

# **A G E N D A**

## **Board of Library Commissioners City of Los Angeles**

**Thursday, February 13, 2020**

### **CENTRAL LIBRARY**

Board Room, 4th Floor  
630 W. 5<sup>th</sup> 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 its attachments at the Information Desk of the Central Library and online at [www.lapl.org/about-lapl/board-library-commissioners](http://www.lapl.org/about-lapl/board-library-commissioners). Some large agreements or attachments that may not be viewable on the website will be available in their entirety at the Information Desk of the Central Library and provided at the Board Meeting.

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**1. Roll Call**

**2. Opening Remarks: Literary Appreciation**

**3. Approval of the Minutes: None**

**4. Public Comments (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 may be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.)*

**5. City Librarian's Comments and Announcements**

**6. City Librarian's Reports**

**Consent Items**

*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 the following gifts: (EXHIBIT "A")**

\$7,123.00 From the Friends of Baldwin Hills Library for the benefit  
of the Baldwin Hills Branch Library (Value of AV equipment)

\$6,223.98 From the Friends of the Platt Library for the benefit of the  
Platt Branch Library (Value of Upright Piano)

\$1,762.25 From the Friends of the Kaufman Brentwood Branch Library  
for the benefit of the Donald Bruce Kaufman-Brentwood Branch  
Library (Value of AV equipment)

- b. Recommendation to accept gift of 65 pieces of KJLA audiovisual equipment, valued over \$30,000, received from KJLA/The Complex Studios for the DYI Memory Lab at Central Library (EXHIBIT "B")

**Discussion Items**

- c. Recommendation to approve release of a Request for Proposals (RFP) for Special Events Coordinator Services (EXHIBIT "C")

7. **Presentation:** Library Security Update
8. **Various Communications:** None
9. **Commissioners' Comments, Announcements and Review of Matters Pending**
10. **Adjournment**

**NEXT BOARD MEETING NOTICE**

The next Regular Meeting of the Board is scheduled for Thursday, **February 27, 2020**, at the **Central Library**, Board Room, 4<sup>th</sup> Floor, 630 W. Fifth Street, CA 90071, at **11:00 A.M.**

**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.

**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. Sign language interpreters, communication access real-time transcription (CART), assistive listening devices or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. For Sign Language Interpreters is strongly recommended to make the request five (5) or more business days prior to the meeting. For additional information, please contact the Board Office at (213) 228-7530.

**Rules of Decorum:** Persons addressing the Commission shall not 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. The Presiding Officer has the authority to issue a warning to a person violating the Rules. 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 failing to leave after being ordered to do so by the Presiding Officer and who willfully resists, delays or obstructs removal by the Sergeant-at-Arms, may be subject to arrest for violation of the Penal Code or Los Angeles Municipal Code. (Rev.11/2018)

**For more information, contact:** Library Commission Office (213) 228-7530.

**POSTED:** 2/10/20

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

February 13, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE BALDWIN HILLS LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of audio visual equipment including a digital projector and sound system valued at \$7,123 received from the Friends of the Baldwin Hills Library, for the benefit of the Baldwin Hills Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of the Baldwin Hills Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. This gift of audio visual equipment including a digital projector and sound system valued at \$7,123 will be used in the community room for library programming at the Baldwin Hills Branch Library.
2. A letter of thanks should be sent to:

Stephanie Moore, President  
Friends of the Baldwin Hills Library  
2906 S. La Brea Avenue  
Los Angeles, CA 90016

Prepared by: Erika Thibault, Western Area Manager

Reviewed by: Chad Helton, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

February 13, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE PLATT LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of a Kawai K-300 Upright Piano valued at \$6,223.98, received from the Friends of the Platt Library for the Platt Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of the Platt Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. This gift of a Kawai K-300 Upright Piano valued at \$6,223.98 will be used for musical programming at the Platt Branch Library.
2. A letter of thanks should be sent to:

Maureen Gold, President  
Friends of the Platt Library  
23600 Victory Blvd  
Woodland Hills, CA 91367-1349

Prepared by: Ruth Seid, West Valley Area Manager

Reviewed by: Chad Helton, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

February 13, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE KAUFMAN  
BRENTWOOD BRANCH LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of audio visual equipment including a stereo amplifier and Blu-ray player valued at \$1,762.25 received from the Friends of the Kaufman Brentwood Branch Library, for the benefit of the Donald Bruce Kaufman – Brentwood Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of the Kaufman Brentwood Branch Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. The gift of audio visual equipment including stereo amplifier and Blu-ray player valued at \$1,762.25 will be used for programming and presentations at the Donald Bruce Kaufman – Brentwood Branch Library.
2. A letter of thanks should be sent to:

