

**CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY
REQUEST FOR PROPOSALS
No. 44-023
FOR
AUDIOVISUAL CONSULTANT**

CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY
630 W 5th Street
Los Angeles, CA 90071

Phone: 213-228-7000

Web: <https://www.lapl.org/>

Email: esarao@lapl.org (Project Manager)
dgomez@lapl.org (Contracts Coordinator)

REQUEST FOR PROPOSAL (RFP) NO. 44-023
AUDIOVISUAL CONSULTANT
CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY

Date RFP Issued:	July xx, 2020
Title:	RFP #44-023 Audiovisual Consultant
Description:	The Los Angeles Public Library (LAPL) seeks a qualified consultant to provide professional and technical audiovisual consulting.
LABAVN Website Address:	http://labavn.org Proposer must register on this website (Los Angeles Business Assistance Virtual Network) before they can access the RFP and updates. The Business Inclusion Program (BIP) outreach must be completed fifteen (15) days prior to the RFP due date. See the exact date for this RFP on the LABAVN website.
Term:	Two (2) years with one (1) one-year renewable option
<u>KEY DATES</u>	
Proposal Due:	Wednesday, Month xx, 2020 by 2:00 p.m. (PST)
Mandatory Pre-proposal Conference Date:	Wednesday, Month xx, 2020 10:00 a.m. (PST) – Via ZOOM *****Details available on Page 9 in the RFP*****.
Proposal Delivery Address (if mailed):	Los Angeles Public Library Board of Library Commissioners 630 W. Fifth St. Los Angeles, CA 90071 Attn: Raquel Borden, Commission Executive Assistant II Raquel Borden 213-228-7530
Proposal Delivery Email Address (if emailed):	rborden@lapl.org
Program Manager:	Eloisa Sarao esarao@lapl.org
Contract Administrator:	Deirdre Gomez dgomez@lapl.org

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The Los Angeles Public Library
Request for Qualifications (RFP)
for
Audiovisual Consultant

Request for Proposals documents are available at:

<http://www.labavn.org> - Proposer must register on this website (Los Angeles Business Assistance Virtual Network) before accessing the RFP and updates.

Responses will be submitted in accordance with the proposal documents. All proposals will be filed with the Board of Library Commissioners Administrative Offices on or before

Wednesday, Month xx, 2020, 2:00 p.m. (PST)

The Los Angeles Public Library reserves the right to reject any and all responses.

In the performance of any contract awarded, the Proposer will not discriminate in employment practices against any employee or applicant for employment because of race, religion, national origin, sex, age, or physical handicap.

If you have any questions, please email the Project Manager, Eloisa Sarao, at esarao@lapl.org or Deirdre Gomez, Contracts Coordinator, at dgomez@lapl.org.

A. SUMMARY

The Los Angeles Public Library (Library) is issuing a Request for Proposals (RFP) to select a qualified individual or firm to provide professional and technical consulting services to plan, direct, coordinate, produce, and manage audiovisual and technical productions, assure maintenance of equipment and venues and coordinate the upgrading of equipment and audiovisual capabilities in library facilities. The Central Library and branch libraries have meeting rooms and other facilities available for public and private use which are equipped with sophisticated sound and lighting equipment. The services of a qualified consultant will be provided under a personal services contract with the LAPL beginning approximately September 2020 or later.

B. SERVICES TO BE PROVIDED

The audiovisual consultant will be expected to perform the following:

1. Coordinate, produce, direct and stage presentations, including, but not limited to, recitations, plays, musicals, mime, puppet, chamber music and meetings.
2. Plan, design, direct, produce and manage sound, light, computer interfaces with other audiovisual equipment, video, slides, films and set arrangements and may coordinate construction projects.
3. Recommend the most practical, suitable, and economically feasible equipment needed for each LAPL venue. Contract and supervise labor for installation.
4. Recommend needed construction work to improve the technical and audiovisual capabilities of various LAPL venues including but not limited to branch libraries, utilizing a working knowledge of plumbing, electrical, and other building trades.
5. Coordinate the use of appropriate freelance and/or other temporary personnel as needed to provide adequate technical and stage support.
6. Schedule and train LAPL personnel on simpler technical functions of audiovisual equipment such as projector, DVR, etc.
7. Meet and interact with prospective corporate, private and government customers desiring to use LAPL facilities and equipment for meetings and events. Meet with artists to determine their production requirements.
8. Develop written instructions for use of audiovisual equipment and procedures for use of equipment in all LAPL venues. Provide written reports as needed.
9. Resolve technical problems and repair equipment when possible or arrange for outside repair as necessary upon advance approval by the Business Manager.

