

# **REQUEST FOR PROPOSALS**

**For**

**ENTERPRISE SECURITY CAMERA AND ACCESS CONTROL SYSTEMS  
FOR CENTRAL AND BRANCH LIBRARIES  
LOS ANGELES PUBLIC LIBRARY**

**RFP # 44-024**

**REQUESTS FOR PROPOSALS  
FOR  
ENTERPRISE SECURITY CAMERA AND ACCESS CONTROL SYSTEMS  
FOR CENTRAL AND BRANCH LIBRARIES  
LOS ANGELES PUBLIC LIBRARY**

**DATE RFP Issued:** July XX, 2020

**Title:** RFP #44-024  
Enterprise Camera and Access Control Systems for 73  
LAPL Libraries

**Description:** The Los Angeles Public Library is seeking highly qualified Vendors with expertise in providing and installing access control systems, video security systems and providing maintenance services for this equipment.

**Website Address:** <http://www.labavn.org>  
Proposer must register on this website (Los Angeles Business Assistance Virtual Network) before they can access the RFP and updates.

**Term:** Five (5) Years with 2 years renewal options.

**Key Dates:**

Business Inclusion Program Outreach (BIP)	Must be submitted through <a href="http://www.labavn.org">http://www.labavn.org</a> 15 calendar days prior to the proposal due date
Proposal Due:	September 30, 2020, 2:00 p.m. (PST)
Proposal Delivery Address:	Los Angeles Public Library Board of Library Commissioners Office, 4 <sup>th</sup> Floor 630 W. 5th St., Los Angeles, CA 90071 Attn: Raquel Borden, Commission Executive Assistant II Telephone: 213-228-7530  (If hand-delivered, please deliver to the Library Security Desk on the first floor)
Proposal Delivery Email Address (if emailed)	<a href="mailto:rborden@lapl.org">rborden@lapl.org</a>
Pre-proposal Conference:	Tuesday, August 11, 2020 at 10:00 a.m. (PST) <b>ZOOM – Details available on Page 21 in the RFP.</b> (RSVP to Eloisa Sarao, <a href="mailto:esarao@lapl.org">esarao@lapl.org</a> )

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# Enterprise Security Camera and Access Control Systems

## RFP #44-024

### I. SUMMARY

The purpose of this RFP is to acquire the services of an experienced and qualified Vendor (s) to provide, install, configure, and warranty new enterprise security video/camera, door access control, and video management systems at the Central and Branch Libraries of the Los Angeles Public Library (LAPL). Vendors may elect to team with distributors or other Vendors to meet the requirements of this RFP.

### II. INTRODUCTION

The Los Angeles Public Library (LAPL) is governed by the Board of Library Commissioners, whose members are appointed by the Mayor. The department director, the City Librarian, reports directly to the Mayor. LAPL has approximately 1,277 employees and an operating budget of \$205 million. The Los Angeles Public Library serves the largest population of any public library system in the United States, and each of the 72 branch libraries reflects and celebrates the unique qualities of the community it serves. Responsive to the needs of nearly four million Angelenos, LAPL provides a level of social, cultural, and educational services unmatched by any other public institution in Los Angeles.

The size of each of the 72 LAPL branches varies between 5,200 and 28,000 square feet. Several of the branch libraries have historic designations. The Central Library is the headquarters for the LAPL and opened originally in 1926. After the fire in 1986, the Central Library was renovated, rehabilitated, and was expanded to 538,000-square-foot. The Central Library opened to the public in 1993.

### III. BACKGROUND

LAPL currently hosts an assortment of cameras throughout its various buildings that lack both modern technology and a centralized means of playback access. The Central Library has 91 analog security cameras and access-controlled doors installed in 1993. The 72 Branch Libraries have standalone IP cameras and Panasonic NVR, which were installed between 2005 to the present.

The purpose of this Request for Proposal (RFP) is to acquire the services of an experienced and qualified vendor(s) to provide, design, install, configure, and warranty new enterprise security camera, door access control, and video management systems at the Central and 72 Branch Libraries. The system is to include the following: Video Security System (VSS), Access Control System (ACS), Video Management System (VMS), Servers and Storage, Warranty Services, Integration Services, and Training Services.

The total base amount of the proposal must include all associated costs, including but not limited to, shipping, handling, insurance, install, and devices cost. LAPL intends to do this project in various phases, and the budget associated with this project at this time is \$426,200. Additional funding for this project may be requested the next fiscal year.

### IV. SCOPE OF WORK AND SPECIFICATIONS OF THE EQUIPMENT

#### A. Access Control System

1. See Appendix A – Access Control Systems Detailed Specifications.
2. Provide and install internal and external door access control (DAC) units.
3. The system shall control access to authorized users during authorized times and provide an accounting for authorized users' access.

4. All public-use doors at LAPL libraries must have the ability to be scheduled for automatic release/secure to allow for public entry. LAPL has the additional need to be able to control the main entrances for staff arrival/departure. An internal reader that controls designated doors must be provided.
5. At all buildings, call buttons must be deployed at main entrances for communication with visitors during locked schedules. Those entrances must have remote release capability along with audio/visual communication abilities.
6. The access control system should be able to be integrated with the enterprise security camera system to provide badge accounting evidence along with visual identification of the person using the badge at the time of entry to a building.
7. The system shall provide the ability to quickly secure a building as part of a lockdown or lockout response. This shall include the disabling badge access of non-essential personnel to a building during such an event. Physical buttons and card readers dedicated to generating lockdowns/lockouts are required, as is the ability to generate the desired event from the phone system (via dialed extension).
8. The Vendor is to provide keyless access control as needed, including a door release button and video camera monitor.
9. The proposed solution shall be the best fit of quality technology components that work together to create a well-designed, comprehensive, and effective access system that can integrate with enterprise security cameras and communications systems.
10. The proposer shall provide all software, hardware, and system programming for integration with the new ACS equipment.
10. Component equipment must be provided by manufacturers who do not limit LAPL's access to a particular reseller or integrator.
11. Installation must comply with the City of Los Angeles, Building and Safety (LADBS) wiring standards.
12. Installation should not utilize existing pathways, J-hooks, cable trays, etc. where available. Core drills and conduit may be necessary for some instances, and additional patch panels may be required in the IDFs at some locations.
13. Door access controls shall be connected to handicap systems where applicable.
14. The Vendor is to replace/install all door hardware in all locations with modern hardware that integrates with the door access controls as needed
15. The Vendor will provide formal training to LAPL technical staff on the management of devices. In addition, the Vendor shall provide manufacturer certification to the Library staff.
16. The Vendor shall provide ongoing maintenance and support, including, but not limited to, equipment replacement, software upgrade, and system troubleshooting.
17. The Vendor shall provide written documentation and specific instructions for the system as installed.

B. Enterprise Security Video/Camera Systems

1. See Appendix B – Enterprise Security Camera System Detailed Specification.
2. Provide full camera coverage of all areas, as designated in Appendix D (for Central Library only) Note that camera locations in the **Attachment D** are not meant to

identify individual camera locations but to serve as a guide. Walkthroughs are required so that proposals adequately provide cameras to match the Library's needs. Specific camera/types, i.e., the degree of angle, operating environment, etc. should be decided by the proposer based on the location to be covered.

3. Include the necessary manufacturer-specified cabling to connect the IP cameras back to the appropriate IDF closet not to exceed industry standard length. The IP cameras will be integrated into the existing network. If cameras need to be repositioned after installation, this will be done at cost. If additional cameras are necessary to provide adequate coverage as described in the RFP, they will be added at no cost.
4. Provide and install all appropriate cabling to connect cameras to PoE switch
5. All IP Cameras should be HD ready. The proposer shall propose the appropriate megapixel and includes bandwidth calculation.
6. The proposer will provide the network switches. The proposer is to specify port counts needed to complete the project.
7. All interior fire doors should be outfitted to have a door release button installed at the reception area.
8. Removal and recycling of existing video security equipment and unhindered cabling.
9. Include appropriate Network video recorder and storage solution based on
  - a. 2- week recording intervals.
  - b. 4-week recording intervals.
  - c. 30-days recording intervals.

C. Video Management System (VMS)

1. See Appendix C – VMS Detailed Specification.
2. Provide and install VMS software for the integration of security video/camera and access control.
3. Configure the VMS Systems based on LAPL needs and requirements.
4. Test the VMS with each camera and DAC unit to verify proper operation.

D. Network Design

The submitted design should avoid any single points of failure. Any network upgrades or enhancements required shall be clearly defined in the proposal and will be reviewed by the Library staff.

E. Management

The integration software must include remote management capability, including the ability to focus and zoom all cameras and to retrieve data from the system over a network connection.

F. Numbers and Locations of Cameras and Door Hardware

The purpose of this RFP is to provide LAPL with full camera coverage and secure door access with Visitor Management capabilities. The Vendor will perform a site survey to determine the ideal locations for cameras and to ensure that all necessary door access hardware is provided for in the proposal. General locations for cameras and door access control locations are noted in Appendix E.

