

**CITY OF LOS ANGELES  
LOS ANGELES PUBLIC LIBRARY**

**REQUEST FOR BIDS  
RFB NO. 44-036**

**FOR THE**

**AFTER-HOURS USE OF THE  
WOODLAND HILLS LIBRARY PARKING LOT**

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

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

**CITY OF LOS ANGELES  
LOS ANGELES PUBLIC LIBRARY  
REQUEST FOR BIDS (RFB)**

**FOR THE AFTER-HOURS USE OF THE WOODLAND HILLS LIBRARY PARKING LOT**

**DATE RFB ISSUED:** April 27, 2023

**TITLE:** RFB No. 44-036  
For the After-Hours Use of the Woodland Hills Library Parking Lot

**DESCRIPTION:** THE LOS ANGELES PUBLIC LIBRARY (“LAPL” or “Library”) is seeking an experienced and qualified business to lease the Woodland Hills Library Parking Lot.

The Library is committed to providing an inclusive and robust outreach process for disadvantaged, marginalized, and local businesses and individuals. Our goal is to create a diverse pool of candidates to provide services and support to the Library and our patrons. We welcome and encourage submissions from a wide range of participants.

**ELIGIBILITY TO APPLY:** A minimum of three years of operating a commercial business.

**MINIMUM BID:** \$24,000.00 per year. Payable in 12 equal installments of and due to the Library on the first of each month.

**WEBSITE ADDRESS:** <http://www.rampla.org>  
Bidders must register at the Regional Alliance Marketplace for Procurement (RAMP) website ([www.rampla.org](http://www.rampla.org)) before they can access the Request for Bids (RFB) and updates.

**PLEASE NOTE: BIDDERS MUST BOOKMARK THE OPPORTUNITY ON RAMP (IN THE UPPER LEFT CORNER OF THE OPPORTUNITY) TO RECEIVE UPDATES OF ADDENDA AND QUESTION & ANSWER POSTINGS.**

Bidders should review the RAMP FAQ section at: <https://bit.ly/RAMPfaqs>

**TERM:** One year with two one-year options to renew at the discretion of the City Librarian or designee.

**KEY DATES AND SUBMISSION:** All times listed in this RFB are Pacific Standard Time (PST).

Mandatory  
Pre-Bid Conference:

**Wednesday, May 10, 2023 at 10:00 a.m.**  
Virtual Conference via Zoom

**RSVP by May 9, 2023, 5:00 p.m.**  
Details available on Section E.1 of this RFB

Bid Due:

**Thursday, May 25, 2023, at 5:00 p.m.**  
All revisions will be posted as an addendum on  
[www.rampla.org](http://www.rampla.org)

Submission E-mail Address:

[laplbids submissions@lapl.org](mailto:laplbids submissions@lapl.org)

Project Manager:

Eloisa Sarao  
Director of Facility Planning and Maintenance

RFB Administrator:

Deirdre Gomez  
Email: [dgomez@lapl.org](mailto:dgomez@lapl.org)

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## **ATTACHMENTS**

A.	Standard Provisions for City Contracts (Rev. 9/22 [v.1])
B.	Sample Contract for the After-Hours Use of the Woodland Hills Library Parking Lot
C.	Remittance Advice Form
D.	Bid Sheet

## **EXHIBITS**

(All Exhibits will be found on [www.rampla.org](http://www.rampla.org))

E.1	Declaration of Non-Collusion Affidavit ( <u>must be notarized</u> )
E.2a	Contractor Responsibility Ordinance (CRO) Questionnaire
E.2b	CRO Pledge of Compliance
E.3	Certification Regarding Compliance with the Americans with Disabilities Act Form
E.4	Certification of Compliance with Child Support Obligations Form
E.5	City of Los Angeles Contract History Form
E.6	City of Los Angeles Residence Information Form
E.7	Municipal Lobbying Ordinance – Bidder Certification CEC Form 50
E.8	Restrictions on Campaign Contributions and Fundraising in City Elections – Prohibited Contributors – Bidders CEC Form 55
E.9	Iran Contracting Act of 2010 Affidavit
E.10	Equal Benefits Ordinance (EBO) and/ First Source Hiring Ordinance (FSHO) Sample Affidavit – Online Submission
E.11	Disclosure Ordinances Sample Affidavit – Online Submission
E.12	Business Inclusion Program (BIP) Walkthrough Manual
E.13a	Local Business Preference Program (LBPP)
E.13b	LBPP Certification Information
E.14a	Living Wage Ordinance (LWO) Employee Information Form (Form LW-6)
E.14b	LWO Subcontractor Information Form (Form LW-18)
E.14c	LWO Exemption Application (Form LW-10)
E.14d	LWO Small Business Exemption Application (Form LW-26)
E.14e	LWO 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28)
E.14f	LWO Non-Coverage Determination Application (Form OCC/LW-29)
E.15	Insurance Requirements and Instructions ( <i>For information only at this time – Not required for submission of bid</i> )

**A. PURPOSE OF REQUEST FOR BIDS**

**1. Introduction**

The Library is issuing this Request for Bids (RFB) to select an experienced and qualified business to enter into a non-exclusive contract with the Library to lease the parking lot at the Woodland Hills Library, located at 22200 Ventura Blvd, Woodland Hills, CA 91364, with ingress and egress through a single driveway on San Feliciano Drive

**2. About the Los Angeles Public Library**

The Los Angeles Public Library provides free and easy access to information, ideas, books, and technology to enrich and empower the lives of all the City’s residents and their diverse communities. The Library serves the largest and most diverse population in the country through its Central Library, 72 branch libraries, electronic resources, programs, and initiatives. The Library is governed by a five-person Board of Library Commissioners that sets policies and controls Library funding.

**B. SCOPE OF WORK**

The Contractor will be allowed to use the Woodland Hills Library Parking Lot (“Lot”) during the following hours of operation in accordance with the terms and conditions of the executed contract. The following are excerpts from the Sample Contract (Attachment B).

**1. Hours of Operation:**

Monday through Thursday	8:00 PM to 10:00 PM
Friday and Saturday	6:00 PM to 10:00 PM
Sunday	12:00 PM to 10:00 PM

Contractor and its customers, vendors, subcontractors, agents, and employees will not be allowed to park, self-park, or valet park in the Lot at any time the Woodland Hills Library is open for business or during a Library or City sponsored event.

