

REQUEST FOR QUALIFICATIONS, (RFQ) BID PACKAGE

For

Provide And/Or Install Various Fire Life Safety Systems And Alarms Services



**City of Los Angeles
Department of General Services
Construction Forces Division
555 Ramirez Street, Space 150C
Los Angeles, CA 90012
Tony M. Royster, General Manager**

**Bid Package Submission Email Address:
Email Address: GSD.CFDcontractbidding@lacity.org
Attn: Contractor Administrator**

Bid Package Submission Deadline: Wednesday, October 16, 2024 at 1:00pm

Estimated Usage Total: \$10,000,000 Over 3 Years

**CITY OF LOS ANGELES
GENERAL SERVICES DEPARTMENT, CONSTRUCTION FORCES DIVISION
REQUEST FOR QUALIFICATIONS, (RFQ) BID PACKAGE
FOR**

**PROVIDE AND/OR INSTALL VARIOUS FIRE LIFE
SAFETY SYSTEMS AND ALARMS SERVICES**

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Date: August 20, 2024

To: All Prospective Contractors

**Request for Qualifications, (RFQ)
For
Provide And/Or Install Various Fire Life
Safety Systems And Alarms Services**

The City of Los Angeles, Department of General Services, Construction Forces Division, (GSD) is soliciting Request for Qualifications, (RFQ) bid packages from experienced Contractors interested in Provide and/or Install Various Fire Life Safety Systems and Alarms Services.

I Background

GSD is authorized to provide new construction services through City Forces and/or Hiring Hall Forces, and to let contracts for specialty work that these forces cannot perform, for projects that GSD is selected to act as the general contractor by the Board of Public Works, the Board of Recreation and Park Commissioners, or the Board of Library Commissioners with all contractors for such specialty work to be let in compliance with applicable City competitive bidding practices and contracting requirements, (Los Angeles Administrative Code Section 22.535(a)(5)).

Once Contractors are selected and the Request for Qualifications, (RFQ) bid package becomes a contract, this contract will be used to support GSD's Construction Forces Division (CFD) in Provide and/or Install Various Fire Life Safety Systems and Alarms Services on an as-needed basis. CFD will function as the Prime (General) Contractor for projects undertaken under this contract.

The usage of the contract for Provide and/or Install Various Fire Life Safety Systems and Alarms Services will be/is for the exclusive use of the Department of General Services, Construction Forces Division, (CFD) when it does not have the staff or skills required to perform the scope of work as described within the contract. Any other City Department wishing to utilize services under the contract once all parties have signed the contract, must first obtain written approval from the General Manager of the Department of General Services before services are rendered to the City Department by the Contractor.

As used throughout these bid documents, "Contractor" shall mean a Contractor with a direct contract with CFD, whereas "Subcontractor" shall mean a Contractor who contracts directly with the Contractor to perform some part of the work of a given project undertaken under this contract. Sub-Contractors have no direct contract with CFD related to said project. All Sub-contractors need to perform their work in compliance with the information contained in this "Request for Qualifications, (RFQ) bid package, along with following all Federal, State and Local laws regarding working on any public works project(s).

II Qualification Requirements and Award of Projects

CFD expects to pre-qualify up to twenty (20) licensed Contractors. Once the contract has been executed the Contractor will be contacted when the City has a need and requires the Provide and/or Install Various Fire Life Safety Systems and Alarms Services for its projects. Only the pre-qualified Contractors will provide competitive bids on various specified projects that occur during the term of this contract. A pre-qualified Contractor is not guaranteed work during the term of the contract. The project(s) under this contract will be awarded based on the lowest responsive and responsible bid complying with the specifications for each project specified.

Once the contract is awarded and when CFD has project(s), a schedule will be provided to the Contractor who has been approved to do the construction service(s) for each project. The project activities will be coordinated with CFD and CFD will be present at project sites to coordinate any work in conjunction with other trades working on the project.

All Contractors will be required to comply with all Federal, State and Local Inspectors, Project Engineers, Compliance Officers and other agencies as required to complete each and every project to the City's satisfaction and approval.