G. Cabling

Structured cabling is required for IP security cameras and door access control units. Vendors are required to provide turnkey cabling pricing for the requested IP security

cameras and door access control units. Each IP security camera and door access control unit UTP cabling run will terminate at the location identified on **Appendix F** and will have a **minimum of a 15-foot service loop** at the device end to potentially relocate the cable drop if necessary. Vendors are required to provide unit pricing for additional cable runs. This unit pricing may be used for any additions (or deductions) that may be necessary after installation has begun. All pricing is to include **Category 6** UTP cable, patch panels, termination jack/connector, cable support and labor based on the specifications detailed in this section.

1. Patch Panels Base Bid

The Vendor will supply and install CAT6 patch panels for the IP security cameras and door access control units at the MDF and at each of the IDFs as required to support the cable count. The Vendor will supply unit pricing for additions (or deductions) that may be necessary after installation has begun.

2. Device End Termination

The Vendor will terminate the device end jack in a small termination box (1 inch by 2 inch) at the device end and install a one-foot patch cable. A cable identification label will be placed on both the cable and the termination box.

3. Cable

The cabling infrastructure shall employ a copper medium, referred to as UTP (Unshielded Twisted Pair) cabling, commonly employed in commercial voice and data networks. To this extent, the finished infrastructure in total shall comply with the installation procedures used for such voice and data infrastructure builds as specified under TIA/EIA 568B standards concerning same. With regard to the preceding, the finished infrastructure initially shall serve to deploy an IP-based signaling format in the future without any substantial changes to the infrastructure as built. To that end, TIA/EIA stipulations to cable distances, methods, and manners shall require strict adherence. This infrastructure shall also meet the following specific criteria:

- The cabling infrastructure for IP security cameras and door access control units shall be **CAT6 plenum rated** cable. Horizontal UTP drop cabling shall be **plenum** rated with four (4) unshielded twisted pairs under a common sheath and that sheath shall be tested and approved for the environment into which it will reside.
- Horizontal drop cabling to the device (access points) shall be in a closet-based "star" topology.
- Horizontal UTP cabling from closet to device shall not exceed 90 meters (295 feet) in length.
- All new cable (UTP) shall be supported using existing cable support infrastructure (J- Hooks). If existing support structure is not available, new supports (J-Hooks) shall be installed where needed. Cable shall not lay on ceiling tiles nor tied to ceiling grid support wires.
- Cable shall be supported every five (5) feet.
- Failure to comply with cable support methods will result in a written warning. Failure to correct or repeated infractions may result in the Vendor being terminated from the project.
- The Vendor is responsible for neatly coring and sleeving through walls, floor, or ceilings as necessary to route cable into hallways, tech closets or other areas that require the devices (WLAN AP).
- The Vendor is also responsible for fire stopping all penetrations made and/or used.
- The cable will be certified by the manufacturer to support 802.3af (POE) and 802.3at (POE Plus).

- Any firewalls penetrated to facilitate the routing of communication wiring shall, upon completion of that wiring, be fire stopped using approved methods as outlined in the National Electric Code, and all applicable State, County, and City ordinances. The contractor shall be responsible for fire stopping all penetrations used for routing of the contractor's cable regardless of who made the penetration access. The Vendor is responsible for coring, sleeving, and firestopping penetrations through walls, floor or ceilings as necessary to route cable into hallways ER/TR, or other areas that require IP security cameras and door access control units. The Vendor is also responsible for providing all necessary documentation to show that the fire stopping meets all applicable Federal, State, County, and City ordinances including a copy of the fire marshal approval.
- Horizontal UTP drop cabling shall be terminated via an IDC (insulation displacement connection) to a 110-RJ45 type jack in the patch panel.
- While the defined system is preferred under a single source manufacturer/supplier, for the purposes of meeting specification, the component parts of the infrastructure may be from multiple Vendor sources. The unshielded twisted pair (UTP) – a base proposal of Category 6 installation shall be part of a manufacturer's certified program to include a minimum 15-year warranty on the entire channel. Minimally, the UTP installation must include a Manufacturer's Performance Certification and a minimum 15-year warranty on all material and labor. The Certification may be through a single manufacturer that supplies all cabling and connectors or through a joint program (one manufacturer's cable combined with another manufacturer's connectors).
- The Vendor is responsible for applying for the performance warranty, as well as providing documentation of that warranty to LAPL.
- The cable specified shall be in conduit or raceway between the device and the wiring closet (MDF/IDF) in areas where the cable is exposed and not run behind walls or suspended above the ceiling. Cables tied to electrical conduits or laid on ceiling tiles will not be accepted.
- The cable installers will be certified by the manufacturer on the cable and components used.

Vendor must comply with all EIA / TIA specifications as well as local building codes.

## **V. Installation/Integration Services**

The following are the integration and training services required for this RFP. For these services, the pricing for the Base Bid will be presented using the forms Appendix G.

### **A. Video Surveillance System Integration Services**

The Vendor will meet with the LAPL to confirm angle, direction, and configuration required for each camera. The LAPL will review the document with the Vendor and approve/modify the document. The Vendor will then generate a final document that will define the operation and functional specifications for the installation. Once installed, access to the camera will be tested, verified, and documented.

- Install all cabling and equipment according to State, Federal and Local codes.
- Install all equipment and software according to the manufacturer's specifications.
- Identify needs for all building penetrations, firestop, conduit and cable pathways for any exterior devices.
- Apply asset tags for all IP Cameras and Video Management devices. The LAPL will provide the asset tag.
- Remove all existing video surveillance cameras (approx. 65 cameras).



Label all system components. At a minimum the label should identify the device, the associated control equipment and the associated communications closet. Cable labels will identify all cabling associated with a device and be recorded on a cable identification document that will be delivered with the as-built documentation. The labeling scheme will be developed by the Vendor and approved by the LAPL.

B. Door Access Control System Integration Services

The Vendor will meet with the LAPL to develop the programming required for the system. The Vendor will develop a document that lists the detailed operation of the system, including the lock/unlock timing for each door, card access levels for each staff member, door monitoring/reporting parameters and alarm reporting. The LAPL will review the document with the Vendor and approve/modify the document. The Vendor will then generate a final document that will define the operation and functional specifications for the installation. Additional integration requirements are defined below:

- Install all cabling and equipment according to State, Federal and Local codes.
- Install all equipment and software according to the manufacturer's specifications.
- Identify needs for all building penetrations, firestop, conduit and cable pathways for any exterior devices.
- Install all door actuating equipment, associated components and any required electrical service for a fully functional system.
- Install and configure PC hardware, monitors, printers and all software for a fully functional system. Provide and install software that allows remote monitoring and control of the entire system across the LAPL network.
- Install software on up to five the LAPL computers that allows monitoring and control of the entire system. LAPL may request additional
- Program all proximity cards that are required for the LAPL staff, including temporary staff.

Label all system components. At a minimum the label should identify the device, the associated control equipment and the associate communications closet. Cable labels will identify all cabling associated with a device and be recorded on a cable identification document that will be delivered with the as-built documentation. The labeling scheme will be developed by the Vendor and approved by the LAPL.

C. Video Management System Installation

The Vendor shall meet with the LAPL prior to installation of the system to discuss all aspects and capabilities of the VMS system and cameras procured. Vendor will present to the LAPL all configuration options and get their input and let the LAPL choose how the system is to be used and configured. The Vendor will provide input as necessary. Based on these discussions, the Vendor will define an implementation plan that outlines the configuration of the system.

An implementation plan for the video security system will be developed by the Vendor. The implementation plan shall describe the detailed configuration of the network that is to be implemented. All plans must be presented to LAPL and their representative in a written format. Under no circumstances shall a plan be either finalized or implemented without the signed approval of both the LAPL and their representative. Based on this document, the installation personnel shall configure the system.

The implementation plan for the network shall consist at minimum of the following documents:

- Video Network Design Summary
- VLAN & QoS Requirements of the Data Network
- Document the camera Configuration Parameters (resolution, frame rate etc.)

- VMS Configuration Parameters (recording, storage, archiving etc.)
- Storage System Configuration Parameters
- Device Naming Conventions (will retain current configuration)
- Physical & Logical Designs (Ethernet PoE and non-PoE ports required, Camera/VMS IP addressing requirements)
- Diagrams (physical and logical network connectivity, rack elevation)

User Setup - All equipment (camera and VMS) requiring users to logon using a password shall be configured with user/site-specific passwords. No system/product default passwords shall be allowed. A Vendor account will not be created without the LAPL's permission.

D. Server & Storage Hardware Installation

If the option for Vendor-provided Server and Storage hardware is selected, the provided systems will be racked in a LAPL-provided rack. The Vendor will be responsible for the turnkey operations of the servers and storage systems provided, including the installation and configuration of any hypervisor and operating system.

E. Network Configuration

The Vendor will not be responsible for making changes to the current data network. However, the Vendor will clearly identify in its proposal the physical and logical requirements from the data network.

