



INTERNAL SERVICES DEPARTMENT

REQUEST FOR PROPOSALS

FOR

CUSTODIAL SERVICES

RFP #104252

JANUARY 2011

**Prepared By
County of Los Angeles**

REQUEST FOR PROPOSALS (RFP)
CUSTODIAL SERVICES
TABLE OF CONTENTS

1.0	INTRODUCTION.....	1
1.1	Purpose	1
1.2	Overview of Solicitation Document.....	1
1.3	Terms and Definitions	2
1.4	Minimum Mandatory Requirements	2
1.5	County Rights & Responsibilities	3
1.6	Contract Term	3
1.7	Contract Rates	3
1.8	Days of Operation	4
1.9	Contact with County Personnel	4
1.10	Final Contract Award by the Board of Supervisors	4
1.11	Mandatory Requirement to Register on County's WebVen.....	4
1.12	County Option to Reject Proposals	5
1.13	Protest Policy Review Process.....	5
1.14	Notice to Proposers Regarding the Public Records Act.....	5
1.15	Indemnification and Insurance	6
1.16	SPARTA Program.....	6
1.17	Injury & Illness Prevention Program (IIPP).....	6
1.18	Background and Security Investigations	7
1.19	Confidentiality and Independent Contractor Status	7
1.20	Conflict of Interest	7
1.21	Determination of Proposer Responsibility	7
1.22	Proposer Debarment.....	8
1.23	Proposer's Adherence to County's Child Support Compliance Program	10
1.24	Gratuities	10
1.25	Notice to Proposers Regarding the County Lobbyist Ordinance	11
1.26	Federal Earned Income Credit	11
1.27	Consideration of GAIN/GROW Participants for Employment.....	11
1.28	County's Quality Assurance Plan	12
1.29	Recycled Bond Paper.....	12
1.30	Safely Surrendered Baby Law.....	12
1.31	County Policy on Doing Business with Small Business	12
1.32	Jury Service Program.....	13
1.33	Local Small Business Enterprise Preference Program	14

**REQUEST FOR PROPOSALS (RFP)
CUSTODIAL SERVICES**

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.34 Local Small Business Enterprise (SBE) Prompt Payment Program.....	15
1.35 Notification to County of Pending Acquisitions/Mergers by Proposing Company ..	16
1.36 Transitional Job Opportunities Preference Program	16
1.37 Living Wage Program.....	16
1.38 Contractor's Obligations as a "Non-Business Associate" under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)	19
1.39 Proposer's Charitable Activities Compliance.....	20
1.40 Defaulted Property Tax Reduction Program	21
2.0 PROPOSAL SUBMISSION REQUIREMENTS.....	22
2.1 County Responsibility.....	22
2.2 Truth and Accuracy of Representations	22
2.3 RFP Timetable	22
2.4 Solicitation Requirements Review.....	22
2.5 Proposers' Questions	23
2.6 Submission of Application for Exemption to Living Wage Program	24
2.7 Mandatory Proposers Conference and Site Visits.....	24
2.8 Preparation of the Proposal.....	24
2.9 Business Proposal Format	24
2.10 Cost Proposal Format	34
2.11 Proposal Submission.....	35
3.0 SELECTION PROCESS AND EVALUATION CRITERIA	36
3.1 Selection Process.....	36
3.2 Adherence to Minimum Requirements (Pass/Fail).....	36
3.3 Disqualification Review	37
3.4 Business Proposal Evaluation and Criteria	37
3.5 Cost Proposal Evaluation Criteria	39
3.6 Labor Law/Payroll Violations	39
3.7 Department's Proposed Contractor Selection Review	39
3.8 County Review Panel Process	41

APPENDICES

APPENDIX A: SAMPLE CONTRACT

APPENDIX B: STATEMENT OF WORK (SOW)

APPENDIX C: SOW EXHIBITS

APPENDIX D: REQUIRED FORMS

APPENDIX E: TRANSMITTAL FORM TO REQUEST A SOLICITATION
REQUIREMENTS REVIEW

APPENDIX F: COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS
WITH SMALL BUSINESS

APPENDIX G: JURY SERVICE ORDINANCE

APPENDIX H: LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES
COUNTY

APPENDIX I: IRS NOTICE 1015

APPENDIX J: SAFELY SURRENDERED BABY LAW

APPENDIX K: LIVING WAGE ORDINANCE

APPENDIX L: DETERMINATION OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

APPENDIX M: GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/
PAYROLL VIOLATIONS

APPENDIX N: DEFAULTED PROPERTY TAX

APPENDIX O: CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE

1.0 INTRODUCTION

1.1 Purpose

The County of Los Angeles Internal Services Department (ISD) is issuing this Request for Proposals (RFP) to solicit proposals from qualified vendors that can provide Custodial services at approximately 33 facilities throughout the County, including an estimated 1,540,472 square feet. Cleaning services include but are not limited to cleaning of offices, restroom, window washing, light fixture cleaning, carpet/floor care, parking lot sweeping, and solid waste/rubbish removal. All services to be provided by Contractor are identified in Appendix B, Statement of Work (SOW) and Appendix C, Facility Specification Sheets.

Services are currently being provided through a Contract that expires June 2011. The purpose of this RFP is to award one or more contracts.

1.2 Overview of Solicitation Document

This Request for Proposals (RFP) is composed of the following parts:

- **INTRODUCTION:** Specifies the Proposer's minimum requirements, provides information regarding the requirements of the Contract and the solicitation process.
- **PROPOSAL SUBMISSION REQUIREMENTS:** Includes instructions to Proposers in how to prepare and submit their proposal.
- **SELECTION PROCESS AND EVALUATION CRITERIA:** Includes information on how the proposals will be selected and evaluated.
- **APPENDICES:**
 - **A - SAMPLE CONTRACT:** Identifies the terms and conditions in the Contract.
 - **B - STATEMENT OF WORK:** Explains in detail the required services to be performed by the Contract.
 - **C - STATEMENT OF WORK EXHIBITS:** Exhibits to the Statement of Work - Facility Specification Sheets.
 - **D - REQUIRED FORMS:** Forms that must be completed and included in the proposal.
 - **E - TRANSMITTAL FORM TO REQUEST A SOLICITATION REQUIREMENTS REVIEW:** Transmittal sent to Department requesting a Solicitation Requirements Review

- **F - COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS:** County policy.
- **G - JURY SERVICE ORDINANCE:** County Code.
- **H - LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY:** Contractors who are not allowed to contract with the County for a specific length of time.
- **I - IRS NOTICE 1015:** Provides information on Federal Earned Income Credit.
- **J - SAFELY SURRENDERED BABY LAW:** County program.
- **K - LIVING WAGE ORDINANCE:** County Code.
- **L - DETERMINATION OF CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT:** County Code.
- **M - GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/PAYROLL VIOLATIONS:** Guidelines that will be used to determine whether the County will deduct evaluation points for labor/law payroll violations.
- **N - DEFAULTED PROPERTY TAX REDUCTION PROGRAM:** County Code
- **O - CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE**

1.3 Terms and Definitions

Throughout this RFP, references are made to certain persons, groups, or Departments/Agencies. For convenience, a description of specific definitions can be found in Appendix A, Sample Contract, Paragraph 2. Definitions.

1.4 Minimum Mandatory Requirements

Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in the Statement of Work, Appendix B, of this RFP are invited to submit proposal(s), provided they meet the following Minimum Mandatory Requirements:

- 1.4.1 Proposers must have three (3) consecutive years experience, within the last ten (10) years providing Custodial services for at least an aggregate 400,000 square feet located in one or multiple facilities.

- 1.4.2 Proposer must attend the Mandatory Proposer's Conference and Mandatory Facility Site Visits.
- 1.4.3 Proposer must submit proposal(s) by proposal due date identified in Sub-paragraph 2.3 of this RFP.

1.5 County Rights & Responsibilities

The County has the right to amend the RFP by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

1.6 Contract Term

The contract term shall be for a period of three (3) years with three (3) one-year options, commencing after execution by County's Board of Supervisors, unless sooner terminated or extended, in whole or in part, as provided in the Contract.

1.7 Contract Rates

The Contractor's rates shall remain firm and fixed for the term of the Contract.

The contract (hourly, daily, monthly, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no cost of living adjustments will be granted. Where the County decides to grant a Cost of Living Adjustment (COLA) pursuant to this paragraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase.

1.8 Days of Operation

The Contractor shall be required to provide Custodial services for each facility during the coverage hours as identified in the Facility Specification Sheets, Appendix C, SOW Exhibits.

The Contractor may be required to provide services on County-recognized holidays. The County's Contract (Project Manager) will provide a list of the County holidays to the Contractor upon Contract approval and annually thereafter, at the beginning of each calendar year.

1.9 Contact with County Personnel

All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed, e-mailed or faxed as follows:

Bettie Gonzalez
Internal Services Department, Contracting Division
1100 N. Eastern Avenue, Room 101
Los Angeles, CA 90063
bgonzalez@isd.lacounty.gov
FAX (323) 415-8664

If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their proposal from further consideration.

1.10 Final Contract Award by the Board of Supervisors

Notwithstanding a recommendation of a Department, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

1.11 Mandatory Requirement to Register on County's WebVen

Prior to a contract award, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at http://lacounty.info/doing_business/main_db.htm.

1.12 County Option to Reject Proposals

The County may, at its sole discretion, reject any or all proposals submitted in response to this RFP. The County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal.

1.13 Protest Policy Review Process

1.13.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 1.13.3 below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the Sections below. Under any such review, it is the responsibility of the Proposer challenging the decision of a County Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a solicitation or a proposed contract award, as the case may be.

1.13.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Proposer protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

1.13.3 Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 (Services Contract Solicitation Protest) are limited to the following:

- Review of Solicitation Requirements (Reference Sub-paragraph 2.4 in the Proposal Submission Requirements Section)
- Review of a Disqualified Proposal (Reference Sub-paragraph 3.3 in the Selection Process and Evaluation Criteria Section)
- Review of Proposed Contractor Selection (Reference Sub-paragraph 3.7 in the Selection Process and Evaluation Criteria Section)

1.14 Notice to Proposers Regarding The Public Records Act

1.14.1 Responses to this solicitation shall become the exclusive property of the County. Absent extraordinary circumstances, at such time as (a)

with respect to the recommended Proposer's proposal, ISD completes contract negotiations and obtains a letter from an authorized officer of the recommended Proposer that the negotiated contract is a firm offer of the recommended Proposer, which shall not be revoked by the recommended Proposer pending the Department's completion of the process under County Policy No. 5.055 and approval by the Board of Supervisors (Board) and (b) with respect to each Proposer requesting a County Review Panel, the County Review Panel convenes as a result of such Proposers' request, and (c) with respect to all other Proposers, ISD recommends the recommended Proposer(s) to the Board and such recommendation appears on the Board agenda, proposals submitted in response to this solicitation become a matter of public record, with the exception of those parts of each proposal which are justifiably defined by the Proposer as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

- 1.14.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The Proposers must specifically label only those provisions of their respective bid/proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**

1.15 Indemnification and Insurance

Contractor shall be required to comply with the indemnification provisions contained in the - Appendix A, Sample Contract, Sub-paragraph 8.23. The Contractor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in the Appendix A, Sample Contract, Sub-paragraphs 8.24 and 8.25.

1.16 SPARTA Program

A County program, known as 'SPARTA' (Service Providers, Artisan and Tradesman Activities) may be able to assist potential Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by the County's insurance broker, Municipality Insurance Services, Inc. For additional information, Proposers may call Municipality Insurance Services at (800) 420-0555, or can access their website directly at www.2sparta.com

1.17 Injury & Illness Prevention Program (IIPP)

Contractor shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations

requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

1.18 Background and Security Investigations

Background and security investigations of all applicable Contractor's staff will be required, by County, as a condition of beginning and continuing work under any resulting Contract consistent with paragraph 7.4, "Background and Security Investigations" of Appendix A, "Sample RFP Contract". The cost of background checks is the responsibility of the Contractor.

1.19 Confidentiality and Independent Contractor Status

As appropriate, Contractor shall be required to comply with the Confidentiality provision contained in Sub-paragraph 7.5 and the Independent Contractor Status provision contained in Sub-paragraph 8.22 in Appendix A, Sample RFP Contract.

1.20 Conflict of Interest

No County employee whose position in the County enables him/her to influence the selection of a Contractor for this RFP, or any competing RFP, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix D - Required Forms Exhibit 5, Certification of No Conflict of Interest.

1.21 Determination of Proposer Responsibility

1.21.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Proposers.

1.21.2 Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Proposer is responsible based on a review of the Proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Proposer against public entities. Labor law violations which are the fault of the subcontractors and of which the Proposer had no knowledge shall not be the basis of a determination that the Proposer is not responsible.

- 1.21.3 The County may declare a Proposer to be non-responsible for purposes of this contract if the Board of Supervisors, in its discretion, finds that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 1.21.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, the Department shall notify the Proposer in writing of the evidence relating to the Proposer's responsibility, and its intention to recommend to the Board of Supervisors that the Proposer be found not responsible. The Department shall provide the Proposer and/or the Proposer's representative with an opportunity to present evidence as to why the Proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 1.21.5 If the Proposer presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the Proposer shall reside with the Board of Supervisors.
- 1.21.6 These terms shall also apply to proposed subcontractors of Proposers on County contracts.

1.22 Proposer Debarment

- 1.22.1 The Proposer is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively

reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.

- 1.22.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, the Department shall notify the Proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise the Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 1.22.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Proposer and/or Proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Proposer should be debarred, and, if so, the appropriate length of time of the debarment. The Proposer and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 1.22.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 1.22.5 If a Proposer has been debarred for a period longer than five (5) years, that Proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Proposer has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
- 1.22.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Proposer has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request,

the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

- 1.22.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 1.22.8 These terms shall also apply to proposed subcontractors of Proposers on County contracts.
- 1.22.9 Appendix H provides a link to the County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

1.23 Proposer's Adherence to County's Child Support Compliance Program

Proposers shall: 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

1.24 Gratuities

1.24.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the award of the Contract or that the Proposer's failure to provide such consideration may negatively affect the County's consideration of the Proposer's submission. A Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Contract.

1.24.2 Proposer Notification to County

A Proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration.

1.24.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

1.25 Notice to Proposers Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the Proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is **not** on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the Familiarity with the County Lobbyist Ordinance Certification, as set forth in Appendix D - Required Forms Exhibit 6, as part of their proposal.

1.26 Federal Earned Income Credit

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015. Reference Appendix I.

1.27 Consideration of GAIN/GROW Participants for Employment

As a threshold requirement for consideration for contract award, Proposers shall demonstrate a proven record of hiring participants in the County's

Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Additionally, Proposers shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Proposers who are unable to meet this requirement shall not be considered for contract award. Proposers shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Appendix D - Required Forms Exhibit 9, along with their proposal.

1.28 County's Quality Assurance Plan

After contract award, the County or its agent will evaluate the Contractor's performance under the contract on a periodic basis. Such evaluation will include assessing Contractor's compliance with all terms in the Contract and performance standards identified in the Statement of Work. Contractor's deficiencies which the County determines are severe or continuing and that may jeopardize performance of the Contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Contract in whole or in part, or impose other penalties as specified in the Contract.

1.29 Recycled Bond Paper

Proposer shall be required to comply with the County's policy on recycled bond paper as specified in Appendix A, Sample Contract, Sub-paragraph 8.39.

1.30 Safely Surrendered Baby Law

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Appendix J of this solicitation document and is also available on the Internet at www.babysafela.org for printing purposes.

1.31 County Policy on Doing Business with Small Business

1.31.1 The County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.

- 1.31.2 The Local Small Business Enterprise Preference Program requires the Company to complete a certification process. This program and how to obtain certification are further explained in Sub-paragraph 1.33 of this Section.
- 1.31.3 The Jury Service and Living Wage Programs, provide exceptions to the Programs if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify as a Small Business in one Program but not the other. Further explanations of these two Programs are provided in Sub-paragraph 1.32 - Jury Service Program and Sub-paragraph 1.37 - Living Wage Program of this Section.
- 1.31.4 The County also has a Policy on Doing Business with Small Business that is stated in Appendix F.

1.32 Jury Service Program

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the Jury Service Ordinance, Appendix G, and the pertinent jury service provisions of the Sample Contract, Appendix A, Sub-paragraph 8.8, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their Subcontractors.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- 1.32.1 The Jury Service Program requires Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor and "full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

- 1.32.2 There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the Contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this Contract is less than \$500,000, and, 3) is not an "affiliate or subsidiary of a business dominant in its field of operation".

The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

- 1.32.3 If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the Certification Form and Application for Exception, Exhibit 10 in Appendix D - Required Forms, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

1.33 Local Small Business Enterprise Preference Program

- 1.33.1 The County will give Local SBE preference during the solicitation process to businesses that meet the definition of a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. A Local SBE is defined as: 1) A business certified by the State of California as a small business and 2) has had its principal office located in Los Angeles County for at least one year. The business must be certified by the Office of Affirmative Action Compliance as meeting the requirements set forth in 1 and 2 above prior to requesting the Local SBE Preference in a solicitation.

- 1.33.2 To apply for certification as a Local SBE, businesses may register at the Office of Affirmative Action Compliance's web-site at:
<http://oaac.co.la.ca.us/contract/sbemain.html>
- 1.33.3 Certified Local SBEs must request the SBE Preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification affirmed. Businesses must attach the Local SBE Certification Letter to the Required Form - Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form - Exhibit 7 in Appendix D - Required Forms with their proposal. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified Local SBE.
- 1.33.4 Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at <http://www.pd.dgs.ca.gov/smbus/default>.
- 1.33.1 The County will give Local SBE preference during the solicitation process to businesses that meet the definition of a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204.030C.2 of the Los Angeles County Code.
- 1.33.2 A business which is certified as small by the Small Business Administration (SBA) or which is registered as small on the federal Central Contractor Registration data base may qualify to request the Local SBE Preference in a solicitation.
- 1.33.3 Businesses must complete the Required Form - Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form - Exhibit 7 in Appendix D - Required Forms with their proposal. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain the Local SBE Preference.

