

# AGENDA

## BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, APRIL 23, 2015

CENTRAL LIBRARY  
BOARD ROOM, 4th FLOOR  
630 W. 5TH STREET  
LOS ANGELES, CA 90071

TIME: 11:00 A.M.

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**AGENDA:** In compliance with Government Code Section 54957.5, you may view the agenda and all available documents related at the Central Library's Information Desk or via the Internet at: [http://www.lapl.org/about/blc\\_docs.html](http://www.lapl.org/about/blc_docs.html).

**RULES OF DECORUM:** Persons addressing the Commission shall not make impertinent, slanderous or profane remarks to the Commission, any member of the Commission, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removed from the Commission meeting place any person who fails to observe the rules of decorum. Any person who has been ordered removed from a meeting may be charged with a violation of Penal Code Section 403, or other appropriate Penal Code or Los Angeles Municipal Code sections.

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1. ROLL CALL
2. APPROVAL OF MINUTES: Regular Meeting – March 17, 2015
3. PUBLIC COMMENTS ON MATTERS  
WITHIN THE BOARD'S JURISDICTION

(In accordance with Board Policy, a total of 15 minutes shall be allocated for public comment not to exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting shall be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.)

4. CITY LIBRARIAN'S COMMENTS AND ANNOUNCEMENTS
5. CITY LIBRARIAN'S REPORTS

### CONSENT CALENDAR

(Commissioners who wish to discuss particular items should ask that such items be called as Special. The remaining items will be subject to a single vote.)

- a. RECOMMENDATION TO ACCEPT GIFT OF \$3,000 FROM MR. DAVID TULANIAN TO THE VERMONT SQUARE BRANCH LIBRARY (EXHIBIT "A")
- b. RECOMMENDATION TO ACCEPT FUNDS IN THE AMOUNT OF \$3,477.43 FROM THE PACIFIC LIBRARY PARTNERSHIP FOR THE VETERAN RESOURCE PROJECT CENTER AT THE MID-VALLEY REGIONAL BRANCH LIBRARY (EXHIBIT "B")

- c. RECOMMENDATION TO ACCEPT LIBRARY DEVELOPMENT MITIGATION FEES IN THE AMOUNT OF \$41,000 AND \$50,800 FROM FOREST CITY RESIDENTIAL WEST FOR PROPERTIES ON 1108 S. HILL STREET AND 1201 S. MAIN STREET TO BE DEPOSITED IN LIBRARY TRUST FUND 831, ACCOUNT 312 (EXHIBIT "C")
- d. RECOMMENDATION TO APPROVE REQUEST FOR PROPOSALS (RFP) FOR ACQUISITION OF LIBRARY MATERIALS AND SERVICES TO BE ADVERTISED AND DISTRIBUTED TO POTENTIAL PROPOSERS (EXHIBIT "D")

### BOARD DISCUSSION

- e. ORAL DISCUSSION ON THE MAYOR'S PROPOSED FISCAL YEAR 2015-16 BUDGET
6. VARIOUS COMMUNICATIONS: NONE
7. COMMISSIONERS' COMMENTS, ANNOUNCEMENTS AND REVIEW OF MATTERS PENDING
8. ADJOURNMENT

### NEXT BOARD MEETING NOTICE

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **MAY 14, 2015**, AT THE CENTRAL LIBRARY, 630 WEST FIFTH STREET, LOS ANGELES, CA 90071, CONVENING AT 11:00 A.M.

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**FINALIZATION OF BOARD ACTIONS - CHARTER SECTION 245:** In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

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**PARKING:** Reduced parking rate validation can be obtained by showing your library card at the Information Desk, and is only valid for parking on the Westlawn Garage at 524 S. Flower Street. The Westlawn Garage is not owned or operated by the Library Department. Additional information is available at [www.lapl.org](http://www.lapl.org).

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**Title II of the American with Disabilities Act:** The City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. For additional information, please contact the Board Office at (213) 228-7530.

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POSTED 4/20/15

FOR INFORMATION CONTACT: LIBRARY COMMISSION OFFICE (213) 228-7530

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

April 23, 2015

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian *JS*  
SUBJECT: **ACCEPTANCE OF GIFT FROM DAVID TULANIAN FOR THE VERMONT  
SQUARE BRANCH LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$3,000 from David Tulanian for the benefit of the Vermont Square Branch Library be accepted; and

FURTHER RESOLVED, That the funds be deposited in Fund 831, Code 314 Vermont Square Branch; and

FURTHER RESOLVED, That a letter of thanks be sent to Mr. David Tulanian expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. The gift of \$3,000 will be used for programming and incentives for the Vermont Square Branch Library.
2. A letter of thanks should be sent to Mr. David Tulanian (*address on file*) for his generosity.