F. Latest Firmware/Software

The latest released network hardware and software revisions/version will be provided and installed at the time of delivery. In the event a newer software or hardware revision/version is released after a portion of the proposed network has been installed, but before the entire network is deployed, the awarded Vendor shall upgrade the hardware and software at all other previously installed equipment to the latest version. In short, at the time of final contract acceptance and final contract payment, all network components installed will have the latest release level of hardware (firmware) and software.

G. Device Configuration

All network equipment that supports SNMP capability shall be configured to report traps to the network management station. All network equipment shall have SNMP agents enabled to supply SNMP Management Information Base (MIB) to the management station. The default SNMP communities (read, read/write) will be changed to values as defined by the LAPL.

Where applicable, all devices on the network will be configured as NTP (Network Time Protocol) clients and will receive their time from a designated NTP server. The NTP server could be the core switches or the primary servers at the LAPL's Network Headend.

Where applicable, all network equipment will be configured to obtain its configuration from a local flash and also from a TFTP server. It will be the responsibility of the Vendor to install, configure and test a TFTP server on a LAPL-provided workstation or the VMS station.

H. Device Connectivity

The Vendor will be responsible for providing connectivity between the equipment (VMS, Storage etc.) and the data center network switches. All installed cabling will be neatly dressed and routed through the cable management system if available. The label machine and labels will be supplied by the installer. All installed copper patch cables will be neatly dressed in the cable management system where available or will use Velcro

straps to professionally dress the cables. The color of the patch cables used for the IP Cameras will be green. The color of patch cables used for the Door Access Controllers will be red. All copper and fiber patch cables for connecting the proposed hardware will be supplied by Vendor.

I. TV Monitor Connectivity

There are several locations (primarily in office, lobby and other general areas) where a small form factor (SFF) workstation is connected to a TV monitor. The SFF workstation operates a client viewing software and is programmed to display various cameras in a matrix configuration. Additionally, there some locations where a SFF with a computer display is configured to view certain cameras or multiple cameras configured in a matrix configuration.

The Vendor must provide client software with the capabilities to view cameras in a matrix configuration for use on external monitors.

J. Time and Materials Labor Rate

The Vendor will provide a T&M labor rate that may be used by the LAPL for any work not covered directly by this contract.

K. System Testing

The Vendor will verify and demonstrate to the LAPL that all hardware, software, cabling and all other system components are functioning according to the specifications, the Vendor's proposal and the programming document that was developed with the LAPL. Additional testing requirements are defined below.

- Test the operation of all card readers and doors.
- Test system detection and outbound notifications of all alarm conditions, door open conditions, valid and invalid card reads and any other functions that are part of the system.
- Verify that all door lock/unlock programming is operating according to the programming document that was developed with the LAPL.
- Verify that the Security functions of the system are operating correctly, including monitoring of door contacts, motion sensors, glass break sensors and the interface with the fire alarm panel.

L. Cable Testing

The cable shall be tested after installation and meet all testing and installation requirements compliant with Category 6 based in part or all of the following standards:

- ANSI/TIA/EIA 568-B.1 – Commercial Building Telecommunications Cabling Standard, Part 1; General Requirements.
- ANSI/TIA/EIA 568-B.2-1 – Commercial Building Telecommunications Cabling Standard, Part 2; Balanced Twisted-Pair Cabling Component
- ANSI/TIA/EIA 569-B – Commercial Building Standards for Telecommunications Pathway and Spaces
- ISO/IEC 11801 for Category 6
- ANSI/TIA/EIA 606-A – Administration Standard for Commercial Telecommunications Infrastructure
- ANSI/TIA/EIA 607-A – Commercial Building Grounding (Earthing) and Bonding requirements for Telecommunications
- NFPA 70, National Electrical Code (NEC 2005)

Additionally, all cabling shall comply with the following requirements:

- The conductors of the pairs will be of solid copper construction.
- The cable type shall be plenum rated with 100% FEP for all areas within the building.
- This cable shall possess the ratings by UL (Underwriter's Laboratory) CMP as applies to the cable type and insulation.

Approved enhanced Category 6 UTP plenum cable product shall be manufactured by ADC (Krone), Belden/CDT, Berk-Tek, CommScope, General Cable, or Mohawk Cable and must be tested by ETL Intertek Testing Services and or approved by Underwriters Laboratories.

M. Training Services – At NO COST to the LAPL

The Vendor will provide training on all systems that are installed as a part of this RFP. The training services will be provided at no additional cost to the LAPL. The training services requirements are as follows:

During the design and integration process, the LAPL's technical personnel shall be involved and will interact with engineers performing these services. Training and knowledge shall be imparted to the LAPL's personnel during this process. It is understood that this process shall be followed as long as it does not impact the Vendor's process, progress and schedule.

Prior to the "go live" of the systems, the Vendor will coordinate with the LAPL on the training that will be provided. A training schedule will be established by the LAPL. The training shall consist of two training tracks, System Administration Training and End User Training, and shall be provided at no cost to the LAPL.

N System Administrator Training – At NO COST to the LAPL

A minimum of **two hours** will be dedicated for the system administration training. The complete training will be conducted as two separate sessions. The training will be conducted on-site and on the system implemented at the LAPL (at no cost to the LAPL). At this training, the Vendor will review and demonstrate:

- The configuration of the VMS as deployed
- The configuration of the cameras as deployed
- Adding user and restricting access levels
- Additional features of the system (that may have not been implemented)
- Basic and advanced search techniques
- Video archiving and retrieval
- Download and record archived video
- Storage system maintenance
- Day-to-day maintenance of the system
- Add additional cameras/devices to the system
- System and camera software/firmware upgrades (minor)
- Remote viewing (view only mode) functions.
- Management system operation and reporting

Other details of this training session will be discussed at the design meeting.

O. End User Training - At NO COST to the LAPL

A minimum of **FOUR one 1-hour** sessions will be held for the **end user training**. Training must be at no cost to the LAPL. The training will be conducted on-site and on

the system implemented at the LAPL. At this training, the Vendor will review and demonstrate:

- Remote viewing (view only mode) functions
- Retrieval of archived video (if allowed by the user's privilege)
- Setting and changing user preferences

Other details of this training session will be discussed at the design meeting.

P. Documentation

The Vendor shall compile and distribute to LAPL's representatives, two (2) complete sets of documentation. The Vendor is required to submit electronic copies of all the documentation provided in an organized format. The electronic copy shall be organized and indexed and delivered on a thumb drive media.

The Vendor will provide upon project completion, the system design and configuration documents. This documentation will be delivered in the form of drawings, spreadsheets, databases etc. that would represent the details of equipment placed within the buildings.

It is our belief that a foundation of proper documentation is the key to the long-term supportability of the video network. The Vendor's documentation package shall include the information described below and will be provided to the LAPL in both paper and electronic form. Standard format for the files is an appropriate application from the Microsoft Office suite and the Microsoft Visio application suite. To be included in a typical documentation package are:

- Rack Elevation Drawings
- Appendices –
  - Building drawings showing the location of all installed hardware components.
  - A cable identification document identifying all cabling referenced to the associated hardware for each building
  - A cable identification document that identifies all door contacts, sensors and all alarm wiring for each building.
  - Inventory that includes building, location within building, device, manufacturer, model name, serial number, and asset tag number
  - Operation manuals and specification sheets for all hardware and cabling.
  - Operation manuals and training materials for all software.
  - Manufacturer's warranty for all system components including cabling.
  - Vendors warranty for installation services.
  - Softcopy: Configuration Files: Backup configuration files (.cdb, .cfg,) will be saved in softcopy from all appropriate installed equipment. These files would be used in the event that the original configuration file on the equipment gets corrupted and becomes unusable. Softcopy of all the documentation files provided as part of the documentation package.

Q. Installation Assurances

The Vendor will describe the following:

- The implementation team and their roles in ensuring a successful cutover to the Library network.
- The resources that will be available at cutover to address unforeseen problems
- Any anticipated disruptions in service during the cutover period.
- Responsibilities required of the LAPL to help ensure a successful cutover.

R. Project Closeout

- Upon notification of the project's completion, an electronic copy of the punch list

will be prepared and presented to the Vendor.

- To facilitate the close out process, the Vendor will present a complete list of all punch list items resolved with the date and item(s) completed, resolution documented and be returned to the LAPL in an electronic format.
- In accordance to the payment terms, the Vendor will submit final AIA Document G702 Application and Certificate for Payment.
- The LAPL's representative will present Sign Off / Closeout documents to the Vendor for signatures. A copy of the document will be given to the Vendor.
- Manufacturer warranty for equipment will commence only upon building / phase closeout and will extend through the manufacturer provided warranty.
- The LAPL reserves the right to inspect and approve or reject the installation before signoff. If the LAPL rejects the workmanship or equipment functionally, the Vendor must repair or replace at their cost.

S. Base System Warranty

1. Components and Term

Included in the base proposal, a **3-year extended warranty** will be required for all Critical and Non- Critical Components:

a. Critical Components

- Server hardware (optional if provided)
- Storage systems (optional if provided)
- IP Cameras
- Door Access Control Hardware

An option to extend to **years 4 and 5** will be provided in **Add Alternate 1**. Manufacturer warranty certificates must be provided for all hardware equipment. All warranties will commence upon Final Acceptance.