1.34 Local Small Business Enterprise (SBE) Prompt Payment Program

It is the intent of the County that Certified Local SBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

1.35 Notification to County of Pending Acquisitions/Mergers by Proposing Company

The Proposer shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Proposer on Required Form - Exhibit 1 - Proposer's Organization Questionnaire/Affidavit. Failure of the Proposer to provide this information may eliminate its proposal from any further consideration.

1.36 Transitional Job Opportunities Preference Program

- 1.36.1 In evaluating proposals, the County will give preference to businesses that are certified by the County as Transitional Job Opportunity vendors, consistent with Chapter 2.205 of the Los Angeles County Code. A Certified Transitional Job Opportunity vendor is, and has been such for three (3) years, an entity: 1) that is a non-profit organization recognized as tax exempt pursuant to section 501 (c) (3) of the Internal Revenue Service Code; set forth, under penalty of perjury, such information as requested by the County on either electronic or hard copy forms, along with their application form and three most recent annual tax returns to the Department with their proposal response to the contracting solicitation for which they are competing; 2) has been in operation for at least one year providing transitional job and the related supportive services to program participants; and 3) provide a profile of their program with a description of their program components designed to assist program participants, number of past program participants, and any other information requested by a contracting Department.
- 1.36.2 Transitional Job Opportunities vendors must request the preference in their solicitation response and may not receive the preference until their certification has been affirmed by the applicable Department. County must verify the Transitional Job Opportunity vendor certification prior to applying the preference. Sanctions and financial penalties may apply to a Proposer that knowingly and with intent to defraud seeks to obtain or maintain certification as a Transitional Job Opportunities vendor.
- 1.36.3 To request the Transitional Job Opportunities Preference, Proposer must complete the Transitional Job Opportunities Preference Application – Exhibit 21 in Appendix D – Required Forms and submit it along with all supporting documentation with their proposal.

1.37 Living Wage Program

The prospective Contract is subject to the requirements of the County's Living Wage Program (Los Angeles County Code Chapter 2.201). Prospective Contractors should carefully read the Living Wage Ordinance, Appendix K, and

the pertinent living wage provisions of the Sample Contract, Appendix A, Sub-paragraph 9.1, both of which are incorporated by reference into and made a part of this RFP. The Living Wage Program applies to both Contractors and their Subcontractors. Proposals that fail to comply with the requirements of the Living Wage Program may be considered non-responsive and excluded from further consideration.

- 1.37.1 Evaluation of Contractor's History of Labor Law/Payroll Violations In evaluating proposals, the County will review a contractor's history of labor law/payroll violations (including but not limited to violations or pending claims pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination). To facilitate this process, contractors must submit with their proposal a completed Acknowledgment and Statement of Compliance form, as set forth in Appendix D - Required Forms Exhibit 15, and disclose on that form: 1) any determination by a public entity within three (3) years of the date of the proposal that the Firm committed a labor law/payroll violation, and 2) any pending claim which involves an incident of labor law/payroll violation occurring within three years of the date of the proposal. Applying established criteria, the County may deduct from 1 to 20 percent of the maximum number of available evaluation points for labor law/payroll violations, with substantially increased deductions for a contractor's failure to disclose reportable violations (See Appendix M, "Guidelines for Assessment of Proposer Labor Law/Payroll Violations). "Pending claims" (i.e., claims that do not have a final disposition) will not result in point deductions; however, such claims may be reported to the Board of Supervisors before a contract is awarded.
- 1.37.2 If a Proposer believes that it does not fall within the Living Wage Program's definition of Employer or that it meets any of the exceptions to the Living Wage Program, then the Proposer must complete and submit to the County, the Application for Exemption, Exhibit 18 as set forth in Appendix D, Required Forms and all necessary documentation to support the claim by the date identified in sub-paragraph 2.3, RFP Timetable. Upon reviewing the Proposer's application, the County will determine, in its sole discretion, whether the Proposer falls within the definition of Employer or meets any of the exceptions to the Living Wage Program. The County's decision will be final.

Note that the collective bargaining agreement exception applies if it is demonstrated to the County that the agreement is bona fide and that the agreement expressly provides that it supersedes all of the provisions of the Living Wage Program, or (if not all) those specific provisions that are superseded. The Contractor is subject to any provision of the Living Wage Program not expressly superseded by the

collective bargaining agreement.

- 1.37.3 The Living Wage Program requires Contractors and their Subcontractors to pay their full-time employees providing services to the County no less than a living wage. The County has established the Living Wage as \$11.84 per hour without health benefits, and \$9.64 per hour with health benefits. In order to qualify for paying the lower hourly Living Wage rate, the Contractor must pay at least \$2.20 per hour toward the provision of a bona fide health care benefit plan for each employee and any dependents. Each Proposer must complete the Contractor Living Wage Declaration, Exhibit 17, as set forth in Appendix D - Required Forms, and submit it with the proposal.
- 1.37.4 The Proposer must submit with its proposal a staffing plan using the Model Contractor Staffing Plan, as set forth in Appendix D - Required Forms Exhibit 19, using full-time employees for the Contract. The Proposer will be required to assign and use full-time employees to provide services under the Contract, unless the Proposer demonstrates to the satisfaction of the County the need to use non-full-time employees based on staffing efficiency or the County requirements of an individual job. If a Proposer desires to assign and use non-full-time employees to provide services under the Contract, the Proposer must submit to the County, along with its proposal, a written request detailing the Proposer's request and justification, and providing all necessary documentation to substantiate the request. Based on the County's review of the Proposer's request and supporting documentation, the County shall determine, in its sole discretion, whether the Proposer may use non-full-time employees to provide services under the Contract. The County's decision will be final.
- 1.37.5 If the contract involves the provision of services which were previously provided under a contract that was or will be terminated prior to its expiration, then the Contractor is required to provide employment for the predecessor Contractor's employees. The Contractor must offer employment to all such retention employees who are qualified for such jobs and who were employed by the predecessor Contractor for at least six (6) months prior to the new contract. However, the Contractor is not required to hire a retention employee who has been convicted of a crime related to the job or the employee's job performance or who fails to meet any other County requirement for employees of the Contractor. The Contractor may not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

- 1.37.6 Throughout the term of the Contract, the Contractor and its Subcontractor(s) will be required to submit periodic monitoring reports for each employee providing services under the Contract, certifying under penalty of perjury, the hours worked, wages paid and amounts paid towards each employee's health benefits.
- At any time during the term of the Contract, the County may conduct an audit of the Contractor's records as well as field visits with the Contractor's employees to ascertain compliance with the Living Wage Program.
 - The Contractor will be required to place specified Living Wage posters at the Contractor's place of business and locations where the Contractor's employees are working. The Contractor will also be required to distribute County-provided notices to each of its employees providing services to the County at least once per year.
- 1.37.7 The Contractor will have to demonstrate a history of business stability, integrity in employee relations and financial ability to pay the Living Wage.
- 1.37.8 Violations of the provisions of the Living Wage Program will subject the Contractor to withholding of monies owed the Contractor under the contract, liquidated damages, possible termination and/or debarment from future County contracts in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment, Appendix L.
- 1.37.9 Contractors that submit false information may be barred from participating in the prospective contract and future County contracts in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment, Appendix L.

1.38 Contractor's Obligation as a Non-Business Associate Under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")

Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or

agents, may have inadvertent access to patient medical records. Contractor understands and agrees that Contractor, its officers, employees, and agents shall not take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents shall maintain the confidentiality of any information obtained and shall immediately, or upon the first reasonable opportunity to do so, notify DPH management personnel that such access has been gained.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all liability, including but not limited to, demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees) arising from or connected with Contractor's or its officers, employees' or agents' access to patient medical records. Contractor agrees to provide appropriate training to its officers, employees, and agents, regarding their obligation in this regard.

1.39 Proposer's Charitable Contributions Compliance

1.39.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective Contractors should carefully read the Background and Resources: California Charities Regulations, Appendix N. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

1.39.2 All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the Charitable Contributions Certification, Exhibit 22 as set forth in Appendix D - Required Forms. A completed Exhibit 22 is a required part of any agreement with the County.

1.39.3 In Exhibit 22, prospective contractors certify either that:

- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement,

- or -

- they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

1.39.4 Prospective County contractors that do not complete Exhibit 22 as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

1.40 Defaulted Property Tax Reduction Program

The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractors should carefully read the Defaulted Tax Program Ordinance, Appendix N, and the pertinent provisions of the Sample Contract, Appendix A, Sub-paragraph 8.51 and 8.52, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Subcontractors.

Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Certification of Compliance with The County's Defaulted Property Tax Reduction Program, Exhibit 20 in Appendix D – Required Forms. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

2.0 PROPOSAL SUBMISSION REQUIREMENTS

This Section contains key project dates and activities as well as instructions to Proposers in how to prepare and submit their proposal.

2.1 County Responsibility

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understanding or representation is included in the Contract.

2.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

2.3 RFP Timetable

The timetable for this RFP is as follows:

- Release of RFP Monday, January 24, 2011
- Request for a Solicitation Requirements Review Due
..... Monday, February 7, 2011
- Registration Proposers Conference Due Tuesday, February 8, 2011
- Submission of Application for Exemption to Living Wage Program
..... Tuesday, February 8, 2011
- Mandatory Proposers Conference..... Tuesday, February 15, 2011
- Mandatory Site Visits..... February 15 -18, 2011
- Written Questions Due Monday, February 28, 2011
- Questions and Answers Released Wednesday, March 2, 2011
- **Proposals due by 1 p.m. (Pacific Time) Thursday, March 10, 2011**

2.4 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix E - Transmittal Form to Request a Solicitation Requirements Review to the Department conducting the solicitation as described in this Section. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal.
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:
 - a. application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

2.5 Proposers' Questions

Proposers may submit written questions regarding this RFP by mail fax or e-mail to the individual identified below. All questions must be received by the date identified in sub-paragraph 2.3, RFP Timetable. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions, please specify the RFP section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage Proposers or, due to unclear instructions, may result in the County not receiving the best possible responses from Proposer.

Questions should be addressed to:

Bettie Gonzalez
Contracting Section
Internal Services Department
1100 N. Eastern Avenue
Los Angeles, CA 90063
bgonzalez@isd.lacounty.gov

2.6 Submission of Application for Exemption to Living Wage Program

If a Proposer believes that it does not fall within the Living Wage Program's definition of Employer or that it meets any of the exceptions to the Living Wage Program, then the Proposer must complete and submit to the County, the Application for Exemption, Exhibit 18 as set forth in Appendix D, Required Forms and all necessary documentation to support the claim by the due date identified in sub-paragraph 2.3, RFP Timetable. Proposers will be notified in writing of the County's decision.

2.7 Mandatory Proposers Conference and Site Visits

A **Mandatory Proposers Conference** will be held to discuss the RFP and Living Wage Requirements. County staff will respond to questions from potential Proposers. All potential Proposers **must** attend this conference or their proposals will be rejected (disqualified) without review and eliminated from further consideration. The conference is scheduled as follows:

**Tuesday, February 15, 2011
9:00 a.m. to 11:00 a.m.
Internal Services Department, Room G101
1100 N. Eastern Ave., Los Angeles, CA 90063**

To register for the Mandatory Proposers Conference, Proposers are requested to submit a list of the attendees by the close of business on Tuesday, February 8, 2011, to Bettie Gonzalez at bgonzalez@isd.lacounty.gov.

Mandatory Site Visits of selected County facilities will begin following the Proposer's Conference on Tuesday, February 15, 2011 and continue on Wednesday, February 16; Thursday, February 17; and Friday, February 18 from 8:00 a.m. to 5:00 p.m. Please note that schedule is subject to change.

Transportation will be provided by County. At a minimum one representative, but no more than 2 persons from each firm must attend all site visits.

2.8 Preparation of the Proposal

Two (2) separate proposals must be submitted - a Business Proposal and a Cost Proposal. All Proposals must be bound and submitted in the prescribed format. Any Proposal that deviates from this format may be rejected without review at the County's sole discretion.

2.9 Business Proposal Format

The content and sequence of the proposal must be as follows:

- Table of Contents

- Executive Summary (Section A)
- Proposer's Qualifications (Section B)
- Proposer's Approach to Provide Required Services (Section C)
- Proposer's Quality Control Plan (Section D)
- Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of / or Exceptions to (Section E)
- Business Proposal Required Forms (Section F)
- Living Wage Compliance (Section G)

2.9.1 Table of Contents

List all material included in the Proposal. Include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

2.9.2 Proposer's Organization Questionnaire/Affidavit and Required Support Documentation

The Proposer shall complete, sign and date the Proposer's Organization Questionnaire/Affidavit - Exhibit 1 as set forth in Appendix D. **The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.**

Taking into account the structure of the Proposer's organization, Proposer shall determine which of the below required supporting documents are applicable. If the Proposer's organization does not fit into one of these categories, upon receipt of the Proposal or at some later time, the County may, in its discretion, request additional documentation regarding the Proposer's business organization and authority of individuals to sign Contracts.

If the below referenced documents are not available at the time of Proposal submission, Proposers must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

**Required Support Documents:
Corporations or Limited Liability Company (LLC):**

The Proposer must submit the following documentation with the Proposal:

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
- 2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

2.9.3 Executive Summary (Section A)

Condense and highlight the contents of the Proposer's Business Proposal to provide ISD with a broad understanding of the Proposer's approach, qualifications, experience, and staffing.

2.9.4 Proposer's Qualifications (Section B)

Demonstrate that the Proposer's organization has the experience and capability to perform the required services. The following sections must be included:

**A. Proposer's Background, Experience and Financial Capacity
(Section B.1)**

Provide a summary of relevant background information to demonstrate that the Proposer meets the minimum requirement(s) stated in Sub-paragraph 1.4 of this RFP and has the capability to perform the required services as a corporation or other entity.

A statement indicating how many consecutive years experience, within the last ten (10) years, the proposer has been providing Custodial services identifying the aggregate square feet of the facilities serviced.

B. Proposer's Financial Capability

Provide copies of the company's most current and prior two (2) fiscal years (i.e., 2009 and 2010) financial statements. Statements should include the company's assets, liabilities and net worth and at a minimum should include the Balance Sheet, Statement of

Income, and the Statement of Cash Flows. It should be noted that depending on the nature of the entity, i.e., for-profit, non-profit, governmental, the title of these statements may differ. As an example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

C. Proposer's References (Section B.2)

It is the Proposer's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate. The same references may be listed on both forms - Exhibits 2 and 3.

County may disqualify a Proposer if:

- references fail to substantiate Proposer's description of the services provided; or
- references fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel, or
- the Department is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact of normal working hours.

The Proposer must complete the following forms as set forth in Appendix D of this RFP:

1. Prospective Contractor References, Exhibit 2
Proposer must provide five (5) references where the same or similar scope of services was provided.
2. Prospective Contractor List of Contracts, Exhibit 3
The listing must include all Public Entities contracts for the last three (3) years. Use additional sheets if necessary.
3. Prospective Contractor List of Terminated Contracts, Exhibit 4
Listing must include contracts terminated within the past three (3) years with a reason for termination.

D. Proposer's Pending Litigation and Judgments (Section B.3)

Identify by name, case and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer.

2.9.5 Proposer's Approach to Provide Required Services (Section C)

Present in detail the methodology the Proposer will use to meet or exceed the intent of the Statement of Work, Appendix B of the RFP. Proposers may include samples of established policies and procedures to substantiate responses to the requirements below.

A. General Custodial Services (Section 3.0):

- Describe Proposer's plan for providing the tasks within the time frames identified in Section 3.0 of the Statement of Work.
- Identify whether proposer's employees or subcontractors will be utilized. If subcontractor will be utilized, proposer must identify the specific SOW tasks to be subcontracted and include copy of the subcontract, and all applicable Living Wage Compliance documents identified in Section 2.9.9.

B. Specialty Custodial Services (Section 4.0):

- Describe proposer's plan to provide specialty services within the intervals identified in Section 4.0 of the Statement of Work.
- Identify whether proposer's employees or subcontractors will be utilized. If subcontractor will be utilized, proposer must identify the specific SOW tasks to be subcontracted and include copy of the subcontract, and all applicable Living Wage Compliance documents identified in Section 2.9.9.

C. Special Events (Section 5.0) and Emergencies (Section 6.0):

- Describe proposer's plan to provide special event services and call back/emergency services identified in Sections 5.0 and 6.0 of the Statement of Work.
- Describe proposer's plan to provide 365 days, 24 hour a day service to respond to emergency and/or security issues within time frame identified in Section 6.2.3 of Statement of Work.

D. Contractor Responsibilities (Section 8.0)

- Describe staffing plan for all employees and supervisors at each Facility identified in Appendix C, Facilities Specification Sheets. Narrative must coincide with information provided in Exhibit 19, Staffing Plan.
- Proposer must submit a staffing plan that is comprised of full-time employees, unless the Contractor can demonstrate to the County

the necessity of part-time staff. If a staffing plan contains part-time employees, Contractor must submit written justification for the use of part-time staff. A sample for the staffing plan is shown in the Model Contractor Staffing Plan, Exhibit 19.

- Describe plan to provide the required supervision identified in Section 8.1.2, Contractor Supervisor, of the Statement of Work. Specify proposer's supervisor to employee ratio and deployment of supervisors at County Facilities during all working shifts.
- Describe proposer's deployment of staffing to respond to unanticipated absences, vacation, emergency absences, sick days, other as identified in Section 8.1.4 of the Statement of Work.
- Describe the training programs to be utilized to meet the requirements in Section 8.1. of the Statement of Work. Include subject of training, length of training and any on-going training requirements.
- Describe methodology to ensure the appropriate equipment and supplies identified in Section 8.3 are available to provide services. Explanation should include contingency procedures for addressing shortages of supplies.