The Contractor and their Sub-Contractors will also be required to pay, CA Department of Industrial Relations, DIR fees once a year as required by CA State law in order to work on any CA public works site. All personnel employed in construction work on a project must be paid at least the prevailing wage for the craft in which they are working. A DIR project number will be issued to the Contractor selected for the project, prior to work beginning on the public works site.

All public works contracts valued at \$30,000 or more, carry an obligation to hire apprentices, unless the craft or trade does not require the use of apprentices, as indicated in the DIR prevailing wage determination. This duty applies to all Contractors and Sub-Contractors on a project, even if their part of the project is less than \$30,000.

The Division of Apprenticeship Standards (DAS) provides assistance to Contractors who need to employ apprentices on public works projects and may grant exemptions to the requirement to hire apprentices. You can find more information regarding apprentices at www.dir.ca.gov.

A payment bond and performance bond will be required for a project in excess of twenty-five thousand dollars (\$25,000), for any public work's project prior to the issuance of a Notice to Proceed (NTP) project awarded to a Contractor. Once a construction project has been awarded to the Contractor, the Contract Administrator/Processor will contact the Contractor (excluding Engineer and Architect vendors) to give notice, a payment bond and a performance bond are required for each City project before any work is performed on the City's public works construction site.

The Contractor will also be required to provide certified payroll, supporting documents, certificates and other related information upon request for each project awarded to the Contractor and their Sub-Contractor(s).

III Description of Services To Be Performed

The Contractor services shall include all labor, materials, tools, equipment, monitoring, supervision and all incidentals required to provide construction, maintenance, installation and/or subcontractors to assist with placing, installing, erecting and/or connecting various types of electrical wires, fixtures, appliances, apparatus, conduits, solar photovoltaic cells or any part thereof, which will generate, transmit, transform and/or utilize electrical energy in any form or for any purpose on City projects. The Contractor may also be required to lay out, fabricate and/or install various types of fire protection systems and alarm systems which may include all of the equipment associated with the fire protection systems and alarm systems. Contractor will adhere to all CAL OSHA safety requirements and all work shall meet or exceed all required Federal, State and Local codes and regulatory standards.

IV Contractor and Subcontractor Minimum Percentage of Work Performed

At the time when bids are requested from the pre-qualified Contractors, for City projects, the bids sent to the pre-qualified Contractors shall specify the minimum percentage of work that a pre-qualified Contractor must perform with its own organization. This percentage shall not be less than 51 percent of the total original contract price excluding any identified specialty items. Specialty items may be performed by the Sub-Contractor(s) and the amount of any such specialty items so performed may be deducted from the total original contract before computing the amount of work required to be performed by the pre-qualified Contractor's own organization. The contract amount upon which the above requirement is computed includes the cost of materials and manufactured products which are to be purchased or produced by the pre-qualified Contractor under the contract provisions. Hence the percentage shall be based upon the original bid price, exclusive of the specialty times performed by Sub-Contractor(s), but shall include the cost of materials and manufactured products purchased or produced by the pre-qualified Contractor.

The City shall not permit any of the contract work to be performed under a subcontract, unless such arrangements have been authorized by the CITY in writing. Prior to authorizing a subcontract, the City shall assure that each Sub-Contract is evidenced in writing and that it contains all pertinent provisions and requirements of the pre-qualified Contractor's contract.

To assure that all work (including subcontract work) is performed in accordance with the contract requirements, the pre-qualified Contractor may be required to furnish:

- (1) A competent superintendent or supervisor who is employed by the firm, has full authority to direct performance of the work in accordance with the contract requirements, and is in charge of all construction operations (regardless of who performs the work), and;
- (2) Other staff of its own organizational resources (supervision, management, and engineering services) as the City determines are necessary to assure the performance of the contract.

In the case of a design-build project, the following requirements apply:

- (1) At the City's discretion, the City may establish a minimum percentage of work that must be done by the design-builder. For the purpose of this section, the term design-builder may include any firms that are equity participants in the design-builder, their sister and parent companies, and their wholly owned subsidiaries;
- (2) No procedure, requirement or preference shall be imposed which prescribes minimum subcontracting requirements or goals (other than those necessary to meet the Disadvantaged Business Enterprise program requirements).
- (3) The percentage of work a Contractor and Sub-Contractor performs will be determined when the design-build project is sent out to bid to the pre-qualified Contractors on contract.