Said Jabbari, President  
Friends of the Kaufman Brentwood Branch Library  
11820 San Vicente Blvd.  
Los Angeles, CA 90049


Prepared by: Erika Thibault, Western Area Manager

Reviewed by: Chad Helton, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

February 13, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF KJLA AUDIOVISUAL EQUIPMENT DONATION**

**RECOMMENDATION:**

That the Board of Library Commissioners adopt the following resolution:

RESOLVED, That a donation of sixty-five (65) pieces of high grade professional audiovisual equipment for the DIY Memory Lab on behalf of the KJLA / The Complex Studios to the Los Angeles Public Library be accepted, and;

FURTHER RESOLVED, That a letter of thanks be written to Tony Solano, Chief Engineer of KJLA / The Complex Studios for facilitating this generous donation.

**FINDINGS:**

1. The DIY Memory Lab is located in the Octavia Lab at Central Library and consists of Do-It-Yourself personal archiving and digitization stations that contain archival grade equipment to help patrons preserve their memories and archives digitally.
2. The DIY Memory Lab can digitize multiple formats of material, including slides, negatives, photos, VHS and VHS-C, DV and MiniDV, ¾" U-Matic, super 8 and 8mm film, compact audio cassette and reel to reel audio tape.
3. DIY Memory Lab was the fruit of an IMLS grant award in 2017 and LAPL is one of seven partner libraries nationwide in the Memory Lab Network.
4. Staff members Suzanne Im, Librarian III, Digitization & Special Collections and Kurt Thum, Librarian III, Pio-Pico Koreatown branch, who wrote and applied for the grant and built out the DIY Memory Lab with its requisite equipment, policies and procedures, reached out to KJLA Studios in 2018 to inquire if they had any obsolete equipment they were willing to donate. Tony Solano, the institutional contact, responded and agreed to donate equipment they were no longer using to the Library for DIY Memory Lab use.
5. KJLA is the Los Angeles home for Azteca America. Azteca America is an American Spanish-language broadcast television network that is owned by Azteca International Corporation subsidiary of TV Azteca. KJLA is carried in Los Angeles on approximately 2.8 million cable homes and 2 million DBS satellite

homes. KJLA can also be seen on Channel 57.1 digital over the air in the Los Angeles market.

6. Procurement of obsolete or older equipment is important and essential for the DIY Memory Lab because patrons are using this service to digitize older, obsolete formats.
7. The donated equipment list is as follows:
  - a. Broadcast camera rigs
  - b. Sony DVCAM Player/Recorders
  - c. Sony DVCAM Compact Player/Recorders
  - d. BITREE Analog Video Patchbay BNC Connectors
  - e. TASCAM Digital Audio Tape Deck
  - f. Videotek Color Corrector
  - g. Tektronix Waveform / Serial Component Monitor
  - h. Tektronix Stereo Audio Monitor
  - i. Buf Technology BFV/VTX-2000R VTR Centers
  - j. Miranda Analog to Digital Bi-Directional Media Converters
  - k. BITREE Audio Patchbay Phoenix Connectors
  - l. Rolls Line Stereo Line Mixer
  - m. Sony Betacam SP
  - n. Sony DigiBeta
  - o. Sony Betacam SX decks
  - p. Wohler Full-range Stereo Monitoring Speaker Unit
  - q. DPS Component Rack Mount
  - r. Sony Digital Betacam Player
  - s. DVC Pro50
  - t. Wohler Stereo Analog Audio Monitoring Systems
  - u. Ikegami Color Monitors
  - v. A/V Racks
  - w. JVC Professional D-VHS Deck
  - x. Pioneer DVD Recorders
  - y. DNF Timebase Corrector Control Panel
  - z. Tripp Lite Surge Protector Rackmount Outlet
  - aa. Tripp Lite Outlet Power Strip
  - bb. Wiremold Rackmount Power Tap
  - cc. Sony 8" Color Video Monitor
  - dd. G-Technology High-Speed External RAID Solution
  - ee. Ross Video Switcher
  - ff. Apple Computer Monitor
  - gg. ESE Timecode Reference Clock
  - hh. Leitch 16x1 Switcher
  - ii. Tannoy Desktop Studio Monitor Speakers
  - jj. Wohler Digital Audio Monitor Panel
  - kk. Tektronix Waveform Monitor / Vectorscope
  - ll. 3 panel 5" Video Display

mm. Avitech Switcher/Router  
nn. Mackie 14 Track Mic/Line Mixing Board  
oo. DBX Compressor/Limiters  
pp. Neve Stereo Compressor/Limiters  
qq. Teletronix Amplifier  
rr. Apple Power Mac Pro Computer

8. In total, sixty-five (65) pieces of equipment were donated by KJLA Studios, from the period July 2018 to December 2019, with a market value of over \$30,000.
9. Equipment for these formats is often no longer readily available for purchase, making this generous donation especially timely, helpful and significant.