**2. Number of Parking Spaces:**

There are currently 43 parking spaces on the Lot. The Library does not guarantee any number of parking spaces will be available at all times. There will be no reduction in lease payments due to non-availability of parking spaces. The number of vehicles allowed to be parked shall be equal to the number of available parking spaces at the time and shall not exceed 43 vehicles at any time.

**3. Operating Responsibilities:**

- A. The Lot may only be used as a parking lot during the Hours of Operation. No other use is authorized.
- B. The Contractor may not sublease or allow any other use of the parking lot, including, but not limited to, by any film or television production company, or other media company, and its agents, employees, talent, contractors or subcontractors.
- C. The Contractor may not allow the Lot to be used for events, the staging of events, or for the storing of equipment or vehicles.

- D. Self-parking will not be allowed on the Lot, and the Contractor must have a valet on the Lot at all times during Hours of Operation.
- E. Employees or subcontractors of the Contractor performing valet service, or any other service, on the Lot must wear uniforms that clearly identify them as employees of the Contractor. No employee shall infer or imply any affiliation with the Library or the City of Los Angeles, other than as a contractor.
- F. Any use of an independent company to provide valet parking services must be approved by the Library and such subcontractor shall be bound by the same terms and conditions as the Contractor.
- G. Shuttle bus/van services will not be allowed to park in or enter the Lot.
- H. The Contractor shall be responsible for enforcing the terms and conditions of this Contract and shall immediately address and resolve all issues where a customer, vendor, agent, or employee parks, self-parks or valet parks, in the Lot.
- I. The Contractor shall be responsible for communicating the terms and conditions of this Contract to ensure that its customers, vendors, agents, and employees are aware that the use of the Lot is prohibited except during the specified Hours of Operation.
- J. The Contractor shall address any parking violations or other actions received (e.g., towing) with customers, vendors, agents, and employees for failing to adhere to the terms and conditions of this Contract.
- K. The Contractor shall be responsible for the overall security and behavior of customers, vendors, agents, and employees while on the Lot. Behavior includes consumption of food or drinks on the Lot, loud and boisterous behavior, profane and obscene language, loud music, fighting or other altercations, and the use of alcohol, illegal substances, smoking of any kind, and any other illegal, illicit, or improper behavior.

**4. Maintenance of Lot:**

- A. The Contractor shall be responsible for the maintenance and cleaning of the Lot during and after each use. This includes sweeping and trash removal.
- B. The Contractor shall secure and lock the Lot gates after each use with the color-coded master lock provided by the Library.
- C. The Contractor shall immediately report any property damage, damage to vehicles, or personal injuries that occur on Library property, to the Contract Representative in Section 13 of the Contract.
- D. The Contractor shall reimburse the Library for any damage to or on the Lot caused by their customers, vendors, agents, or employees.

**5. Security Deposit:**

The Contractor shall provide the Library with a security deposit in the amount of two times the Monthly Payment prior to the commencement of operations. At the conclusion or earlier

termination of this Contract by either party, the security deposit shall be returned to the contractor, less any monies owed to Library, within 30 days of termination.

**6. Payment to Library:**

The Contractor shall pay the agreed upon annual amount, in 12 equal installments, to the Library on a monthly basis, due the first day of each month. Late fees of 10 percent of amount owed and interest shall apply. Any check returned due to insufficient funds shall incur a \$50.00 returned administrative fee in addition to any late fee and interest. If payments are not made in a timely manner, the Library shall have the right to immediately suspend or terminate the Contract, at the discretion of the City Librarian.

**7. Library Use of Lot:**

The Library may use the Lot during the Hours of Operation for up to 18 hours per month, without any reduction in Contractor's payment due under the Contract. The Library shall provide the Contractor with 14 business days of notice in advance of the Library's use of the lot during Hours of Operation. Such use by the Library shall be exclusive, and Contractor shall not use or be present in the Lot during such time.

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**Bidders are strongly advised to read Attachment A ("Standard Provisions for City Contracts [Rev. 9/22] [v.1]") and Attachment B ("Sample Contract") of this RFB to understand the terms and conditions of a contract with the Library.**

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**C. CONTENTS OF THE BID**

The following items must be included in the bid:

**1. Cover Letter**

Bids shall provide a cover letter introducing the proposing entity signed by the person or persons authorized to bind the bidder to all commitments made in the bid. The cover letter should also include the title, address, telephone number, email address, and other contact information of the person or persons authorized to represent the bidding entity.

If a bidding entity is a consortium, joint venture, partnership, or team, its bid must establish that all contractual responsibility rests solely with one bidder or legal entity.

**2. Bidder's Qualifications and Experience**

Bids must have a minimum of three years of experience as a legal business.

Provide a description of such qualifications and experience, including the names and titles of the organizational principals in charge and key project members, and a general description of meeting the minimum experience requirement.

**3. Bid**

Bidders must complete, sign, and submit Attachment D ("Bid Sheet") of this RFB and submit as part of the bid submittal package.

**D. MANDATORY CITY REQUIREMENTS AND COMPLIANCE DOCUMENTS**

Bids must include the completed compliance documents required by Items 1 through 14, else the bid may be deemed non-responsive.

**1. Declaration of Non-Collusion Affidavit**

In accordance with Section 10.15(d) of the Los Angeles Administrative Code, each bid must include an affidavit by the bidder that (i) such bid 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; (ii) the bidder has not directly or indirectly induced or solicited any other bidder to submit a sham bid or directly or indirectly induced or solicited any other person, firm, or corporation to refrain from submitting a bid; and (iii) the bidder has not sought by collusion to secure for themselves an advantage over any other bidder.

Instructions: Bidders shall complete and include a signed and **notarized** "Declaration of Non-Collusion" Affidavit (Exhibit E.1) with the bid. No other form will be accepted.

**2. Contractor Responsibility Ordinance (CRO)**

Bidders are advised that any contract awarded pursuant to this bid process shall be subject to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance (CRO). This requires that a determination be made by the City, via the CRO Questionnaire, that prospective contractors are responsible and capable of fully performing the requested work before a contract is awarded.