V Minimum Qualifications

The Contractor will need to be licensed and in good standing with the CA State License Board at the time the Request for Qualifications, (RFQ) bid package is due.

MINIMUM LICENSE REQUIREMENTS:

A Contractor will need be to license with the following:

C-10 – ELECTRICAL CONTRACTOR

AND/OR

C-16 – FIRE PROTECTION CONTRACTOR

VI Number of Years In Business

The Contractor's company must be in business a minimum of 5 years with the required minimum license requirements stated above at the time the Provide and/or Install Various Fire Life Safety Systems and Alarms, Request for Qualifications, (RFQ) bid package is due.

VII Work History

All Contractors are required to complete a Reference Information Form. The information will be reviewed as part of the package submitted for review. The Reference Information Form is included in this package. All Contractors are required to list at least minimum, 6 projects completed in the last 5 years.

VIII Estimated Contract Usage Total

The City of Los Angeles, General Services Department, Construction Forces Division, CFD will establish with each pre-qualified Contractor, a maximum threshold of \$10,000,000 for a total of 3 years using the Provide and/or Install Various Fire Life Safety Systems and Alarms Services contract for its projects falling under this category. CFD cannot guarantee any work during the term of the contract. A pre-qualified Contractor will still need to submit bids/proposals when CFD requires services using the Provide and/or Install Various Fire Life Safety Systems and Alarms Services contract.

IX Financial Responsibility

The City of Los Angeles, City shall not be responsible in any manner for the cost associated with the submission of the Request for Qualifications, (RFQ) bid package(s). The bid packages and any other material(s) submitted shall become the property of the City. The City shall have the right to copy, reproduce, publicize and/or dispose of each bid package in anyway the City elects.

X Acceptance of Terms and Conditions

The submission of this Request for Qualifications, (RFQ) bid package shall constitute acknowledgement of acceptance of all terms and conditions hereinafter set forth in this RFQ unless otherwise expressly stated herein. All RFQ's must be submitted via email and must include all required documents including forms, appendices and other requested information.

XI Contractual Requirements and Policy Forms

The City has policies and requirements that will apply to the contract awarded as a result of this Request for Qualifications, (RFQ) bid package. The applicable required documents to be submitted with the Contractor's package, if selected will be incorporated in the pre-qualified Contractor's contract as required. Contractors are required to complete and return the following documents with their Request for Qualifications, (RFQ) bid package listed in the submission section below. Inaccurate or incomplete information will not be evaluated and may result in the disqualification of the Contractor and the RFQ bid package as null and voided.

XII Submission of Documents

All interested CA licensed Contractors must submit their Request for Qualifications, (RFQ) bid package via email to GSD.CFDcontractbidding@LACity.org by the due date of Wednesday, October 16, 2024 at 1:00pm. All bids received after Wednesday, October 16, 2024 at 1:00pm will not be reviewed.

Contractors will not be allowed to make any changes to their Request For Qualifications, (RFQ) bid packages after the submittal deadline has passed. Submitted bid packages with incomplete pages may be considered nonresponsive. If the Contractor has complied with all requirements of the Request for Qualifications, (RFQ) bid package, all Federal, State and other City requirements, and is not disqualified for being found non-responsive and/or non-responsible, the Contractor will be recommended for inclusion to the pre-qualified Contractor's list and a contract will be signed.

The following documents comprised the Request For Qualifications, (RFQ) bid package and must be returned with the Request For Qualifications, (RFQ) bid package.