2. Coverage

The proposed extended warranty at a minimum, should include the following services during this warranty period:

a. Routine services to include:

- Telephone support to diagnose warranty issues for both critical and non-critical components
- 5 x 8 x 4 hour NBD hardware replacement with an on-site technician for critical components
- 5 x 8 x 4 hour return to depot hardware replacement for non-critical components

b. Emergency response service with a guaranteed response time, location of dispatch by responding party and process to be followed for the following events:

- Complete system outage.

The Vendor will describe:

c. Warranty coverage hours for the services described above (i.e., hours/days of coverage)

d. Equipment replacement procedures (onsite and depot parts repair and replacement)

- e. Response procedure for:
  - Escalation calls
  - First-time response to service calls (callback time)

All manufacturer warranties will begin as noted in the Project Closeout section.

T. Other Costs

If any costs are associated with your proposed services that have not been identified in prior sections, they must be detailed in **Appendix G**. Any such charges will be clearly identified and all non-recurring and monthly costs provided.

U. PRICE STABILITY GUARANTEE

For the entire Contract term, the Vendor must guarantee to provide the devices and/or services at the rates provided in its proposal. However, in the event of a price decrease for any awarded device at any time during the Contract term, the LAPL shall be notified immediately. Price decreases will apply to all subsequent POs received by the Vendor after the date of the price reduction. In the event that the manufacturer decreases Vendor cost, for whatever reason, this decrease shall be reflected in an updated price and notice shall be sent within 5 business days to the LAPL. The basis of any discounts to the Education List Price or other pricing schedules must be made available to the LAPL.

V. New Materials

All equipment quoted by Vendor shall be new. The RFP requests that the Vendors propose a completely new solution that balances cost, performance, and technology. The equipment that has either reached or an announcement has been made for End-of-Life, End-of Support, or End-of-Sales will not be entertained.

The latest released system hardware and software version must be installed at the time of delivery. In the event a new software or hardware version is released after a portion of the system has been installed, but before the entire system is deployed, the Vendor shall upgrade the hardware and software at all other previously installed locations to the latest version. In short, at the time of final contract acceptance and final contract payment, all system components installed will have the latest release level of hardware and software.

All products proposed in the response must be "customer shipping or production" status at the time of the proposal response. The Vendor may not bid products based on future releases of hardware and/or software. If the Vendor is unable to provide the proposed product(s) or feature(s) by the proposed delivery date, the Vendor will provide a resolution of equal or greater value to the Library, at no additional charge to the Library, including services required to implement the solution.

W. Specification Sheets

The Vendor must provide specification sheets (soft copies) for all products (cameras, management systems, mounts, etc.) proposed. An electronic copy of these specifications' sheets would suffice.

## VI. **QUALIFICATIONS OF VENDORS**

A. Proposer Qualifications

The Library reserves the right to disqualify proposals failing to meet minimum requirements. To be considered for evaluation, the proposal must demonstrate how the proposer meets all provisions of this section:

1. Proposer shall have a minimum of five years of experience in design, installation, testing, and maintenance of access control systems.
2. The proposer shall meet the full scope of work listed herein. The LAPL shall not accept proposals that offer to provide only a portion of the work.

3. Proposers must maintain a local service facility within 100 miles of Los Angeles, which stocks spare devices and components for servicing the systems.
4. The proposer must have performed successful installation and maintenance of at least three (3) projects similar in scope and size and provide references to document these projects
5. The proposer shall be fully certified by the manufacturer to sell, install, and maintain all system components required for the solution. Please attached the certification issued by the manufacturer.

B. References

1. Provide five (5) professional references from current or former customers for similar projects. LAPL shall use these contacts for reference checks.
2. Provide company name, contact name, current telephone, e-mail address, and years of service to this customer.

References must verify the quality of previous, related work. LAPL may check to determine if references provided support Proposer's ability to comply with the requirements of this RFP. LAPL may use references to obtain additional information or verify any information needed.

C. Brief Overview of your firm's history and personnel.

This section should include but is not limited to the following information:

1. How long has your firm been in business?
2. How long has your firm represented the system that will be provided?
3. Describe the proposer's responsibilities and scope of work for three (3) customers listed in Section VI, B, References, preferably organizations of similar size.
4. Provide the number of Libraries and public buildings installations proposer has installed within the last year.

D. Key Personnel

1. Name the person who will be in direct charge of work and will serve as the Supervisor for work performed under this contract.
2. Detail relevant qualifications and experience, including the length of time in this position and relevant degrees, certifications, and licenses.
3. List all other key individuals who will serve under this contract and describe the individual's relevant qualifications.

E. Equipment

1. Access Control Systems

Provide specifications for equipment and installation. Include a quick reference showing the various equipment in your response. Equipment may include but is not limited to, the following:

- a. Proximity card readers.
- b. Access cards
- b. Electric door locks.
- c. Magnetic door locks.
- d. Controllers.
- e. Emergency door releases.
- f. Access control panels and enclosures, as necessary.
- g. Cabling and wiring
- h. Camera/Intercom entry system that can interface with the Library's existing VoIP phone system.



## 2. Enterprise Security Camera Systems

Provide specifications for equipment and installation. Include a quick reference showing the various equipment in your response. Equipment may include but is not limited to, the following:

- a. IP Cameras, HDR and WDR
- b. Switches
- c. Network Storage Solution
- d. Audio capabilities
- e. Color Night Vision
- f. Network Video Recorder
- g. Real-Time Security Monitoring
- h. Cabling and wiring.
- i. Video compression
- j. Extreme Weather Rating
- k. Interface with the access control systems.
- l. IP Camera Management Software
- m. IP Camera Accessories such as brackets, mounts
- n. Power connectivity
- o. Network infrastructure (wireless, Cat6, cable runs
- p. Software and hardware associated to the project

## **VII. IMPLEMENTATION**

### A, Implementation

It is the intent of LAPL to start the deployment of the equipment and integration services requested in the RFP in January 2021.

### B. Project Plan

The Vendor shall provide a full installation schedule showing the workflow using a graphical representation (i.e., Gantt chart or similar tool). The Vendor's installation schedule should indicate the size of each crew working in the building daily, along with timelines for building project completion. All punch list items associated with this project must be complete by the noted completion date.

### C. Work Hours

Work schedule must be coordinated with LAPL Staff.

## **VIII. EVALUATION AND SELECTION PROCESS**

Proposals meeting the requirements outlined below will be evaluated by LAPL Staff. Each proposal will be evaluated by criteria and priorities as defined by LAPL. The Library Staff may request further clarification in gaining additional understanding of Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted proposal and may not contain new information not included in the original proposal.

In awarding the Contract, the review team may take into consideration the proposer's skill, facilities, capacity, experience, support capabilities, previous work record, costs, the necessity of prompt and efficient completion of the work described in the proposal documents, or other factors LAPL considers relevant. Inability of Contractor to meet these conditions may be cause for rejection of the proposal. LAPL reserves the right to utilize the evaluation rubric as a part of the decision-making process and not as the sole evaluation tool.

- A. Each Proposal response will be evaluated utilizing these evaluation criteria based on a 100-point scale.

Item Evaluated Possible Points:

1. System(s) proposed: 25 Points

System evaluation criteria points are based on the ability of system and subsystems to meet the project needs. Capability of Vendor to provide integrated

IP Security Camera solution and enterprise security camera.

2. Proposer: 10 points

Proposer evaluation criteria points are based on similar project references and years in business performing work similar in nature to the scope of this project.

- References/Similarity of Past Projects (5 points)
  - 4-5 points:  
All three references are favorable and all three are similar to the project and organization as specified in this RFP.
  - 2-3 points:  
All three references are favorable and one or two are not similar to the project and organization as specified in this RFP.
  - 0-1 points:  
Any reference provides unfavorable comments about the Proposer. Or all three references are favorable but none are similar to the project and organization as specified in this RFP.
- Years in Business (5 points)
  - 5 points: The Proposer has been performing work similar to the scope of this project for at least five (5) years. Proposers with less than 5 years of experience will receive a percentage of the total points.

3. Installation Capability: 5 Points

- 5 points. Installation Capability is based on the number and qualifications of certified technicians, and the Proposer's proven capability to meet project deadlines (from information gathered from references).
- 5 points: The proposer employs five (5) or more technicians who have manufacturer certification and project experience for each sub-system.
- 0-4 points: The proposer employs between one (1) and four (4) technicians who have manufacturer certification and project experience for each sub-system.

4. Ongoing Support Capabilities: 15 Points

Installation Capability is based on the number and qualifications of local certified and trained technicians, and the Proposer's proven capability to meet project deadlines (from information gathered from references).

- 7.5 points: The proposer employs at least one or more local technicians (within 100 miles) who have manufacturer certification and project experience.
- 7.5 points: The proposer employs three (3) or more local technicians (within 100 miles) for each subsystem (VMS, & access control) who have manufacturer certification and project experience.