E. Proposer's Green Initiatives (Section 9.0)

Present a description of proposed plan for complying with the green requirements as described in Section 9.0 of the SOW. Describe your company's current environmental policies and practices and those proposed to be implemented.

2.9.6 Proposer's Quality Control Plan (Section D)

Present a comprehensive Quality Control Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in Appendix B, Statement of Work and Appendix C, Exhibit 2, Performance Requirements Summary Chart.

The following factors may be included in the plan:

- Activities to be monitored to ensure compliance with all Contract requirements;
- Monitoring methods to be used to ensure compliance with all Contract requirements;

- Frequency of monitoring;
- Title/level and qualifications of personnel performing monitoring functions; and
- Samples of forms used to document monitoring and corrective action;

2.9.7 Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/or Exceptions to (Section E)

- A. It is the duty of every Proposer to thoroughly review the Sample Contract and Statement of Work to ensure compliance with all terms, conditions and requirements. It is the County's expectation that in submitting a proposal the Proposers will accept, as stated, the County's terms and conditions in the Sample Contract and the County's requirements in the Statement of Work. However, the Proposers are provided the opportunity to take exceptions to the County's terms, conditions, and requirements.
- B. Section E of Proposer's response must include:
 - 1. A statement offering the Proposer's acceptance of or exceptions to all terms and conditions listed in Appendix A, Sample Contract.
 - 2. A statement offering the Proposer's acceptance of or exceptions to all requirements listed in Appendix B, Statement of Work; and
 - 3. For each exception, the Proposer shall provide:
 - An explanation of the reason(s) for the exception;
 - The proposed alternative language; and
 - A description of the impact, if any, to the Proposer's price.
- C. Indicate all exceptions to the Sample Contract and/or the Statement of Work by providing a 'red-lined' version of the language in question. The County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at the County's sole discretion, from later making such exceptions.

- D. The County reserves the right to determine if Proposers' exceptions are material enough to deem the proposal non-responsive and not subject to further evaluation.
- E. The County reserves the right to make changes to the Sample Contract and its appendices and exhibits at its sole discretion.

2.9.8 Business Proposal Required Forms (Section F)

The Business Proposal should include all completed and signed forms set forth in Appendix D – Required Forms.

2.9.9 Living Wage Compliance (Section G)

The Living Wage Program requires that contractors demonstrate both during the solicitation phase and for the term of their contract business stability, integrity in employee relations, and the financial ability to pay the living wage.

The Proposer must complete the following forms as set forth in Appendix D - Required Forms.

A. Proposer's Acknowledgement and Statement of Compliance

The Acknowledgement and Statement of Compliance, Exhibit 15 is a statement, under penalty of perjury, that there were no past labor violations of any federal, State, County or City statutes.

B. Labor/Payroll/Debarment History

Should the Contractor have violations to report, Contractor shall provide a listing of projects and a brief description of the circumstances regarding the violation(s) on Exhibit 16, Acknowledgement and Statement of Compliance Labor/Payroll/Debarment History.

C. Contractor Living Wage Declaration

The Contractor Living Wage Declaration, Exhibit 17 is a statement that the Contractor will be paying its employees the Living Wage hourly rate. If the Contractor has received notice from the County that they are exempt from the Living Wage Program, this form should not be included.

- D. Submit a copy of the health plan benefits provided for the employees. Indicate the dollar value of the health plan on an hourly basis. (If applicable).

E. Proposer's Approach to Labor-Payroll Record Keeping and Regulatory Compliance

Proposer is required to comply with State and Federal labor regulations and record keeping requirements. The objective of this Sub-section is to determine the appropriateness, scope, and suitability of the procedures Proposer uses and the internal controls in place to ensure compliance with State and Federal labor regulations and record keeping requirements. In order to appropriately evaluate this area, it is critical that Proposer submit a detailed description of the processes, and the steps associated with those processes.

It behooves the Proposer to provide additional details to illustrate the firm's processes and controls. Proposers must answer all questions thoroughly and in the same sequence as provided below. If Proposer believes that a question is not applicable, indicate with "N/A" and explain why that question is not applicable.

Proposer should describe the firm's employee labor-payroll record keeping system and the controls in place that ensure ongoing regulatory compliance. Include, at a minimum, a detailed discussion of the following:

1. Discuss how employee hours actually worked are tracked. The detailed explanation should include:
 - a. Where do firm's employees report to work at the beginning of their shift? At the work location or a central site with travel to the worksite? If the latter is the firm's practice/process, when does the firm consider the employees' shift to have started? At a central site or upon arrival at the work location?
 - b. How does the firm know employees actually reported to work and at what time? For example, sign-in sheets, computerized check-in, call-in system, or some other method.
 - c. What records are created to document the beginning and ending times of employee's actual work shifts? What records are maintained by the firm of actual time worked? Are the records maintained daily or at another interval (indicate the interval)? Who creates these records (e.g., employee, a supervisor, or office staff)? Who checks the

records and what are they checking for? What happens to these records? Are they used as a source document to create the firm's payroll? **Provide a copy of these records.**

- d. If the records created in response to Sub-paragraph "c" above are not used to create the payroll, what is the source document that is used? Who prepares and who checks the source document? Does the employee sign it? Who approves the source document and what do they compare it with prior to approving the source document?
 - e. How does the firm know that employees take mandated breaks and meal breaks (periods)? Does the firm maintain any written supporting documentation to validate that the breaks actually occurred? If so, who prepares, reviews, and approves such documentation?
2. Discuss how the firm's payroll is prepared and how the firm ensures that employee wages are appropriately paid. The detailed explanation should include:
- a. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)? If by check, do they receive a single check for straight time and overtime or are separate payments made? What information is provided on the check (e.g., deductions for taxes, etc.)? **Provide a copy of a check and check stub** (cover up or block out bank account information) that shows deduction categories.
 - b. If the firm uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid?
 - c. If the firm uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), how does the automated payroll system calculate total wages paid? Is it embedded in the

software program or does someone have to override the system to perform the calculation?

- d. How is travel time during an employee's shift paid? At what rate is such travel time paid if the employee has multiple wage rates? Discuss how the firm calculates the day's wages for each situation described in the following two examples: 1) during a single shift, an employee works 3 hours at a work location under a County Living Wage contract, then travels an hour to another work location to work 4 hours, where they are paid at a different rate than the County's Living Wage rate and 2) during a single shift, an employee works 3 hours at a work location under a County Living Wage contract, then travels an hour to another work location to work 4 hours, where they are also paid the County's Living Wage rate.
- e. How does the firm calculate overtime wages? What if the employee has multiple wage rates?

2.10 Cost Proposal Format

The Cost proposal must contain sufficient detail to demonstrate that the proposed cost is based on reasonable costs specific to the Contract. The content and sequence of the Cost proposal must be as follows:

- Cover Page identifying, at a minimum, the RFP and the Proposer's name.
- Pricing Schedule - Exhibit 11
- Certification of Independent Price Determination & Acknowledgement of RFP Restrictions - Exhibit 12
- Budget Sheets, Exhibit 13
- Budget Narrative Sheet, Exhibit 13A

All proposals must have a narrative attached to the budget sheet providing a thorough and clear explanation of all line item budget costs listed in the Budget Sheet, Exhibit 13. The narrative must follow the same sequence as the budget sheet, and include an explanation of the method of allocating costs for any joint or shared budget items.

- Employee Benefits Sheet - Exhibit 14

All costs on the forms above must coincide with one another.

2.11 Proposal Submission

The original Business Proposal and six (6) numbered copies, and one (1) electronic file on CD/DVD shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"BUSINESS PROPOSAL FOR CUSTODIAL SERVICES
RFP#104252"**

The original Cost Proposal, three (3) numbered copies, and one (1) electronic file on CD/DVD must be submitted in a separate sealed package, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"COST PROPOSAL FOR CUSTODIAL SERVICES
RFP#104252"**

The Proposal(s) shall be delivered or mailed to:

**Internal Services Department
Contracting Division
1100 North Eastern Avenue, Room 101
Los Angeles, CA 90063
Attention: Bettie Gonzalez**

It is the sole responsibility of the submitting Proposer to ensure that its Proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any Proposals received after the scheduled closing date and time for receipt of Proposals, as listed in Sub-paragraph 2.3, RFP Timetable, will not be accepted and returned to the sender unopened. Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All proposals shall be firm offers and may not be withdrawn for a period of 270 days following the last day to submit proposals.

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

3.0 SELECTION PROCESS AND EVALUATION CRITERIA

3.1 Selection Process

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal on **Thursday, March 10, 2011**.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective Contractor.

All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite Proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective Contractor has been selected, the County and the prospective Contractor(s) will negotiate a Contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory Contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by the County.

The recommendation to award a Contract will not bind the Board of Supervisors to award a Contract to the prospective Contractor.

The County retains the right to select a Proposal other than the Proposal receiving the highest number of points if County determines, in its sole discretion, another Proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

3.2 Adherence to Minimum Requirements (Pass/Fail)

County shall review the Proposer's Organization Questionnaire/Affidavit - Exhibit 1 of Appendix D, Required Forms, and determine if the Proposer meets the minimum requirements as outlined in Sub-paragraph 1.4 of this RFP.

Failure of the Proposer to comply with the minimum requirements and/or if County determines the funds allocated to each component listed under Exhibit 11, Pricing Schedule, is unreasonable and insufficient for the term of the Contract, County may eliminate its proposal from any further consideration. The County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

3.3 Disqualification Review

A proposal may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation process. If a Department determines that a proposal is disqualified due to non-responsiveness, the Department shall notify the Proposer in writing.

Upon receipt of the written determination of non-responsiveness, the Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Disqualification Review is a Proposer;
2. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
3. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the determination shall be provided to the requesting Proposer, in writing, prior to the conclusion of the evaluation process.

3.4 Business Proposal Evaluation and Criteria (50%)

Any reviews conducted during the evaluation of the proposal may result in a point reduction.

3.4.1 Proposer's Qualifications (15%)

1. Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on information provided in Section B.1 of the proposal.
2. Proposer will be evaluated on the verification of references provided in Section B.2 of the proposal.
3. Proposer will be evaluated on their financial capability.

3.4.2 Proposer's Approach to Providing Required Services (20%)

The Proposer will be evaluated on its description of the methodology to be used to meet the County's requirements based on information provided in Section C of the proposal, including their proposed staffing pattern.

3.4.3 Quality Control Plan (5%)

The Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of this Contract are provided as specified. Evaluation of the Quality Control Plan shall cover the proposed monitoring system of all services listed on the Performance Requirements Summary (PRS) based on the information provided in Section D of the proposal.

3.4.4 Exceptions to Terms and Conditions of Sample Contract and/or Requirements of the Statement of Work

The Proposer will be evaluated on their willingness to accept the Terms and Conditions outlined in the Sample Contract, Appendix A, and the Requirements of the Statement of Work outlined in the Statement of Work, Appendix B as stated in Section E of the proposal. The County may deduct rating points or disqualify the proposal in its entirety if the exceptions are material enough to deem the proposal non-responsive.

Proposers are further notified that the County may, in its sole determination, disqualify any Proposer with whom the County cannot satisfactorily negotiate a Contract.

3.4.5 Living Wage Compliance (10%)

A review/evaluation will be made based on the information provided in Section G of the proposal. The review/evaluation will include:

1. Proposer's Staffing Plan
2. Demonstrated Controls over Labor/Payroll Record Keeping
 - a. Proposer will be evaluated on the firm's labor/payroll record keeping system and regulatory compliance information provided in Section G of the proposal.
 - b. The County may conduct site visits to audit a Proposer's labor/payroll record keeping system and processes.

3.5 Cost Proposal Evaluation Criteria (50%)

The maximum number of possible points will be awarded to the lowest cost proposal. All other proposals will be compared to the lowest cost and points awarded accordingly.

However, should one or more of the Proposers request and be granted the Local SBE Preference and/or Transitional Job Opportunities Preference, the cost component points will be determined as follows:

Local SBE Preference: Five percent (5%) of the lowest cost proposed will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the Cost submitted by all Local SBE Proposers who requested and were granted the Local SBE Preference.

3.6 Labor Law/Payroll Violations

Applying criteria as established in Appendix M of this RFP, the County may deduct from 1 to 20 percent of the maximum number of available evaluation points for labor law/payroll violations, with substantially increased deductions for a contractor's failure to disclose reportable violations. "Pending claims" (i.e., claims that do not have a final disposition) will not result in point deductions; however, such claims may be reported to the Board of Supervisors before a contract is awarded.

3.7 Department's Proposed Contractor Selection Review

3.7.1 Departmental Debriefing Process

Upon completion of the evaluation, the Department shall notify the remaining Proposers in writing that the Department is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document with the evaluation document. The requesting Proposer shall be debriefed only on its response. Because contract negotiations are not yet complete, responses from other Proposers shall not be discussed, although the Department may inform the requesting Proposer of its relative ranking.

During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request a Proposed Contractor Selection Review (see Section 3.7.2 below), if the requesting Proposer is not satisfied with the results of the Debriefing.

3.7.2 Proposed Contractor Selection Review

Any Proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in this Section may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as shall be specified by the Department.

A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Proposed Contractor Selection Review is a Proposer;
2. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);
3. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
 - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
 - i. Failure to correctly apply the standards for reviewing the proposal format requirements.
 - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
 - b. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended contractor.
 - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - d. Another basis for review as provided by state or federal law; and
4. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the Proposer of the manner and timeframe for requesting a review by a County Review Panel (see Section 3.8.3 below).

3.8 County Review Panel Process

Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for review by a County Review Panel in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

A request for review by a County Review Panel may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting review by a County Review Panel is a Proposer;
2. The request for a review by a County Review Panel is submitted timely (i.e., by the date and time specified by the Department); and
3. The person or entity requesting review by a County Review Panel has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from the Department's written decision and (b) are on of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in Section [insert section of solicitation document] above.

Upon completion of the County Review Panel's review, the Panel will forward its report to the Department, which will provide a copy to the Proposer.

APPENDIX A

SAMPLE RFP CONTRACT



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

(CONTRACTOR)

FOR

CUSTODIAL SERVICES

SAMPLE CONTRACT PROVISIONS
TABLE OF CONTENTS

PARAGRAPH	TITLE	PAGE
RECITALS		1
1.0	APPLICABLE DOCUMENTS	1
2.0	DEFINITIONS	2
3.0	WORK	4
4.0	TERM OF CONTRACT	4
5.0	CONTRACT SUM	4
6.0	ADMINISTRATION OF CONTRACT- COUNTY	7
6.1	COUNTY'S PROJECT DIRECTOR	7
6.2	COUNTY'S PROJECT MANAGER	7
6.3	COUNTY'S CONTRACT MONITOR	8
7.0	ADMINISTRATION OF CONTRACT - CONTRACTOR	8
7.1	CONTRACTOR'S PROJECT MANAGER	8
7.2	APPROVAL OF CONTRACTOR'S STAFF	8
7.3	CONTRACTOR'S STAFF IDENTIFICATION	8
7.4	BACKGROUND AND SECURITY INVESTIGATIONS	9
7.5	CONFIDENTIALITY	10
8.0	STANDARD TERMS AND CONDITIONS	11
8.1	AMENDMENTS	11
8.2	ASSIGNMENT AND DELEGATION	11
8.3	AUTHORIZATION WARRANTY	12
8.4	BUDGET REDUCTIONS	12
8.5	COMPLAINTS	13
8.6	COMPLIANCE WITH APPLICABLE LAW	14
8.7	COMPLIANCE WITH CIVIL RIGHTS LAWS	14
8.8	COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM	15
8.9	CONFLICT OF INTEREST	16
8.10	CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST	17
8.11	CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS	17

SAMPLE CONTRACT PROVISIONS
TABLE OF CONTENTS

PARAGRAPH	TITLE	PAGE
8.12	CONTRACTOR RESPONSIBILITY AND DEBARMENT	17
8.13	CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW	20
8.14	CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM.....	21
8.15	COUNTY'S QUALITY ASSURANCE PLAN.....	21
8.16	DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS	22
8.17	EMPLOYMENT ELIGIBILITY VERIFICATION.....	22
8.18	FACSIMILE REPRESENTATIONS.....	22
8.19	FAIR LABOR STANDARDS	23
8.20	FORCE MAJEURE	23
8.21	GOVERNING LAW, JURISDICTION, AND VENUE	24
8.22	INDEPENDENT CONTRACTOR STATUS.....	24
8.23	INDEMNIFICATION	25
8.24	GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE	25
8.25	INSURANCE COVERAGE	29
8.26	LIQUIDATED DAMAGES	30
8.27	MOST FAVORED PUBLIC ENTITY	31
8.28	NONDISCRIMINATION AND AFFIRMATIVE ACTION.....	31
8.29	NON EXCLUSIVITY.....	33
8.30	NOTICE OF DELAYS	33
8.31	NOTICE OF DISPUTES	33
8.32	NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT	33
8.33	NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW	34
8.34	NOTICES.....	34
8.35	PROHIBITION AGAINST INDUCEMENT OR PERSUASION	34
8.36	PUBLIC RECORDS ACT	34
8.37	PUBLICITY	35

SAMPLE CONTRACT PROVISIONS
TABLE OF CONTENTS

PARAGRAPH	TITLE	PAGE
8.38	RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT	35
8.39	RECYCLED BOND PAPER.....	38
8.40	SUBCONTRACTING	39
8.41	TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM.....	40
8.42	TERMINATION FOR CONVENIENCE	40
8.43	TERMINATION FOR DEFAULT	41
8.44	TERMINATION FOR IMPROPER CONSIDERATION.....	42
8.45	TERMINATION FOR INSOLVENCY.....	43
8.46	TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE	43
8.47	TERMINATION FOR NON-APPROPRIATION OF FUNDS.....	44
8.48	VALIDITY	44
8.49	WAIVER.....	44
8.50	WARRANTY AGAINST CONTINGENT FEES.....	44
8.51	WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM	45
8.52	TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM	45
9.0	UNIQUE TERMS AND CONDITIONS	46
9.1	COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM	46
9.2	LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM	54
9.3	CONTRACTOR'S OBLIGATIONS AS A "NON-BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT of 1996 (HIPAA).....	55
9.4	CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE	56
	SIGNATURES	57

SAMPLE CONTRACT PROVISIONS TABLE OF CONTENTS

STANDARD EXHIBITS

- A STATEMENT OF WORK (NOT ATTACHED TO SAMPLE)
- B PRICING SCHEDULE (NOT ATTACHED TO SAMPLE)
- C CONTRACTOR'S PROPOSED SCHEDULE (NOT ATTACHED TO SAMPLE)
- D CONTRACTOR'S EEO CERTIFICATION (NOT ATTACHED TO SAMPLE)
- E COUNTY'S ADMINISTRATION
- F CONTRACTOR'S ADMINISTRATION
- G FORM(S) REQUIRED AT THE TIME OF CONTRACT EXECUTION
- H JURY SERVICE ORDINANCE
- I SAFELY SURRENDERED BABY LAW

UNIQUE EXHIBITS

PROP A - LIVING WAGE PROGRAM EXHIBITS (NOT ATTACHED TO SAMPLE)

- J LIVING WAGE ORDINANCE
- K MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS
- L PAYROLL STATEMENT OF COMPLIANCE

SB 1262 – NONPROFIT INTEGRITY ACT OF 2004

- M CHARITABLE CONTRIBUTIONS CERTIFICATION
- N CONTRACTOR'S OBLIGATIONS AS A "NON-BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT of 1996 AND HEALTH CARE INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT

**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
CONTRACTOR
FOR
CUSTODIAL SERVICES**

This Contract and Exhibits made and entered into this ____ day of _____, 2011 by and between the County of Los Angeles, hereinafter referred to as County and _____, hereinafter referred to as Contractor. _____ is located at _____.