The Request For Qualifications, (RFQ) bid package will be comprised of the following documents:

Request for Qualifications, (RFQ) Bid Package Requirements

- Schedule of Work & Prices and Payment Discount Terms Attachment 1
- Signature and Affidavit Page Attachment 2
- City Contracting Requirements Checklist Attachment 3

Section 1 Compliance Documents to be Submitted with Response by All Proposers

- Business Inclusion Program (BIP) – waived at this time, not required as part of the bid package
- Bidder Certification CEC Form 50 (Municipal Lobbying Ordinance)
- Prohibited Contributor (Bidders) CEC Form 55 (Campaign Finance Ordinance)
- Non-Collusion Affidavit Form
- Contractor Responsibility Ordinance Questionnaire, (CRO)
- City of Los Angeles Contract History
- Contractor Business Locations and Workforce Information (LA Residence Information)
- Certification of Compliance with Child Support Obligations
- Iran Contracting Act of 2010 Compliance Affidavit
- Living Wage Ordinance (LWO) & Service Contractor Worker Retention Ordinance (SCWRO)
- Contractor Gov't Project Reference Sheet & Contractor Key Employee Reference Sheet
- Information Release Form
- Out of State Bidders Form
- Respondent Contact Information Form

Section 2 Compliance Documents to be Completed and Submitted on www.RAMPLA.ORG

- Equal Benefits Ordinance (EBO)/First Source Hiring Ordinance (FSHO)
- Disclosure Ordinances (Slavery and Border Wall Contracting)
- Local Business Preference Program (LBPP)

Section 3 Required Documents Prior To Award of Contract

- Contractor Responsibility Ordinance Pledge of Compliance
- Certification of Compliance with the Americans with Disabilities Act
- Insurance Requirements: General Liability, Auto Liability and Workers' Compensation
- Financial Guarantee: Payment & Performance Bonds
- Business Tax Registration Certificate (BTRC)
- Internal Revenue Service, (IRS) Form W-9

Section 4 City Contract Compliance Requirements

- Standard Provisions for City Contracts
- CA Department of Industrial Relation (DIR) CA State Senate Bill 854
- General Conditions for Public Works Construction Projects
- Construction and Demolition Waste Management Requirements
- Contractor Performance Evaluation Ordinance
- Fair Chance Initiative for Hiring Ordinance/Contractor's Use of Criminal History
- Municipal Lobby Ordinance
- Nondiscrimination/Equal Employment Practices/Affirmative Action

Section 5 City Manuals and Other Helpful Resources

- Los Angeles Regional Contractor Development and Bonding Program
- Office of Finance Tax Information Booklet
- Contractor's On-Line Certified Payroll for City Projects
- City of Los Angeles Labor Compliance Manual
- RAMP Manuals for Certification Requests

XIII Evaluation, Selection and Award of Work

The Request for Qualifications, (RFQ) bid packages will be reviewed by CFD staff for criteria relevant to the Contractor's ability to perform the necessary work competently and to comply with City, Federal, State and other governmental contracting requirements.

Selection of the pre-qualified Contractors will be based on the minimum qualification criteria listed within this RFQ, and the completeness of the Contractor's bid package. Bid packages from Contractors who have been delinquent or unfaithful in the performance of any former contract with the City or other government agencies may be rejected. A contract may be awarded within three (3) months after receipt of the Request For Qualifications, (RFQ) bid packages.

Contracts with a maximum threshold of \$10,000,000 will be established with each of the pre-qualified Contractors. However, a pre-qualified Contractor is not guaranteed any work during the term of the contract. Pre-qualified Contractors will still need to submit bid packages when CFD requires Provide and/or Install Various Fire Life Safety Systems and Alarms Services. When services are needed, CFD will provide project specific information and request bid packages from only the pre-qualified

Contractor(s) based on the lowest, responsive and responsible bid complying with the specifications for the project specifications.

XIV Questions

For questions and any additional information regarding this Request for Qualifications, (RFQ) bid package, you may contact the Contract Administrator via email at GSD.CFDcontracts@LACity.org or call (213) 473-8569. All questions and additional information regarding this (RFQ) bid package will be answered via an addendum and posted on www.RAMPLA.org.

All questions regarding this RFQ bid package will need to be submitted to the Contract Administrator no later than Tuesday, October 8, 2024 at 1:00pm. Any questions submitted after Tuesday, October 8, 2024 at 1:00pm may not be answered until after the contracts are issued.