Bidders may refer to PSC-31 ("Contractor Responsibility Ordinance") of Attachment A ("Standard Provisions for City Contracts [Rev. 9/22] [v.1]") of this RFB for additional information. Bidders may also visit the Bureau of Contract Administration website for additional information, forms and documents: <https://bca.lacity.org/ordinances>

Instructions: Bidders shall complete and include both the Contractor Responsibility Ordinance Questionnaire (Exhibit E.2a) and the Pledge of Compliance Form (Exhibit E.2b) with the bid.

**3. Certification Regarding Compliance with the Americans with Disabilities Act (ADA) Form**

The City requires that contractors and subcontractors that perform work for the City shall comply with the requirements of the Americans with Disabilities Act (ADA), a federal civil rights law designed to ensure equal access, full inclusion, and participation for people with disabilities or impairments. In addition, the State of California has its own disability rights law, codes, and regulations.

Under both federal and state laws, people with disabilities or impairments are entitled to full and equal access to places of public accommodation, transportation carriers, lodging, recreation and amusement facilities, and other business establishments where the general public is invited.

Bidders may refer to Section PSC-30 ("Access and Accommodations") of Attachment A ("Standard Provisions for City Contracts [Rev. 9/22] [v.1]") of this RFB for additional information.

Instructions: Bidders shall complete and include the Certification Regarding Compliance with the Americans with Disabilities Act Form (Exhibit E.3) with the bid.

**4. Certification of Compliance with Child Support Obligations Form**

In accordance with Los Angeles Administrative Code Section 10.10 et seq., contractors and subcontractors performing work for the City must comply with all reporting requirements and wage and earning assignment orders and acknowledge the City's cooperation with efforts to collect legally mandated child support.

Bidders may refer to Section PSC-27 ("Child Support Assignment Orders") of Attachment A ("Standard Provisions for City Contracts [Rev 9/22] [v.1]") of this RFB for additional information.

Instructions: Bidders shall complete and include the Certification of Compliance with Child Support Obligations Form (Exhibit E.4) with the bid.

**5. City of Los Angeles Contract History Form**

On July 21, 1998, the Los Angeles City Council passed a resolution requiring that all proposed contractors supply in their bid a list of all City of Los Angeles contracts held by the bidder, or any affiliated entity, during the preceding ten years. If the bidder has held no City of Los Angeles contracts during the preceding ten years, this must be stated on the form.

Instructions: Bidders shall complete and include the City of Los Angeles Contract History Form (Exhibit E.5) with the bid.

**6. City of Los Angeles Residence Information Form**

The Los Angeles City Council, in consideration of the importance of preserving and enhancing the economic base and well-being of the City, encourages businesses to locate to or remain within the City of Los Angeles.

To that end, on January 7, 1992, the Los Angeles City Council adopted a motion that requires bidders to state their headquarters address as well as the percentage of their workforce residing in the City of Los Angeles.

Instructions: Bidders shall complete and include the City of Los Angeles Residence Information Form (Exhibit E.6) with the bid.

**7. Municipal Lobbying Ordinance**

The City's Municipal Lobbying Ordinance No. 169916 requires certain individuals and entities to register with the City Ethics Commission and requires public disclosure of certain lobbying activities, including money received and spent.

Additionally, for construction contracts, public leases, or licenses of any value and duration; and goods or services contracts with a value greater than \$25,000 and a term of at least three months, each bidder must submit with its bid a certification, on a form prescribed by the City Ethics Commission (CEC Form 50), 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 qualifies as a lobbying entity.

A copy of CEC Form 50 may be found at the following website:

<https://ethics.lacity.org/forms/>

Instructions: Bidders shall complete and include the Bidder Certification CEC Form 50 (Exhibit E.7) with the bid.

Note: Should bidder use an electronic signature for CEC Form 50, the document must be signed via software that is accepted by the City and the Library (i.e., DocuSign or Adobe) (See Attachment C of this RFB, “Electronic Signature Policy [03/20]”).

**8. Restrictions on Campaign Contributions and Fundraising in City Elections**

Under Los Angeles City Charter Section 470(c)(12), bidders for contracts projected to be worth \$100,000 or more and that require City Council approval may not make campaign contributions to any elected City official, candidate for elected City office, or City Committee controlled by an elected City official or candidate. Contributions are prohibited throughout the bid process and through the resulting contract.

Bidders and their principals that meet the criteria stated above must register with the City Ethics Commission. To do so, each bidder must submit with its bid a certification, on a form prescribed by the City Ethics Commission (CEC Form 55). By doing so, the bidder acknowledges and agrees to comply with the requirements and prohibitions established in the Los Angeles City Charter.

In addition, any subcontractor who is projected to perform at least \$100,000 worth of work on the contract is required to adhere to the same requirements. Said subcontractors and their principals must be notified by the bidder of the City Charter requirements and prohibitions and must be included on Schedule B of CEC Form 55.

A copy of CEC Form 55 may be found at the following website:

<https://ethics.lacity.org/forms/>

Bidders may refer to PSC-37 (“Restrictions on Campaign Contributions and Fundraising in City Elections”) of Attachment A (“Standard Provisions for City Contracts [Rev. 9/22] [v.1]”) of this RFB for additional information.

Instructions: Bidders that meet the criteria stated above shall complete and include the Prohibited Contributors – Bidders CEC Form 55 (Exhibit E.8) with the bid.

Note: Should bidder use an electronic signature for CEC Form 55, the document must be signed via software that is accepted by the City and the Library (i.e., DocuSign or Adobe) (See Attachment C of this RFB, “Electronic Signature Policy [03/20]”).

**9. Iran Contracting Act of 2010**

In accordance with California Public Contract Code Sections 2200-2208, bidders submitting bids for, entering into, or renewing contracts with the City of Los Angeles for \$1 million or more of goods and services are required to complete, sign, and submit the “Iran Contracting Act of 2010” Compliance Affidavit (Exhibit E.9).