5. Quality of RFP Response Documents - 5 Points

Quality of RFP response is based on the overall quality and presentation of the proposer's response documents. This criteria gives more points to responses that are complete, organized and provide all relevant materials to properly evaluate the response and the company. 5 points will be awarded for the most complete RFP response while other proposals are awarded points based on a percentage of the best proposal.

6. Plan/Schedule: 15 Points

- 5 points will be awarded for the most detailed and favorable proposed project schedule while other proposals are awarded points based on a

percentage of the best proposed schedule.

- 10 points will be awarded for the most detailed and least disruptive proposed project plan. This criteria will consider potential system downtime, necessary additional staff required and overall disruption to daily operations.

7. Cost: 25 Points

Lowest cost proposal is awarded full points while the other proposals are awarded points based on a percentage of the lowest proposal.

**TOTAL: 100 Points**

**\*SUBMIT ALL COST INFORMATION IN A SEPARATE SEALED ENVELOPE IN THE PROPOSAL PACKAGE CLEARLY MARKED 'FEE PROPOSAL'.**

## **IX. PROPOSAL SUBMITTAL AND GENERAL REQUIREMENTS**

Proposals shall be based only on the material contained in the RFP, pre-proposal conference responses, amendments, addenda, and other materials published by the LAPL relating to the RFP. Proposers shall disregard any previous draft materials and oral representations that may have been obtained by the proposer. Proposals shall be submitted in accordance with the requirements of this RFP, including any addenda.

### **A. Mandatory Pre-proposal Conference**

A Mandatory Pre-proposal Conference will be conducted to provide an overview of the RFP. The purpose of this meeting is to allow each proposer to review the RFP with the LAPL project team. Attendance at this meeting is not mandatory but highly recommended for all Proposers. To obtain the most significant benefit of the meeting, Proposers are strongly encouraged to send their direct supervisory personnel/critical project team members (in lieu of business development or sales personnel). Any questions related to the RFP will be addressed at the Mandatory Pre-proposal Conference and subsequently posted on the City's website LABAVN.org.

Participation in the Mandatory Pre-proposal Conference will be accomplished by Zoom. Questions may be submitted prior to the meeting to Eloisa Sarao, [esarao@lapl.org](mailto:esarao@lapl.org).

The Mandatory Pre-Proposal Conference will be held as follows:

Date/Time: August 11, 2020, at 10:00 a.m. (PST)

You are invited to a Zoom meeting:

When: August 11, 2020, 10:00 a.m. Pacific Time (US and Canada) Register in advance for this meeting:

Register in advance for this meeting:

[https://lapl.zoom.us/meeting/register/tJcud-urqT4vHNNpItXyfmtBRItOxdNUZL\\_p](https://lapl.zoom.us/meeting/register/tJcud-urqT4vHNNpItXyfmtBRItOxdNUZL_p)

After registering, you will receive a confirmation email containing information about joining the meeting. Please mute your computer and telephone microphone when not in use.

Any questions related to the RFP will be answered in writing and posted online on the City's website <https://www.labavn.org>.

B. Description of Proposer

The proposal shall include a brief history and description of the organization, the date the organization was established, the location of its headquarters, the number of employees, and website address if the proposer is an organization and not a person.

C. Submission Requirements

Persons or firms interested in responding to this RFP will submit a proposal in accordance with the format provided below. Failure to meet this requirement may be cause for rejection of the proposal as non-responsive. The proposal must cover all of the RFP specifications. Proposals should not include unnecessary promotional materials and should be as succinct as possible. The proposer should list only those references that would substantiate his or her experience as it relates to Section VI of this RFP. The Library accepts no responsibility for the cost of preparing any proposal.

Proposers may elect to submit physical copies of their proposal in-person or via mail (Physical Copy Submission) or may submit their proposal via email (Email Submission). The following are requirements Proposers must follow for each of these methods for their proposal to be deemed responsive.

1. Submission Date and Location

- a. Sealed Packages for Physical Copy Submission (hand-delivered to the Library Security Desk at the Central Library on the 1<sup>st</sup> floor (Main Lobby) or mailed)

The LAPL will only evaluate written submitted proposals with the appropriate signatures.

Proposers are required to submit:

- i. One (1) original proposal with original signatures on all documents requiring a signature.
- ii. Three (3) copies of the proposal with signature copies on all documents requiring a signature.
- iii. One (1) unbound copy of the proposal with signature copies on all documents requiring a signature.
- iv. One (1) flash drive containing the entire proposal in electronic format (PDF). More than one (1) file is acceptable, but all files must be clearly labeled with an appropriate filename.

Each proposal must be enclosed in a sealed package showing "RFP 44-024 – Enterprise Security Camera and Access Controls Systems Response from <Vendor Name>" in the lower left-hand corner. It is recommended that a messenger deliver the proposal to ensure timely delivery. The proposal should be addressed as follows:

Board of Library Commissioners Los Angeles Public Library  
630 W. Fifth Street  
Los Angeles, CA 90071 Attn: Raquel Borden

A proposal must be received at the address or email address given above on or before 2:00 p.m. (PST) on Wednesday, September 30, 2020. A proposal received after 2:00 p.m. (PST) on September 30, 2020, will not be accepted and will be returned to the Proposer unopened.

The formal opening of proposals will take place at that time. The LAPL reserves the right to extend the submission date. Any changes on the submission date will be posted on <http://www.labavn.org>.

Proposers are encouraged to submit proposals prior to the due date and time.

2. Email Submission Requirements

In lieu of submitting physical copies of their response, Proposers may submit their response via email to [rborden@lapl.org](mailto:rborden@lapl.org) by 2:00 p.m. (PST) on Wednesday, August 19, 2020, to be considered responsive. The email submission must include all relevant attachments and exhibits in PDF format.

Proposers shall include a reference to RFP 44-00XX for Enterprise Security Camera and Access Controls in the subject line of their email and adhere to the following additional requirements:

- i. The maximum size of the proposal package, including all attachments, in PDF format, must be 25 MB or less (Proposers are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the proposer's internet service provider).
- ii. Proposers should submit the proposal package in a single email and avoid sending multiple email submissions in response to this RFP. If the file size of an electronic submission exceeds the applicable maximum size, the proposer may make multiple submissions (multiple emails in response to the same RFP) to reduce attachment file size to be within the maximum applicable size. In the event multiple emails are necessary due to size restrictions, Proposers shall identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3, email 3 of 3").
- iii. Proposals submitted via email must be sent from one email address, which must be consistent with an email provided by the proposer in reference to Section H.3.3.5 Cover Letter. The LAPL reserves the right to seek clarification or reject the proposal as non-responsive if the LAPL is unable to determine what documents constitute the complete proposal.
- iv. Attachments must not be compressed, must not contain a virus or malware, must not be corrupted, and must be able to be opened. Proposers submitting proposals via email are solely responsible for ensuring that any emails or attachments are not corrupted. The LAPL may reject proposals that are compressed, cannot be opened, or that contain viruses, malware, or corrupted attachments.
- v. The proposer bears all risks associated with delivering its proposal via email, including but not limited to delays in transmission between the proposer's computer and the City of Los Angeles email systems.
- vi. While the LAPL may allow for the Email Submission of Proposals, the proposer acknowledges that email transmissions are inherently unreliable. The proposer is solely responsible for ensuring that its complete Email Submission of its Response and all attachments have been received before the deadline. Once submission deadlines have passed, Proposers will not be permitted to resubmit their proposal if the City of Los Angeles email system rejects an Email Submission for any reason. The proposer is strongly advised to submit physical copies of their Response Package per Section IX.C.1 - Sealed Packages for Physical Copy Submission, if (i) the Proposer's Email Submission is rejected by the City of Los Angeles email system, or (ii) the proposer does not receive a response email from the LAPL confirming receipt of the Email Submission and all attachments within one hour during Working Hours from the time the proposer sent the email.

Proposers who submit Responses via Email Submission pursuant to Section IX.C.2 Email Submission Requirements will be sent a "Notice of Receipt of Response" email within one Working Hour to confirm the receipt of the electronic copy of the response according to the timestamp of the email as received by [rborden@lapl.org](mailto:rborden@lapl.org) at the Board of Library Commissioners at the LAPL. The Board

of Library Commissioners office hours are Monday thru Friday, 8 a.m. – 4:30 p.m. (PST)

Proposers are solely responsible for ensuring that, regardless of the submission method selected, that the LAPL receives a complete proposal, including all attachments, before the deadline.

It is the responsibility of all Proposers to review the LAPL'S website for any RFP revisions or answers to questions prior to submitting a proposal to ensure their proposal is complete and responsive.

3. Withdrawal by Proposer

A Proposer may withdraw its proposal provided that the request is in writing, signed by an authorized representative, and is received by the LAPL prior to the proposal deadline date. After proposals have been opened, the proposals shall be subject to acceptance by the City for a period of ninety (90) days. Except as previously stated, no Proposer may withdraw its proposal, except with the written consent of the LAPL, at the sole discretion of the LAPL. Proposers will not be released due to errors in their proposals.

4. The City's Rights of Rejection and Withdrawal of RFP

The LAPL reserves the right to, at any time, reject any and all proposals and to withdraw this RFP.