10. Assist in maintaining facilities calendar computer database.

C. WORK SCHEDULE

Consultant will work the hours that best meet the demands of the programs or special events or productions as they are scheduled by the LAPL to assure the success of the presentations being made. The Consultant's schedule will be approved by the Director of Facilities and Events Management or Designee. Consultant will be available on call when necessary. Schedules may vary from a four (4) hour work day to a twelve (12) hour work day, and/or a five (5) day work week to seven (7) day workweek. The schedule will involve nights and weekends.

Under normal conditions, excluding holidays and vacations, consultant may work approximately 20-50 hours per week, depending on the event calendar. Consultant will only be paid for the actual hours worked upon approval of the Business Manager.

D. WORK SITES

The consultant will be provided work space, computer, and office supplies in the Central Library facility, 630 W. 5th Street, Los Angeles, CA 90071.

E. TERM OF AGREEMENT

The term of the Contract shall be for two (2) years with one (1) one-year renewal option.

F. QUALIFICATIONS OF CONSULTANT

A contract will be awarded to an individual, individuals, or a firm with the strongest qualifications in the following areas of expertise:

1. Expert working knowledge of lighting for different kinds of productions, sound reinforcement systems and their application to varied needs, video, computer to audiovisual interface and theatrical production equipment and techniques.
2. Ability to design and set up sound systems for events as diverse as a single microphone press conference with a press bridge, to a panel discussion, to a full set up with twenty (20) microphones, monitors and additional amplification as well as mix for recording.
3. Ability to manage technical rehearsals and operate computerized lighting boards.
4. Experience with and working knowledge of video systems from the point of view of designing installations for particular needs.
5. Ability to design theatrical, dance, formal presentation and party lighting. Ability to hang, focus and program a lighting console.

6. General knowledge of communication services such as ISDN, fiber optic and T3 lines.
7. Organizational skills as relates to: scheduling personnel, equipment and venues.
8. Ability to record, shoot, and edit audio and digital video using editing equipment and software.
9. Familiar with compression software, authoring software for DVDs, and disk duplication and printing hardware and software.
10. Experienced on streaming hardware and software.
11. Ability to manage audiovisual services for several venues simultaneously with minimum additional personnel.
12. Understanding of and ability to run a TriCaster 460 for multi camera video streaming and recording.
13. Understanding and ability to work with fiber optics in video transmission.
14. Expert working knowledge to perform some minor repairs and modifications to existing lighting and audiovisual equipment, the ability to handle installations of new equipment and to determine when it is necessary to hire outside staff when this work cannot be done in-house.
15. Management skills to coordinate and organize events, produce and stage presentations, schedule staff and arrange for the purchase and rental of musical, audiovisual, computer and lighting equipment.
16. Ability to work well with various clientele such as corporate executives, artists, dignitaries, and celebrities to ensure a good interface between people and technology.
17. Good working knowledge of the building trades in order to coordinate and manage construction work for the purpose of modifying venues.
18. Working knowledge of computers (Mac and Windows platforms) and networking.
19. Ability to lift at least 70-pound tables and equipment.

G. EVALUATION AND SELECTION PROCESS

1. Proposal Responsiveness Criteria

To be considered responsive to this solicitation, Proposers must submit completed responses to all items requested, including completed responses in compliance with Standard Provisions for City Contracts (Rev. 10/17 [v.3]) (See Attachment 1.) . Failure to include satisfactory responses to these items may result in the rejection of such proposals as non-responsive.

2. Evaluation Process

A panel of LAPL staff and subject matter experts will evaluate the proposals as described in this RFP. Proposals deemed non-responsive will be disqualified and will not be evaluated. The review panel may request additional information to clarify a submitted proposal. The LAPL also reserves the right to waive any informality in a proposal when to do so would be to the advantage of the City and its taxpayers.