Bidders may refer to PSC-36 (“Iran Contracting Act”) of Attachment A (“Standard Provisions for City Contracts [Rev. 9/22] [v.1]”) of this RFB for additional information. Bidders may also visit the State of California Department of General Services, Office of Policies, Procedures and Legislation (OPPL) website for additional information and forms regarding this matter: [www.dgs.ca.gov/pd/Resources/PDLegislation.aspx](http://www.dgs.ca.gov/pd/Resources/PDLegislation.aspx)

Instructions: Bidders shall complete and include the Iran Contracting Act of 2010 Affidavit (Exhibit E.9) with the bid **only if** the bid is for \$1 million or more of goods and services.

**10. Equal Benefits Ordinance (EBO) and/ First Source Hiring Ordinance (FSHO) (Online Submission)**

Equal Benefits Ordinance (EBO)

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

Bidders shall complete and submit the combined Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO) Affidavit onto the City of Los Angeles’ Regional Alliance Marketplace for Procurement (RAMP) website at [www.rampla.org](http://www.rampla.org), which shall be valid for a period of three years from the date it is first uploaded. Bidders do not need to submit supporting documentation with their bids. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Bidders may refer to PSC-26 (“Mandatory Provisions Pertaining to Non-Discrimination in Employment”) of Attachment A (“Standard Provisions for City Contracts [Rev. 9/22] [v.1]”) of this RFB for additional information. Bidders may also visit the Bureau of Contract Administration website for additional information, forms and documents: <https://bca.lacity.org/ordinances>

First Source Hiring Ordinance (FSHO)

Bidders are advised that any contract awarded under this RFB process shall be subject to the applicable provisions of the First Source Hiring Ordinance (FSHO) (Los Angeles Administrative Code Sections 10.44, et seq).

Bidders shall complete and submit the combined Equal Benefits Ordinance / First Source Hiring Ordinance (FSHO) Affidavit onto the RAMP website at [www.rampla.org](http://www.rampla.org), which shall be valid for a period of three years from the date it is first uploaded. Bidders do not need to submit supporting documentation with their bids. However, the City may request supporting documentation to verify information provided on the First Source Hiring Ordinance Affidavit.

Bidders may refer to PSC-34 (“First Source Hiring Ordinance”) of Attachment A (“Standard Provisions for City Contracts [Rev. 9/22] [v.1]”) of this RFB for additional information. Bidders may also visit the Bureau of Contract Administration for additional information, forms and documents: <https://bca.lacity.org/ordinances>

Instructions:

Bidders shall complete and upload the combined Equal Benefits Ordinance (EBO / First Source Hiring Ordinance (FSHO) Affidavit available on RAMP prior to submission of the bid. Exhibit E.10 is a sample affidavit. The RAMP website may be found at: [www.rampla.org](http://www.rampla.org)

**11. Disclosure Ordinances Affidavit (On-Line Submission)**

Bidders are advised that any contract awarded under this RFB process shall be subject to the applicable provisions of both the Slavery Disclosure Ordinance (SDO) (Los Angeles Administrative Code Section 10.41) and the Disclosure of Border Wall Contracting Ordinance (DBWCO) (Los Angeles Administrative Code Section 10.50).

Bidders may refer to PSC-33 (“Slavery Disclosure Ordinance”) of Attachment A (“Standard Provisions for City Contracts [Rev. 9/22] [v.1]”) of this RFB for additional information. Bidders may also visit the Bureau of Contract Administration for additional information, forms and documents: <https://bca.lacity.org/ordinances>

Instructions: Bidders shall complete and upload the Disclosure Ordinance Affidavit available on RAMP prior to submission of the bid. Exhibit E.11 is a sample affidavit. The RAMP website may be found at: [www.rampla.org](http://www.rampla.org)

**12. Business Inclusion Program Requirements**

***Unless otherwise stated in this RFB or by an addendum to this RFB, the Business Inclusion Program Mandatory Outreach must be performed by the bidder through the RAMP website.***

In accordance with the Mayor’s Executive Directive No. 14, the Business Inclusion Program (BIP) requires bidders to perform subcontractor outreach to all available Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and all Other Business Enterprises (OBE) that could perform a portion of the scope of work required in the RFB/RFP/RFQ.

Bidders may refer to the Business Inclusion Program Walkthrough Manual (Exhibit E.12) of this RFB for additional information and instructions.

Bidders may also refer to PSC-32 (“Business Inclusion Program”) of Attachment A (“Standard Provisions for City Contracts [Rev. 9/22] [v.1]”) of this RFB for additional information. Bidders may also visit the Bureau of Contract Administration for additional information, forms and documents: <https://bca.lacity.org/BIS-program-description>. Information on BIP may be also found on the following website: [www.rampla.org/s/support](http://www.rampla.org/s/support).

**A bidder's failure to attend the Mandatory Pre-Bid Conference and complete the BIP Outreach Process may result in the bid being deemed non-responsive to this RFB.**

Instructions: Bidders shall perform the mandatory online BIP outreach using RAMP located at [www.rampla.org](http://www.rampla.org). Upon completion of the BIP outreach, bidders shall include the BIP Summary Sheet with the bid.



**13. Local Business Preference Program**

This RFB is subject to the policies and requirements established by Ordinance No. 187121 and Los Angeles Administrative Code Section 10.25, et seq. The Local Business Preference Program (LBPP) aims to increase opportunities for local businesses and, encourage local businesses to locate and operate in Los Angeles County (County). To be eligible for participation in this program, bidders must submit a LBPP affidavit on the RAMP website: [www.rampla.org](http://www.rampla.org)

Bidders may refer to Exhibit E.13a and Exhibit E.13b of this RFB for additional information. Bidders may also refer to PSC-35 (“Local Business Preference Ordinance”) of Attachment A (“Standard Provisions for City Contracts [Rev. 9/22] [v.1]”) of this RFB for additional information.

Instructions: Bidders who wish to apply for a Local Business Preference shall complete the LBPP affidavit available on RAMP ([www.rampla.org](http://www.rampla.org)), and both upload it to RAMP prior to the bid due date, as well as include a copy of the completed affidavit with the bid.

**14. Living Wage Ordinance (LWO) and Worker Retention Ordinance (WRO)**

Unless approved for an exemption by the Department of Public Works Bureau of Contract Administration, contractors shall comply with the provisions of the Living Wage Ordinance (LWO) (Los Angeles Administrative Code Section 10.37 et seq.) and Worker Retention Ordinance (WRO) (Los Angeles Administrative Code Section 10.36 et seq.).