Prepared by: Kren Malone, Central Southern Area Manager

Reviewed by: Cheryl Collins, Director of Branches

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

April 23, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **RECOMMENDED ACCEPTANCE OF \$3,477.43 FROM PACIFIC LIBRARY PARTNERSHIP FOR THE VETERANS RESOURCE CENTER AT MID VALLEY REGIONAL BRANCH LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That the Board of Library Commissioners approve acceptance of funds from Pacific Library Partnership for \$3,477.43 for the Veterans Resource Center project at the Mid Valley Regional Branch Library.

FURTHER RESOLVED, That the funds be deposited in Fund 831, Code 310

**FINDINGS:**

1. Pacific Library Partnership (a consortium of four library systems in California) was awarded LSTA grant to establish Veterans Resource Centers in 9 libraries throughout the state of California. The Los Angeles Public Library Mid Valley Regional Branch Library was one of the sites selected as part of this grant. The site, which opened December 1, 2014, was chosen based on a set of criteria developed by CALVET (California Department of Veterans Affairs) that included: number of veterans living in the locale, resources available in the area and unemployment in the area.
2. The Mid Valley Regional Branch Library has received as part of the grant, training for staff and volunteers, programming toolkits and access to ongoing online training, as well as a collection of 60 books and videos.
3. The goal of the Veterans Resource Center is to increase the number of veterans and their families in accessing benefits and services for which they are already eligible. To accomplish this goal programming and events targeted to the veteran community has been scheduled at the branch. The Veterans Resource Center is part of the Los Angeles Public Library's broader initiative to connect veterans with their benefits and provide resources and materials to veterans and their families on transitioning from military to civilian life, finding jobs, surviving change and dealing with post traumatic stress. The branch has recruited

volunteers to supplement the outreach to the veteran community that is being done by branch staff.

4. The funds received represent a reimbursement for funds expended by the library for supplies and staff time involved in the project.

Prepared by: Cheryl Collins, Director of Branches

Reviewed by: Kris Morita, Assistant General Manager

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

April 23, 2014

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF MITIGATION FEES FOR PROJECT DEVELOPMENT  
IN DOWNTOWN LOS ANGELES**

**RECOMMENDATIONS:**

That the Board of Library Commissioners adopt the following resolutions:

RESOLVED, That mitigation fees in the amount of \$41,000 AND \$50,800 for payment of a Library Development Impact Mitigation fee as conditioned per City Planning Case Nos. ZA-2006-6513(CUB)(CUX)(CU)(ZV)(ZAA)(SPR)(PA2) and ZA-2006-6513(CUB)(CUX)(CU)(ZV)(ZAA)(SPR)(PA3) for properties located at 1108 South Hill Street 90015 and 1201 South Main Street 90015; and

FURTHER RESOLVED, That the amount of \$41,000 and \$50,800 in the above referenced mitigation fees be deposited into Library Trust Fund 831, Account 312, for the purpose of acquiring books, technology equipment and devices, and other library materials for both the Central and Little Tokyo libraries; and,

FURTHER RESOLVED, That a letter be sent to Michael LoGrande, Director of Planning, with a copy to Forest City Residential West, acknowledging the receipt of the mitigation fees and stating that City Planning Case Nos. ZA-2006-6513(CUB)(CUX)(CU)(ZV)(ZAA)(SPR)(PA2) and ZA-2006 -6513 (CUB) (CUX) (CU) (ZV) (ZAA) (SPR)(PA3), Condition No. MM-99 for property located at 1108 South Hill Street and 1201 South Main Street, have been satisfied.

**FINDINGS:**

1. Forest City Residential West is planning to construct a mixed-use development at two property locations:
  - 1108 South Hill Street – a seven-story 156,985 square-foot building containing 177 residential units and 7,500 square feet of commercial/retail uses with 177 parking spaces and 201 bicycle spaces; and
  - 1201 South Main Street – a seven-story 208,077 square feet building containing 214 residential units and 7,500 square feet of commercial/retail uses with 214 parking spaces and 258 bicycle spaces.
2. As part of the conditions imposed by the Los Angeles City Planning Department, the developer is required to pay a Library Development Impact Mitigation fee of \$200 per capita based upon the projected residential population of 205 residents for 1108 South Hill Street and 254 residents for 1201 South Main Street, for a total of \$41,000 and \$50,800.

3. The Central Library and the Little Tokyo Branch Library will serve the residents at both proposed project locations.

Prepared by: Eloisa Sarao, Assistant Business Manager

Reviewed by: Kris Morita, Assistant General Manager

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

EXHIBIT "D"

April 23, 2015

TO: Board of Library Commissioners  
FROM: John F. Szabo City Librarian   
SUBJECT: **REQUEST FOR PROPOSALS FOR ACQUISITION OF LIBRARY  
MATERIALS AND SERVICES**

**RECOMMENDATIONS:**

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the Request for Proposals (RFP) for Acquisition of Library Materials and services be approved, advertised and distributed to potential proposers; and,

FURTHER RESOLVED, That the Board of Library Commissioners determine, in accordance with Charter Section 1022, that it is more economical that these services be performed by an independent contractor, and,

FURTHER RESOLVED, That proposals be submitted no later than 3:00 p.m. on Friday, June 26, 2015 to the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071.