5. In Writing

All proposals must be submitted in writing, and Proposers must complete and return all applicable documents, including attachments, forms, appendices, and any technical and illustrative literature. The LAPL may deem a Proposer non-responsive if the proposer fails to provide all required documentation and copies.

6. Cover Letter

Each proposal must contain a cover letter limited to one (1) page. The cover letter must include the name, title, address, telephone number, and email address of the person or persons authorized to represent the organization regarding all matters related to the RFP and any subsequent contract(s) awarded. This letter must be signed by the person or persons authorized to bind the proposer to all commitments made in the proposal.

7. Authorized Signatures

Proposals must be signed by a duly authorized officer eligible to sign contract documents and authorized to bind the company to all commitments made in the proposal. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one proposer or one legal entity. The proposal must identify the responsible entity.

8. Proposed Fees and Expenses Schedule

Proposers must provide the pricing for the software, equipment, installation, configuration, and integration of the enterprise security camera and access control systems. **See Appendix G.**

If additional non-salary expenses are required to perform the services described herein, provide a list of such anticipated costs or types of costs. The LAPL will not provide reimbursement for transportation or lodging expenses to organizations unless the LAPL specifically requests that staff outside the area be in Los Angeles to perform duties in accordance with the services being provided.

The LAPL reserves the right to negotiate standard or consistent compensation for the same types of services provided prior to awarding contracts.

D. General Requirements

1. Acceptance and Disposition of Proposals

The LAPL reserves the right to reject all proposals. Failure of the Proposer to submit the above-required documents with their proposal may render the proposal non-responsive and result in its rejection.

It is the intent of the LAPL to award a contract or contracts in a form approved by the City Attorney. The RFP and the Contractor's proposal, or any part thereof, may be incorporated into and made part of the contract. The LAPL reserves the right to further negotiate the terms and conditions of the contract. The LAPL reserves the right to withdraw this RFP, to reject any proposal for non-compliance with RFP provisions, or not to award a contract at any time due to unforeseen circumstances or if it is determined to be in the best interest of LAPL.

2. All proposals submitted in response to this RFP shall become the property of the LAPL and will be a matter of public record, subject to the State of California Public Records Act (California Code Sections 6250 et seq.). Proposers must identify in writing all copyrighted material, trade secrets, or other proprietary information that the Proposers' claim are exempt from disclosure under the California Public Records Act (CPRA). Any Proposer claiming such exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the Proposer claims is not subject to disclosure under the Act. Please note that the wholesale use of headers/footers bearing designations such as "confidential," "proprietary," or "trade secret" on all or nearly all of a proposal is not acceptable, and may be deemed by the LAPL as a waiver of any exemption claim. The identification of exempt information must be more specific.

In addition to the requested copies under Section 3.3.1 all Proposers must supply one unbound, complete duplicate copy of its proposal with those specific items claimed as exempt clearly marked (redacted). This copy must identify what specific information (if any) in their proposal that they claim, in good faith, is exempt from disclosure under the CPRA.

Any Proposer claiming such exemption must also state in the proposal the following: "The Proposer agrees to indemnify the City and its officers, employees, and agents and hold them harmless from any claim or liability and will defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request therefor."

3. Proposal Protest

The LAPL will notify all Proposers of the contract award recommendation. Any protest to a proposal award(s) must be submitted in writing to the Contract Administrator at the address shown below, by certified mail or personal delivery, within seven (7) calendar days of the mailing date of the notice of contract award recommendation. Proposers may appeal procedural issues only.

The procedure and time limits set forth in this section are mandatory and are the Proposers' sole and exclusive remedy in the event of a protest. Failure by a party originating a protest to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings. At a minimum, any written protest document must include the following:

- Name, address, and telephone number of the protesting party.
- Name and number of this RFP.
- Detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents. The statement must also refer to the specific portion of the documents that form the basis of the protest.

- Request for a ruling from LAPL
- Statement as to the form of relief requested.

Protest and attached documentation must be sent to the following address:

John Szabo, City Librarian  
Los Angeles Public Library  
630 W. Fifth Street  
Los Angeles, CA 90071

LAPL may hold a hearing within five (5) working days after receiving the protest, unless waived by the proposer. The City Librarian will make a final determination with respect to the protest and will award the contract accordingly or reject all proposals. This decision will be final.

4. RFP Revisions  
Any revision, amendment and addendum made to this RFP will be posted on <https://www.labavn.org>.
5. Transfers, Joint Ventures and Use of Subcontractors  
Proposer shall not, without written consent of LAPL assign, hypothecate, or mortgage any terms in a contract with the LAPL or sublease or license any portion of the work. Any attempted assignment, hypothecation, mortgage, sublease, or license without consent of LAPL shall render a contract null and void. Each and all conditions herein contained to be performed by proposer shall be binding on any consented transferee thereof.
6. Information Requested and Not Furnished  
The information requested and, the manner of submission, are essential to permit prompt evaluation of all proposals. Accordingly, the LAPL reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.
7. Alternatives  
The proposer shall not change any wording in the RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the proposal's documents. Alternatives that do not substantially meet the LAPL's requirements cannot be considered. Proposals offered subject to conditions and/or limitations may be rejected as non-responsive.
8. Proposal Errors  
Proposer is liable for all errors or omissions incurred by the proposer in preparing the proposal. Proposers will not be allowed to alter proposal documents after the due date for submission.  
  
The LAPL reserves the right to make corrections or amendments due to errors identified in the proposal by the LAPL or the proposer. This type of correction or amendment will only be allowed for errors and typing or transposition. All changes must be coordinated in writing with authorization by and made by the Contract Administrator.
9. Interpretation and Clarifications  
The LAPL will consider prospective recommendations or suggestions regarding any requirements before the pre-proposal conference. All recommendations or suggestions must be in writing and submitted to the Contract Administrator. The LAPL reserves the right to modify requirements on any RFP if it is in the best interest of the LAPL.
10. Cost of RFP  
The LAPL is not responsible for any costs incurred by proposer while submitting proposals.



11. Americans with Disabilities Act

As covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its proposal, programs, services and activities. If an individual with a disability requires accommodations to attend a pre-proposal conference or proposal opening, please contact the Contract Administrator at least five (5) working days prior to the scheduled event.

12. Proposers Contact for Information

For answers to questions relating to the content of this RFP, the Proposers will submit requests in writing to:

Eloisa Sarao  
Los Angeles Public Library 630 West 5<sup>th</sup> St  
Los Angeles, CA 90071  
E-mail: [esarao@lapl.org](mailto:esarao@lapl.org)

LAPL will be the sole judge of whether or not an answer is required. All questions submitted in writing by a Proposer and answers provided by LAPL will be posted on LABAVN.org as an Amendment to the RFP.

Any oral communication between a Proposer and a LAPL employee is not binding on LAPL or the City of Los Angeles.

E. Standard Provisions for City Contracts (Rev 10/17) [v.3]

All contracts entered into as a result of this RFP are subject to the Standard Provisions for Personal Services Contracts (Rev 10/17) [v.3] (See Attachment 1).

F. Supporting Documents Required by the City of Los Angeles

1. Declaration of Non-Collusion

Each proposal must have attached thereto the affidavit of the Proposer that such proposal is genuine, and not a sham or collusion, or made in the interest or on behalf of any person, firm, or corporation not herein named; and that the Proposer has not directly or indirectly induced or solicited any other Proposer to submit a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal.

Proposers will submit a signed Declaration of Non-Collusion (Exhibit E.1). No other form will be accepted.

Instruction: Proposers shall submit a signed and **notarized** Declaration of Non-Collusion (Exhibit E.1). No other form will be accepted. *Submit original signed and notarized document in the submitted proposal marked "Original" and copies of signed and notarized document in remaining submitted proposals.*

2. Contractor Responsibility Ordinance

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance (CRO). Proposers shall refer to Exhibit E.2, "Contractor Responsibility Ordinance," for further information regarding the requirements of the Ordinance.

Instruction: All Proposers will complete and return, with their proposal, the CRO Questionnaire included in Exhibit E.3 and CRO Pledge of Compliance, Exhibit E.4. Failure to return the completed questionnaire and Pledge of Compliance to the Ordinance may result in a Proposer being deemed non-responsive. *Submit*

*original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted proposals or emailed proposal.*

3. Equal Benefits Ordinance/First Source Hiring Ordinance

The contract is subject to the Equal Benefits Ordinance (EBO) and/or the First Source Hiring Ordinance (FSHO). Contractor is required to complete a streamlined EBO/FSHO Compliance Affidavit web application form that is located on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) (See Attachment 3). Proposers are responsible for creating a BAVN profile and completing and submitting the affidavit. See below for additional details about the EBO and the FSHO.