**CITY OF LOS ANGELES
DEPARTMENT OF GENERAL SERVICES
CONSTRUCTION FORCES DIVISION
SCHEDULE OF WORK AND PRICES**

Attachment 1

NOTE: BIDS MUST BE IN INK OR TYPEWRITTEN. NO BIDS IN PENCIL WILL BE CONSIDERED. LINE ITEMS SHALL BE EXCLUSIVE OF SALES TAX. BIDDER WILL NOT BE RELEASED ON ACCOUNT OF ERRORS.

Line Item#	DESCRIPTION	BID RATE
1	Materials: (Note: When invoicing, Contractor shall include a copy of the invoices from the suppliers.)	NO BID NECESSARY – BID PER PROJECT
2	Material Mark-Up: Quote A Percentage Mark-Up Rate (Note: When invoicing, Contractor shall include a copy of invoices from the suppliers.)	%
3	Equipment Rental, Site Cost: Quote A Percentage Mark-Up for non-owned equipment. (Note: When invoicing, Contractor shall include a copy of invoices from the suppliers.)	%
4	Equipment Non-Rental, Site Cost: The cost the Contractor shall charge to the City for equipment owned by the Contractor that is required at the job site.	NO BID NECESSARY – BID PER PROJECT
5	Labor, Contractor's Forces: (Contractor shall provide either a not-to-exceed price or a lump sum price; to be determined by the City when bidding per projected.)	NO BID NECESSARY – BID PER PROJECT
6	Subcontractor Charges: Quote A Percentage Mark-Up Rate (Note: When invoicing, Contractor shall include a copy of the invoice from all subcontractors.)	%
7	Testing: (Note: Contractor shall include a copy of the invoice.)	NO BID NECESSARY – BID PER PROJECT
8	Submittals and Drawings: (Note: Contractor shall include a copy of the invoice.)	NO BID NECESSARY – BID PER PROJECT
9	Permit Fees: (Note: Contractor shall include a copy of the invoice.)	NO BID NECESSARY – BID PER PROJECT
10	Engineering & Design: (Note: Contractor shall include a copy of the invoice.)	NO BID NECESSARY – BID PER PROJECT
11	Inspection Fees: (Note: Contractor shall include a copy of the invoice.)	NO BID NECESSARY – BID PER PROJECT
12	Provide Maintenance and/or Warranty Period as requested for the Project.	NO BID NECESSARY – BID PER PROJECT
13	Bonds for the project as required: (Bid, Performance and/or Payment Bonds.)	NO BID NECESSARY – BID PER PROJECT

PAYMENT DISCOUNT TERMS:

Payment terms are Net 30 days unless bidder otherwise quotes cash discount terms in the box below. The bidder agrees to offer the City any payment discount terms that are offered to its best customers and apply such discount to payments made that meet the discount terms.

Cash discounts offered for payment less than 25 days will not be considered by the City when evaluating bids. All cash discounts shall be taken and computed from the date of delivery or completion and acceptance of the materials and/or service, or from the date of receipt of the invoice, whichever is latest. Partial payments may be made by the City upon receipt of the Contractor's invoice. The City reserves the right to withhold payment until a copy of the invoice received from the contractor.

Payment Discount offered to the City: _____% for payment within _____ days.

**CITY OF LOS ANGELES
SIGNATURE AND AFFIDAVIT PAGE**

ATTACHMENT 2

COMPLETE CONTRACT

This entire bid and every item(s) thereof shall become a contract upon its acceptance by the General Manager, the Department of General Services, on behalf of the City of Los Angeles. The complete contract shall consist of the Notice of Award, the Notice for Inviting Bids, the entire Invitation for Bid (including specifications) and all Attachments, or any item(s) thereof, this signature and affidavit page, addenda, and, when required, insurance and bonds. A Notice of Award or Notice to Proceed will be furnished to the successful bidder identifying the item(s) to be furnished under the contract.

MATERIALS AND SERVICES TO BE PROVIDED BY THE CONTRACTOR

The bidder agrees, upon acceptance of this offer by the City, to furnish all the materials and services herein specified according to the terms and conditions as set forth herein.