**FINDINGS:**

1. The Los Angeles Public Library (LAPL) is requesting proposals for a wide range of services for cost effective and timely acquisition of books and non-book materials for adults, young adults and children. A similar Request for Proposals was issued on January 22, 2015. However, there were no responsive proposals submitted for non-book materials and we did not receive enough responsive proposals to allow the Library to have a sufficient selection of vendors.
2. The term of this agreement is for one year plus two one year renewals.
3. Funds are available for this agreement in the Library Department's Library Materials Account.
5. The RFP has been forwarded to the City Attorney's Office for review as to form.

Prepared by: Eloisa Sarao  
Assistant Business Manager

Reviewed by: Kris Morita  
Assistant General Manager

**REQUEST FOR PROPOSAL FOR**  
Acquisition of Library  
Materials and Services  
**CITY OF LOS ANGELES**  
**LOS ANGELES PUBLIC LIBRARY (LAPL)**

**DATE RFP Issued:** May 8, 2015

**Title:** RFP# 44-008  
Acquisition of Library Materials and Services

**Description:** The Los Angeles Public Library is seeking a wide range of vendor services for cost effective and timely provision of books and non-book materials for adults, young adults and children. More than one vendor may be selected and issued a contract.

**Eligibility to Apply:** Individuals or firms must have minimum of five (5) years' experience providing materials to libraries.

**Website Address:** <http://www.labavn.org>  
Proposer must register on this website (Los Angeles Business Assistance Virtual Network) before they can access the RFP and updates. **Business Inclusion Program (BIP) Outreach must be completed 15 days prior to the RFP Due Date. See the exact date for this RFP on the LABAVN website.**

**Initial Term:** One year plus two one year renewals.

**Key Dates:**

Proposal Due: June 26, 2015

Proposal Delivery Address: Los Angeles Public Library  
Board of Library Commissioners Office, 4<sup>th</sup> Floor  
630 W. Fifth St., Los Angeles, CA 90071

Mandatory Pre-proposal Conference: May 15, 2015 at 10:00 a.m.  
Central Library Board Room  
630 W. Fifth Street, Los Angeles, CA 90071 (RSVP to Eloisa Sarao, [esarao@lapl.org](mailto:esarao@lapl.org))

Tentative Starting Time for Contracts: August 3, 2015

Contract Administrator: Eloisa Sarao  
(213) 228-7463 [esarao@lapl.org](mailto:esarao@lapl.org)

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ATTACHMENT 1 Proposal Response

ATTACHMENT 2 Instructions for linking to the LAPL CARL.X System

ATTACHMENT A – Standard Provisions of City Contracts

**APPENDICES**

- E.1 Declaration of Non-Collusion
- E.2 Contractor Responsibility Ordinance (CRO)
- E.3 Contractor Responsibility Ordinance Questionnaire
- E.4 Contractor Responsibility Ordinance Pledge of Compliance
- E.5 Living Wage Ordinance (LWO) and Amendments
- E.6 LWO Employee Information Form
- E.7 LWO Subcontractor Declaration of Compliance
- E.8 LWO Subcontractor Information Form
- E.9 LWO Non-Coverage Exemption Application
- E,9a LWO Non-Profit/One Person Contractor Exemption Application
- E,9b LWO Small Business Exemption Application, English
- E.9c LWO Small Business Exemption, Application, Spanish
- E.10 Service Contractor Worker Retention Ordinance (SCWRO) and Amendments
- E.11 SCWRO Application for Non Coverage or Exemption
- E.12 Child Support Assignment Orders Ordinance
- E.12a Child Support Certification of Compliance
- E.13 City of Los Angeles Contract History
- E.14 City of Los Angeles Residence Information

- E.15 Bidder Certification CEC Form 50 (Rev. Feb 2014)
- E.16 Bidder Contribution CEC Form 55 (Rev. October 2013)
- E.16a Prohibited Contributors CEC Form 56
- E.17 Insurance Requirements
- E.18 **BIP Outreach Process**
- E.19 Local Business Preference Program
- E.20 Form DE542
- E.21 First Source Hiring Ordinance
- E.21a First Source Hiring Rules and Regulation to Implement

**REQUEST FOR PROPOSAL**  
Acquisition of Library Materials and Services

**1. INTRODUCTION AND PURPOSE**

The Los Angeles Public Library (LAPL) is seeking proposals from qualified vendors for the purpose of obtaining information and proposals for Library materials and related vendor services. LAPL seeks to establish contracts with qualifying vendors for a wide range of materials and vendor services for book and non-book materials for adults, teens and children. A vendor need not provide **all** formats and services described in this Request for Proposals (RFP) to be considered for the contracts.