The following criteria will be used in evaluating proposals and selecting the successful proposer. Evaluation of submitted proposals will be based on the following factors and the points available for each factor:

	Maximum Points
Proposed Fees	45
Experience and past performance of the proposer	35
Responsiveness of proposal	20
	100

H. PROPOSAL SUBMITTAL AND GENERAL REQUIREMENTS

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

2. Mandatory Pre-proposal Conference

A Mandatory Pre-proposal Conference 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. To obtain the greatest 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). Attendance at the Pre-Proposal Conference and Sign-in on the attendance roster is required to satisfy requirements of the City's Business Inclusion Plan submittal (see Exhibit E.18). Any questions related to the RFP will be addressed at the Mandatory Pre-proposal Conference and subsequently posted on the City's website www.labavn.org.

Participation in the Mandatory Pre-proposal Conference will be accomplished by Zoom. Questions may be submitted prior to the meeting to esarao@lapl.org and dgomez@lapl.org.

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

Date/Time: month xx, 2020 at 10:00 A.M. (PST)

You are invited to a Zoom meeting.

When: month xx, 2020 10:00 AM Pacific Time (US and Canada)

Register in advance for this meeting:

<https://lapl.zoom.us/meeting/register/tJAvcu2qpjooEtGRcDYL0mmu4sNtEc3EMH-c>

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 LABAVN.org.

3. 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 Sections B. and F. of this RFP. The LAPL 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 in order for their proposal to be deemed responsive.

3.1 Submission Date and Location

Proposals may be submitted electronically by **Email** to rborden@lapl.org or **Mailed** and postmarked no later than: 2:00 p.m. (PST) on Month xx, 2020.

All submitted materials shall become part of the proposal, and may be incorporated in a subsequent contract between the LAPL and the selected proposer. It is the proposer's sole responsibility to ensure that proposals are submitted in a timely manner.

Sealed Packages for Physical Copy Submission (**Mailed**)

The LAPL will only evaluate submitted proposals with the appropriate signatures. Proposers are required to submit:

- a. One (1) original proposal with original signatures on all documents requiring a signature.
- b. Three (3) copies of the proposal with signature copies on all documents requiring a signature.
- c. One (1) unbound copy of the proposal with signature copies on all documents requiring a signature.
- d. 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 labelled with an appropriate filename.

Each proposal must be enclosed in a sealed package showing "RFP 44-023 – Audiovisual. 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 postmarked to the address provided above, on or before Wednesday Month xx, 2020, at 2:00 p.m. (PST). A proposal postmarked after 2:00 p.m. (PST) on Month xx, 2020 will not be accepted and will be returned to the Proposer unopened.

OR

Packages for Electronic Submission (*EMailed*)

Proposers may submit their response via email to rborden@lapl.org on or before Wednesday, Month xx, 2020 at 2:00 p.m. (PST) to be considered responsive. The email submission must include all relevant attachments and exhibits in PDF format.

Proposers shall include reference to RFP 44-023 for Audiovisual Consultant in the subject line of their email and adhere to the following additional requirements:

- a. 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).
- b. Proposers should submit the proposal package in a single email and avoid sending multiple email submissions in response to this RFP. Should the file size of an electronic submission exceed 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" etc.).
- c. 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 nonresponsive if the LAPL is unable to determine what documents constitute the complete proposal;
- d. 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.

- e. The Proposer bears all risk 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 system.
- f. For **Emailed** Submission pursuant to Section H.3.3.1 - Email Submission Requirements, Proposers 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 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)
- g. While the LAPL allows for 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 required to submit physical copies of their Response Package per Section H.3.3.1 - Sealed Packages for Physical Copy Submission.

Proposers are solely responsible for ensuring that the LAPL receives both **Emailed** and **Mailed** complete proposal, including all attachments, before the deadline. . ***It is strongly recommended Proposer submits their proposal well in advance of the due date to ensure timely receipt***.

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 in order to ensure their proposal is complete and responsive.

The formal opening of proposals will take place seven (7) days after the due date, Wednesday, Month, xx, 2020. The LAPL reserves the right to extend the submission date. Any changes on submission date will be posted on <http://www.labavn.org>.

3.2 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. A Proposers will not be released due to errors in their proposals.

3.3 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.

3.4 In Writing

All proposals must be submitted in writing as described in Section H.3.3.1 and Proposers must complete and return all applicable documents including attachments, forms, appendices, and any technical and/or illustrative literature. The LAPL may deem a Proposer non-responsive if the Proposer fails to provide all required documentation and copies.