***It is the responsibility of bidders and contractors to understand their responsibilities and obligations under the LWO and WRO.***

Bidders may visit the website of the Department of Public Works Bureau of Contract Administration for additional information, exemption forms and information, and other applicable forms and documents: <https://bca.lacity.org/ordinances>

Bidders may also refer to PSC-28 (“Living Wage Ordinance”) and PSC-29 (“Service Contractor Worker Retention Ordinance”) of Attachment A (“Standard Provisions for City Contracts [Rev. 9/22] [v.1]”) of this RFB for additional information.

Instructions: Bidders shall complete and include the Employee Information Form LW-6 (Exhibit E.14a) and the Subcontractor Information Form LW-18 (Exhibit E.14b) with the bid.

LWO Exemption:

Bidders who believe that they meet the criteria for exemption shall complete and submit the appropriate application form with the bid.

Exemption Application Forms:

- (a) Exemption Application (Form LW-10) (Exhibit E.14c);
- (b) Small Business Exemption Application (Form LW-26) (Exhibit E.14d);
- (c) 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28) (Exhibit E.14e);
- (d) Non-Coverage Determination Application (Form OCC/LW-29) (Exhibit E.14f).

**THE BIDDER AWARDED A CONTRACT BY THE BOARD OF LIBRARY COMMISSIONERS WILL BE REQUIRED TO COMPLY WITH ITEMS 15 THROUGH 22 DURING THE TERM OF THE**

## **CONTRACT.**

### **15. City's Insurance Requirements**

The selected contractor(s) shall not commence work under any contract with the City until all insurance required under this section of this RFB has been obtained and approved by the City.

At its own expense, the selected contractor(s) and any of its subcontractors shall procure and maintain at least the minimum insurance required by Exhibit E.15 for the term of the contract, including any extensions.

Bidder shall 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 City Administrative Office, Risk Management through the City's website, [www.kwikcomply.org](http://www.kwikcomply.org). No work may be performed pursuant to the proposed contract resulting from this RFB until the specified documents have been approved by the City Administrative Officer, Risk Management Section.

Bidders may refer to PSC-23 ("Insurance") and PSC-Exhibit 1 ("Insurance Contractual Requirements") of Attachment A ("Standard Provisions for City Contracts [Rev. 9/22] [v.1]") of this RFB for additional information.

Instructions: No submission is required at this time. Bidders awarded a contract by the Board of Library Commissioners must submit the required insurance prior to the execution of the contract.

### **16. Business Tax Registration Certificate (BTRC)**

In accordance with the City of Los Angeles Municipal Code Section 21.03, persons and entities engaged in business with the City of Los Angeles are required to register and pay required taxes and apply for and obtain a Business Tax Registration Certificate (BTRC) from the Office of Finance.

The Office of Finance's Tax and Permits Division has sole authority in determining a firm's tax requirements and in issuing a BTRC or Business Tax Exemption Number. Accordingly, a firm's current BTRC or Business Tax Exemption Number must be clearly shown on all invoices submitted to the City for payment. The bidder, in submitting this bid, acknowledges and accepts the above requirements and recognizes that, should a contract be awarded, no invoice will be processed for payment without inclusion of the BTRC or Business Tax Exemption Number.

Bidders may refer to PSC-15 ("Current Los Angeles City Business Tax Registration Certificate Required") of Attachment A ("Standard Provisions for City Contracts [Rev. 9/22] [v.1]") of this RFB for additional information. Bidders may find additional information and forms at the following Office of Finance website: <https://finance.lacity.org>

Instructions: No submission is required at this time. Bidders awarded a contract by the Board of Library Commissioners must provide a BTRC prior to the execution of a contract.

**17. Federal Employer Identification Number**

The Internal Revenue Service (IRS) requires the Library to report all payments to an independent consultant or business whenever payments exceed \$600 per calendar year.

Instructions: No submission is required at this time. Proposers awarded a contract by the Board of Library Commissioners must complete and submit an IRS Form W-9 (Exhibit E.16) to provide a Federal Employer ID number or Social Security number prior to the execution of a contract.

**18. Contractor Evaluation Program**

At the end of the contract, the City will conduct an evaluation of the selected contractor's performance. The City may also conduct evaluations of the selected 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 several 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. Any contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final evaluation and allowed an opportunity to respond. The City will use the final evaluation and any response from the contractor to evaluate bids and to conduct reference checks when awarding other contracts.

Bidders may also visit the Bureau of Contract Administration for additional information, forms and documents: <https://bca.lacity.org/ordinances>

Instructions: *No Submission Required.*

**19. COVID-19 Vaccination Requirement (Ordinance No. 187134)**

Effective October 20, 2021, any new contract executed by the City shall include a clause requiring employees of the contractor, and/or persons working on their behalf, who interact with City employees, are assigned to work on City property for the provision of services, and/or come into contact with the public during the course of work on behalf of the City to be fully vaccinated.

Bidders may refer to PSC-44 ("COVID-19") of Attachment A ("Standard Provisions for City Contracts [Rev. 9/22] [v.1]") of this RFB for additional information.

Instructions: *No Submission Required.*

**20. Contractors' Use of Criminal History for Consideration of Employment Applications (Ordinance No. 184653)**

Any contract awarded pursuant to this RFB will be subject to the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance (Los Angeles Administrative Code Section 10.48). The Ordinance provides, among other things, that contractors/subcontractors with at least 10 employees: 1) are prohibited from seeking a job applicant's criminal history information until after the job offer is made; 2) must post Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance information in conspicuous places at worksites; and, 3) cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

Bidders may refer to PSC-38 (“Contractors’ Use of Criminal History for Consideration of Employment Applications”) of Attachment A (“Standard Provisions for City Contracts [Rev. 9/22] [v.1]”) of this RFB for additional information.

Bidders may also visit the Bureau of Contract Administration for additional information, forms and documents:

<https://bca.lacity.org/ordinances>

Instructions: No Submission Required.

**21. Non-Discrimination / Equal Employment / Affirmative Action Plan**

Bidders are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of the Non-Discrimination Clause (Los Angeles Administrative Code Section 10.8.2).

Bidders awarded contracts for which the consideration is \$1,000 or more shall comply with the provisions of the Equal Employment Practices Provisions (Los Angeles Administrative Code Sections 10.8.3). 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.