Prepared by: Ani Boyadjian, Research & Special Collections Manager

Reviewed by: Kren Malone, Central Library Director



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**JOHN F. SZABO**  
CITY LIBRARIAN

February 13, 2020

**LIBRARY RESOLUTION NO. 2020-XX (C-XX)**

WHEREAS, The DIY Memory Lab is located in the Octavia Lab at Central Library and consists of Do-It-Yourself personal archiving and digitization stations that contain archival grade equipment to help patrons preserve their memories and archives digitally. The DIY Memory Lab can digitize multiple formats of material, including slides, negatives, photos, VHS and VHS-C, DV and MiniDV, ¾" U-Matic, super 8 and 8mm film, compact audio cassette and reel to reel audio tape; and

WHEREAS, DIY Memory Lab was the fruit of an IMLS grant award in 2017 and Los Angeles Public Library is one of seven partner libraries nationwide in the Memory Lab Network; and

WHEREAS, Staff members reached out to KJLA Studios in 2018 to inquire if they had any obsolete equipment they were willing to donate for LAPL DIY Memory Lab use; and

WHEREAS, KJLA is the Los Angeles home for Azteca America. Azteca America is an American Spanish-language broadcast television network that is owned by Azteca International Corporation subsidiary of TV Azteca. KJLA is carried in Los Angeles on approximately 2.8 million cable homes and 2 million DBS satellite homes. KJLA can also be seen on Channel 57.1 digital over the air in the Los Angeles market; and

WHEREAS, Procurement of obsolete or older equipment is important and essential for the DIY Memory Lab because patrons are using this service to digitize older, obsolete formats; and

WHEREAS, In total, sixty-five (65) pieces of equipment were donated by KJLA Studios, from the period July 2018 to December 2019, with a market value of over \$30,000. Equipment for these formats is often no longer readily available for purchase, making this generous donation especially timely, helpful and significant.

THEREFORE BE IT RESOLVED, That a donation of sixty-five (65) pieces of high grade professional audiovisual equipment for the DIY Memory Lab on behalf of the KJLA / The Complex Studios to the Los Angeles Public Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be written to Tony Solano, Chief Engineer of KJLA / The Complex Studios for facilitating this generous donation.

This is a true copy:

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Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT:

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

February 13, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **APPROVE A REQUEST FOR PROPOSALS FOR A SPECIAL EVENTS  
COORDINATOR FOR THE LOS ANGELES PUBLIC LIBRARY**

**RECOMMENDATIONS**

That the Board of Library Commissioners:

1. Approve the release of a Request for Proposals (RFP) for a Special Events Coordinator at the Los Angeles Public Library and authorize the City Librarian, or designee, to advertise and distribute the RFP to potential proposers;
2. Require the proposals to be submitted to the Office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071, at a date and time selected by the City Librarian, or designee;
2. Determine, in accordance with the Los Angeles City Charter Section 1022, that it is more economical that these services be performed by an independent contractor than by City employees; and
3. Adopt the attached Resolution regarding the release of the RFP, the proposal submission, and Los Angeles City Charter Section 1022.

**FINDINGS**

1. The Los Angeles Public Library (LAPL) desires to issue an RFP to select a qualified Special Events Coordinator—an individual or company to provide professional and technical consulting services to develop, organize and manage a wide range of events from the initial contracting to hands-on execution of the events. These events range from intimate receptions to large-scale special events in Central Library and branch library facilities. The Central Library and branch libraries have meeting rooms and other facilities available for public and private use.
2. The term of the agreement with the Special Events Coordinator would be three years.

3. Funds are available for the proposed contract in the Library's Contractual Services Account.
4. This RFP has been reviewed by the Office of the City Attorney as to form.