**1.1. LAPL Background**

The Los Angeles Public Library provides free and easy access to information, ideas, books and technology that enriches and empowers every individual in the City's diverse communities. LAPL serves the largest and most diverse population (four million residents) in Los Angeles.

In FY 2013-2014, approximately 14.5 million people visited the 73 LAPL libraries and a global audience logged onto the LAPL's website 23 million times. LAPL's fiscal year begins July 1. Additional information about LAPL is on its website at [www.lapl.org](http://www.lapl.org).

**2. SCOPE OF WORK**

The Los Angeles Public Library (LAPL) is requesting proposals for a wide range of contracting services for cost effective and timely provision of book and non-book materials, for adults, young adults and children, as well as selection tools, physical processing, cataloging and other value added services. Value added services include, but are not limited to: web-based bibliographic resources, selection lists and other selection tools, electronic transmission of orders and selection lists, electronic order confirmations and order status updates and electronic invoices – all via efficient and up-to-date interfaces with The Library Corporation's CARL X , the integrated library system (ILS) used by LAPL and shelf-ready item services including, item linking, physical processing (including spine labels for both book and non-book items.)

Proposers selected will not be guaranteed a specific number of orders, but shall be used by LAPL on an as-needed basis. The contract shall have a term of one year plus two one year renewals.

**The Library, in its sole discretion, shall decide how many proposers will be awarded contracts in order to fulfill its needs. The Library, in its sole discretion, shall decide which contractor on the supplier list is most suitable to provide required materials and services for each order. In addition LAPL will have the sole discretion to use sole-provider vendors for materials that cannot be provided by any of the contractors on the supplier list. Nothing in this proposal request or subsequent contracts will prohibit LAPL from using**

**other municipal/government contracts for the requisition of any items covered by this proposal.**

*The Library's current budget for library materials is \$10.4 million.*

### **3. PROPOSAL RESPONSE**

Firms interested in providing the services described above are requested to submit the following information on **Attachment 1 – Proposal Response** (see additional requirements for the response format in Section 5.3). A vendor does not need to provide all of the types of materials and services sought in this RFP to be considered and awarded a contract.

#### **3.1. Executive Summary**

Each proposal should be accompanied by an executive summary not exceeding two pages which summarizes key points of the proposal and which is signed by an officer of the firm who is responsible for committing the firm's resources.

#### **3.2. Library Expectations**

##### **3.2.a. Selection Lists and Notifications**

Describe the various catalogs and publications provided by your company including those available online. Describe any electronic, bibliographic/product databases available from your company and how these databases can be accessed and used by a customer and any charge for its use.

Describe the types of selection lists that your company can provide, how these are profiled and delivered. Include the cost to the library if applicable and how the lists can be interfaced with CARL.X.

Describe any notification services provided for print monograph serial continuations.

##### **3.2.b. Orders and Invoices**

Describe the types of orders accepted by your company (e.g. electronic, e-mail, mail, fax, phone, etc.) and whether EDI orders transmitted from CARL.X are supported by your system.

3.2.b.1. Describe how different accounts for various types of orders are set up (e.g. processed vs. unprocessed materials, trust fund orders, etc.).

3.2.b.2. LAPL requires packing slips with all shipments both to Central Library and the branch libraries. Please provide a sample of the packing slip your company normally supplies with shipments.

- 3.2.b.3. Indicate whether invoices are routinely included with all shipments or if they are sent separately and if electronic invoices can be provided that will download to the CARL.X acquisition system. LAPL requires consolidated invoices be created and sent to the Acquisitions Department rather than separate invoices for branch deliveries. Enclose a sample invoice. Describe methods used by your company to prevent incomplete shipment of particular titles.
- 3.2.b.4. Describe how shipments are sent, which types of carriers are used, and how deliveries are made. Also include average shipment times and describe how shipping charges are calculated. Deliveries of materials are to Central Library and 72 branch libraries of LAPL. The branch libraries do not have loading dock facilities and staff must be present to accept deliveries. The Central Library has a loading dock and has 11.5 feet clearance to accommodate delivery trucks. **IF THERE IS NO CHARGE FOR SHIPPING TO LAPL, SO DECLARE.**
- 3.2.b.5. Describe your company's policy for issuing of credit and acceptance of returns for damaged shipments, short shipments, wrong titles, unacceptable format supplied, etc. Indicate if a return authorization number is required for returns.

**3.2.c. Discounts and terms**

Please list flat discounts offered to LAPL for the binding/publisher categories for book materials and formats for non-book materials in each category as outlined in Attachment 1 – Proposal Response.

**3.2.d Processing and other services provided**

What types of processing services does your company offer? Please note cost of each service and any restrictions that apply.

LAPL uses One-Time locking case decouplers for its DVD and music collection. Cases offered must be compatible with this system. Also, Sound Safe cases are preferred for spoken word audio. Please describe what type of case you use and how it compares to Sound Safe.