Bidders awarded contracts for which the consideration is \$25,000 or more shall comply with the provisions of the Affirmative Action Program Provisions (Los Angeles Administrative Code Section 10.8.4). 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 these provisions in all subcontracts awarded for work to be performed under the contract and shall impose the same obligations on the contractors. A copy of the subcontract shall be made available to the Bureau of Contract Administration, Office of Contract Compliance upon request.

Bidders may refer to PSC-26 (“Mandatory Provisions Pertaining to Non-Discrimination in Employment”) of Attachment A (“Standard Provisions for City Contracts [Rev. 9/22] [v.1]”) of this RFB for additional information. Bidders may also visit the Bureau of Contract Administration for additional information, forms and documents:

<https://bca.lacity.org/ordinances>

Instructions: No Submission Required.

**22. Contractor Data Reporting**

Bidders are advised that any contract awarded pursuant to this competitive process shall be subject to Executive Directive 35.

If a bidder is selected and awarded a contract, and if the contractor is a for-profit company or corporation, then the contractor shall, within 30 days of the effective date of the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to the City via the RAMP website or via another method specified by City: The annual revenue of contractor and any subcontractor, number of employees, location, industry, race/ethnicity and gender of

majority owner ("contractor/subcontractor Information"). On an annual basis, the contractor shall further request that any subcontractor input or update its business profile, including the contractor/subcontractor information, on RAMP or via another method prescribed by the City.

Bidders may refer to PSC-45 ("Contractor Data Reporting") of Attachment A ("Standard Provisions for City Contracts [Rev. 9/22] [v.1]") of this RFB for additional information.

Instructions: *No Submission Required.*

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**Bidders are strongly advised to read Attachment A ("Standard Provisions for City Contracts [Rev. 9/22] [v.1]") and Attachment B ("Sample Contract") of this RFB to understand the terms and conditions of a contract with the Library.**

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**E. BID SUBMISSION AND REQUIREMENTS**

Bids shall be submitted in accordance with the requirements of this RFB.

**1. Mandatory Pre-Bid Conference**

A Mandatory Pre-Bid Conference will be conducted to provide an overview of the RFB. To obtain the greatest benefit from the meeting, bidders are strongly encouraged to attend with their direct supervisory personnel/critical project team members (in lieu of business development or sales personnel).

At the Library's discretion, participation in the Mandatory Pre-Bid Conference may be accomplished by Zoom. Questions may be submitted prior to the conference to Deirdre Gomez at [dgomez@lapl.org](mailto:dgomez@lapl.org). Any questions related to the RFB received prior to the Mandatory Pre-Bid Conference will be addressed during the conference. They will later be posted online on the City's website [www.rampla.org](http://www.rampla.org). Additional questions received after the conference must be submitted 14 days prior to the due date of the bid, as listed on [www.rampla.org](http://www.rampla.org), by 4:00 p.m. to [dgomez@lapl.org](mailto:dgomez@lapl.org) and will be posted on [www.rampla.org](http://www.rampla.org).

**Mandatory Pre-Bid Conference will be held as follows:**

Registration in advance is required for this meeting.

Topic: RFB 44-036 for the After-Hours Use of the Woodland Hills Library  
Parking Lot  
Mandatory Pre-Bid Conference

When: **Wednesday, May 10, 2023, at 10:00 am**

To RSVP: <https://forms.gle/m9cuGaPNV8U4bryXA>

Please RSVP by **Tuesday, May 9, 2023, at 5:00 p.m.** by completing the Google form at the link provided above. After registering, you will receive a confirmation email containing information about joining the meeting.

**2. Submission Requirements**

Bids must be submitted electronically and shared with the Library through Google Drive as follows:

**2.1 Electronic Submission**

- a. Bidders shall create a Google Account or use their pre-existing Good Account to submit their bids.
- b. All documents must be in a single Portable Document Format (PDF) file that has been converted into a searchable file using Optical Character Recognition.
- c. Bidders shall upload the bid document to their Google Drive.
- d. Bidders shall share the Google Drive bid document with the following Library email addresses:

- [laplbids submissions@lapl.org](mailto:laplbids submissions@lapl.org)
  - [mlemus@lapl.org](mailto:mlemus@lapl.org)
  - [claudia.aguilar@lapl.org](mailto:claudia.aguilar@lapl.org)
- e. Do not password protect the bid document.
  - f. The bid must include all items stated in Section H (“Bidder Checklist”) of this RFB.
  - g. The sections within the bid document shall be in the order as listed in Section H (“Bidder Checklist”) of this RFB.
  - h. Documents requiring signatures shall conform to the “Electronic Signature Policy [03/20]” as stated in Attachment C of this RFB.
  - i. Bidders are responsible for ensuring that their bid document is not compressed, does not contain a virus or malware, is not corrupted, and is able to be opened. The Library may reject bids that do not meet these requirements.
  - j. Library staff shall provide a notice of receipt within two business days of receipt of the electronically-submitted bid. It is highly recommended that bidders contact the RFB Administrator listed in Section G.11 of this RFB if a receipt is not received within two business days.
  - k. Bidders are solely responsible for ensuring that their bids have been received before the deadline as electronic transmissions are inherently unreliable. Bidders bear all risks associated with the electronic transmission of their bid, including delays, system failures, and other technical issues.

## 2.2 Bid Due Date / Time

- a. The Library reserves the right to revise the submission due date. Any revisions to the due date or time shall be posted on RAMP ([www.rampla.org](http://www.rampla.org)).
- b. Bidders are encouraged to submit bids prior to the due date and time.

Bid Due Date: May 25, 2023

Bid Due Time: 11:59 p.m.

## 2.3 Submission Responsiveness

- a. Failure to meet the requirements of this RFB may be cause for disqualification of the bid.
- b. The Library reserves the right to deem a bid non-responsive if the Library is unable to determine which documents constitute a complete and appropriate response to the RFB.

- c. The Library reserves the right to seek clarification from a bidder to determine responsiveness.
- d. Bids should not include unnecessary promotional material and should be as succinct as possible.

**3. Responsibility for Timely Submission of Bid**

Bidders are solely responsible for ensuring that the Library receives a complete bid, including all attachments, before the deadline.