Project Manager: Eloisa Sarao, Director of Facilities & Event Management

Prepared by: Deirdre Gomez, Senior Management Analyst

Reviewed by: Madeleine M. Rackley, Business Manager

**BOARD OF LIBRARY  
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(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

February 13, 2020

**LIBRARY RESOLUTION NO. 2020-XX (C-XX)**

WHEREAS, The Los Angeles Public Library (LAPL) desires to issue a Request for Proposals (RFP) to select a qualified Special Events Coordinator—an individual or company to provide professional and technical consulting services to develop, organize and manage a wide range of events from the initial contracting to hands-on execution of the events; and

WHEREAS, These events range from intimate receptions to large-scale special events in Central Library and branch library facilities; and

WHEREAS, The Central Library and branch libraries have meeting rooms and other facilities available for public and private use; and

WHEREAS, The term of the agreement with the Special Events Coordinator would be three years:

THEREFORE RESOLVED, That the Board of Library Commissioners authorizes the City Librarian, or designee, to release the Request for Proposals (RFP) for a Special Events Coordinator and to advertise and distribute the RFP to potential proposers; and

FURTHER RESOLVED, That the Board of Library Commissioners determines, in accordance with Los Angeles City Charter Section 1022, that it is more economical that the services be performed by an independent contractor than by City employees; and

FURTHER RESOLVED, That the proposals be submitted to the Office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071, at a date and time selected by the City Librarian, or designee.

This is a true copy:

\_\_\_\_\_  
Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT:

**CITY OF LOS ANGELES  
LOS ANGELES PUBLIC LIBRARY  
REQUEST FOR PROPOSALS  
FOR  
SPECIAL EVENTS COORDINATOR**

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

Phone: 213.228.7000

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

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

**REQUEST FOR PROPOSALS  
SPECIAL EVENTS COORDINATOR  
CITY OF LOS ANGELES  
LOS ANGELES PUBLIC LIBRARY (LAPL)**

**DATE RFP Issued:** February \_\_, 2020

**Title:** RFP # 44-021  
Special Events Coordinator

**Description:** The Los Angeles Public Library (LAPL) is issuing a Request for Proposals (RFP) to select a qualified Special Events Coordinator—an individual or company to provide professional and technical consulting services to coordinate a wide range of events in Central Library and branch library facilities.

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

**Term:** Three years

**Key Dates:**

Proposal Due: **April 15, 2020, 2:00p.m.**

Proposal Delivery  
Address: Los Angeles Public Library  
Board of Library Commissioners Office, 4th Floor  
630 W. Fifth St., Los Angeles, CA 90071  
Attn: Raquel Borden, Commission Executive Assistant II

Mandatory Pre-proposal  
Conference: **March 25, 2020 at 10:00 a.m.**  
Central Library Board Room  
630 W. Fifth Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90071  
(RSVP to Eloisa Sarao, [esarao@lapl.org](mailto:esarao@lapl.org))

Project Manager: Eloisa Sarao  
[esarao@lapl.org](mailto:esarao@lapl.org)

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

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- H. PROPOSAL SUBMITTAL AND GENERAL REQUIREMENTS
- I. PROPOSAL SUBMITTAL CHECKLIST

### **Attachments**

- Attachment 1 Standard Provisions for City Contracts (Rev. 10/17 [v.3])
- Attachment 2 Proposal Submittal Checklist
- Attachment 3 Equal Benefits Ordinance / First Source Hiring Ordinance Instructions
- Attachment 4 Disclosure Ordinance
- Attachment 5 Local Business Preference Program Affidavit Instructions

### **Exhibits**

- E.1 Declaration of Non-Collusion
- E.2 Contractor Responsibility Ordinance (CRO)
- E.3 CRO Questionnaire
- E.4 CRO Pledge of Compliance
- E.5 Living Wage Ordinance (LWO) (Submit ONLY if seeking exemptions)
- E.6 LWO Employee Information Form
- E.7 LWO Subcontractor Declaration of Compliance
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- E.9 LWO Non-Coverage Exemption Form (if applicable)
- E.9a LWO Small Business Exemption Form (English) (if applicable)
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**The Los Angeles Public Library**  
**Invites responses to a Request for Proposals (RFP)**  
**for**  
**SPECIAL EVENTS COORDINATOR**

**Request for Proposals documents are available at:**

<http://www.labavn.org>

Proposer must register on this website (Los Angeles Business Assistance Virtual Network) before accessing the RFP and updates.

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

**Wednesday, April 15, 2020, 2:00 p.m.**

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

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

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

## **A. SUMMARY**

The Los Angeles Public Library (Library) is issuing a Request for Proposals (RFP) to select a qualified Special Events Coordinator—an individual or company to provide professional and technical consulting services to develop organize and manage all events from contract to hands-on execution for a wide range of events. These events range from intimate receptions to large-scale special events in Central Library and branch library facilities. The Special Event Coordinator will work with individuals and organizations (Clients). The Central Library and branch libraries have meeting rooms and other facilities available for public and private use. The services of a qualified Special Events Coordinator will be provided under a personal services contract with the Library beginning approximately April 2020.

