal Services Department and other affected County departments to ensure effective operation of the program.

**DATE ISSUED/SUNSET DATE**

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**Issue Date:**

**Sunset Review Date:** June 30, 2010