AMOUNT TO BE PAID

The City agrees to pay the Contractor for the materials and/or services in the manner described herein or as negotiated and agreed upon for a given project.

CHOICE OF ALTERNATIVE PROVISIONS; OPTIONS; NOTIFICATIONS

When alternative provisions are requested, or options are offered, the bidder will be notified as to which provision, or option, is being accepted at the same time that he is notified that he is the successful bidder.

DECLARATION OF NON-COLLUSION

That I/we have carefully read and examined the bid and specifications, and have abided by and agree to the conditions herein, and I/we hereby propose to furnish all materials and do all work required in accordance with all plans and specifications, for not to exceed price, unit prices, or lump sums, as per each project. Furthermore, I/we have read and understand Ordinance No. 173677 of the "Determination of Contractor Responsibility Policy" of the City of Los Angeles and I/we understand my/our obligations under this policy as a bidder and as a subcontractor should this contract be awarded to my/our firm.

I/We declare that this bid is genuine, and neither sham or collusive, nor made in the interest or on behalf of any person not herein named, and that I/we have not, directly or indirectly, induced or solicited any other bidder(s) to put in a false or sham bid, or any other person, firm or corporation to refrain from bidding, and that I/we have not in any manner sought by collusion to secure for myself/ourselves an advantage over any other bidder.

Affiant further deposes and says that, prior to the public opening and reading of bids, the said bidder: Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid;

- (a) Did not, directly or indirectly, collude, conspire, connive or agree with anyone to submit a false or sham bid, refrain from bidding or withdraw a bid;
- (b) Did not, directly or indirectly, seek by agreement, communication or conference to raise or fix any overhead, profit, bid price or associated cost element;
- (c) Did not, directly or indirectly, submit any bid price or breakdown created in the manner described above.

This bid is expressly made for the benefit of the signatory parties only. It is not the intent of any of the signatory parties to create or discharge any duty, express or implied, to any party other than the signatory parties. Any benefit derived from this bid by a third party is unintended and incidental to the purpose for which this bid is made.

EXECUTED AT: _____ ON THE _____ DAY OF _____, 20 ____
(Bidder Complete) City State Month

Firm's Name: _____ Telephone # _____

Firm's Address _____
Street City State Zip

()
1st Signer's Initials

()
2nd Signer's Initials

IMPORTANT: THIS DOCUMENT MUST BE SUBMITTED WITH THE BID PACKAGE

(a) INDIVIDUAL (sign here if individual)

Sign Name	Print Name	Title	Date
Address: _____			
Street		City	State Zip

(b) CO-PARTNERSHIP

Name of Co-Partnership Firm: _____

Address: _____

City	State	Zip	Street
------	-------	-----	--------

1. _____

Sign Name	Print Name	Title	Date
-----------	------------	-------	------

Address: _____

Street	City	State	Zip
--------	------	-------	-----

2. _____

Sign Name	Print Name	Title	Date
-----------	------------	-------	------

Address: _____

Street	City	State	Zip
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3. _____

Sign Name	Print Name	Title	Date
-----------	------------	-------	------

Address: _____

Street	City	State	Zip
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(c) CORPORATION

Name _____

Address: _____

Street	City	State	Zip
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Signature of Officer of Corporation	Printed Name	Title of Officer of Corporation	Date
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Signature of Officer of Corporation	Printed Name	Title of Officer of Corporation	Date
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Approved Signatures Methods for Corporations:

- a) Two Signatures: One by the Chairman of the Board or Directors, President or any Vice-President
AND One by the Secretary, Asst. Secretary, Chief Financial Officer or any Asst. Treasurer, or
b) One signature by Corporate designated individual together with the properly attested resolution of
the Board of Directors authorizing the person to sign.