## **B. SERVICES TO BE PROVIDED**

The Special Events Coordinator will be expected to perform the following:

### **1. Coordination**

- a. Research and develop event concept. Oversee and design the logistics and management of all event elements.
- b. Identify staffing needs and generate all requests for in-house coordinating services (i.e. docent tours, security officers, building maintenance, custodial services, event attendants, audio visual services, sign requests, freight and parking arrangements, etc.). Develop and distribute event requests to Library personnel and other agencies involved; provide continuous follow through communication. Schedule and attend pre and post event meetings.
- c. Research and assist Client in selection of the most cost-efficient vendors and contractors to provide quality service.
- d. Conduct site inspections with Client and Client's contractors who wish to use the Library facilities. Communicate Library policy requirements to Client and Client's vendors.
- e. Create event proposals, menus, customized budgets, and invoices for the Client.
- f. Organize/coordinate all aspects of the event including vendor contact, staff requests, and sign requests.
- g. Input scheduled and tentative events on the Library's master event calendar.
- h. Prepare and modify events upon Clients' requests.

- i. Develop detailed event timelines with consideration for the Library's hours when open to the public and other scheduled events and programs.
- j. Submit applications and acquire any/all City permits.
- k. Coordinate the approval of event plans with Los Angeles Fire Department (LAFD).
- l. Serve as liaison among Library staff, Client, Client's vendors, and contractors.
- m. Communicate event set-up and strike expectations with Library staff, such as Event Attendants, Custodial, Security, Maintenance, and Audiovisual that are required for event. Ensure correct signage for the event is prepared and posted in a timely manner.
- n. Provide on-site coordination (days, evenings, weekends), including set up and strike time, ensure that Library policies governing the use of the facility are complied with and Library facilities are protected from damage.
- o. Create and maintain Client files. Track event payments and fees including check requests, invoicing and annual reporting.
- p. Participate in monthly calendar meetings with Library Management, Security, Custodial, Audiovisual, Public Relations and other relevant personnel to plan upcoming events and evaluate past events.

2. Public Relations/Marketing Function

- a. Respond to corporate, non-profit, weddings and all event inquiries from outside organizations via phone/email regarding use of Library space for meetings and special events.
- b. Respond to Library staff inquiries about Library-sponsored events. Assist with event concept and implementation.
- c. Coordinate appointments to meet with potential Clients, conduct site inspections of the facility, identify coordination issues and determine how best the Library facility can serve Client needs.
- d. Build and develop excellent client relationships to help ensure return business and positive word of mouth resulting in publicity and new business.
- e. Promote Library as an event site and solicit new business via networking events and industry events.

### 3. Administrative Tasks

- a. Prepare and distribute all event-related documents for each event to Library staff and Client.
- b. Assess needs and determine costs for events, including costs for security, custodial, audiovisual, and facility coordination services. Prepare Library permit forms outlining library personnel fees and send the proposed agreement to Client.
- c. Instruct the Client, vendors, and contractors to submit required insurance for approval to the City of Los Angeles website [www.kwikcomply.org](http://www.kwikcomply.org) **prior** to event. Work with the Office of the City Administrative Officer and their risk managers to obtain required insurance requirement for an event.
- d. Obtain executed agreement and collect all rental and staff fees from Client prior to event.
- e. Conduct post event follow up with Library staff regarding any additional overtime required for which Client is responsible.
- f. Recommend and establish new procedures and forms required for meetings and special events held at the Central Library and branch library facilities.
- g. Maintain accurate event files for past and pending events, and prepare reports and statistics as requested by the Library.
- h. Assist in the development, issuance, and maintenance of a master calendar of events and database.

### C. WORK SCHEDULE

The Special Events Coordinator will work the hours that best meet the demands of the meetings or special events as they are scheduled by the Library to assure the success of the event. It is expected that between 20 to 50 hours per week will be required for the performance of services under this Agreement, depending upon the event schedule. This position requires flexibility with time, so that the Special Events Coordinator is available when events are scheduled at the Library. The exact days and hours of the Coordinator's work schedule will depend on the schedule of special events at Library facilities requiring the Coordinator's services.

From time to time, there may be mandatory events that will require the Special Events Coordinator to remain on-site.

**D. WORKSITE**

The Library will provide Coordinator workspace, landline telephone, two-way radio/walkie-talkie, a computer and office supplies for the performance of the services to be provided under this Agreement.