**4. Acceptance of Terms and Conditions**

Submission of a bid pursuant to this RFB shall constitute acknowledgement and acceptance of the terms and conditions set forth herein, including the Standard Provisions for City Contracts (Attachment A). All or portions of this RFB and the contents of the bid submitted by the successful bidder may become contractual obligations if a contract is awarded. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

**5. Withdrawal by Bidder**

A bidder may withdraw its bid provided that the request is in writing, signed by an authorized representative, and is received by the Library prior to the bid deadline date. Once submitted, the bids shall be subject to acceptance by the City for a period of ninety days. Except as previously stated, no bidder may withdraw its bid, except with the written consent of the Library.

**6. The City's Right to Reject Bids and Withdraw the RFB**

The Library reserves the right to reject any and all bids. Notwithstanding any other provisions of this RFB, the Library also reserves the right to withdraw this RFB at any time without prior notice.

**7. Scope of Content**

Bids shall be based only on material contained in the RFB, responses to timely questions submitted by bidders, any addenda thereto, and other materials published by the Library relating to the RFB. Bidders shall disregard any previous draft materials and oral representations that may have been obtained by the bidder.

**F. EVALUATION AND SELECTION PROCESS**

**1. Bid Responsiveness**

To be considered responsive to this solicitation, bidders must submit completed responses to all items requested in this RFB, including completion and submission of the City’s mandatory compliance documents. An incomplete or missing response may result in the rejection of the bid.

Bids which, at the discretion of the Library, are incomplete, non-responsive, or non-compliant with content or format requirements may be disqualified without further consideration, and will not be evaluated by the evaluation panel.

The Library reserves the right to conduct investigations with respect to the qualifications of each bidder and any information contained in its bid.

**2. Bid Evaluation**

A panel of City staff will evaluate the bids based on the evaluation criteria noted below. The evaluation panel may, at its sole discretion, request additional information, conduct interviews, and solicit presentations. Following any such requests, interviews, and oral presentations, the panel will score bids in each criterion and rank the bids accordingly.

**3. Evaluation Criteria**

The following criteria will be used to evaluate bids:

<b>Evaluation Criteria</b>	<b>Max Points Possible</b>
Cover Letter	Pass / Fail
Bidder’s Qualifications and Experience – Meets Minimum Requirements	Pass / Fail
Bid (Highest Bid)	100
<b>Maximum Points - Total</b>	<b>100</b>

**4. Award**

The Library will notify all bidders of the determinations of the evaluation panel, including its contract award recommendation. The evaluation panel’s determinations and recommendation will serve as a basis for a report from the City Librarian to the Board of Library Commissioners, recommending the highest-ranking bidder to be selected for the award of the contract. The Board of Library Commissioners will consider the City Librarian’s recommendation during a public Board meeting and may accept or reject the recommendation in making its decision as to the bid selection, if any, stating publicly the reasons for its action.

## **G. GENERAL CONDITIONS**

### **1. Acceptance and Disposition of Bids**

The Library reserves the right to reject any and all bids. The Library also reserves the right to waive any minor administrative irregularities contained in any bid, when to do so would be in the best interest of the City and pursuant to Los Angeles City Charter Section 371 (c): **“The City shall reserve the right to reject any and all bids or bids and to waive any informality in the bid or bid when to do so would be to the advantage of the City.”**

Failure of the bidder to submit the above-required documents with their bid, to provide all of the information required by the RFB, or to furnish direct and complete answers to RFB prompts may render the bid non-responsive and result in its rejection.

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

### **2. Public Records Act**

All bids submitted in response to this RFB shall become the property of the Library and will be a matter of public record, subject to the State of California Public Records Act (CPRA) (California Government Code Sections 6250 et seq.). If the bidder claims any information in the bid to be exempt from disclosure under the CPRA, the bidder must do the following:

- A. Identify in writing all copyrighted material, trade secrets, and other proprietary information that the bidder claims to be exempt from disclosure under the CPRA. Any bidder claiming such exemption must identify the specific provision of the CPRA that provides an exemption from disclosure for each item that the bidder claims is not subject to disclosure. Failure to include this identifying information shall be deemed a waiver of any exemption claim.

Exempt information must be specifically identified. Mere use of headers, footers, or other labels bearing designations such as “confidential,” “proprietary,” or “trade secret” on all or nearly all of a bid is not acceptable and shall be deemed a waiver of any exemption claim as to the designated material.

- B. By submitting a response to this RFB, the bidder agrees to be bound by the following language:

The bidder agrees to indemnify the City and its officers, employees, and agents and hold them harmless from any claim or liability and will defend any suits, claims, and causes of action brought against the City for its refusal to disclose to a requestor information that is or that the bidder claims to be copyrighted, a trade secret(s), or otherwise protected from disclosure.

Bidder's obligations under this provision include, but are not limited to, all attorney's fees (both in house and outside counsel), costs of litigation incurred by the City and its attorneys (including all actual costs incurred by the City, not merely those costs recoverable by a prevailing party, and including costs of experts and consultants), as well as all damages or liability of any nature whatsoever arising out of any such suits, claims, and causes of action brought against the City, through and including any appellate proceedings. Bidder's obligations to the City under this indemnification provision shall be due and payable on a monthly, on-going basis within thirty days after each submission to bidder of the City's invoices for all fees and costs incurred by the City, as well as all damages or liability of any nature.

C. Be prepared to submit a second copy of the bid in which all information claimed to be exempt from disclosure has been redacted.

**3. RFB Revisions**

Any revision made to this RFB will be posted as an addendum to the RFB at [www.rampla.org](http://www.rampla.org).

**4. Transfers, Joint Ventures, and Use of Subcontractors**

Bidders shall not, without written consent of the Library, assign, hypothecate, or mortgage any terms in a contract with the City or sublease or license any portion of the work. Any attempted assignment, hypothecation, mortgage, sublease, or license without consent of the Library shall render a contract null and void. Each and all conditions herein contained to be performed by bidder shall be binding on any consented transferee thereof.

**5. Alternatives**

Bidders shall not change any wording in the RFB or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the bid's documents. Alternatives that do not substantially meet the Library's requirements cannot be considered. Bidders offered subject to conditions or limitations may be rejected as non-responsive.