3.5 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.

3.6 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.

3.7 Relevant Experience

Proposers must submit relevant supporting documentation to demonstrate their skills and experience.

A list and detailed description of at least five successfully completed events within the last two years with dates of completion is to be provided that resemble the work described in Sections B. and F. of this RFP. Please list the name, his/her position, organization, address, phone number, and email address of entity for which services were provided.

3.8 References / Certificates / Letters of Recommendation

- a. Proposer must include five (5) references for the applicable capabilities, qualifications, and relevant experience cited in Sections B. - Services to be Provided above and Section F. Qualifications of Consultant. For each reference, please list the name, position/title, organization name, jurisdiction, address, phone number and email address. For each reference, describe the nature of the project and the length of the engagement.
- b. A list and detailed description of at least five successful programs within the last two years is to be provided that resemble the work described in Section B. - Services to be Provided and Section F. Qualifications of Consultant and should include letters of recommendation from previous sites where the Proposers delivered audiovisual consulting services.
- c. Background Checks Selected Proposers must be willing to go through a background check, which may include fingerprinting and inquiries to licensing agencies.

3.9 Key Personnel

Provide a list of names, addresses and phone numbers of the personnel you would use as back-up if you are not able to work an event. The contractor must provide the Business Office a 14-day notice if he or she is not able to work an event. LAPL must review qualifications of back-up personnel and must give prior approval to use them as back-up.

3.10 Proposed Fees and Expenses Schedule

Provide the hourly rate you will charge.

If additional non-salary expenses are required to perform the services described herein, provide a list of such anticipated costs or types of costs (e.g. mileage, supplies).

3.11 Social Security Numbers

The Internal Revenue Service (IRS) requires the LAPL to report all payments to an independent consultant or business whenever payments exceed six hundred dollars (\$600.00) annually. The Audiovisual Consultant is required to furnish LAPL with his or her social security number or Federal Employer Identification Number for the sole purpose stated in this paragraph.

4. General Conditions

4.1 To be considered responsive to this RFP, Proposers must submit completed responses for the following City's' contracting requirements and compliance documents:

4.2 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.

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.”

4.3 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:

1. Name, address, and telephone number of the protesting party
2. Name and number of this RFP
3. 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.
4. Request for a ruling from LAPL
5. 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.

4.4 RFP Revisions

Any revision, amendment and addendum made to this RFP will be posted on http: www.labavn.org.

4.5 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.

4.6 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.

4.7 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.

4.8 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.

4.9 Interpretation and Clarifications

The LAPL will consider prospective recommendations or suggestions regarding any requirements before the Mandatory 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.

4.10 Cost of RFP

The LAPL is not responsible for any costs incurred by Proposer while submitting proposals.

4.11 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 Mandatory Pre-proposal Conference or proposal opening, please contact the Contract Administrator at least five (5) working days prior to the scheduled event.

4.12 Proposers Contact for Information

For answers to questions relating to the content of this RFP, the Proposers will submit requests by Month, xx, 2020, in writing to:

Eloisa Sarao, Director of Facilities
Los Angeles Public Library
630 West Fifth Street
Los Angeles, CA 90071
E-mail: 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.

5. 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).

6. Supporting Documents Required by the City of Los Angeles

6.1 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.*

6.2 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.*

6.3 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 (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, 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. 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>

6.4 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.*

6.5 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.*

6.6 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) (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 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.*

6.7 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.*

6.8 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.*

6.9 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.*

6.10 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.

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.*

6.11 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.*

6.12 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 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.*

6.13 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). **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.

6.14 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.*

6.15 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).

6.16 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).