**E. TERM OF AGREEMENT**

The term of this Agreement shall be for three years.

**F. QUALIFICATIONS OF COORDINATOR**

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

1. A minimum of five years of paid experience in scheduling and coordinating large-scale special events (more than 200 attendees).
2. Ability to anticipate project needs, prioritize work, meet deadlines without supervision. Manage multiple projects and work assignments
3. Possess scheduling, budgeting, organizational and logistic skills.
4. Knowledge of the technical and legal requirements of a special event (i.e., catering, audiovisual, sound, electrical, and permitting requirements), as they relate to the physical and technical limitations of the event site, permits and insurance required by various agencies (i.e. Fire Department).
5. Have access to a broad network of professionals capable of providing services in support of events, such as catering, which may be required by the Library or Client.
6. Manage complex communications among numerous service providers efficiently.
7. Ability to gather information, analyze data, and develop relevant concise recommendations or alternatives within relatively short time frames, and in writing if necessary.
8. Management and coordination skills to organize events simultaneously, schedules, staff, equipment, security, maintenance, and procurement of insurance and other documentation.
9. Broad understanding of facility and events management and ability to respond to diverse Client needs.

10. Strong negotiating skills and judgment to reach agreement with prospective Clients regarding their event requirements while safeguarding library facility from damage and event participants from injury.
11. Ability to establish and maintain organized files and records.
12. Working knowledge of computer applications such as email, Microsoft Word and Excel.
13. Excellent interpersonal skills and team-player attitude.
14. Knowledge of current menu planning, food presentation, and banquet services.

#### **G. EVALUATION AND SELECTION PROCESS**

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

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

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

##### **1. 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 March 25, 2020 at 10:00 a.m. at the LAPL's Central Library, Board of Library Commissioner's Board Room, 630 W. Fifth St., Los Angeles, CA 90071.

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.19). Any questions related to the RFP will be addressed at the Pre-proposal Conference.

2. Proposal Format

Proposals must 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 should disregard any previous material and oral representations that may have been obtained by the proposer. Proposals will be submitted in accordance with the requirements of this RFP, including any addenda.

3. Submission Requirements

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

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 (1) original RFP signed in ink and four (4) 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 should be addressed as follows:

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

**A proposal must be received at the address given above on or before 2:00 p.m. on Wednesday April 15, 2020. A proposal received after 2:00 p.m. on April 15, 2020 will not be accepted and will be returned to the proposer unopened.**

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

3.2. In Writing

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

Provide examples of relevant projects completed to demonstrate applicability to LAPL's needs.

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, email and contact information of the person or persons who will be authorized to represent the proposer. Provide a brief introduction about the proposer's qualifications related to the RFP needs.

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.

3.5. Relevant Experience

The experience of the proposer should be described in detail, including work of a similar nature.

3.6. References

A list and detailed description of at least five successfully completed programs within the last two years with dates of completion is to be provided that resemble the work described in Sections B and F of this RFP. Please list the name, his/her position, organization, address, phone number, and email address. For each reference, describe the nature of the project, the timeline to complete the project, and if the project was completed within the original agreed upon timeline.



### 3.7. List of Backup Personnel

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

### 3.8. Fee Schedule and Expenses

Provide the hourly rate you will charge.

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

### 3.9. Selections Process

Following an initial screening of the proposals received and upon investigation of the references listed, the Library staff will compile a short list of candidates. These candidates may be called in for oral interviews. From this process, a candidate with the best qualifications will be selected.

### 3.10. Social Security Numbers

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

## 4. General Conditions

### 4.1. Declaration of Non-Collusion

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

Proposers will submit a signed Declaration of Non-Collusion (Exhibit

E.1). No other form will be accepted.

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

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

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.

#### 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 will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings. At a minimum, any written protest document must include the following:

1. Name, address, and telephone number of the protesting party
2. Name and number of this RFP.
3. Detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents. The statement must also refer to the specific portion of the documents that form the basis of the protest.
4. Request for a ruling from LAPL.
5. Statement as to the form of relief requested.

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

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

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

#### 4.4. RFP Revisions

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

#### 4.5. Transfers, Joint Ventures and Use of Subcontractors

Proposer shall not, without written consent of LAPL assign, hypothecate, or mortgage any terms in a contract with the 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.