LAPL does its own cataloging. See Attachment 2 for Instructions to linking to the LAPL CARL.X System. Describe your company's process for linking to LAPL's CARL.X system, locating the appropriate bibliographic record, and creating item records for items ordered.

#### 4. EVALUATION AND SELECTION PROCESS

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

<b>Evaluation Factors</b>	<b>Maximum Points</b>
Proposed Fees – overall value to the City	35
Proposal Response – overall service and processing as proposed by vendor	35
Relevant experience and qualifications of the proposer(s) to meet the needs of the LAPL as outlined above	30
	100

#### 5. PROPOSAL SUBMITTAL AND REQUIREMENTS

##### 5.1. Mandatory Pre- proposal Conference

A mandatory pre-proposal conference will be held to receive questions from prospective proposers regarding this Request for Proposals (RFP). This conference has been scheduled for May 15, 2015 at 10:00 a.m. at the LAPL's Central Library, 630 W. Fifth St., Los Angeles, CA 90071.

##### 5.1.1. Purpose of Pre-Proposal Conference

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 Pre-proposal Conference

##### 5.2. Proposal Format

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

### **5.3. Submission Requirements**

#### **5.3.1. Submission Date and Location**

LAPL will evaluate only written and signed proposals. LAPL will not accept a telegraphic or telephone proposal. Proposers are required to submit **one original RFP signed in ink and four hard copies of the RFP response along with an electronic version on a flash drive**. Each proposal must be enclosed in a sealed package showing the proposal title in the lower left hand corner. It is recommended that a messenger deliver the proposal to ensure timely delivery. The proposal shall be addressed as follows:

Board of Library Commissioners  
Los Angeles Public Library  
630 W. 5<sup>th</sup> Street  
Los Angeles, CA 90071

**A proposal must be received at the address given above on or before 3:00 p.m. on June 26, 2015. A proposal received after 3:00 p.m. on June 26, 2015 will not be accepted and shall be returned to the proposer unopened.**

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

#### **5.3.2. In Writing**

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

#### **5.3.3. Cover Letter**

Each proposal must include a cover letter limited to one page. The cover letter must include the title, address and telephone number of the person or persons who will be authorized to represent the proposer.

#### **5.3.4. 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.

**5.3.5. Relevant Experience**

The experience of the proposer should be also be described in detail, particularly the proposer's experience in supplying materials and/or services for large urban library systems in the last five years.

**5.3.6. References**

Proposer must include five references: For each reference, please list the name, his/her position, organization, address, phone, email address.

**5.3.7. Project Cost**

The proposer must delineate the costs of the proposal. Complete Attachment 1 – Proposal Response.

**5.4. General Conditions**

**5.4.1. 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 shall submit a signed Declaration of Non-Collusion (Appendix E.1). No other form will be accepted.

**5.4.2. Acceptance and Disposition of Proposals**

The City of Los Angeles 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.

All proposals submitted in response to this RFP shall become the property of the City of Los Angeles 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 City as a waiver of any exemption claim. The identification of exempt information must be more specific.

In addition to the requested copies under Section 4.3.1 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.”

It is the intent of the City of Los Angeles to award a contract in a form approved by the City Attorney to the selected proposer. The RFP and the contractor’s proposal, or any part thereof, may be incorporated into and made part of the contract. The City reserves the right to further negotiate the terms and conditions of the contract. The City 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 because of unforeseen circumstances or if it is determined to be in the City’s best interest.

#### **5.4.3. Proposal Protest**

The City 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 shall 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:

Kris Morita, Asst. General Manager  
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 shall make a final determination with respect to the protest and shall award the contract accordingly or reject all proposals. This decision shall be final.

#### **5.4.4. RFP Revisions**

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

#### **5.4.5. 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 City 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.

#### **5.4.6. Information Requested and Not Furnished**

The information requested and, the manner of submission, are essential to permit prompt evaluation of all proposals. Accordingly, the City 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.

#### **5.4.7. 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 City's requirements cannot be considered. Proposals offered subject to conditions and/or limitations may be rejected as non-responsive.

**5.4.8. Proposal Errors**

Proposer is liable for all errors or omissions incurred by proposer in preparing the proposal. Proposers will not be allowed to alter proposal documents after the due date for submission.

The City reserves the right to make corrections or amendments due to errors identified in proposal by the City 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.

**5.4.9. Interpretation and Clarifications**

The City will consider prospective recommendations or suggestions regarding any requirements before the pre-proposal conference. All recommendations or suggestions must be in writing and submitted to the Contract Administrator. The City reserves the right to modify requirements on any RFP if it is in the best interest of the City.

**5.4.10. Cost of RFP**

The City is not responsible for any costs incurred by proposer while submitting proposals.

**5.4.11. 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 pre-proposal conference or proposal opening, please contact the Contract Administrator at least five working days prior to the scheduled event.