(Affix Corporate
Seal Here)

CONTRACT CANNOT BE ISSUED UNLESS THIS SIGNATURE PAGE AND AFFIDAVIT ARE PROPERLY COMPLETED

<p>(Bidder to have notarized)</p> <p>County of _____</p> <p>State _____ of _____</p> <p>Subscribed and sworn this _____ day of _____ 20____</p> <p>Signature _____</p> <p>(Notary Seal)</p>	<p>In witness whereof the City of Los Angeles has caused this contract to be executed by the Department of General Services of said City, and said, contractor has executed this contract the day and year written below.</p> <p>Tony M. Royster, General Manager Department of General Services</p> <p>By: _____ General Manager</p> <p>Date: _____</p>	<p>Approved as to form on _____</p> <p>Date: _____</p> <p>Hydee Feldstein Soto City Attorney</p> <p>By: _____ Deputy City Attorney</p>	<p>City Clerk Contract No. _____</p> <p>Attest: Holly L. Wolcott City Clerk</p> <p>By: _____ Deputy City Clerk</p> <p>Date: _____</p>
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SECTION 1 – COMPLIANCE DOCUMENTS TO BE SUBMITTED WITH RESPONSE BY ALL PROPOSERS

Proposers are required to complete and submit the following documents with their response/bid package

A	Business Inclusion Program (BIP) <i>Not required when bidding on pre-qualifying for a City contract.</i>	
B	Bidder Certification CEC Form 50 (Municipal Lobbying Ordinance)	
C	Prohibited Contributors (Bidders) – CEC Form 55 (Campaign Finance Ordinance)	
D	Non-Collusion Affidavit Form	
E	Contractor Responsibility Ordinance Questionnaire, (CRO)	
F	City of Los Angeles Contract History Form	
G	Contractor Business Locations and Workforce Information (LA Residence Information)	
H	Certification of Compliance with Child Support Obligations	
I	Iran Contracting Act of 2010 Compliance Affidavit	
J	Living Wage Ordinance (LWO) and Service Contractor Worker Retention Ordinance (SCWRO)	
K	Contractor Government Project Reference Sheet & Contractor Key Employee Reference Sheet	
L	Information Release Form	
M	Out of State Bidders Form	
N	Respondent Contact Information Form	

SECTION 2 – COMPLIANCE DOCUMENTS TO BE COMPLETED AND SUBMITTED ON RAMPLA.ORG

Proposers are required to complete and submit the following documents by the bid package due date

O	Equal Benefits Ordinance (EBO)/First Source Hiring Ordinance (FSHO)	
P	Disclosure Ordinances (Slavery and Border Wall Contracting)	
Q	Local Business Preference Program (LBPP) <i>Only required if bidder/proposer chooses to participate in program.</i>	

SECTION 3 – REQUIRED DOCUMENTS PRIOR TO AWARD OF CONTRACT

If selected for the pre-qualified Contractor's List, documents are required before the contract is executed.

R	Contractor Responsibility Ordinance Pledge of Compliance	
S	Certification of Compliance with the American with Disabilities Act	
T	Insurance Requirements: General Liability, Auto Liability and Worker's Compensation	
U	Financial Guarantee: Payment and Performance Bonds	
V	Business Tax Registration Certificate (BTRC)	
W	Internal Revenue Service (IRS) Form W-9	

SECTION 4 – CITY CONTRACT COMPLIANCE REQUIREMENTS *Provisions part of the contract, no forms required to submit*

X	Standard Provisions for City Contracts (Rev 6/24 [v.1])	
Y	CA Department of Industrial Relations (DIR) CA State Senate Bill 854	
Z	General Conditions for Public Works Construction Projects	
AA	Construction Demolition Waste Management Requirements	
BB	Contractor Performance Evaluation Ordinance	
CC	Fair Chance Initiative for Hiring Ordinance	
DD	Municipal Lobbying Ordinance	
EE	Nondiscrimination/Equal Employment Practices/Affirmative Action	

SECTION 5 - CITY MANUALS AND OTHER HELPFUL RESOURCES *Manuals to assist with the City's compliance requirements*

FF	Los Angeles Regional Contractor Development and Bonding Program	
GG	Office of Finance Tax Information Booklet	
HH	Contractor's On-Line Certified Payroll for City Projects and Contractor Assistance Seminar	
II	City of Los Angeles Labor Compliance Manual	
JJ	RAMP Manual for Certification Requests	