Equal Benefits Ordinance

Proposers are advised that any contract awarded under this procurement process shall be subject to the applicable provisions of the Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

The affidavit shall be valid for a period of three years from the date it is first uploaded onto the City's BAVN. Proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

Instruction: All Proposers shall complete and upload the Equal Benefits Ordinance Compliance Affidavit, available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org), prior to the award of a City contract that exceeds \$25,000. *Also, submit a copy of the uploaded and signed EBO/FSHO document with each copy of the submitted proposal or emailed proposal.*

First Source Hiring Ordinance

Unless approved for an exemption, Contractors under contracts used primarily for the furnishing of services to or for the City, the value of which exceeds \$25,000 with a term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Sections 10.44, et seq., First Source Hiring Ordinance (FSHO).

Instruction: All Proposers shall complete and upload the FSHO Compliance Affidavit, available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org). The affidavit shall be valid for a period of three years from the date it is first uploaded onto the City's BAVN. The web form should be completed and submitted online by the time of RFP submission. *Also, submit a copy of the uploaded and signed EBO/FSHO document with each copy of the submitted proposal or emailed proposal.*

Proposers seeking additional information regarding the requirements of the First Source Hiring Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>

4. Living Wage Ordinance/Wage Rate Chart and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et

seq., Living Wage Ordinance (LWO) and Wage Rate Chart (Exhibit E.5) and 10.36 et seq., Service Contract Worker Retention Ordinance (WRO) (Exhibit E.10). Bidders/Proposers who believe that they meet the qualifications for one of the exemptions shall apply for exemption from the Ordinance by completing and submitting the appropriate Exemption/Non-Coverage application form with their proposal. Application forms are as follows: Exemption Application (Form LW-10) (Exhibit E.9), Small Business Exemption Application (Form LW-26) (Exhibit E.9a English, Exhibit E.9b Spanish), 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28) (Exhibit E.9c), Non-Coverage Determination Application (Form OCC/LW-29) (Exhibit E.9d) and SCWRO Form for Non-Coverage or Exemption (Exhibit E.11).

These forms and more detailed information about the ordinances are available on the Bureau of Contract Administration's website at <https://bca.lacity>.

The LWO Employee Information Form (Exhibit E.6) will be required of any successful Proposer.

Proposers who intend to subcontract any of their services must submit the LWO Subcontractor Information Form (Exhibit E.8) and the LWO Subcontractor Declaration of Compliance (Exhibit E.7).

The living wage rates, effective July 1, 2020, will increase by \$0.75 per hour for a new living wage rate of \$15.00 per hour with health benefits of \$1.25 per hour, or \$16.25 per hour if health benefits are not provided. For "Airport Employees," the living wage and health benefits hourly rates, effective July 1, 2020, will increase to \$16.50 per hour and \$5.55 per hour, respectively or \$22.05 per hour if health benefits are not provided. These increases are applicable to service contractors, lessees, licensees, City financial assistance recipients, and their subcontractors that are subject to the Living Wage Ordinance. Additionally, subject contractors, lessees, licensees and City financial assistance recipients are required to notify their subcontractors, if any, of the wage rate adjustments, and to ensure that the increases are provided to their affected employees beginning July 1, 2020.

*Instruction: No submission is required **unless** an exemption will be requested for the Living Wage Ordinance (Exhibit E.9 or E.9a or E.9b). Submit original signed exemption request document in the submitted proposal marked "Original" and copies of signed document in remaining submitted proposals or emailed proposal.*

##### 5. Non-Discrimination/Equal Employment/Affirmative Action Plan

Nondiscrimination, Equal Employment Practices and Affirmative Action Program (Non-Construction and Construction) Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-discrimination Clause.

All contracts (both construction and non-construction) for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. By affixing its signature on a contract that is subject to the Equal Employment Practices Provisions, the Contractor shall agree to adhere to the provisions in the Equal Employment Practices Provisions for the duration of the contract.

All contracts (both construction and non-construction) for which the consideration is \$25,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. By affixing its signature on a contract that is subject to the Affirmative Action Program Provisions, the Contractor shall agree to adhere to the provisions in the Affirmative Action Program Provisions for the duration of the contract.

Furthermore, contractors shall include similar provisions in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations. The contract with the subcontractor that contends similar language shall be made available to the Office of Contract Compliance upon request.

Bidders/Proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

Instruction: *No submission is required at this time.*

6. Disclosure Ordinance Affidavit (Online Submission)

Unless otherwise exempt by the provisions of the Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded under this RFP will be subject to the SDO, Section 10.41 of the Los Angeles Administrative Code and the DBWCO, Section 10.50 of the Los Angeles Administrative Code. You must register on LABAVN ([www.labavn.org](http://www.labavn.org)) (See Attachment 4) to access the updated Disclosure Ordinances Affidavit web form. The web form can be found by clicking on the "Profiles" tab. Scroll to the "Company Profile" section and click on "Compliance Documents". The web form should be completed and submitted by the time of RFP submission. The web form will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Proposers/Bidders seeking additional information regarding the requirements of the SDO and DBWCO Disclosure Ordinances may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

Instruction: All Proposers shall complete and upload the Disclosure Ordinance Affidavit available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to submission of the submitted proposal. *Also, submit a copy of the uploaded and signed DO document with each copy of the submitted proposals or emailed proposal.*

7. Child Support Obligations

The City of Los Angeles has adopted an ordinance, see Child support Assignment Orders Ordinance (Exhibit E.12), requiring that all contractors and subcontractors performing work for the City comply with all reporting requirements and wage and earning assignments relative to legally mandated child support.

Instruction: All Proposers shall complete and return with their proposals the Certificate of Compliance with Child Support Obligations included in Exhibit E.12a. *Submit original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted proposals or emailed proposal.*

8. City Contracts Held Within the Past Ten Years

The Los Angeles City Council passed a resolution on July 21, 1998 requiring that all proposed vendors supply in their proposal a list of all City of Los Angeles contracts held by the Proposer or any affiliated entity during the preceding 10 years. The City of Los Angeles Contract History is attached as Exhibit E.13. If the Proposer has held no City of Los Angeles contracts during the preceding ten (10) years, this must be stated on the form.

Instruction: All Proposers shall complete and return, with their submitted proposal, the City Contracts Held Within the Past Ten Years form included in Exhibit E.13. *Submit original signed document in the submitted proposal marked*

*“Original” and copies of signed document in remaining submitted proposals or emailed proposal.*

9. Los Angeles Residence Information

The City Council in consideration of the importance of preserving and enhancing the economic base and well-being of the City encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires Proposers to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles.

Instruction: All Proposers will complete and return with their proposals the City of Los Angeles Residence Information Form included in Exhibit E.14. *Submit original signed document in the submitted proposal marked “Original” and copies of signed document in remaining submitted proposals or emailed proposal.*

10. City Ethics Certification and Contributions

Any bidder for a contract, as those terms are defined under the Contractor Responsibility Program provided for in Los Angeles Administrative Code Section 10.40.1, will submit with the bid a certification, on a completed Bidder Certification CEC Form 50, Exhibit E.15, as proscribed by the City Ethics Commission, that the bidder acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualified as a lobbying entity under the Ordinance.

The exemptions contained in Los Angeles Administrative Code Section 10.40.4 do not apply to this subsection.

Bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

CEC Form 55, Exhibit E.16, requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 will be deemed non-responsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or [ethics.lacity.org](http://ethics.lacity.org).

Instruction: All Proposers shall complete and return with their proposals the City Ethics Commission's Bidder Certification and Contributions Form 50, Exhibit E.15 and Form 55, Exhibit E.16 and Form 56, Exhibit E.16a. *Submit original signed document in the submitted proposal marked “Original” and copies of signed document in remaining submitted proposals or emailed proposal.*

11. Business Tax Registration Certificate

In accordance with the City of Los Angeles Municipal Code, a Business Tax Registration Certificate (BTRC) is required of persons engaged in business activity within the City. The Office of Finance's Tax and Permits Division, (213) 473-5901, has sole authority in determining a firm's tax requirements and in

issuing Business Tax Registration Certificates or Business Tax Exemption numbers.

Accordingly, a firm's current Business Tax Registration Certificate or Business Tax Exemption Number must be clearly shown on all invoices submitted for payment.

The Proposer, in submitting this proposal, acknowledges and accepts the above requirements and recognizes that no invoice will be processed for payment without inclusion of the Business Tax Registration Certificate or Business Tax Exemption Number.

Instruction: *All Proposers shall submit a copy of their Business Tax Registration Certificate with each copy of the submitted proposals or emailed proposal.*

12. City's Insurance Requirements

The Proposer will not commence work under any contract with the City until all insurance required under this section of this RFP has been obtained and approved by the City.

At selected contractor(s) own cost and expense, the selector contractor(s) and each of its subcontractors will procure and maintain the minimum insurance requirement for the term of the contract and any additional terms as outlined in Exhibit E.17. Proposer will purchase policies of general liability and worker's compensation from companies authorized to transact business in the State of California by the Insurance Commissioner. The required insurance must be filed with the City Administrative Office, Risk Management through the City's internet site, [www.kwikcomply.org](http://www.kwikcomply.org) that uses the standard insurance industry form, the ACORD 25 Certificate of Liability Insurance in electronic format.

No work may be done pursuant to this contract until the specified documents have been approved by the City Administrative Officer, Risk Management Section.