**5.4.12. Proposers Contact for Information**

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

Eloisa Sarao, Asst. Business Manager  
Los Angeles Public Library  
630 West Fifth Street  
Los Angeles, CA 90071  
E-mail: [esarao@lapl.org](mailto:esarao@lapl.org)

LAPL shall 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 <http://www.labavn.org> as an Amendment to the RFP.

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

**5.5. Standard Provisions for City Contracts**

All contracts entered into as a result of this RFP are subject to the Standard Provisions for Personal Services Contracts (Rev2\_3-09, see Attachment A).

**5.6. Supporting Documents Required By the City of Los Angeles**

**5.6.1. 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 Appendix E.2, "Contractor Responsibility Ordinance," for further information regarding the requirements of the Ordinance.

All proposers shall complete and return, with their proposal, the Responsibility Questionnaire included in Appendix E.3 and Pledge of Compliance to the Ordinance, Appendix E.4. Failure to return the completed questionnaire may result in a proposer being deemed non-responsive.

**5.6.2. Equal Benefits Ordinance**

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 10.8.2.1, Equal Benefits Ordinance (EBO).

All bidders/proposers shall complete and upload, the Equal Benefits Ordinance Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to award of a City contract valued at \$5,000. The Equal Benefits Ordinance Affidavit shall be valid for a period of twelve months from the date it is first uploaded onto the City's BAVN.

Bidders/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. Bidders/Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's web site at [www.bca.lacity.org](http://www.bca.lacity.org).

### **5.6.3. Living Wage Ordinance 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 that involve an expenditure or receipt 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 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Proposers shall refer to "Living Wage Ordinance" (Appendix E.5) and "Service Contractor Worker Retention Ordinance" (Appendix E.10) for further information regarding the requirements of the Ordinances.

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

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

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO or SCWRO Lists of Statutory Exemptions shall apply for exemption from the Ordinance(s) by submitting with their proposal the proposer Application for Non-Coverage or Exemption (Form OCC/LW-10, Appendix E.9), the Non-Profit/One Person Contractor Certification of Exemption Form (Form OCC-LW13, Appendix E.9a), or the Small Business Exemption Application (Form OCC/LW-26A, Appendix E.9b), and the SCWRO Application for Non Coverage or Exemption (Form OCC/SCWRO-1, Appendix E.11).

As of July 1, 2014, Contractor Employers shall pay employees a wage of no less than \$11.03 per hour with health benefits of \$1.25 per hour or \$12.28 per hour without health benefits. Such rates shall continue to be adjusted annually to correspond with adjustments to retirement benefits paid to members of the City Employment Retirement System (CERS).

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

Non-construction contracts 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. All bidders/proposers shall complete and upload, the Non-Discrimination/Equal Employment Practices Certification (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN at [www.labavn.org](http://www.labavn.org) no later than the time when an individual Bid/Proposal is submitted. However, bidders/proposers with Certifications previously uploaded to BAVN within the last year do not need to resubmit the document.

Non-construction contracts for which the consideration is \$100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. All bidders/proposers shall complete and upload, the City of Los Angeles Affirmative Action Plan (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) no later than the time when an individual Bid/Proposal is submitted. Bidders/Proposers opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto BAVN. Bidders/Proposers with Affirmative Action Plans previously uploaded to BAVN within the last year do not need to re-submit the document.

Furthermore, subject subcontractors shall be required to submit the Non-Discrimination/Equal Employment Practices Certification and Affirmative Action Plan to the successful bidder/proposer prior to commencing work on the contract. The subcontractors' Non-Discrimination/Equal Employment Practices Certification(s) and Affirmative Action Plan(s) shall be retained by the successful bidder/proposer and shall be made available to the Office of Contract Compliance upon request.

Both the Non-Discrimination/Equal Employment Practices Certification and the City of Los Angeles Affirmative Action Plan Affidavit shall be valid for a period of twelve (12) months from the date it is first uploaded onto the City's BAVN.

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 website at <http://bca.lacity.org>.

#### **5.6.5. Slavery Disclosure Ordinance**

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this

RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code.

All Proposers shall complete and upload the the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City of Los Angeles Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) prior to award of City contract.

Bidders/Proposers seeking additional information regarding the requirements of the Slavery Discovery Ordinance may visit the Bureau of Contract Adminsitration's website at <http://bca.lacity.org>.

**5.6.6. Child Support Obligations Compliance Form**

The City of Los Angeles has adopted an ordinance, see Appendix 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.

All proposers shall complete and return with their proposals the Certification of Compliance with Child Support Obligations included in Appendix 12a.

**5.6.7. 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 Appendix E.13. If the proposer has held no City of Los Angeles contracts during the preceding 10 years, this must be stated on the form.

**5.6.8. 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.

All proposers shall complete and return with their proposals the City of Los Angeles Residence Information Form included in Appendix E.14.

**5.6.9. 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, shall submit with its bid a certification, on a completed Bidder Certification CEC Form 50 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 10.4.4 shall 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, twelve (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 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 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or [ethics.lacity.org](http://ethics.lacity.org).