I. 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 Mandatory 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		INITIAL	BID PAGE NO.
Section H				
3.3.5	* Cover Letter – <i>Proposer Prepares</i>	<input type="checkbox"/>		
Section F				
	* Qualifications of Consultant– <i>Proposer Prepares</i>	<input type="checkbox"/>		
Section H				
3.3.7	* Relevant Experience – <i>Proposer Prepares</i>	<input type="checkbox"/>		
3.3.8	* References and Certificates or Letters of Recommendation – <i>Proposer Prepares</i>	<input type="checkbox"/>		
3.3.9	* Key Personnel - <i>Proposer Prepares</i>	<input type="checkbox"/>		
3.3.10	* Proposed Fees and Expenses Schedule - <i>Proposer Prepares</i>	<input type="checkbox"/>		
6.6.1	* Declaration of Non-Collusion – Exhibit E.1	<input type="checkbox"/>		
6.6.2	* Contractor Responsibility Ordinance (CRO) – Exhibit E.2	<input type="checkbox"/>		
6.6.2	* CRO Questionnaire – Exhibit E.3	<input type="checkbox"/>		
6.6.2	* CRO Pledge of Compliance – Exhibit E.4	<input type="checkbox"/>		
6.6.4	* Living Wage Ordinance (LWO) & Wage Rate Chart – Exhibit E.5	<input type="checkbox"/>		
6.6.4	* LWO Employee Information Form – Exhibit E.6	<input type="checkbox"/>		
6.6.4	* LWO Subcontractor Declaration of Compliance – Exhibit E.7	<input type="checkbox"/>		
6.6.4	* LWO Subcontractor Information Form – Exhibit E.8	<input type="checkbox"/>		
6.6.4	* LWO Non-Coverage Exemption Form (if applicable only) – Exhibit E.9	<input type="checkbox"/>		
6.6.4	* LWO Small Business Exemption Form (if applicable only, English) – Exhibit E.9a	<input type="checkbox"/>		
6.6.4	* LWO Small Business Exemption Form (if applicable only, Spanish) – Exhibit E.9b	<input type="checkbox"/>		
6.6.4	* Non-Profit Exemption Application – Exhibit E.9c	<input type="checkbox"/>		
6.6.4	* Non-Coverage Determination Application - Exhibit E.9d	<input type="checkbox"/>		
6.6.4	* Service Contractor Worker Retention Ordinance (SCWRO) – Exhibit E.10	<input type="checkbox"/>		
6.6.4	* SCWRO Form for Non-Coverage or Exemption (if applicable only) – Exhibit E.11	<input type="checkbox"/>		
6.6.7	* Child Support Assignment Orders Ordinance – Exhibit E.12	<input type="checkbox"/>		
6.6.7	* Certificate of Compliance with Child Support Obligations – Exhibit E.12a	<input type="checkbox"/>		
6.6.8	* City of Los Angeles Contract History – Exhibit E.13	<input type="checkbox"/>		
6.6.9	* City of Los Angeles Residence Information – Exhibit E.14	<input type="checkbox"/>		
6.6.10	* Bidder Certification CEC Form 50 – Exhibit E.15	<input type="checkbox"/>		
6.6.10	* Bidder Certification CEC Form 55 – Exhibit E.16	<input type="checkbox"/>		
6.6.10	* Prohibited Contributors CEC Form 56 – Exhibit E.16a	<input type="checkbox"/>		
6.6.11	* Business Tax Registration Certificate	<input type="checkbox"/>		

6.6.3	^ Equal Benefits / First Source Hiring Ordinance (See Attachment 3, Section 24(a)(b) for instructions) Submit on www.labavn.org	<input type="checkbox"/>		
6.6.5	^ Non-Discrimination/Equal Employment/ Affirmative Action Plan <i>No submission is required at this time.</i>			
6.6.6	^ Disclosure Ordinance (Indefinite Application) (See Attachment 4, Section 24(c) for instructions) Submit on www.labavn.org	<input type="checkbox"/>		
6.6.13	^ Citywide RFP – BAVN Business Inclusion Program (BIP) Exhibit E.19 Complete Outreach & provide a copy of the <u>Summary Sheet</u> printout from LABAVN. Execute on www.labavn.org	<input type="checkbox"/>		
6.6.15	^ Local Business Preference Program (If Applicable) (See Attachment 5 for instructions) Submit on www.labavn.org	<input type="checkbox"/>		
ADDITIONAL DOCUMENTS REQUIRED PRIOR TO CONTRACT EXECUTION				
Note: 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.				
6.6.12	@ Insurance Requirements - Exhibit E.17			
6.6.16	@ Iran Contracting Act of 2010 Affidavit – Exhibit E.18 Note: This requirement is only applicable for contracts estimated at \$1 Million or more.			
	@ Secretary of State Documentation Proposer Workforce Information printout - https://llcbizfile.sos.ca.gov/SI			
	@ 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 prior to the deadline for submission.
- @** Required after award of Contract.

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