Instruction: *No submission is required at this time.*

13. Business Inclusion Program (BIP) Requirements

It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts. Proposers will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises; including MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, have an equal opportunity to compete for and participate in City contracts. Equal opportunity will be determined by the proposer's BIP outreach documentation, as described in Citywide RFP – BAVN BIP (Exhibit E.19), the Business Inclusion Program, of this RFP. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs may be in the form of subcontracting. Proposers must refer to BAVN BIP Walkthrough (Exhibit E.19a), Business Inclusion Program of this RFP for additional information and instructions. BIP outreach must be performed using the Business Assistance Virtual Network ([www.labavn.org](http://www.labavn.org)). **A proposer's failure to utilize and complete their BIP Outreach as described in Exhibit E.19, and E.19a may result in their proposal being deemed non-responsive.**

For assistance on how to use BAVN go to:

<http://bca.ci.la.ca.us/index.cfm> > contracting resources > BAVN BIP Outreach Helpful Hints.

14. Contractor Evaluation Program

At the end of the contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

Instruction: *No submission is required at this time.*

15. Local Business Preference Program (If Applicable)

Mandatory Local Business Preference Program for us on City-Funded contracts greater than \$150,000.00. This program is subject to the policies and requirements established by the City Council and the City of Los Angeles (City) Mayor's Office, Ordinance No. 181910, Article 21, Sections 10.47, et seq. of the Los Angeles Administrative Code. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County (County). It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. The LBPP is set forth herein. Bidders should be fully informed of this program (See Attachment 5).

16. Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit" (See Exhibit E.18).

17. Compliance with the State of California, Department of Industrial Relations

Public works reforms (SB 854) were signed into law on June 20, 2014. The reforms made several significant changes to the administration and enforcement of prevailing wage requirements by the Department of Industrial Relations (DIR). Among other things, SB 854 established a public works contractor registration program to replace prior Compliance Monitoring Unit (CMU) and Labor Compliance Program (LCP) requirements for bond-funded and other specified public works projects. The fees collected through the program established by SB 854 are used to fund DIR's public works activities.

<https://www.dir.ca.gov/Public-Works/PublicWorksSB854.html>

After award, the vendor is required to register with the State of California, Department of Industrial Relations as a Public Work Contractor. The vendor must provide LAPL their Public Work Contractor number.

**X. PROPOSAL SUBMITTAL CHECKLIST**

All Proposers are required to review, complete, and submit the following proposal components and compliance documents. Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed.

Additional information regarding some compliance documents may be available at the Pre-Proposal Conference, on a City website, and/or by email with the administering City Department of a given ordinance or compliance document. Exemptions from certain ordinances may also apply. The Department reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process.

Your proposal **MUST** include the following components and compliance documents listed on the standalone following pages (See Attachment 2):



**For Reference Purposes within the RFP Only. Please Use Attachment 2 with your submission:**

	FORM/DOCUMENT DESCRIPTION		INITIALS	BID PAGE NO.
<b>Section VI.</b>				
A.	* Relevant Experience and Qualifications of Proposer– <i>Proposer Prepares</i>	<input type="checkbox"/>		
B.	* References and Certificates or Letters of Recommendation – <i>Proposer Prepares</i>	<input type="checkbox"/>		
D.	* Key Personnel - <i>Proposer Prepares</i>	<input type="checkbox"/>		
<b>Section IX.</b>				
C.6	* Cover Letter – <i>Proposer Prepares</i>	<input type="checkbox"/>		
C.8	* Proposed Fees and Expenses Schedule - <i>Proposer Prepares</i>	<input type="checkbox"/>		
F.1	* Declaration of Non-Collusion – <b>Exhibit E.1</b>	<input type="checkbox"/>		
F.2	* Contractor Responsibility Ordinance (CRO) – <b>Exhibit E.2</b>	<input type="checkbox"/>		
F.2	* CRO Questionnaire – <b>Exhibit E.3</b>	<input type="checkbox"/>		
F.2	* CRO Pledge of Compliance – <b>Exhibit E.4</b>	<input type="checkbox"/>		
F.4	* Living Wage Ordinance (LWO) & Wage Rate Chart – <b>Exhibit E.5</b>	<input type="checkbox"/>		
F.4	* LWO Employee Information Form – <b>Exhibit E.6</b>	<input type="checkbox"/>		
F.4	* LWO Subcontractor Declaration of Compliance – <b>Exhibit E.7</b>	<input type="checkbox"/>		
F.4	* LWO Subcontractor Information Form – <b>Exhibit E.8</b>	<input type="checkbox"/>		
F.4	* LWO Non-Coverage Exemption Form (if applicable only) – <b>Exhibit E.9</b>	<input type="checkbox"/>		
F.4	* LWO Small Business Exemption Form (if applicable only, English) – <b>Exhibit E.9a</b>	<input type="checkbox"/>		
F.4	* LWO Small Business Exemption Form (if applicable only, Spanish) – <b>Exhibit E.9b</b>	<input type="checkbox"/>		
F.4	* Non-Profit Exemption Application – <b>Exhibit E.9c</b>	<input type="checkbox"/>		
F.4	* Non-Coverage Determination Application - <b>Exhibit E.9d</b>	<input type="checkbox"/>		
F.4	* Service Contractor Worker Retention Ordinance (SCWRO) – <b>Exhibit E.10</b>	<input type="checkbox"/>		
F.4	* SCWRO Form for Non-Coverage or Exemption (if applicable only) – <b>Exhibit E.11</b>	<input type="checkbox"/>		
F.7	* Child Support Assignment Orders Ordinance – <b>Exhibit E.12</b>	<input type="checkbox"/>		
F.7	* Certificate of Compliance with Child Support Obligations – <b>Exhibit E.12a</b>	<input type="checkbox"/>		
F.8	* City of Los Angeles Contract History – <b>Exhibit E.13</b>	<input type="checkbox"/>		
F.9	* City of Los Angeles Residence Information – <b>Exhibit E.14</b>	<input type="checkbox"/>		
F.10	* Bidder Certification CEC Form 50 – <b>Exhibit E.15</b>	<input type="checkbox"/>		
F.10	* Bidder Certification CEC Form 55 – <b>Exhibit E.16</b>	<input type="checkbox"/>		
F.10	* Prohibited Contributors CEC Form 56 – <b>Exhibit E.16a</b>	<input type="checkbox"/>		
F.11	* Business Tax Registration Certificate	<input type="checkbox"/>		
F.3	^ <u><a href="#">Equal Benefits / First Source Hiring Ordinance</a></u> (See Attachment 3, Section 24(a)(b) for instructions) <b>Submit on <a href="http://www.labavn.org">www.labavn.org</a></b>	<input type="checkbox"/>		
F.5	^ Non-Discrimination/Equal Employment/ Affirmative Action Plan <i>No submission is required at this time.</i>			

F.6	^ <a href="#">Disclosure Ordinance (Indefinite Application)</a> (See Attachment 4, Section 24(c) for instructions) <b>Submit on</b> <a href="http://www.labavn.org">www.labavn.org</a>	<input type="checkbox"/>		
F.13	^ Citywide RFP – BAVN Business Inclusion Program (BIP) <b>Exhibit E.19</b> Complete Outreach & provide a copy of the <u>Summary Sheet</u> printout from LABAVN. <b>Execute on</b> <a href="http://www.labavn.org">www.labavn.org</a>	<input type="checkbox"/>		
F.15	^ <a href="#">Local Business Preference Program (If Applicable)</a> (See Attachment 5 for instructions) <b>Submit on</b> <a href="http://www.labavn.org">www.labavn.org</a>	<input type="checkbox"/>		
<b>ADDITIONAL DOCUMENTS REQUIRED PRIOR TO CONTRACT EXECUTION</b>				
<b>Note:</b> The following documents are not required at the proposal submission stage. If a Proposer wishes to supply them, they may do so. No extra points will be provided if Proposer chooses to submit these items with their proposal.				
F.12	@ Insurance Requirements - <b>Exhibit E.17</b>			
F.16	@ Iran Contracting Act of 2010 Affidavit – <b>Exhibit E.18</b> <b>Note:</b> This requirement is only applicable for contracts estimated at \$1 Million or more.			
F.17	@ State of California-Department of Industrial Relations <a href="https://www.dir.ca.gov/Public-Works/PublicWorksSB854.html">https://www.dir.ca.gov/Public-Works/PublicWorksSB854.html</a>			
	@ Secretary of State Documentation Proposer Workforce Information printout - <a href="https://llcbizfile.sos.ca.gov/SI">https://llcbizfile.sos.ca.gov/SI</a>			
	@ Corporate Documents			
	@ City Business License Number			
	@ Request for Taxpayer Identification Number (Form W-9)			

**KEY:**

- \*** Completed and attached with the proposal.
- #** No submission required at this time unless requesting an exemption, only for Proposer's acknowledgement of understanding the ordinance and/or compliance.
- ^** All bidders/Proposers must complete and upload the forms marked with an (^) through the City of Los Angeles Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) prior to the deadline for submission.
- @** Required after award of Contract.