RECITALS

WHEREAS, the County may contract with private businesses for Custodial Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Custodial Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract Custodial Services; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter, Los Angeles County Code Section 2.121.250, and California Government Code Sections 23004, 31000 and otherwise; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, M and N are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Pricing Schedule
- 1.3 EXHIBIT C - Contractor's Proposed Schedule
- 1.4 EXHIBIT D - Contractor's EEO Certification
- 1.5 EXHIBIT E - County's Administration
- 1.6 EXHIBIT F - Contractor's Administration
- 1.7 EXHIBIT G - Forms Required at the Time of Contract Execution
- 1.8 EXHIBIT H - Jury Service Ordinance
- 1.9 EXHIBIT I - Safely Surrendered Baby Law

Unique Exhibits:**Prop A - Living Wage Program**

- 1.10 EXHIBIT J - Living Wage Ordinance
- 1.11 EXHIBIT K - Monthly Certification for Applicable Health Benefit Payments
- 1.12 EXHIBIT L - Payroll Statement of Compliance

SB 1262 – NONPROFIT INTEGRITY ACT OF 2004

- 1.13 EXHIBIT M – Charitable Contributions Certification
- 1.14 EXHIBIT N - Contractor's Obligation as a "Non-Business Associate" Under the Health Insurance Portability and Accountability Act of 1996 and Health Care Information Technology for Economic and Clinical Health Act

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning:

- 2.1 **Contract:** Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A.

- 2.2 **Contract Discrepancy Report:** A report that identifies specific problems, failures and other key performance issues in Contractor's performance that require corrective action.
- 2.3 **Contractor:** The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by the Statement of Work.
- 2.4 **Contractor Project Manager:** The individual designated by the Contractor to administer the Contract operations after the Contract award.
- 2.5 **County Contract Monitor:** Person (s) with responsibility to oversee the day to day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.6 **County Project Director:** Person (s) designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.
- 2.7 **County Project Manager:** Person (s) designated by County's Project Director to manage the operations under this Contract.
- 2.8 **County Recognized Holidays:** The County Recognized Holidays are: New Year's Day (January 1), Martin Luther King's Birthday (Third Monday in January), Presidents Day (Third Monday in February), Memorial Day (Last Monday in May), Independence Day (July 4), Labor Day (First Monday in September), Columbus Day (Second Monday in October), Veteran's Day (November 11), Thanksgiving holidays (Fourth Thursday and Friday in November), Christmas Day (December 25).
- 2.9 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.10 **District Manager:** County Facility Operations Services (FOS) Manager responsible for custodial services in the County.
- 2.11 **Facilities:** Property(ies) owned and/or operated by the County of Los Angeles.
- 2.12 **Facilities Operation Services (FOS):** Internal Service Department (ISD) operation responsible for providing custodial services to County Departments.
- 2.13 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

- 2.14 **Internal Services Department:** The County Department responsible for administration of the contract.
- 2.15 **Performance Requirements Summary (PRS):** Performance standards document which identifies key performance indicators that will be evaluated by County to ensure that Contractor meets the required services under this Contract.

3.0 WORK

- 3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

4.0 TERM OF CONTRACT

- 4.1 The contract term shall be for a period of three (3) years, commencing after execution by County's Board of Supervisors, unless sooner terminated or extended, in whole or in part, as provided in the Contract.
- 4.2 The County shall have sole discretion to exercise an option to extend this Contract term for up to three (3) additional one-year periods, for a maximum total Contract term of six (6) years. Each such option and extension shall be exercised solely by the Director, Internal Services Department (ISD).
- 4.3 The Contractor shall notify County's Project Manager, Internal Services Department, when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to County's Project Manager at the address herein provided in Exhibit E - County's Administration.

5.0 CONTRACT SUM

- 5.1 The Contract Sum under this Agreement shall be the total monetary amount payable by County to Contractor for supplying all the tasks, deliverables, goods, services and other work specified under this Contract. Contractor shall provide services at the rates identified in Exhibit B, Pricing Schedule.

5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.

5.3 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, the Contractor shall send written notification to Internal Services Department at the address herein provided in Exhibit E - County's Administration.

5.4 **No Payment for Services Provided Following Expiration/Termination of Contract**

The Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.5 **Invoices and Payments**

5.5.1 The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - (SOW) and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments shall be as provided in Exhibit B - Pricing Schedule, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B - Pricing Schedule.

5.5.3 The Contractor's invoices shall contain the information set forth in Exhibit A - Statement of Work describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.5.4 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit K - Monthly Certification for Applicable Health Benefit Payments
- Exhibit L - Payroll Statement of Compliance

5.5.5 Contractor shall submit two (2) copies of all invoices under this Contract to the following address:

Christine Orosco
Internal Services Department
Accounts Payable Section
1100 North Eastern Avenue
Los Angeles, CA 90063

5.5.6 **County Approval of Invoices**

All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager, or an authorized representative prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.5.7 **Local Small Business Enterprises – Prompt Payment Program**

Certified Local SBEs will receive prompt payment for services they provide to County departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

5.6 **Cost of Living Adjustments (COLA's)**

The contract (hourly, daily, monthly, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department

of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no cost of living adjustments will be granted. Where the County decides to grant a Cost of Living Adjustment (COLA) pursuant to this paragraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

A listing of all County Administration referenced in the following subparagraphs is designated in Exhibit E - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 County's Project Director

Responsibilities of the County's Project Director include:

- ensuring that the objectives of this Contract are met; and
- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 County's Project Manager

The responsibilities of the County's Project Manager include:

- meeting with the Contractor's Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

The County's Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

6.3 County's Contract Monitor

The County's Contract Monitor is responsible for overseeing the day-to-day administration of this Contract. The Project Monitor reports to the County's Project Manager.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 Contractor's Project Manager

7.1.1 The Contractor's Project Manager is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Contract and shall coordinate with County's Project Manager and County's Contract Monitor on a regular basis.

7.2 Approval of Contractor's Staff

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.2.1 Contractor shall assign a sufficient number of employees to perform the required work as defined in the SOW.

7.2.2 Contractor shall immediately remove any contractor's staff assigned to a County Facility upon County's request.

7.3 Contractor's Staff Identification

All of Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person, visible at all times. Contractor bears all expense of the badging.

7.3.1 Contractor is responsible for ensuring that employees have obtained a County ID badge before they are assigned to work in a County facility. Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper contract worker ID badge on their person.

- 7.3.2 Contractor shall notify the County within one business day when staff is terminated from working under this Contract. Contractor shall retrieve and return an employee's ID badge to the County on the next business day after the employee has terminated employment with the Contractor.
- 7.3.3 If County requests the removal of Contractor's staff, Contractor shall retrieve and return an employee's ID badge to the County on the next business day after the employee has been removed from working on the County's Contract.
- 7.3.4 Improper or fraudulent use of County ID badges or failure of Contractor to return the employee's County ID badge will result in County's filing of a Contract Discrepancy Report with damages assessed as described in the SOW, Performance Requirement Summary.

7.4 Background and Security Investigations

- 7.4.1 Each of Contractor's staff performing services under this Contract who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation may include, but shall not be limited to, criminal conviction information obtained through fingerprints submitted to the California Department of Justice. The fees associated with the background investigation shall be at the expense of the Contractor, without regard to whether the Contractor's staff passes or fails the background clearance investigation.
- 7.4.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.
- 7.4.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

- 7.4.4 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.4 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.5 Confidentiality

- 7.5.1 Contractor shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.5.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 7.5, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and seek reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.
- 7.5.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.
- 7.5.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit G1.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

- 8.1.1 For any change which affects the scope of work, including addition or deletion of Facilities, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.
- 8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.
- 8.1.3 The Director of ISD, or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Contract. The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.
- 8.1.4 County reserves the right to add or change facilities as County deems appropriate. Such changes shall be based on the hourly rates listed in Exhibit B, Pricing Schedule, and Contractor and County will negotiate a mutually agreeable price. County also reserves the right to obtain facility pricing or receive bids from other Region(s) Contract vendors. In the event any additions or changes are made, an Amendment shall be prepared and executed by the County's Director of ISD, or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

- 8.2.1 The Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes

of this sub-paragraph, Contractor must obtain County's consent through a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract shall be deductible, at County's sole discretion, against any claims that the Contractor may have against the County.

8.2.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.

8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under

this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract.

8.5 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.5.1 Within seven (7) business days after Contract effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.5.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.5.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within two (2) business days for County approval.
- 8.5.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.
- 8.5.5 The Contractor shall preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within one (1) business day of receiving the complaint.
- 8.5.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.5.7 Copies of all written responses shall be sent to the County's Project Manager within one (1) business day of mailing to the complainant.

8.6 COMPLIANCE WITH APPLICABLE LAW

- 8.6.1 In the performance of this Contract, Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- 8.6.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 8.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and obtain reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor shall comply with Exhibit D - Contractor's EEO Certification.

8.8 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.8.1 Jury Service Program:

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Contract.

8.8.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor shall also be subject to the provisions of

this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. Contractor's violation of this sub-paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.9 CONFLICT OF INTEREST

- 8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.
- 8.9.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter

to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this sub-paragraph shall be a material breach of this Contract.

8.10 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

8.11 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor.

8.11.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.12 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.12.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as

quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.12.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the Contractor may have with the County.

8.12.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.12.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit

evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing

where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.12.5 Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

8.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

- 8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage

reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.15 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors.

The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

The Contractor's Project Manager or Supervisor shall meet monthly or as requested by County with the County Contract Monitor and inspect the facility on any shift to ensure the quality of the custodial/housekeeping services being performed. A summary report of findings, including all deficiencies, will be prepared by the County and submitted to Contractor for remedial action. Contractor will provide Performance Monthly Inspection Report by the 15th of the following month and a copy will be provided to the County Project Manager the report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

8.16 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

- 8.16.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.
- 8.16.2 If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be reimbursed by the Contractor by cash payment upon demand.

8.17 EMPLOYMENT ELIGIBILITY VERIFICATION

- 8.17.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.
- 8.17.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.18 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to sub-paragraph 8.1, and received via

communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.19 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.20 FORCE MAJEURE

8.20.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this sub-paragraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.20.3 In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from

other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.21 GOVERNING LAW, JURISDICTION, AND VENUE

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.22 INDEPENDENT CONTRACTOR STATUS

8.22.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.22.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.22.4 The Contractor shall adhere to the provisions stated in subparagraph 7.5 - Confidentiality.

8.23 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

8.24 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.24.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of

each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Internal Services Department, Contracting Division
1100 North Eastern Avenue
Los Angeles, CA 90063

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its

Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.3 Cancellation of Insurance

Except in the case of cancellation for non-payment of premium, Contractor's insurance policies shall provide, and Certificates shall specify, that County shall receive not less than thirty (30) days advance written notice by mail of any cancellation of the Required Insurance. Ten (10) days prior notice may be given to County in event of cancellation for non-payment of premium.

8.24.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach.

8.24.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver

of subrogation endorsements which may be necessary to effect such waiver.

8.24.8 Sub-Contractor Insurance Coverage Requirements

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.24.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.25 INSURANCE COVERAGE

8.25.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.25.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits

of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 Workers Compensation and Employers' Liability

insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.26 LIQUIDATED DAMAGES

8.26.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or his/her designee, in a written notice describing the reasons for said action.

8.26.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable

portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages as specified in the Performance Requirements Summary (PRS) Chart, defined in Appendix C, Technical Exhibit 2, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.26.3 The action noted in sub-paragraph 8.26.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.26.4 This sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or sub-paragraph 8.26.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.27 MOST FAVORED PUBLIC ENTITY

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

8.28 NONDISCRIMINATION AND AFFIRMATIVE ACTION

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard

to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

- 8.28.2 The Contractor shall certify to, and comply with, the provisions of Exhibit D - Contractor's EEO Certification.
- 8.28.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 8.28.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
- 8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 8.28.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this sub-paragraph 8.28 when so requested by the County.
- 8.28.7 If the County finds that any provisions of this sub-paragraph 8.28 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have

been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.

8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.29 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict Internal Services Department from acquiring similar, equal or like goods and/or services from other entities or sources.

8.30 NOTICE OF DELAYS

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.31 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the (Director), or designee shall resolve it.

8.32 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.33 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

8.34 NOTICES

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The (Director, or his/her designee) shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.35 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.36 PUBLIC RECORDS ACT

8.36.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to sub-paragraph 8.38 - Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records

Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

8.37 PUBLICITY

- 8.37.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director. The County shall not unreasonably withhold written consent.

- 8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this subparagraph 8.37 shall apply.

8.38 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The

Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

- 8.38.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.38.2 Failure on the part of the Contractor to comply with any of the provisions of this sub-paragraph 8.38 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.
- 8.38.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this

Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

- 8.38.4 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.38.5 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.39 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.40 SUBCONTRACTING

- 8.40.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.
- 8.40.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:
- A description of the work to be performed by the Subcontractor;
 - A draft copy of the proposed subcontract; and
 - Other pertinent information and/or certifications requested by the County.
- 8.40.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were the Contractor employees.
- 8.40.4 The Contractor shall remain fully responsible for all performances required of it under this Contract including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.40.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its Subcontractors of this County right.
- 8.40.6 The County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and Subcontractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.
- 8.40.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

- 8.40.8 The Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor. Before any Subcontractor employee may perform any work hereunder, the Contractor shall ensure delivery of all such documents to:

Facilities Operations Services/Contract Administration
1100 N. Eastern Ave., 1st Floor
Los Angeles, CA 90063

**8.41 TERMINATION FOR BREACH OF WARRANTY TO
MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT
COMPLIANCE PROGRAM**

Failure of the Contractor to maintain compliance with the requirements set forth in sub-paragraph 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to sub-paragraph 8.43 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.42 TERMINATION FOR CONVENIENCE

- 8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.
- 8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:
- Stop work under this Contract on the date and to the extent specified in such notice, and
 - Complete performance of such part of the work as shall not have been terminated by such notice.

- 8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with sub-paragraph 8.38, Record Retention AND Inspection/Audit Settlement.

8.43 TERMINATION FOR DEFAULT

- 8.43.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

- 8.43.2 In the event that the County terminates this Contract in whole or in part as provided in sub-paragraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this sub-paragraph.

- 8.43.3 Except with respect to defaults of any Subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in sub-paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight

embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the Contractor and Subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this sub-paragraph, the term "Subcontractor(s)" means Subcontractor(s) at any tier.

- 8.43.4 If, after the County has given notice of termination under the provisions of this sub-paragraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this sub-paragraph 8.43, or that the default was excusable under the provisions of sub-paragraph 8.43.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to sub-paragraph 8.42 - Termination for Convenience.
- 8.43.5 The rights and remedies of the County provided in this sub-paragraph 8.43 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.44 TERMINATION FOR IMPROPER CONSIDERATION

- 8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.44.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.44.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.45 TERMINATION FOR INSOLVENCY

8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this subparagraph 8.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.46 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall

constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.47 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.48 VALIDITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

8.49 WAIVER

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this subparagraph 8.49 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.50 WARRANTY AGAINST CONTINGENT FEES

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.51 WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

8.52 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 Living Wage Program

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Subparagraph 9.1.2 under the Contract:
 - a. Not less than \$11.84 per hour if, in addition to the per-hour wage, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or
 - b. Not less than \$9.64 per hour if, in addition to the per-hour wage, the Contractor contributes at least \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The Contractor will be deemed to have contributed \$2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.

2. For purposes of this sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.
3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.
4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall

immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 Contractor's Submittal of Certified Monitoring Reports

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor's current health care benefits plan, and the Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit K and Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information

contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this sub-paragraph, the County shall have the rights and remedies described in this sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

- a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed

liquidated damages from any payments otherwise due the Contractor.

- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.
2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. The County

may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

- c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.
3. Debarment. In the event the Contractor breaches a requirement of this sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 Use of Full-Time Employees

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this sub-paragraph may constitute a material breach of the Contract. In the

event of such material breach, the County may, in its sole discretion, terminate the Contract.

9.1.10 Contractor Standards

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. The Contractor is not required to hire a retention employee who:
 - a. Has been convicted of a crime related to the job or his or her performance; or
 - b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

9.1.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

9.2 LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

9.2.1 This Contract is subject to the provisions of the County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

9.2.2 The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.

9.2.3 The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.

9.2.4 If the Contractor has obtained certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the state and OAAC of this information prior to responding to a solicitation or accepting a contract award.

9.3 CONTRACTOR'S OBLIGATIONS AS A NON-BUSINESS ASSOCIATE UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 ("HIPAA")

Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or agents, may have inadvertent access to patient medical records. Contractor understands and agrees that Contractor, its officers, employees, and agents shall not take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents shall maintain the confidentiality of any information obtained and shall immediately, or upon the first reasonable opportunity to do so, notify DPH management personnel that such access has been gained.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all liability, including but not limited to, demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees) arising from or connected with Contractor's or its officers, employees' or agents' access to patient medical records. Contractor agrees to provide appropriate training to its officers, employees, and agents, regarding their obligation in this regard.

9.4 Proposer's Charitable Contributions Compliance

- 9.4.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective Contractors should carefully read the Background and Resources: California Charities Regulations, Appendix N. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fundraising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.
- 9.4.2 All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the Charitable Contributions Certification, Exhibit 22 as set forth in Appendix D - Required Forms. A completed Exhibit 22 is a required part of any agreement with the County.
- 9.4.3 In Exhibit 22, prospective contractors certify either that:
- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement,
 - OR**
 - they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.
- 9.4.4 Prospective County contractors that do not complete Exhibit 22 as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR: (_____ Name _____)

By _____
Name

Title

COUNTY OF LOS ANGELES

GLORIA MOLINA
Chair, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By _____

APPROVED AS TO FORM:

Andrea Sheridan Ordin
County Counsel

By _____
Principal Deputy County Counsel

**CONTRACT FOR
CUSTODIAL SERVICES**

TABLE OF CONTENTS OF EXHIBITS

STANDARD EXHIBITS

- A STATEMENT OF WORK (NOT ATTACHED TO SAMPLE)
- B PRICING SCHEDULE (NOT ATTACHED TO SAMPLE)
- C CONTRACTOR'S PROPOSED SCHEDULE (NOT ATTACHED TO SAMPLE)
- D CONTRACTOR'S EEO CERTIFICATION
- E COUNTY'S ADMINISTRATION
- F CONTRACTOR'S ADMINISTRATION
- G FORM(S) REQUIRED AT THE TIME OF CONTRACT EXECUTION
- H JURY SERVICE ORDINANCE
- I SAFELY SURRENDERED BABY LAW

PROP A - LIVING WAGE PROGRAM EXHIBITS

- J LIVING WAGE ORDINANCE
- K MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS
- L PAYROLL STATEMENT OF COMPLIANCE

SB 1262 – NONPROFIT INTEGRITY ACT OF 2004

- M CHARITABLE CONTRIBUTION CERTIFICATION
- N CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH CARE INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT

STATEMENT OF WORK

NOT ATTACHED TO SAMPLE

PRICING SCHEDULE

NOT ATTACHED TO SAMPLE

CONTRACTOR'S PROPOSED SCHEDULE

NOT ATTACHED TO SAMPLE

CONTRACTOR'S EEO CERTIFICATION

Contractor Name

Address

Internal Revenue Service Employer Identification Number**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes ☐ | No ☐ |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes ☐ | No ☐ |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes ☐ | No ☐ |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes ☐ | No ☐ |

Authorized Official's Printed Name and Title

Authorized Official's Signature

Date

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Yolanda Young
Title: Division Manager
Address: 1100 N. Eastern Ave.
Los Angeles, CA 90063
Telephone: 323-267-3101 Facsimile: 323-415-8664
E-Mail Address: yyoung@isd.lacounty.gov

COUNTY PROJECT MANAGER:

Name: Luci Gutierrez
Title: Section Manager
Address: 1100 N. Eastern Ave.
Los Angeles, CA 90063
Telephone: 323-267-2905 Facsimile: 323-415-8664
E-Mail Address: lgutierrez@isd.lacounty.gov

COUNTY CONTRACT MONITORS:

Name: Angela Mazzie
Title: Facilities Contract Monitor
Address: 1100 N. Eastern Ave
Los Angeles, CA 90063
Telephone: 323-267-2557 Facsimile: 323-415-6877
E-Mail Address: amazzie@isd.lacounty.gov

CONTRACTOR'S ADMINISTRATION**CONTRACTOR'S NAME:** _____**CONTRACT NO:** _____**CONTRACTOR'S PROJECT MANAGER:**

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION

G1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME _____ Contract No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

Page 1 of 3

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
 - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002; Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002; Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

Page 3 of 3

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

SAFELY SURRENDERED BABY LAW

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723
www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

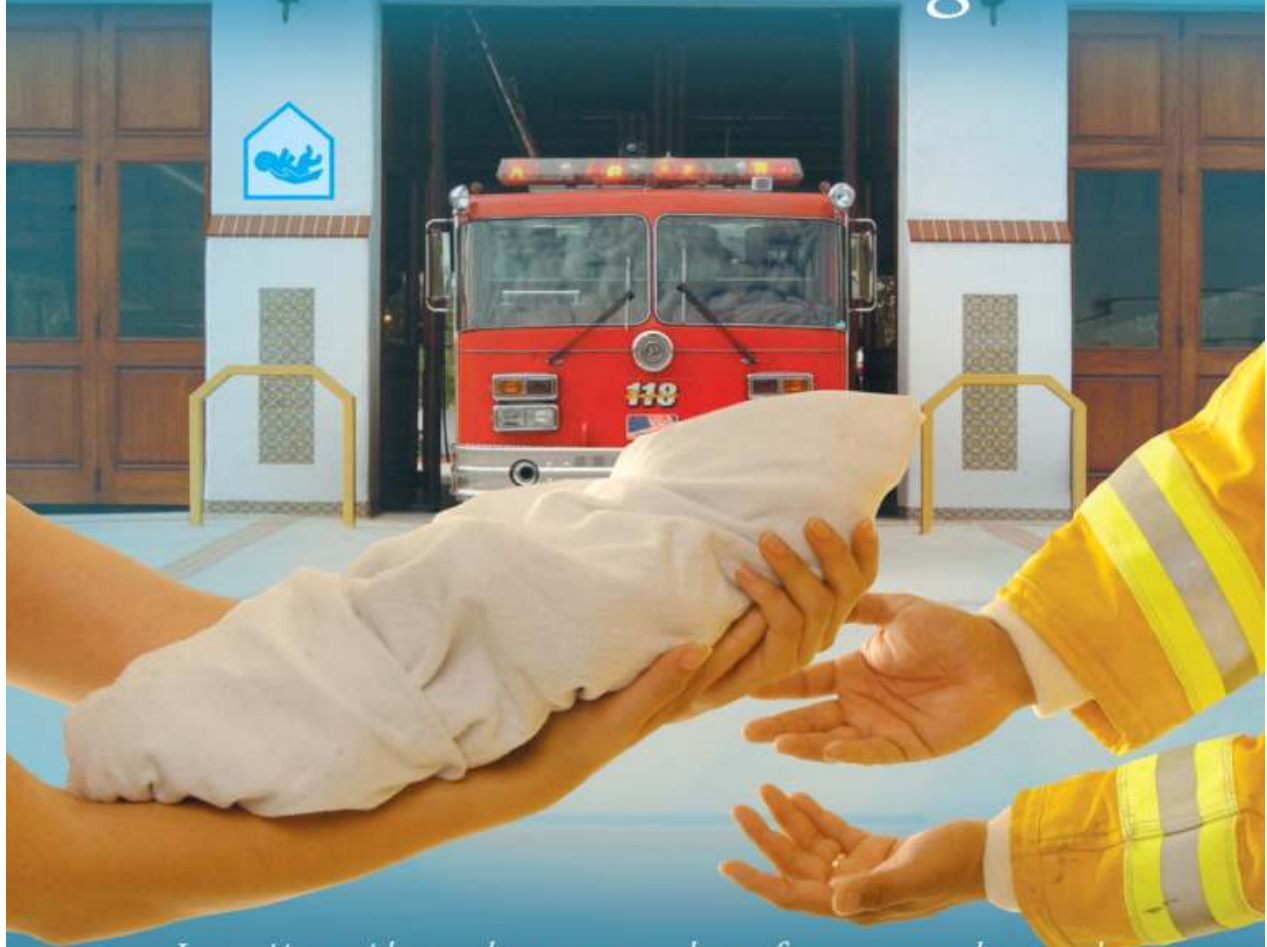
The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



PROP A - LIVING WAGE PROGRAM

EXHIBITS J, K & L

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.

E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business. (Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

* **Editor's note:** Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$9.64 per hour with health benefits, or \$11.84 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate. (Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue

interpretations of the provisions of this chapter. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or
2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or
2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code. (Ord. 2007-0011 § 4, 2007; Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and
2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

“Dominant in its field of operation” means having more than 20 employees, including full time and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 99-0055 § 1, 1999; Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 99-0048 § 1 (part), 1999)



**COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE**

MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. (Information to complete this form can be obtained from your weekly certified payroll reports) Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor ☐ Subcontractor ☐		Address: (Street, City, State, Zip)	
(2) Payroll No.:	(3) Work Location:	(4) From payroll period: ____/____/____ to payroll period: ____/____/____	(5) For Month Ending:
(6) Department Name:		(7) Contract Service Description:	(8) Contract Name & Number:
(9) Contractor Health Plan Name(s):		(10) Contractor Health Plan ID Number(s):	

(11) Employee Name, Address & Last 4 digits of SS#	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggregate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate	(18) Gross Amount Paid (14x17)	(19) Aggregate \$ Health Benefits Paid (16+18)
		1	2	3	4	5						
1												
2												
3												
4												
5												
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.		Total (This Page)										
		Grand Total (All Pages)										
Print Authorized Name:												

Authorized Signature:	Date: ____/____/____	Title:	Telephone Number (include area code) (____) _____	Page: ____ of ____
-----------------------	----------------------	--------	---	--------------------

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE**

EXHIBIT L

I, _____, _____
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:

_____ on the _____;
(Company or subcontractor Name) (Service, Building or Work Site)

that during the payroll period commencing on the _____ day of _____, and
(Calendar day of Month) (Month and Year)

ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)

have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of _____

(Company Name)

from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

- A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

☐ In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

- B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

☐ Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title

Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- ☐ Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- ☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

Date

Name and Title of Signer (please print)

**AGREEMENT
CONTRACTOR'S OBLIGATIONS AS A
"BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE
PORTABILITY AND ACCOUNTABILITY ACT OF 1996
AND THE HEALTH CARE INFORMATION TECHNOLOGY
FOR ECONOMIC AND CLINICAL HEALTH ACT
(BUSINESS ASSOCIATE AGREEMENT)**

Under this Agreement, Contractor ("Business Associate") provides services ("Services") to County ("Covered Entity") and Business Associate receives, has access to or creates Protected Health Information in order to provide those Services.

Covered Entity is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), and regulations promulgated thereunder, including the Standards for Privacy of Individually Identifiable Health Information ("Privacy Regulations") and the Health Insurance Reform: Security Standards ("the Security Regulations") at 45 Code of Federal Regulations (C.F.R.) Parts 160 and 164 (together, the "Privacy and Security Regulations"). The Privacy and Security Regulations require Covered Entity to enter into a contract with Business Associate ("Business Associate Agreement") in order to mandate certain protections for the privacy and security of Protected Health Information, and those Regulations prohibit the disclosure to or use of Protected Health Information by Business Associate if such a contract is not in place.

Further, pursuant to the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005, *title XIII and title IV of Division B*, ("HITECH Act"), effective February 17, 2010, certain provisions of the HIPAA Privacy and Security Regulations apply to Business Associates in the same manner as they apply to Covered Entity and such provisions must be incorporated into the Business Associate Agreement.

This Business Associate Agreement and the following provisions are intended to protect the privacy and provide for the security of Protected Health Information disclosed to or used by Business Associate in compliance with HIPAA's Privacy and Security Regulations and the HITECH Act, as they now exist or may hereafter be amended.

Therefore, the parties agree as follows:

DEFINITIONS

- 1.1 "Breach" has the same meaning as the term "breach" in 45 C.F.R. § 164.402.
- 1.2 "Disclose" and "Disclosure" mean, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Business Associate's internal operations or to other than its employees.

- 1.3 "Electronic Health Record" has the same meaning as the term "electronic health record" in the HITECH Act, 42 U.S.C. section 17921. Electronic Health Record means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff.
- 1.4 "Electronic Media" has the same meaning as the term "electronic media" in 45 C.F.R. § 160.103. Electronic Media means (1) Electronic storage media including memory devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card; or (2) Transmission media used to exchange information already in electronic storage media. Transmission media include, for example, the internet (wide-open), extranet (using internet technology to link a business with information accessible only to collaborating parties), leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media, because the information being exchanged did not exist in electronic form before the transmission. The term "Electronic Media" draws no distinction between internal and external data, at rest (that is, in storage) as well as during transmission.
- 1.5 "Electronic Protected Health Information" has the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103. Electronic Protected Health Information means Protected Health Information that is (i) transmitted by electronic media; (ii) maintained in electronic media.
- 1.6 "Individual" means the person who is the subject of Protected Health Information and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).
- 1.7 "Minimum Necessary" refers to the minimum necessary standard in 45 C.F.R. § 162.502 (b) as in effect or as amended.
- 1.8 "Privacy Rule" means the Standards for Privacy of Individually Identifiable Health Information at 45 Code of Federal Regulations (C.F.R.) Parts 160 and 164, also referred to as the Privacy Regulations.
- 1.9 "Protected Health Information" has the same meaning as the term "protected health information" in 45 C.F.R. § 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity. Protected Health Information includes information that (i) relates to the past, present or future physical or mental health or condition of an Individual; the provision of health care to an Individual, or the past, present or future payment for the provision of health care to an Individual; (ii) identifies the Individual (or for which there is a reasonable basis for believing that the information can be used to

identify the Individual); and (iii) is received by Business Associate from or on behalf of Covered Entity, or is created by Business Associate, or is made accessible to Business Associate by Covered Entity. "Protected Health Information" includes Electronic Health Information.

- 1.10 "Required By Law" means a mandate contained in law that compels an entity to make a Use or Disclosure of Protected Health Information and that is enforceable in a court of law. Required by law includes, but is not limited to, court orders and court-ordered warrants; subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or any administrative body authorized to require the production of information; a civil or an authorized investigative demand; Medicare conditions of participation with respect to health care providers participating in the program; and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing benefits.
- 1.11 "Security Incident" means the attempted or successful unauthorized access, Use, Disclosure, modification, or destruction of information in, or interference with system operations of, an Information System which contains Electronic Protected Health Information. However, Security Incident does not include attempts to access an Information System when those attempts are not reasonably considered by Business Associate to constitute an actual threat to the Information System.
- 1.12 "Security Rule" means the Security Standards for the Protection of Electronic Health Information also referred to as the Security Regulations at 45 Code of Federal Regulations (C.F.R.) Part 160 and 164.
- 1.13 "Services" has the same meaning as in the body of this Agreement.
- 1.14 "Unsecured Protected Health Information" has the same meaning as the term "unsecured protected health information" in 45 C.F.R. § 164.402.
- 1.15 "Use" or "Uses" mean, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Information within Business Associate's internal operations.
- 1.16 Terms used, but not otherwise defined in this Business Associate Agreement shall have the same meaning as those terms in the HIPAA Regulations and HITECH Act.

OBLIGATIONS OF BUSINESS ASSOCIATE

- 2.1 Permitted Uses and Disclosures of Protected Health Information. Business Associate:
 - (a) shall Use and Disclose Protected Health Information only as necessary to perform the Services, and as provided in Sections 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 4.3 and 5.2 of this Agreement;

(b) shall Disclose Protected Health Information to Covered Entity upon request;

(c) may, as necessary for the proper management and administration of its business or to carry out its legal responsibilities:

(i) Use Protected Health Information; and

(ii) Disclose Protected Health Information if the Disclosure is Required by Law.

Business Associate shall not Use or Disclose Protected Health Information for any other purpose or in any manner that would constitute a violation of the Privacy Regulations or the HITECH Act if so Used or Disclosed by Covered Entity.

2.2 Prohibited Uses and Disclosures of Protected Health Information. Business Associate:

(a) shall not Use or Disclose Protected Health Information for fundraising or marketing purposes.

(b) shall not disclose Protected Health Information to a health plan for payment or health care operations purposes if the Individual has requested this special restriction and has paid out of pocket in full for the health care item or service to which the Protected Health Information solely relates.

(c) shall not directly or indirectly receive payment in exchange for Protected Health Information, except with the prior written consent of Covered Entity and as permitted by the HITECH Act. This prohibition shall not affect payment by Covered Entity to Business Associate. Covered Entity shall not provide such written consent except upon express approval of the departmental privacy officer and only to the extent permitted by law, including HIPAA and the HITECH Act.

2.3 Adequate Safeguards for Protected Health Information. Business Associate:

(a) shall implement and maintain appropriate safeguards to prevent the Use or Disclosure of Protected Health Information in any manner other than as permitted by this Business Associate Agreement. Business Associate agrees to limit the Use and Disclosure of Protected Health Information to the Minimum Necessary in accordance with the Privacy Regulation's minimum necessary standard as in effect or as amended.

(b) as to Electronic Protected Health Information, shall implement and maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information; effective February 17, 2010, said safeguards

shall be in accordance with 45 C.F.R. Sections 164.308, 164.310, and 164.312, and shall comply with the Security Rule's policies and procedure and documentation requirements.