#### 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.

#### 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.

#### 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.

#### 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.

#### 4.10 Cost of RFP

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

#### 4.11. Americans with Disabilities Act

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

#### 4.12. Proposers Contact for Information

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

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

LAPL will be the sole judge of whether or not an answer is required. All questions submitted in writing by a proposer and answers provided by LAPL will be posted on <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. Standard Provisions for City Contracts (Rev 10/17) [v.3]

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

#### 6. Supporting Documents Required By the City of Los Angeles

##### 6.1. Contractor Responsibility Ordinance

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor

Responsibility Ordinance (CRO). Proposers shall refer to Exhibit E.2, "Contractor Responsibility Ordinance," for further information regarding the requirements of the Ordinance.

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

## 6.2. Equal Benefits Ordinance/First Source Hiring Ordinance

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

### Equal Benefits Ordinance

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

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

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

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

### First Source Hiring Ordinance

Unless approved for an exemption, Contractors under contracts used primarily for the furnishing of services to or for the City, the

value of which exceeds \$25,000 with a term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Sections 10.44, et seq., First Source Hiring Ordinance (FSHO).

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

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

6.3. 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 and that involve an expenditure in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) (Exhibit E.5) and 10.36 et seq., Worker Retention Ordinance (WRO) (Exhibit E.10). Bidders/Proposers who believe that they meet the qualifications for one of the exemptions shall apply for exemption from the Ordinance by completing and submitting the appropriate Exemption/Non-Coverage Application form with their proposal. Application forms are as follows: Exemption Application (Form LW-10) (Exhibit E.9), Small Business Exemption Application (Form LW-26) (Exhibit E.9a English, Exhibit E.9b Spanish), 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28) (Exhibit E.9c), and Non-Coverage Determination Application (Form OCC/LW-29) (Exhibit E.9d). These forms and more detailed information about the ordinances are available on the Bureau of Contract Administration's website at <https://bca.lacity>.

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

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

The living wage rates, effective July 1, 2019, will increase by \$1.00 per hour for a new living wage rate of \$14.25 per hour with health benefits of \$1.25 per hour, or \$15.50 per hour if health benefits are not provided. For "Airport Employees," the living wage and health benefits hourly rates, effective July 1, 2019, will increase to \$15.25 per hour and \$5.34 per hour, respectively or \$20.59 per hour if health benefits are not provided. These increases are applicable to service contractors, lessees, licensees, City financial assistance recipients, and their subcontractors that are subject to the Living Wage Ordinance. Additionally, subject contractors, lessees, licensees and City financial assistance recipients are required to notify their subcontractors, if any, of the wage rate adjustments, and to ensure that the increases are provided to their affected employees beginning July 1, 2019.

6.4. Non-Discrimination/Equal Employment/Affirmative Action Plan

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

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

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

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



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

6.5. Disclosure Ordinance Affidavit (Online Submission)

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

6.6. Child Support Obligations

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

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

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 Exhibit E.13. If the proposer has held no City of Los Angeles contracts during the preceding ten (10) years, this must be stated on the form.

#### 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 will complete and return with their proposals the City of Los Angeles Residence Information Form included in Exhibit E.14.

#### 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, will submit with the 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 10.40.4 do not apply to this subsection.

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

CEC Form 55 requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 will be deemed 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, Exhibit E.15 and Form 55, Exhibit E.16 and Form 56, Exhibit E.16a.

#### 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.

#### 6.11. City's Insurance Requirements

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

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

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

#### 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 Citywide RFP – BAVN BIP (Exhibit E.19), the Business Inclusion Program, of this RFP. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs may be in the form of subcontracting. Proposers must refer to BAVN BIP Walkthrough (Exhibit E.19a), Business Inclusion Program of this RFP for additional information and instructions. BIP outreach must be performed using the Business Assistance Virtual Network ([www.labavn.org](http://www.labavn.org)). **A proposer's failure to utilize and complete their BIP Outreach as described in Exhibit E.19, and E.19a may result in their proposal being deemed non-responsive.**

For assistance on how to use BAVN go to: <http://bca.ci.la.ca.us/index.cfm> > contracting resources > BAVN BIP Outreach Helpful Hints.

#### 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.

#### 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 Attachment 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 Exhibit E.18).