All proposers shall complete and return with their proposals the City Ethics Commission's Bidder Certification and Contributions Form 50, Appendix E.15 and Form 55, Appendix E.16 and Form 56, Appendix E.16a.

#### **5.6.10. 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.

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

The proposer shall 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 proposer's own cost and expense, proposer and each of its subcontractors shall procure and maintain the minimum insurance requirement for the term of the contract and any additional terms as outlined in Appendix E.17. Proposer 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 internet site, <http://track4la.lacity.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.

#### **5.6.12. 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 Appendix E.18, 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 Appendix E.18, 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 Appendix E.18 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.

#### **5.6.13. 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.

#### **5.6.14. Local Business Preference Program**

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 Appendix E.19).

#### **5.6.15. 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 Appendix E.20.

#### **5.6.16 First Source Hiring Ordinance**

Unless approved for an exemption, contractors under contracts 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 Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO). Bidders/Proposers shall refer to Appendices E.21 and E.21a "First Source Hiring Ordinance" for further information regarding the requirements of the Ordinance.

All Bidders/Proposers shall complete and upload the First Source Hiring Ordinance Affidavit (one (1) page) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) prior to award of a City contract. The First Source Hiring Ordinance Affidavit shall be valid for a period of twelve months from the date it is first uploaded onto the City's BAVN.

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

## 6. PROPOSER CHECK LIST

The proposal package should contain the following items. Additional forms may be required, as described in the Appendices, if proposer is applying for any exemptions or waivers or utilizes subcontractors as described in the Appendices.

Section	FORM/DOCUMENT DESCRIPTION		INITIAL
5.3.3.	◆ Cover Letter	<input type="checkbox"/>	
5.3.5.	◆ Relevant Experience	<input type="checkbox"/>	
5.3.6.	◆ References	<input type="checkbox"/>	
5.3.7.	◆ Project Cost Attachment 1-Proposal Response	<input type="checkbox"/>	
Appendix E.1	◆ Declaration of Non-Collusion	<input type="checkbox"/>	
Appendix E.3	◆ CRO Questionnaire	<input type="checkbox"/>	
Appendix E.4	◆ CRO, Pledge of Compliance	<input type="checkbox"/>	
Appendix E.5	◆ Living Wage Ordinance (LWO) and Amendments	<input type="checkbox"/>	
Appendix E.6	◆ LWO Employee Information Form	<input type="checkbox"/>	
Appendix E.7	◆ LWO Subcontractor Declaration of Compliance	<input type="checkbox"/>	
Appendix E.8	◆ LWO Subcontractor Information Form	<input type="checkbox"/>	
Appendix E.9	♣ LWO Non-Coverage Exemption Form (if applicable only)	<input type="checkbox"/>	
Appendix E.9a	♣ LWO Non-Profit/One Person Contractor Exemption Form (if applicable only)	<input type="checkbox"/>	
Appendix E.9b	♣ LWO Small Business Exemption Form (if applicable only, English)	<input type="checkbox"/>	
Appendix E.9c	♣ LWO Small Business Exemption Form (if applicable only, Spanish)	<input type="checkbox"/>	
Appendix E.10	♣ Service Contractor Worker Retention Ordinance (SCWRO) and amendments	<input type="checkbox"/>	
Appendix E.11	♣ SCWRO Application for Non-Coverage or Exemption (if applicable only)	<input type="checkbox"/>	
Appendix E.12a	◆ Child Support Certification of Compliance	<input type="checkbox"/>	
Appendix E.13	◆ City of Los Angeles Contract History	<input type="checkbox"/>	
Appendix E.14	◆ City of Los Angeles Residence Information	<input type="checkbox"/>	
Appendix E.15	◆ Bidder Certification Form 50	<input type="checkbox"/>	

Appendix E.16	◆ Bidder Certification Form 55	<input type="checkbox"/>	
Appendix E.16a	◆ Prohibited Contributors CEC Form 56	<input type="checkbox"/>	
Appendix E.17	■ Insurance Requirements	<input type="checkbox"/>	
5.6.10	◆ Business Tax Registration Certificate Copy	<input type="checkbox"/>	
5.6.2	▲ Equal Benefits Ordinance	<input type="checkbox"/>	
5.6.4	▲ Non-Discrimination/Equal Employment/Affirmative Action Plan	<input type="checkbox"/>	
5.6.5	▲ Slavery Disclosure Ordinance	<input type="checkbox"/>	
5.6.12	▲ Business Inclusion Program	<input type="checkbox"/>	
5.6.15	◆ Iran Contracting Act of 2010	<input type="checkbox"/>	
5.6.16	▲ First Source Hiring	<input type="checkbox"/>	

**KEY:**

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

## ATTACHMENT 1 - PROPOSAL RESPONSE

Prepare Executive Summary as described in Section 3.1.