2.4 Reporting Non-Permitted Use or Disclosure and Security Incidents and Breaches of Unsecured Protected Health Information. Business Associate

- (a) shall report to Covered Entity each Use or Disclosure of Protected Health Information that is made by Business Associate, its employees, representatives, Agents, subcontractors, or other parties under Business Associate's control with access to Protected Health Information but which is not specifically permitted by this Business Associate Agreement or otherwise required by law.
- (b) shall report to Covered Entity each Security Incident of which Business Associate becomes aware.
- (c) shall notify Covered Entity of each Breach by Business Associate, its employees, representatives, agents or subcontractors of Unsecured Protected Health Information that is known to Business Associate or, by exercising reasonable diligence, would have been known to Business Associate. Business Associate shall be deemed to have knowledge of a Breach of Unsecured Protected Health Information if the Breach is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the Breach, who is an employee, officer, or other agent of the Business Associate as determined in accordance with the federal common law of agency.

2.4.1 Immediate Telephonic Report. Except as provided in Section 2.4.3, notification shall be made immediately upon discovery of the non-permitted Use or Disclosure of Protected Health Information, Security Incident or Breach of Unsecured Protected Health Information by telephone call to (562) 940-3335.

2.4.2 Written Report. Except as provided in Section 2.4.3, the initial telephonic notification shall be followed by written notification made without unreasonable delay and in no event later than three (3) business days from the date of discovery of the non-permitted Use or Disclosure of Protected Health Information, Security Incident, or Breach by the Business Associate to the Chief Privacy Officer at:

Chief Privacy Officer
Kenneth Hahn Hall of Administration
500 West Temple Street
Suite 525
Los Angeles, California 90012
HIPAA@auditor.lacounty.gov
(213) 974-2166

- (a) The notification required by section 2.4 shall include, to the extent possible, the identification of each Individual whose Unsecured Protected Health Information has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, Used, or Disclosed; and
- (b) The notification required by section 2.4 shall include, to the extent possible, all information required to provide notification to the Individual under 45 C.F.R. 164.404(c), including:
 - (i) A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;
 - (ii) A description of the types of Unsecured Protected Health Information that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);
 - (iii) Any other details necessary to conduct an assessment of whether there is a risk of harm to the Individual;
 - (iv) Any steps Business Associate believes that the Individual could take to protect him or herself from potential harm resulting from the breach;
 - (v) A brief description of what Business Associate is doing to investigate the Breach, to mitigate harm to the Individual, and to protect against any further Breaches; and
 - (vi) The name and contact information for the person most knowledgeable regarding the facts and circumstances of the Breach.

If Business Associate is not able to provide the information specified in section 2.3.2 (a) or (b) at the time of the notification required by section 2.4.2, Business Associate shall provide such information promptly thereafter as such information becomes available.

2.4.3 Request for Delay by Law Enforcement. Business Associate may delay the notification required by section 2.4 if a law enforcement official states to Business Associate that notification would impede a criminal investigation or cause damage to national security. If the law enforcement official's statement is in writing and specifies the time for which a delay is required, Business Associate shall delay notification, notice, or posting for the time

period specified by the official; if the statement is made orally, Business Associate shall document the statement, including the identity of the official making the statement, and delay notification, notice, or posting temporarily and no longer than 30 days from the date of the oral statement, unless a written statement as described in paragraph (a) of this section is submitted during that time.

2.5 Mitigation of Harmful Effect. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a Use or Disclosure of Protected Health Information by Business Associate in violation of the requirements of this Business Associate Agreement.

2.6 Breach Notification. Business Associate shall, to the extent Covered Entity determines that there has been a Breach of Unsecured Protected Health Information, provide Breach notification for each and every Breach of Unsecured Protected Health Information by Business Associate, its employees, representatives, agents or subcontractors, in a manner that permits Covered Entity to comply with its obligations under Subpart D, Notification in the Case of Breach of Unsecured PHI, of the Privacy and Security Regulations, including:

(a) Notifying each Individual whose Unsecured Protected Health Information has been, or is reasonably believed to have been, accessed, acquired, Used, or Disclosed as a result of such Breach;

(b) The notification required by paragraph (a) of this Section 2.6 shall include, to the extent possible:

(i) A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;

(ii) A description of the types of Unsecured Protected Health Information that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);

(iii) Any steps the Individual should take to protect him or herself from potential harm resulting from the Breach;

(iv) A brief description of what Business Associate is doing to investigate the Breach, to mitigate harm to individuals, and to protect against any further Breaches; and

(v) Contact procedures for Individual(s) to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, Web site, or postal address.

(vi) The notification required by paragraph (a) of this section shall be written in plain language

Covered Entity, in its sole discretion, may elect to provide the notification required by this Section 2.6, and Business Associate shall reimburse Covered Entity any and all costs incurred by Covered Entity, including costs of notification, internet posting, or media publication, as a result of Business Associate's Breach of Unsecured Protected Health Information.

- 2.7 Availability of Internal Practices, Books and Records to Government Agencies. Business Associate agrees to make its internal practices, books and records relating to the Use and Disclosure of Protected Health Information available to the Secretary of the federal Department of Health and Human Services for purposes of determining Covered Entity's compliance with the Privacy and Security Regulations. Business Associate shall immediately notify Covered Entity of any requests made by the Secretary and provide Covered Entity with copies of any documents produced in response to such request.
- 2.8 Access to Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make the Protected Health Information specified by Covered Entity available to the Individual(s) identified by Covered Entity as being entitled to access and copy that Protected Health Information. Business Associate shall provide such access for inspection of that Protected Health Information within two (2) business days after receipt of request from Covered Entity. Business Associate shall provide copies of that Protected Health Information within five (5) business days after receipt of request from Covered Entity. If Business Associate maintains an Electronic Health Record, Business Associate shall provide such information in electronic format to enable Covered Entity to fulfill its obligations under the HITECH Act.
- 2.9 Amendment of Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make any amendments to Protected Health Information that are requested by Covered Entity. Business Associate shall make such amendment within ten (10) business days after receipt of request from Covered Entity in order for Covered Entity to meet the requirements under 45 C.F.R. § 164.526.
- 2.10 Accounting of Disclosures. Upon Covered Entity's request, Business Associate shall provide to Covered Entity an accounting of each Disclosure of Protected Health Information made by Business Associate or its employees, agents, representatives or subcontractors, in order to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528 and/or the HITECH Act which requires an Accounting of Disclosures of Protected Health Information maintained in an Electronic Health Record for treatment, payment, and health care operations.

[Optional, to be used when all Uses and Disclosures permitted in order to perform the Services will be for the Covered Entity's payment or health care operations activities: However, Business Associate is not required to provide an Accounting of Disclosures that are necessary to perform the Services because such Disclosures are for either payment or health care operations purposes, or both.]

Any accounting provided by Business Associate under this Section 2.10 shall include: (a) the date of the Disclosure; (b) the name, and address if known, of the entity or person who received the Protected Health Information; (c) a brief description of the Protected Health Information disclosed; and (d) a brief statement of the purpose of the Disclosure. For each Disclosure that could require an accounting under this Section 2.10, Business Associate shall document the information specified in (a) through (d), above, and shall securely maintain the information for six (6) years from the date of the Disclosure. Business Associate shall provide to Covered Entity, within ten (10) business days after receipt of request from Covered Entity, information collected in accordance with this Section 2.10 to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528. If Business Associate maintains an Electronic Health Record, Business Associate shall provide such information in electronic format to enable Covered Entity to fulfill its obligations under the HITECH Act.

- 2.11 Indemnification. Business Associate shall indemnify, defend, and hold harmless Covered Entity, including its elected and appointed officers, employees, and agents, from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, penalties and fines (including regulatory penalties and/or fines), and expenses (including attorney and expert witness fees), arising from or connected with Business Associate's acts and/or omissions arising from and/or relating to this Business Associate Agreement; Business Associate's obligations under this provision extend to compliance and/or enforcement actions and/or activities, whether formal or informal, of Secretary of the federal Department of Health and Human Services and/or Office for Civil Rights.

3.0 OBLIGATION OF COVERED ENTITY

- 3.1 Obligation of Covered Entity. Covered Entity shall notify Business Associate of any current or future restrictions or limitations on the use of Protected Health Information that would affect Business Associate's performance of the Services, and Business Associate shall thereafter restrict or limit its own uses and disclosures accordingly.

4.0 TERM AND TERMINATION

- 4.1 Term. The term of this Business Associate Agreement shall be the same as the term of this Agreement. Business Associate's obligations under Sections 2.1 (as

modified by Section 4.2), 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 4.3 and 5.2 shall survive the termination or expiration of this Agreement.

4.2 Termination for Cause. In addition to and notwithstanding the termination provisions set forth in this Agreement, upon either party's knowledge of a material breach by the other party, the party with knowledge of the other party's breach shall:

- (a) Provide an opportunity for the breaching party to cure the breach or end the violation and terminate this Agreement if the breaching party does not cure the breach or end the violation within the time specified by the non-breaching party;
- (b) Immediately terminate this Agreement if a party has breached a material term of this Agreement and cure is not possible; or
- (c) If neither termination nor cure is feasible, report the violation to the Secretary of the federal Department of Health and Human Services.

4.3 Disposition of Protected Health Information Upon Termination or Expiration.

- (a) Except as provided in paragraph (b) of this section, upon termination for any reason or expiration of this Agreement, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.
- (b) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make infeasible. If return or destruction is infeasible, Business Associate shall extend the protections of this Business Associate Agreement to such Protected Health Information and limit further Uses and Disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

5.0 MISCELLANEOUS

5.1 No Third Party Beneficiaries. Nothing in this Business Associate Agreement shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

5.2 Use of Subcontractors and Agents. Business Associate shall require each of its agents and subcontractors that receive Protected Health Information from Business Associate, or create Protected Health Information for Business

Associate, on behalf of Covered Entity, to execute a written agreement obligating the agent or subcontractor to comply with all the terms of this Business Associate Agreement.

- 5.3 Relationship to Services Agreement Provisions. In the event that a provision of this Business Associate Agreement is contrary to another provision of this Agreement, the provision of this Business Associate Agreement shall control. Otherwise, this Business Associate Agreement shall be construed under, and in accordance with, the terms of this Agreement.
- 5.4 Regulatory References. A reference in this Business Associate Agreement to a section in the Privacy or Security Regulations means the section as in effect or as amended.
- 5.5 Interpretation. Any ambiguity in this Business Associate Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the Privacy and Security Regulations.
- 5.6 Amendment. The parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy and Security Regulations and other privacy laws governing Protected Health Information

APPENDIX B

RFP STATEMENT OF WORK

STATEMENT OF WORK (SOW) TABLE OF CONTENTS

SECTION	TITLE	PAGE
1.0	SCOPE OF WORK.....	1
2.0	DAYS AND HOURS OF WORK	1
3.0	GENERAL CUSTODIAL SERVICES.....	1
3.1	Daily Cleaning Requirements	1
3.2	Weekly Cleaning Requirements	4
3.3	Monthly Cleaning Requirements.....	4
3.4	Quarterly Cleaning Requirements	5
3.5	Semi-Annual Cleaning Requirements.....	5
3.6	Annual Cleaning Requirements.....	6
4.0	SPECIALITY CUSTODIAL SERVICES.....	7
4.1	Court Detention Cell Cleaning	7
4.2	Holding Tank Detention Cell Cleaning.....	8
4.3	Parking Facility Maintenance.....	9
5.0	SERVICES FOR SPECIAL EVENTS/PROGRAMS.....	9
6.0	SERVICES FOR EMERGENCIES/CALL BACK WORK.....	10
6.1	Call Back Work	10
6.2	Emergency Services and Security Contacts.....	10
7.0	COUNTY RESPONSIBILITIES	10
7.1	Furnished Items	10
7.2	Keys/Key Cards	11
8.0	CONTRACTOR RESPONSIBILITIES	11
8.1	Contractor Personnel.....	11
8.2	Facility Work Requirements.....	12
8.3	Contractor Furnished Supplies, Items and Equipment	13
8.4	County Required Meetings	14
8.5	Contractor's Office	14
9.0	GREEN INITIATIVES	14
10.0	ADDITION/DELETION OF FACILITIES	14
11.0	QUALITY CONTROL	14
12.0	QUALITY ASSURANCE PLAN	15
12.1	Meetings	15
12.2	Contract Discrepancy Report (CDR)	15
12.3	County Observations	15
13.0	PERFORMANCE REQUIREMENTS SUMMARY.....	15

ATTACHMENTS

ATTACHMENT 1 - CONTRACT DISCREPANCY REPORT

ATTACHMENT 2 - PERFORMANCE REQUIREMENTS SUMMARY (PRS)

STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

Contractor shall provide custodial services for County facilities identified in Appendix D, Exhibit 11, Pricing Schedule by providing all labor, supervision, equipment, materials and supplies necessary for Contractor's performance under this Contract. General custodial services include but are not limited to cleaning of offices, conference rooms, lobbies, corridors, rest rooms, lunchrooms, disposal of solid waste and trash, carpet cleaning, window washing and light fixture cleaning. Specialty custodial services include but are not limited to cleaning of detention cells and parking facility maintenance.

2.0 DAY AND HOURS OF WORK

Contractor shall provide all services required by the County in accordance with the days and hours of operations identified in Appendix C, Facility Specification Sheets.

3.0 GENERAL CUSTODIAL SERVICES

Contractor shall provide the following services in accordance with Appendix C, Facility Specification Sheets.

3.1 Daily Cleaning Requirements

3.1.1 Offices and Conference Rooms

1. Empty all waste material from trash containers and place in appropriate disposal area.
2. Line waste containers with plastic bags.
3. Dust all furniture, including desks, tables, file cabinets, windowsills, and other dust catching surfaces. Damp wipe and dry all glass tops. Remove fingerprints and smudges from desk and tabletops, walls, doors, door facings, telephones, etc Contractor shall take precautions to not disturb personal belongs on dusted surfaces.
4. Sweep and/or damp mop all non-carpeted floor surfaces.
5. Vacuum all carpeted areas.
6. Arrange furniture properly in the same manner it was found prior to cleaning.
7. Clean door glass and frames.
8. Spot clean carpets, as needed.
9. Remove graffiti.
10. Remove gum from all hard floors, including: tile, terrazzo, ceramic, and carpeted floor surfaces daily.

3.1.2 Rest Rooms (Private and Public) and Showers

1. Clean rest room and shower fixtures.
2. Clean and refill all rest room soap and paper dispensers.
3. Spot clean rest room walls, showers, partitions, and doors.
4. Remove Graffiti.

5. Clean sink basins (lavatories) and all surrounding surfaces.
6. Clean rest room mirrors, kick plates, and push plates.
7. Clean rest room floors with disinfectant solution. Set up "wet floor" signs.
8. Clean and sanitize toilets, toilet seats, and urinals with germicidal solution.
9. Empty waste containers and replace plastic liners (bags) damp-wipe containers inside and outside.
10. Service sanitary napkin and/or tampon dispensers (at County's option). Contractor will purchase sanitary napkins and/or tampons and retain all monies collected from dispensers.
11. Refill air freshener dispensers currently installed in County building restrooms with equal or better air freshener replacement products. Contractor shall maintain air freshener dispensers in operating condition, including battery replacement. Contractor may change or replace air freshener dispensers and/or products upon approval of the County Project Manager or designee. Contractor, at request of County Project Manager or designee, is required to install air fresher dispensers and products in new or existing County facility bathrooms and replace broken or malfunctioning air freshener dispensers at their own expense.

3.1.3 Lunchrooms, Eating and Vending Areas (Excludes area operated by vendor or food preparation area.) Contractor responsible for cafeteria eating areas and vendor stand areas.

1. Empty trash containers and replace plastic liners (bags). Damp-wipe containers inside and outside.
2. Clean sinks, and chrome fittings.
3. Dust window ledges.
4. Sweep floors and/or vacuum and spot clean carpet.
5. Spot clean walls, as needed, and remove graffiti.
6. Damp mop tile floors.

3.1.4 Building Entrances, Lobbies and Hallways

Exterior

1. Sweep exterior areas such as steps, sidewalks, and landings adjacent to the building.
2. Clean all entrance door glass and partition glass.
3. Place appropriate mats at entrances and in lobbies during rainy weather.
4. Clean balconies and ledges as required.
5. Inspect parking areas and exterior grounds, collect trash and dispose in proper containers.
6. Clean ashtrays and sand jars; damp wipe ashtrays, and refill sand jars.

Interior

1. Sweep and/or dust stairs, landings, and handrails
2. Damp mop hard surface floors in entrances, lobbies and hallways. Mop and/or scrub hard surface floors, followed by high-speed buffing with light spray non-slip wax application.
3. Note: Spanish Tile: Shall never be waved. Damp mop with mild detergent.
4. Vacuum/spot clean carpets
5. Clean baseboards, walls, kick plates, furniture and other surfaces exposed to water and/or chemical splashing.
6. Empty all waste containers.
7. Elevators. Clean all floors, walls, doors, and tracks.
8. Clean and sanitize drinking fountains.
9. Clean public telephone stalls.
10. Clean custodial closets and keep supplies and equipment orderly.

3.1.5 Graffiti Eradication

Graffiti eradication will be performed daily and shall include the following:

1. Court Buildings – all interior and exterior surfaces.
2. Hallways – all surfaces
3. Telephone Booths – all surfaces
4. Building Signs – all surfaces
5. Elevator floors, walls, doors, and tracks.
6. Rubbish Containers

All graffiti eradication requests for repainting shall be submitted to the County's Project Manager. County reserves the ability to paint surfaces, if appropriate.