**I. PROPOSAL SUBMITTAL CHECKLIST**

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

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

Your proposal **MUST** include the following components and compliance documents listed on the standalone following pages:

Section	FORM/DOCUMENT DESCRIPTION		INITIAL
3.3.3.	* Cover Letter	<input type="checkbox"/>	
3.3.5.	* Relevant Experience	<input type="checkbox"/>	
3.3.6.	* References	<input type="checkbox"/>	
3.3.8.	* Fee Schedule and Expenses	<input type="checkbox"/>	
4.4.1	* Declaration of Non-Collusion - Exhibit E.1	<input type="checkbox"/>	
6.6.1	* Contractor Responsibility Ordinance (CRO) - Exhibit E.2	<input type="checkbox"/>	
6.6.1	* CRO Questionnaire - Exhibit E.3	<input type="checkbox"/>	
6.6.1	* CRO Pledge of Compliance - Exhibit E.4	<input type="checkbox"/>	
6.6.3	* Living Wage Ordinance (LWO) & Wage Rate Chart - Exhibit E.5	<input type="checkbox"/>	
6.6.3	* LWO Employee Information Form - Exhibit E.6	<input type="checkbox"/>	
6.6.3	* LWO Subcontractor Declaration of Compliance- Exhibit E.7	<input type="checkbox"/>	
6.6.3	* LWO Subcontractor Information Form – Exhibit E.8	<input type="checkbox"/>	
6.6.3	* LWO Non-Coverage Exemption Form (if applicable only) - Exhibit E.9	<input type="checkbox"/>	
6.6.3	* LWO Small Business Exemption Form (if applicable only, English) - Exhibit E.9a	<input type="checkbox"/>	
6.6.3	* LWO Small Business Exemption Form (if applicable only, Spanish) - Exhibit E.9b	<input type="checkbox"/>	
6.6.3	* Non-Profit Exemption Application) - Exhibit E.9c	<input type="checkbox"/>	
6.6.3	* Non-Coverage Determination Application - Exhibit E.9b	<input type="checkbox"/>	
6.6.3	* LWO Non-Profit Exemption Application – Exhibit E.9c	<input type="checkbox"/>	
6.6.3	* LWO Non-Profit Exemption Application – Exhibit E.9d	<input type="checkbox"/>	
6.6.3	* Service Contractor Worker Retention Ordinance (SCWRO) - Exhibit E.10	<input type="checkbox"/>	
6.6.3	* SCWRO Form for Non-Coverage or Exemption (if applicable only) - Exhibit E.11	<input type="checkbox"/>	
6.6.6	* Child Support Assignment Orders Ordinance - Exhibit E.12	<input type="checkbox"/>	
6.6.6	* Certificate of Compliance with Child Support Obligations - Exhibit E.12a	<input type="checkbox"/>	
6.6.7	* City of Los Angeles Contract History -Exhibit E.13	<input type="checkbox"/>	
6.6.8	* City of Los Angeles Residence Information - Exhibit E.14	<input type="checkbox"/>	
6.6.9	* Bidder Certification CEC Form 50 - Exhibit E.15	<input type="checkbox"/>	

6.6.9	* Bidder Certification CEC Form 55 - Exhibit E.16	<input type="checkbox"/>	
6.6.9	* Prohibited Contributors CEC Form 56 – Exhibit E.16a	<input type="checkbox"/>	
6.6.10	* Business Tax Registration Certificate	<input type="checkbox"/>	
6.6.15	* Iran Contracting Act of 2010 Affidavit – Exhibit - E.18 Note: This requirement is only applicable for contracts estimated at \$1M or more.	<input type="checkbox"/>	
6.6.2	^ <u>Equal Benefits / First Source Hiring Ordinance</u> (See Attachment 3, Section 24(a)(b) for instructions)	<input type="checkbox"/>	
6.6.4	^ Non-Discrimination/Equal Employment/ Affirmative Action Plan	<input type="checkbox"/>	
6.6.5	^ <u>Disclosure Ordinance (Indefinite Application)</u> (See Attachment 4, Section 24(c) for instructions)	<input type="checkbox"/>	
6.6.12	^ Citywide RFP – BAVN Business Inclusion Program(BIP) Exhibit E.19	<input type="checkbox"/>	
6.6.12	^ BAVN BIP Walkthrough - Exhibit E.19a	<input type="checkbox"/>	
6.6.14	^ Local Business Preference Program (See Attachment 5 for instructions)	<input type="checkbox"/>	
<b>ADDITIONAL DOCUMENTS REQUIRED PRIOR TO CONTRACT EXECUTION</b> Note: These documents are not required at the proposal submission stage. If a Proposer wishes to supply them, they may do so. No extra points will be provided if Proposer chooses to submit these items with their proposal.			
6.6.11	@ Insurance Requirements - Exhibit E.17	<input type="checkbox"/>	
	@ Secretary of State Documentation Proposer Workforce Information	<input type="checkbox"/>	
	@ Corporate Documents	<input type="checkbox"/>	
	@ City Business License Number	<input type="checkbox"/>	
	@ Request for Taxpayer Identification Number (Form W-9)	<input type="checkbox"/>	

**KEY:**

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