Describe services offered as requested in Section 3.2.a Selection Lists and Notifications; 3.2.b Orders and Invoices; and, Section 3.2.d Processing and Other Services Provided.

### Complete the Following:

#### Turn-Around Time

Describe your average turn-around time (including physical processing of materials) for:

1. Rush orders	
2. In-stock items	
3. Items that must be obtained from publishers	

### 3.2.c. Discounts and Terms:

Please submit applicable costs/discounts for each of the sections listed. The vendor shall be responsible for applying accurate taxes and fees in effect on the date of proposal submission. Each tax and fee to be paid by LAPL should be listed as a separate line item. The vendor shall be responsible for the payment of business registration fees, permits, licenses, business and occupation taxes and all other taxes except California state sales tax payable to the vendor by LAPL.

Please list **flat** discounts offered to LAPL for the following binding/publisher categories for book materials and formats for non-book materials in each category:

TYPE	% DISCOUNT
Trade Hardcover Books	
Trade Quality Paperback Books	
Mass Market Paperback Books	
Trade University Press Books	
Non-Trade University Press Books	
Short Discount Books (technical, textbook, reference, small press)	
Publisher Reinforced Binding Books	
Publisher Library Binding Books	
DVD	
Music CD's	
Spoken Word Audio (unabridged editions on CD)	

**Processing Fees:**

**(1) Hardcover and Paperback Book Processing Services:**

Description of Service	Provide? Y/N	Charge/Cost per unit*
Mylar plastic jacket for hardcover books with dust jackets.		
Date Stamp (date book is processed) for all books		
Barcode label for all books (Note: Barcode numeric ranges are supplied by LAPL).		
Numeric call number or alpha genre code spine labels.		
Numeric call number or alpha genre code label on title page.		
Genre labels on selected-children's and teen titles. (Note: LAPL will designate Demco label).		
Books with accompanying discs should have disc placed in a clear, self-adhesive sleeve affixed to the inside back cover of the book.		
Standard 3M or Checkpoint theft detection		
LAPL agency property stamp		
LAPL agency property label on first page		
Searching LAPL's CARL.X system and creating item records for materials ordered		
Other - describe		

\*If you have a flat fee for all the above services your company provides, please list:

Hardcover processing per unit \_\_\_\_\_

Paperbacks processing per unit \_\_\_\_\_

**(2) Pre-binding for Paperbacks:**

Description of Service	Provide? Y/N	Charge/Cost per unit
Hardcover binding for paperbacks preserving original paperback cover including the original spine.		
Other - describe		

**(3) Music CD Processing Services:**

Description of Service	Provide? Y/N	Charge/Cost per unit**
Place music CD's in locking case compatible with <i>One-Time</i> brand decoupler.		
Affix or print rectangular barcode label on cover art insert. (Note: LAPL supplies barcode numeric ranges).		

Affix or print LAPL property label to front cover art insert.		
Affix LAPL property hub label including item barcode info to disk		
Affix or print call number spine label to cover art insert		
Affix or print "Case Locked. Please take to check-out desk" label to cover art insert		
Searching LAPL's CARL.X system and creating item records for materials ordered		
Other - describe		

Note: Music CD sets with more than two discs or which otherwise will not fit in single or double *One Time* locking cases would be sent to the library unprocessed.

\*\*If you have a flat fee for all the above services your company provides, please list:  
Music CD processing per unit \_\_\_\_\_

**(4) DVD Processing Services:**

Description of Service	Provide? Y/N	Charge/Cost per unit***
Place DVD(s) in <i>One-Time</i> locking case with full sleeve.		
Affix or print rectangular barcode label on cover art insert. (Note: LAPL supplies barcode numeric ranges).		
Affix or print LAPL property label on front cover art insert.		
Affix LAPL property hub label including item barcode info to disk		
Affix additional label with eye-readable item barcode to disk		
Affix or print call number spine label to cover art insert		
Affix or print "Case Locked. Please take to check-out desk" label to cover art insert		
Affix or print spine label with first two letters of the title to cover art insert		
Affix or print spine label with DVD title to cover art insert		
Searching LAPL's CARL.X system and creating item records for materials ordered		
Other - describe		

\*\*\*If you have a flat fee for all the above services your company provides, please list:  
DVD processing per unit \_\_\_\_\_

**(5) Spoken CD Processing Services:**

Description of Service	Provide? Y/N	Charge/Cost per unit****
Place discs in <i>Sound Safe</i> -type/heavy duty case so that entire title is packaged in one case.		
Affix or print rectangular barcode label on the cover art insert (Note: LAPL supplies barcode numeric ranges).		
Affix or print LAPL property label to front cover art insert.		
Affix or print call number spine label to cover art insert.		
Affix LAPL property hub label including item barcode info to all disks		
Searching LAPL's CARL.X system and creating item records for materials ordered		
Other - describe		

\*\*\*\*If you have a flat fee for all the above services your company provides, please list:  
Spoken CD processing per unit \_\_\_\_\_