3.1.6 Solid Waste Collection and Removal

1. Collect and remove all solid waste from building and removed from the building and placed in Contractor provided trash container.
2. Clean rooms used to collect solid waste before it is moved to trash bins.
3. Wash or steam clean inside and outside of waste cans used for food wastes.
4. Carts and containers used for the collection and/or storage of waste material shall be of non-combustible or flame resistant construction. Material labeled or listed by Underwriters Laboratories, Inc. will be acceptable.
5. All solid waste collected shall be removed from the premises and transported to a processing facility for the purpose of re-manufacturing or recycling to the extent available. All solid waste not transported to a facility for remanufacture or recycling shall be disposed of only through a solid waste disposal facility that has been certified within the means of the Solid Waste Disposal Act (42 U.S.C. 3251 et. Seq.), as amended by the Resources Recovery Act of 1970

(Public law 91-512) which states where such facilities are available. Certifications shall be made by the appropriate state agency responsible for solid waste management, or by the Environmental Protection Agency and be available to County upon request.

3.2 Weekly Cleaning Requirements

3.2.1 Offices and Conference Rooms

1. Dust doorjambes and baseboards.
2. Dust lower surfaces of chairs, chair rungs, desk sides, and ledges.
3. Dust top of high cabinets and shelves.
4. Clean and dry face of desk drawers and file cabinets with damp cloth or sponge.
5. Dust beneath movable desk files.
6. Wash or polish desktops, as needed.
7. Clean doorknobs, kick plates, and threshold plates.
8. Spot clean doors and walls.

3.2.2 Rest Rooms and Showers

1. Check for build-up around faucets and remove. Clean underneath sink basins (lavatories), including traps and pipes.
2. Check for stains in urinals, toilet bowls, and basins, and remove. Clean base of toilet bowls and below all urinals. Clean behind toilet bowls and in corners of restroom floors.
3. Dust ceiling vents and door louvers.
4. Wash all stall partitions.
5. Spot clean entrance doors.
6. Clean floor drains. Damp mop and buff waxable floors. Set up "wet floor" signs.

3.3 Monthly Cleaning Requirements

3.3.1 All Areas

1. Clean and shampoo entrance mats.
2. All resilient tile floors must be scrubbed or stripped, and floor finish applied.
3. Clean chairs and table legs.
4. Dust high ledges and moldings.
5. Dust vertical and/or horizontal blinds.
6. Dust or vacuum ceiling and wall vents.
7. Vacuum upholstered furniture.
8. Wash partition glass
9. Clean baseboards, remove water splashes from furniture, clean walls, bottoms of cabinets, kick plates, etc.
10. Vacuum draperies.
11. Wash marble walls.
12. Dust and wash vertical walls.
13. Clean all wall and ceiling vents.

14. Floor Maintenance - Hard-surface (non-carpeted): mop, scrub, strip and wax floors as identified in Appendix C, Facility Specification Sheets. Non-slip wax to be used. Clean baseboards, walls, kick plates, furniture and other surfaces exposed to water and/or chemical splashing. Set up "wet floor" signs. If a weekly cleaning and hi-speed buffing program is implemented, floors only need to be stripped and waxed quarterly (every three months).
15. Sweep and mop stairs, landings, and dust handrails, in exit stairwells. Clean escalators by polishing metal surfaces and cleaning escalator treads, risers, landings, and handrails.
16. Pressure wash and remove gum and other residues from all steps, sidewalks, and landings, adjacent to the building monthly in compliance with all applicable environmental laws and regulations.

3.4 Quarterly Cleaning Requirements – Carpet Cleaning

- 3.4.1 All carpets must be shampooed four (4) times each year at three (3) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.
- 3.4.2 Each Facility must be shampooed in one cleaning cycle. Carpet cleaning methods are dependent upon carpet type and shall be determined by County.

3.5 Semi-Annual Cleaning Requirements - Window Washing (Interior/Exterior)

- 3.5.1 All windows must be cleaned two (2) times each year, at six (6) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.
- 3.5.2 All equipment utilized to perform window washing services must meet California Occupational Safety and Health Agency (OSHA) Safety Standards
- 3.5.3 All window-cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - "Window Cleaning".
- 3.5.4 Contractor shall move furniture such as desks, tables, cabinets or any other items away from windows. Additionally, books, papers, flowerpots, or other items on window ledges or sill should be moved. All office furniture, which cannot be moved, must be covered with a plastic cover (window washer must not stand on top of furniture). Upon completion of washing windows, return all items that were moved to their original locations.

3.5.5 Window washing services includes the following:

1. Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screens, and outside building surfaces, such as marble and other smooth surfaces.
2. Leave windows and the adjacent surrounding areas in a clean condition. Lock all windows. Remove streaks and water marks from all windows, walls, and ledges. Remove excess water from floors or sidewalks in the immediate area; remove all water and cleaning agents before leaving the area.
3. Remove all cleaning equipment from areas after work completion.
4. Immediately report to County's Project Manager and/or his designee all broken windows, mirrors, etc., or otherwise broken non-functioning opening and closing window mechanisms.
5. Rope off areas, or post appropriate signs when working overhead, to protect the public from walking into the work area.

3.6 Annual Cleaning Requirements - Light Fixture Cleaning

- 3.6.1 All lighting fixtures are to be cleaned once (1) a year at all County Facilities. Schedule to be determined by the Contractor and approved by County prior to the contract start date.
- 3.6.2 Light fixture cleaning should be performed after normal hours of operations as identified in Appendix C, Facility Specification Sheets. However, if work during regular business hours is required, rope off areas or post appropriate signs to protect the public and employees from the work area.
- 3.6.3 All light fixture cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - "Light Fixture Cleaning".
- 3.6.4 Contractor shall move furniture such as small tables, chairs or any other items from work site where possible. Additionally, books, papers, flowerpots, or other items must be carefully moved. All office furniture, and personal items which cannot be moved, must be covered with a plastic cover. Light fixture cleaning staff must use appropriate equipment when providing this service, including but not limited to the use of ladders. Upon completion of light fixture cleaning, return all items to their original locations
- 3.6.5 Light Fixture Cleaning shall include the following:

1. Remove and disassemble light fixtures and components, using appropriate ladders, scaffolding, hydraulic lifts, and/or catwalks. (Aluminum ladders are not permitted).
2. Wash, clean, and dry all types of glass, plastics, and metal light fixtures, both disassembled and those remaining in the ceiling.
3. Clean light fixtures using water, soaps, solvents, cleaning tanks, and degreasers.
4. Contractor shall notify County of damaged, broken or missing glass or plastic diffusers, burned out ballasts, faulty wiring, starters, or other hazardous conditions relative to faulty light fixtures, prior to commencing work. Any of these components damaged by the contractor will be contractor's responsibility to replace.
5. Dust and clean ceiling pipes and vents.
6. Clean and vacuum area after completion of work.

4.0 SPECIALITY CUSTODIAL SERVICES

4.1 Court Detention Cell Cleaning

4.1.1 Equipment Needed: A utility cart with the following minimum supply: trash container, corn broom, dust pan, push broom, two mop buckets on dolly, two mop heads and handles, two pails, clean rags, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, paper towels, measuring cup, and treated dust cloths.

4.1.2 Daily Tasks:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.
2. Pick up large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use corn broom under benches and corners).
4. Pick up trash and place in trash container.
5. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).
6. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.
7. Dust vents as needed (with hand duster and extension)

4.1.3 Weekly Tasks

1. Dust vents (with hand duster and extension)

2. Dust rails and bars with treated dust cloth (as needed). Use radiator brush for crevices.

4.2 Holding Tank Detention Cell Cleaning

4.2.1 Equipment Needed: A utility cart with the following minimum supply: trash container, corn broom, dust pan, push broom, two mop buckets on dolly, two mop heads and handles, two pails, clean rags, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, paper towels, measuring cup, and treated dust cloths.

4.2.2 Daily Tasks:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.
2. Pick up large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use corn broom under benches and corners)
4. Pick up trash and place in trash container
5. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).
6. Sanitize lavatory and drinking fountain with disinfectant; rinse thoroughly. Ensure area beneath the basin, pipes, and walls around sink are clean.
7. Wash outside toilet fixture(s) with disinfectant and wipe with damp cloth dipped in disinfectant solution. Scrub with toilet brush being careful to clean under lips. Flush toilet.
8. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.
9. At County discretion, pressure wash any specifically identified walls, cell bars and cement floors throughout cell areas.
10. Supply toilet paper and paper towels in designated area and toilet paper in Sheriff's holding cells.
11. Dust vents (with hand duster and extension) as needed
12. Dust rails and bars with treated dust cloth (as needed). Use radiator brush for crevices as needed.

4.2.3 Weekly Tasks

1. Dust vents (with hand duster and extension)
2. Dust rails and bars with treated dust cloth (as needed). Use radiator brush for crevices.

4.2.4 Monthly Tasks

1. Pressure wash all walls, cell bars, and cement floors throughout holding cell areas.
2. Wash all rails, walls, and bars with disinfectant solution.
3. Clean floor drains. Machine scrub floors.

4.3 Parking Facility Maintenance

Contractor shall provide parking facility maintenance as identified in Appendix C, Facility Specification Sheets:

4.3.1 Hours and Days of Services

Parking Facility maintenance shall be performed after regular business hours, except legal holidays, at which time the services shall be provided before or after such holidays. Schedule to be approved by County.

4.3.2 Weekly Tasks:

1. Clean all levels of parking facility and adjacent sidewalks, exit and entrance ramps and driveways, using conventional sweeping or vacuuming equipment.
2. Remove oil, grease, and other spills or residues from parking lot surfaces, using conventional equipment.
3. Remove dirt and litter around obstructions such as concrete wheel stops and borders, flower beds, bushes, walks and fences around lot.
4. Remove grass and weeds from lot surface cracks, fences, and walls around parking facility.
5. Empty trash containers and dispose trash from Parking Facility to trash bins.
6. Trash containers shall be relined with a heavy duty bag liner of no less than 3 mils thickness.
7. Clean stairways leading to and from parking lots/structures.
8. Asphalt to be cleaned using appropriate non-petroleum-based cleaners only. Contractor shall report to County's Project Manager necessary repairs to parking facility or sidewalk surfaces

4.3.3 Semi-Annual Task

Steam clean and/or power wash parking facilities twice per year. Schedule to be determined by the Contractor and approved by the County prior to contract start date.

5.0 SERVICES FOR SPECIAL EVENTS/PROGRAMS

Contractor may be required provide custodial services for all special conferences, events and programs, which may include holidays, evening and weekends. County will provide written notice to Contractor Project Manager at least five (5) working days prior to each event. Contractor shall be compensated at the rate identified in the Pricing Schedule.

6.0 SERVICES FOR EMERGENCIES/CALL BACK WORK

Contractor may be required to provide custodial services for emergencies/call back work upon County request. Contractor shall perform emergency/call back work within two (2) hours of request, which may include holidays, evening and weekends.

6.1 Call Back Work

Contractor's call back work shall include but not limited to: alterations to the building; unsatisfactory Contractor services; cleanup from toilet/sink floods, water pipe breakage, and/or unforeseen acts of nature such as earthquakes, floods, or fires.

6.2 Emergency Services and Security Contacts

6.2.1 Contractor's personnel involved in an emergency such as water pipe breakage, flood, or injury shall contact and relate the nature of the problem to the Sheriff's Department at (213) 974-8000 and County's Project Manager or Contract Monitor. Contractor personnel shall always notify the Sheriff's Department when working weekends or after hours in any County building. This office does not have bilingual personnel; therefore, it is required that, at least one (1) of Contractor's employees working on any given shift in County facilities be able to communicate clearly and fluently in English.

6.2.2 Contractor personnel shall report any hazardous, emergency or security conditions immediately to County Project Manager, Contract Monitor, or District Manager within the same working shift as discovered.

6.2.3 Contractor shall provide a telephone number and/or answering service for immediate response to problems related to emergency or security issues at County facilities, 365 days per year, 24 hours per day. Contractor must return call within 15 minutes of initial call from County.

7.0 COUNTY RESPONSIBILITIES

7.1 Furnished Items

7.1.1 County will provide all utilities, including electricity and water in Facilities where Contractor provides custodial services.

7.1.2 County will provide office and/or storage facilities to Contractor as determined by County. The storage facilities provided will be limited to the existing custodial closet(s), offices and locker rooms in the specified buildings. Contractor is prohibited from use of said office or storage facilities or any other County property for the conduct of his/her business interests that are not related to or required by the County facility.

7.2 Keys/Key Cards

- 7.2.1 County will provide keys/key cards for access, at no cost to the Contractor. Contractor shall acknowledge receipt of the keys/key cards by the County. Contractor is responsible for all County building and ancillary keys/key cards assigned. All such keys/key cards are property of the County and shall be returned within three (3) business days to the County's Project Director or designee upon demand, or termination of the Contract.
- 7.2.2 Duplication of County provided keys/key cards is a misdemeanor (California penal Code, Chapter 3, Section 469). Expenses related to the re-keying of a building(s) or portion(s) of building(s) made necessary because of the duplication and/or loss of keys by the Contractor staff shall be paid by Contractor. Contractor shall provide measures to safeguard keys from loss, duplication, or use by unauthorized persons. Contractor and Contractor employees are not to obtain keys/key cards and or replacement keys/key cards from County facilities but must only obtain keys/key cards through County Project Manager or designee.

8.0 CONTRACTOR RESPONSIBILITIES

8.1 Contractor Personnel

- 8.1.1 Contractor shall assign a sufficient number of employees to perform the required services at County Facilities identified in Appendix C, Technical Exhibits, Facility Specification Sheets. Sign in sheets for each County Facility shall be submitted to Contract Monitor on a weekly basis.

- 8.1.2 Contractor Supervisor

Contractor shall provide a thoroughly trained Supervisor or Lead Person who is knowledgeable in all aspects of the County's custodial facility operations. Supervisor or Lead Person shall visit Facilities during and after working shifts. Supervisor or Lead Person must be available to County by cell phone or pager during all working shifts, 365 days per year, 24 hours a day. The Supervisor or Lead Person must be able to effectively communicate in English, both orally and in writing.

Supervisor or Lead Person shall have access to Contractor's Project Manager during all hours of shift coverage, 365 days per year.

- 8.1.3 Principal Custodian

Contractor shall designate one employee as Principal Custodian with full responsibility for directing the entire custodial crew on his/her shift. Each Principal Custodian shall be authorized to act for Contractor and must speak, read and understand English. In buildings where only one Contractor employee is assigned, the employee must read, speak, and understand English.

- 8.1.4 Contractor shall notify County's Contract Manager or District Manager when contract personnel assigned to the Contract are out on a scheduled or unscheduled absence or has terminated employment. Contractor is to provide the name of the substitute employee. Contractor shall ensure substitute employee obtains a County Identification (ID) badge prior to providing services.
- 8.1.5 Contractor personnel shall be trained in their assigned tasks and in safety in the work place. All Contractor personnel must work in accordance with Federal, State, and local statutes and directives. Contractor must comply with and maintain the Injury and Illness Prevention Program (IIPP) standards and records in accordance with Federal and State OSHA requirements. Contractor shall provide proof of training and IIPP records upon County request.
- 8.1.6 All services requiring licenses and/or certifications will be performed by property trained, licensed and certified personnel.
- 8.1.7 Contractor is responsible for ensuring that personnel are kept current and properly trained on all appropriate technologies, both existing and new.
- 8.1.8 Contractor shall provide and require every employee to wear a uniform with the company identification. The uniforms must be distinguishable from ISD custodial staff uniforms. County shall approve uniforms prior to contract start date.
- 8.1.9 Contractor shall ensure that personnel be trained to render a high degree of courteous and efficient service. Contractor shall control the conduct, demeanor and appearance of all its officers, agents and employees and representatives.

8.2 Facility Work Requirements

- 8.2.1 The Contractor's Project Manager shall maintain a daily log for each facility which identifies the arrival and departure times, lunch and break times of Contractor's personnel. This log shall be made available to the County's Project Manager and designee(s) upon request.
- 8.2.2 If County personnel occupy the building after normal working hours when Contractor has completed custodial services, Contractor personnel will notify County personnel of their departure and leave the door locked. Contractor personnel shall ensure that only Contractor personnel have access to rooms, areas, or any part of County facilities. Contractor's personnel shall not allow unauthorized persons to enter County facilities during their work shift at any times.
- 8.2.3 At no time shall Contractor personnel violate building and/or room security by propping doors open and leaving them unattended during trash removal, etc. All entrance and exit doors must be locked at all times. Contractor's personnel shall enter and leave through only specified

locations as identified by County's Project Manager to maintain Facility security.

- 8.2.4 Contractor personnel should only use those lights necessary for cleaning in the immediate area where employees are working will be lighted. In areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.
- 8.2.5 Contractor employees shall not disturb papers on desks, open drawers or cabinets, use telephones, radios, or television sets, or tamper with any personal property.
- 8.2.6 If employing subcontractors previously approved by County, Contractor shall not provide keys/key cards to any County Facility to the subcontractor employees. Contractor shall assign individual to remain with subcontractor employees until the specific job is completed. Contractor shall maintain a log of all subcontractors that worked in any County Facility and submit the log with his/her invoice at the end of each month.
- 8.2.7 Contractor personnel will turn in lost articles found while providing services to the Facility Building Manager.

8.3 Contractor Furnished Supplies and Equipment

- 8.3.1 Contractor shall provide, at Contractor's expense, all custodial supplies including but not limited to paper towels, toilet tissue, toilet liners, plastic trash liners, liquid and hand soaps, cleaning reagents, chemicals and sanitizers, as required in the performance of this Contract. Contractor certifies that all furnished custodial supplies are not harmful to the surfaces being cleaned. Contractor shall use materials and equipment that are safe for the environment and safe for use by Contractor employees. All materials and supplies are subject to County approval.
- 8.3.2 Prior to the contract start date, Contractor shall deliver the required supplies and equipment approved by County's Project Manager to all County Facilities. Thereafter, Contractor is responsible for maintaining a two (2) week inventory of supplies at all County Facilities to ensure continuity of service. If storage space is limited, then this inventory may be reduced to a one (1) week supply as approved by County Project Manager.
- 8.3.3 Contractor assumes all risks of loss and damaged supplies, materials and equipment stored. Contractor shall immediately report to the County Project Manager any accidents and/or loss of equipment, supplies, etc.
- 8.3.4 Contractor shall provide, at Contractor's expense, all custodial equipment required for services under this Contract, including but not limited to brushes, brooms, mops, trash bins, cleaning carts, employees appropriate safety gear and clothing such as gloves, goggles, protective clothing and shoes.