**6. Bid Errors**

Bidder is liable for all errors or omissions incurred by bidder in preparing the bid. Bidders will not be allowed to alter bid documents after the due date for submission.

The Library reserves the right to make corrections or amendments due to errors identified in a bid by the Library or the bidder. This type of correction or amendment will only be allowed for errors in typing or transposition. All changes must be coordinated in writing with and authorized by the RFB Administrator identified in Section G.11 of this RFB.

**7. Interpretation and Clarifications**

The Library will consider prospective recommendations or suggestions regarding any requirements before the Mandatory Pre-Bid Conference. All recommendations or suggestions must be in writing and submitted to the RFB Administrator identified in Section G.11 of this RFB. The Library reserves the right to modify requirements of any RFB if it is in the best interest of the Library.

**8. Protest of RFB, Bidding Process, or Proposed Award**

Should a bidder object on any ground to any provision or legal requirement set forth in the RFB, or any addendum to the RFB, the bidder must submit a protest within seven calendar days after the RFB or addendum is issued.

Protests based on alleged apparent improprieties in a bid process shall be submitted before bid opening or the closing date for receipt of bids.

Protests of procedural and technical issues must be submitted within seven calendar days of the transmission of the e-mailed notice of the contract award recommendation.

At a minimum, the protest must include a written document with the following information:

- Name, address, and telephone number of the protesting party.
- Title and number of this RFB.
- Detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents, reference to the specific portion(s) of the documents that form the basis of the protest, and a description of resulting prejudice to the protester.
- Request for a ruling from the Library and statement of the form of relief requested.

The protest and attached documentation must be submitted to the following address by **certified mail or personal delivery**:

Madeleine M. Rackley, Business Manager  
Los Angeles Public Library  
630 West Fifth Street  
Los Angeles, CA 90071

The Board of Library Commissioners, or its designee, shall make a final determination with respect to the protest and, if applicable, shall award or reject the contract accordingly. The decision of the Board, or designee, shall be final.

The procedure and time limits set forth in this section are mandatory and are the bidders' sole and exclusive remedy in the event of a protest. Failure by a party originating a protest to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including by filing a Government Code claim or through other legal proceedings.

**9. Cost of Bid Preparation**

The Library is not responsible for any costs incurred by the bidder for preparing and submitting bids in response to this RFB.

**10. 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 bid, programs, services and activities. If an individual with a disability requires accommodations to attend a Pre-Bid Conference, please contact the RFB Administrator identified in Section G.11 of this RFB at least five working days prior to the scheduled event.

**11. Contact for Information / RFB Administrator**

For answers to questions relating to the content of this RFB, bidders must submit written questions at least 14 days prior to the due date and time of the bid, as listed on [www.rampla.org](http://www.rampla.org). via email to:

Deirdre Gomez  
Los Angeles Public Library  
E-mail: [dgomez@lapl.org](mailto:dgomez@lapl.org)

The Library shall be the sole judge of whether a response is required for any question. Questions and answers will be posted on [www.rampla.org](http://www.rampla.org) as an addendum to the RFB. Any oral communication between a bidder and a City employee is not binding on the Library or the City of Los Angeles.

Note that this section does not concern protests, which must be submitted pursuant to the requirements and deadlines of Section G.8 of this RFB.

**12. Standard Provisions for City Contracts**

All contracts entered into as a result of this RFB are subject to the Standard Provisions for City Contracts (Rev. 9/22 [v.1]) which are included as Attachment A of this RFB.

**H. BIDDER CHECKLIST**

Bidders are to complete and submit a copy of this Bidder Checklist, which must contain the following items to be found responsive to this RFB:

<b>Section</b>	<b>Form / Document Description</b>	<b>Exhibit No.</b>	<b>Initial</b>
RFB C.1	Cover Letter	--	
RFB C.2	Bidder's Qualifications and Experience	--	
RFB C.3	Bid Sheet (Attachment D of this RFB)	--	
RFB D.1	Declaration of Non-Collusion Affidavit ( <u>Must be Notarized</u> )	Exhibit E.1	
RFB D.2	Contractor Responsibility Ordinance (CRO) Questionnaire	Exhibit E.2a	
RFB D.2	CRO Pledge of Compliance	Exhibit E.2b	
RFB D.3	Certification Regarding Compliance with the Americans with Disabilities Act (ADA) Form	Exhibit E.3	
RFB D.4	Certification of Compliance with Child Support Obligations Form	Exhibit E.4	
RFB D.5	City of Los Angeles Contract History Form	Exhibit E.5	
RFB D.6	City of Los Angeles Residence Information Form	Exhibit E.6	
RFB D.7	Bidder Certification CEC Form 50	Exhibit E.7	
RFB D.8	Prohibited Contributors – Bidders CEC Form 55	Exhibit E.8	
RFB D.9	Iran Contracting Act of 2010 Affidavit (If Applicable)	Exhibit E.9	
RFB D.10	Equal Benefits Ordinance (EBO) and/ First Source Hiring Ordinance (FSHO) – Online Submission	Exhibit E.10	
RFB D.11	Disclosure Ordinances – Online Submission	Exhibit E.11	
RFB D.12	Business Inclusion Program (BIP) Walkthrough Manual	Exhibit E.12	
RFB D.13	Local Business Preference Program	Exhibit E.13a	
RFB D.13	Local Business Preference Program (LBPP) Certification Information (If Applicable)	Exhibit E.13b	
RFB D.14	Living Wage Ordinance (LWO) Employee Information (Form LW-6)	Exhibit E.14a	
RFB D.14	LWO Subcontractor Information (Form LW-18)	Exhibit E.14b	

<b>Section</b>	<b>Form / Document Description</b>	<b>Exhibit No.</b>	<b>Initial</b>
RFB D.14	LWO Exemption Application (Form LW-10) – If applying for exemption	Exhibit E.14c	
RFB D.14	LWO Small Business Exemption Application (Form LW-26) – If applying for exemption	Exhibit E.14d	
RFB D.14	LWO 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28) – If applying for exemption	Exhibit E.14e	
RFB D.14	LWO Non-Coverage Determination Application (Form OCC/LW29) – If applying for exemption	Exhibit E.14f	