8.4 County Required Meetings

8.4.1 Contractor's Project Manager or Supervisor shall meet with County's Project Director or designee monthly or as determined by County to evaluate custodial and related services. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues related to Contractor's services. Contractor and County will then mutually determine a corrective course of action and timeframe to remedy any problems found.

8.4.2 Contractor's Project Manager or designee shall be available to attend all daytime cleaning orientations with County Facility Managers. This shall include new facilities that are added to Contractor's services.

8.5 Contractor's Office

Contractor shall maintain an office within the Los Angeles County with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who must communicate clearly in English to respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. **The Contractor shall answer calls received by the answering service within one (1) hour of receipt of the call (except as provided under Section 6.2.3).**

9.0 GREEN INITIATIVES

Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. In using the County's Facilities, the Contractor will develop and adhere to an energy conservation plan that is consistent with County policy, including seasonal thermostat settings. Contractor shall notify County's Project Manager of the Contractor's new green initiatives implemented during the term of the Contract.

10.0 ADDITION/DELETION OF FACILITIES, CHANGES IN SERVICE

County reserves the right to add or delete Facilities, adjust staffing requirements and/or Facility operating hours during the Contract Term. All changes must be made in accordance with the Contract, Paragraph 8, Standard Terms and Conditions, Amendments, Sub-paragraph 8.1 Amendments.

11.0 QUALITY CONTROL

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the County's Project Manager for review within five (5) days of the start of the contract. The plan shall include the following:

11.1 Method of monitoring to ensure that Contract requirements are being met;

- 11.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County Project Manager on a monthly basis.
- 11.3 Methods for continuing to ensure services to the County in the event of a strike by the Contractor's employees.

12.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in Appendix A, Sample Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.15, County's Quality Assurance Plan.

12.1 Monthly Meetings

Contractor is required to attend monthly meetings with County Project Manager and/or designees. Contractor may be required to attend additional meetings to discuss service level deficiencies or contract issues within 24-hour notice.

12.2 Contract Discrepancy Report (CDR)

Verbal notification of a Contract discrepancy will be made to the Contractor's Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem will be resolved within a time period established by County.

The verbal notification may be followed with a formal Contract Discrepancy Report (Attachment 1) at the discretion of the County's Contract Project Manager. The Contract Discrepancy Report (CDR) will indicate the contract discrepancy, the Contractor's response and the correction due date for each discrepancy noted.

Upon receipt of the CDR, the Contractor is required to respond in writing to the County's Project Manager or designee within 24 hours, acknowledging the reported discrepancies or presenting contrary information. If additional time will be required to complete the correction(s), this must also be indicated in the response. Approval of any additional time for completion will be at the County's discretion.

12.3 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

13.0 PERFORMANCE REQUIREMENTS SUMMARY

All listings of services used in the Performance Requirements Summary (PRS) (Attachment 2) are intended to be completely consistent with the Contract and the SOW,

and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Contract and the SOW. In any case of apparent inconsistency between services as stated in the Contract and the SOW and this PRS, the meaning apparent in the Contract and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Contract and the SOW, that apparent service will be null and void and place no requirement on Contractor.

When the Contractor's performance does not conform to the requirements of this Contract, the County will have the option to apply the following non-performance remedies:

- Require Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, the Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- Reduce payment to Contractor by a computed amount based on the damage fee(s) in the PRS.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- Failure of the Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within five (5) days shall constitute authorization for the County to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the Contractor's failure to perform said service(s), as determined by the County, shall be credited to the County on the Contractor's future invoice.

This section does not preclude the County's right to terminate the contract upon ten (10) days written notice with or without cause, as provided for in Appendix A, Sample Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.42, Termination for Convenience.



CUSTODIAL SERVICES DIVISION
CONTRACT DISCREPANCY REPORT
CONTRACTOR RESPONSE DUE WITHIN 24 HOURS

Facility Name:		Address:		Date of Inspection:	
Contractor:		Contract No.		Contract Monitor:	
Contact Person:		Telephone: () -		CSD Dist #	
Report Transmitted to Fax #: () -		District Manager Signature:			
		Fax: () -			

A contract discrepancy(s) is specified below. The contractor will take corrective action and respond back to ISD Custodial Division Contact Person identified above by the date required. Failure to take corrective action or respond to this Contract Discrepancy Report by the date specified may result in the deduction of damages.

No.	Contract Discrepancy	Contractor's Response	County Use Only	
			Date Correction Due	Date Completed
1				
2				
3				
4				

Contractor's Representative Signature

Date Signed

**Additional
Comments:**

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 2.0 Day and Hours of Work	Contractor shall provide all services required by County in the shifts and hours specified in the Facility Specification Sheets.	Inspection and Observation	\$100 per occurrence
SOW Section: 3.1.1 Daily Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	\$100 per day, per infraction until corrected
SOW Section: 3.1.2 Daily Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	\$100 per day, per Infraction until corrected
SOW Section: 3.1.3 Daily Cleaning Requirements: Lunchrooms, Eating and Vending Areas	100 % Completion of Required Services	Inspection & Observation	\$100 per day, per Infraction until corrected
SOW Section: 3.1.4 Daily Cleaning Requirements: Building Entrances Lobbies and Hallways	100 % Completion of Required Services	Inspection & Observation	\$100 per day, per Infraction until corrected
SOW Section: 3.1.5 Daily Cleaning Requirements Graffiti eradication	100 % Completion of Required Services	Inspection & Observation	\$100 per day, per Infraction until corrected
SOW Section: 3.1.6 Solid Waste Collection and Removal	100 % Completion of Required Services as scheduled on Detailed Facility Sheets.	Inspection & Observation	\$100 per occurrence
SOW Section: 3.2.1 Weekly Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	\$100 per day, per Infraction until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW Section: 3.2.2 Weekly Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	\$100 per day, per Infraction until corrected
SOW Section: 3.3.1 Monthly Cleaning Requirements: All Areas	100 % Completion of Required Services	Inspection & Observation	\$100 per day, per Infraction until corrected
SOW Section: 3.4 Carpet/Floor Cleaning: As scheduled.	100 % Completion of Required Services – Scheduled 4 times/year	Inspection & Observation	\$100 per day
SOW Section: 3.5 Window Washing: As scheduled	100 % Completion of Required Services – Schedule 2 times/year	Inspection & Observation	\$100 per day
SOW Section: 3.6 Light Fixture Cleaning: As scheduled.	100 % Completion of Required Services - Annually	Inspection & Observation	\$100 per day
SOW Sections:4.1.2, 4.2.2 Daily Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	\$100 per day, per Infraction until corrected
SOW Section: 4.1.3, 4.2.3 Weekly Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	\$100 per day
SOW Section: 4.2.4 Monthly Cleaning Requirements: Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	\$100 per day
SOW Section: 4.3 Parking Facility Maintenance: As scheduled.	100 % Completion of Required Services – weekly.	Inspection & Observation	\$100 per occurrence

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW Section: 5.0 Special Events/Programs: As required by County	Provide custodial services for special events/programs within two 2 hours of County request.	Inspection & Observation	\$100 per occurrence And alternate vendor response (if applicable)
SOW Section: 6.0 Emergencies/Call Back Work: As required by County	Must respond within 2 hours of notice. 100 % Completion of Required Services.	Inspection & Observation	\$100 per occurrence Per hour, up to 4 hours. Plus alternate vendor cost (if applicable)
SOW Section: 7.2 Keys/Key Cards	Secure and Maintain keys/key cards. Contractor responsible for replacement/theft/loss.	Observation	\$100 per lost key/keycard. Contractor pays for re-keying of facility due to lost keys
SOW Section: 8.1.1 Contractor Personnel	Assign a sufficient number of employees to perform required work on designated shifts.	Inspection and Observation	\$100 per occurrence or per day, until corrected
SOW Section: 8.1.2 Contractor's Supervisor	Provide a Supervisor or Lead Person who visits facilities during and after work hours and is accessible to County by cell phone or pager 365 days/year 24 hours/day.	Inspection & Observation	\$100 per occurrence
SOW Section: 8.1.3 Principal Custodian	Principal Custodial/must read, speak and understand English.	Inspection and Observation	\$100 per occurrence, or per day until corrected
SOW Section: 8.1.4 Contractor Personnel	Notification to County of Contractor employee absence. Provide substitute employee.	Inspection and Observation	\$100 per occurrence for notification, plus additional \$100 per occurrence for no substitute
SOW Section: 8.1.5 Contractor Personnel	Provide training and programs in their assigned task and in safety in the workplace.	Provide copies of Programs and/or training records upon County request	\$100 per occurrence, or per day or until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW Section: 8.1.8 Contractor Personnel	Provide Uniforms and County ID badges.	Inspection and Observation	\$100 per occurrence, or per day, until corrected
SOW Section: 8.2.1 Contractor daily facility log	Contractor to maintain daily facility log with arrival/ departure/lunch/break of employee's times.	Inspection of Log	\$100 per day
SOW Section: 8.2.2 Contractors staff only to have access to County facilities	Contractor staff only allowed in County facilities during work shifts.	Observation	\$100 per occurrence
SOW Section: 8.2.3 Contractor to maintain facility security	Contractor employees to maintain facility security by not leaving doors open and exit/ entrance doors to be locked at all times.	Inspection & Observation	\$100 per occurrence
SOW Section: 8.2.4 Contractor to use lights necessary for cleaning in the immediate area where employees are working. Areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.	Contractor employees to turn off lights when not cleaning that immediate area and to lock doors after cleaning the offices.	Inspection & Observation	\$100 per occurrence
SOW Section: 8.2.5 Contractor staff not to disturb private property of County employees	Contractors employees not to disturb any items/papers on desks in cabinets, use radios or telephones and tamper with any personal property.	Inspection & Observation	\$100 per occurrence; possible removal of employee from facility.
SOW Section: 8.2.6 Contractor not to distribute keys to Subcontractor/ Outsourced Vendor staff performing Vendor staff	Contractor not to distribute keys to Subcontractor/ Outsourced Vendor staff performing services on County property.	Inspection & Observation	\$100 per day Until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW Section: 8.3 County Provided Items Storage Facilities, Fixed Equipment and Utilities	Secure and maintain County provided equipment/Facilities.	Inspection & Observation	\$100 per day
SOW Section: 8.4 County required meetings	Contractor attendance at all monthly or as required County meetings. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues	Inspection and Observation	\$100 per occurrence
SOW Section: 8.5 Contractor's Office	Contractor to maintain office in Los Angeles County. Must be staffed 8-5 Monday-Friday. When closed, must have answering service to respond to County calls within 2 hours.	Inspection and Observation Possible time record audit	\$100 per day Until corrected
SOW Section: 9.2 Contractor to provide all supplies/equipment in performance of this Contract.	Contractor shall maintain adequate equipment and all supplies necessary for the performance of all services in this Contract.	Inspection and Observation	\$100 per day until corrected
SOW Section: 11.0 Quality Control Plan	County acceptance of Plan	Receipt of document	\$100 per occurrence Per day
SOW Section: 12.1 Meetings	Attendance at Monthly Meetings. Must respond to County within 24 hour notice	Attendance	\$200 - First 2 occurrences \$400 - 3rd to 5th occurrences \$750 – 6th occurrence and a correction action notice/plan

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Paragraph 7.1 Contractor's Project Manager	Provide a Project Manager accessible all hours, 365 days/year. Notify County of changes to Project Manager.	Inspection & Observation	\$100 per occurrence Per day until corrected
Contract: Paragraph 7.2 Approval of Contractor's Staff	County's approval of staff.	Inspection and Observation	\$100 per occurrence
Contract: Paragraph 7.2.2 Custodial Personnel	Removal of employee immediately upon County request.	Inspection and Observation	\$100 per occurrence
Contract: Paragraph 7.3 and SOW Section 8.1.4 Contractor to ensure all Contractor's Staff Identification/County ID Badges	Employees wear County ID badges. Contract employees may not work at a county facility until background and badging are completed	Inspection and Observation	\$100 per occurrence or per day, until corrected
Contract: Paragraph 7.3.2 Contractor's Staff Identification/ ISD ID Badges	Contractor to return an employee's ID badge to the County's Project Manager on the next business day after the employee has terminated employment or removed from working at a County facility.	Inspection and Observation	\$100 per badge not returned
Contract: Paragraph 7.3.3 Contractor's Staff Identification/ County ID Badges	If County requests the removal of Contractor's staff, Contractor is responsible to retrieve and immediately return to County's Project Manager the Contractor's staff's County ID badge at the time of removal from working on the Contract.	Inspection and Observation	\$100 per badge not returned

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Paragraph 7.3.4 Contractor's Staff Identification/ County ID Badges	Improper or fraudulent use of County ID badges or failure return the employees County ID badge.	Inspection and Observation	\$100 per occurrence
Contract: Paragraph 7.4.1 Background and Security Investigations	Contractor's staff must pass background checks. Fees at expense of Contractor.	Inspection and Observation	\$100 per occurrence
Contract: Paragraphs 7.4.2 Background and Security Investigations	Contractor's staff not passing background checks are not to work at County facilities and shall be removed from County facilities.	Inspection and Observation	\$100 per occurrence
Contract: Paragraphs 8.24 General Insurance Requirements	Compliance with Contract Insurance Requirements	Receipt of document	\$100 per occurrence; possible termination for default of contract.
Contract: Paragraph 8.34 - Notices	Contractor to submit notices of changes in office information to County.	Receipt of document	\$100 per notice not made
Contract: Sub-paragraph 8.38 - Record Retention & Inspection/Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.37.	Inspection of files	\$100 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.40 – Subcontracting	Contractor shall obtain County's written approval prior to subcontracting any work.	Inspection & Observation	\$100 per occurrence; possible termination for default of contract
Contract: Paragraph 9.1 Contractor's Compliance with Living Wage	Contractor to be in compliance with County's Living Wage Program.	Inspection & Observation	\$100 per occurrence; possible termination for default of contract.

APPENDIX C

SOW EXHIBITS

TABLE OF CONTENTS

Exhibits

1	FACILITY SPECIFICATION SHEETS
---	-------------------------------------

FACILITY SPECIFICATION SHEET

BIS LACO
9449 X205

Region 5 Facility No. 1	
Department/Facility	CEO – Emergency Operations Center
Address	1275 N. Eastern Avenue, Los Angeles

Hours of Operation		Days of Operation	
7:00 AM – 4:30 PM		Monday – Friday (M-F)	
Current Staffing	Custodians		
	No.	Hours	Shift
Day (M – F)	1	8.0	7 am to 3:30 pm
Night (M – F)			

Facility Specifications	
Gross Square Footage	36,000
Staff in Building	75
Approximate Number of Persons Entering/Exiting Building Per Month	400
Number of Floors	2
Number of Stairwells	2
Number of Elevators	1
Approximate Number of Light Fixtures	80
Number of Parking Lots	3
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	2
Number of Sinks	3 + 1 double
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	1 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	6
Number of Single Fold Paper Towel Dispensers	6
Number of Soap Dispensers (Type: Liquid or Dry)	4 Liquid
Number of Sanitary Napkin Dispensers	2
Number of Tampon Dispensers	2
Number of Basins/Sinks	8
Number of Toilets	13
Number of Urinals	4
Number of Showers	12

Rubbish/Trash Removal					
Number of Rubbish Bins	N/A	Pickups Per Week	N/A	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		CEO			

Window Cleaning			
Number of Windows/Exterior Glass	40	Interior Partition Glass/Doors	40

Describe Cleaning Special Cleaning or Operational Requirements
Do not want any cleaning in the telephone and communication offices.

FACILITY SPECIFICATION SHEET

BIS LACO
3602 5883

Region 5 Facility No. 2	
Department/Facility	Alhambra Court
Address	150 Commonwealth Avenue, Alhambra

Hours of Operation	Days of Operation
7:00 AM – 5:30 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	8.0	7 am to 3:30 pm
Night (M-F)	3	8.0	4:30 pm to 1:00 am

Facility Specifications	
Gross Square Footage	99,123
Staff in Building	140
Approximate Number of Persons Entering/Exiting Building Per Month	34,378
Number of Floors	5
Number of Stairwells	6
Number of Elevators	6
Approximate Number of Light Fixtures	3,168
Number of Parking Lots	1
Number of Detention/Holding Cells	10
Number of Kitchen Areas	3
Number of Kitchenettes	1
Number of Sinks	3
Number of Single Fold Paper Towel Dispensers	1
Number of Soap Dispensers (Type: Liquid or Dry)	1 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	57
Number of Single Fold Paper Towel Dispensers	57
Number of Soap Dispensers (Type: Liquid or Dry)	57 Liquid
Number of Sanitary Napkin Dispensers	16
Number of Tampon Dispensers	0
Number of Basins/Sinks	81
Number of Toilets	77
Number of Urinals	17
Number of Showers	5

Rubbish/Trash Removal					
Number of Rubbish Bins	1	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	903	Interior Partition Glass/Doors	35

Describe Cleaning Special Cleaning or Operational Requirements
Day custodian cleans telephone operators room at 7:15 AM

FACILITY SPECIFICATION SHEET

BIS LACO
3705 4104

Region 5 Facility No. 3	
Department/Facility	Glendale Court
Address	600 Broadway, Glendale

Hours of Operation	Days of Operation
7:00 AM – 6:30 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M – F)	1	8.0	7 am to 3:30 pm
Night (M – F)	2	8.0	5 am to 1:30 am

Facility Specifications	
Gross Square Footage	55,821
Staff in Building	200
Approximate Number of Persons Entering/Exiting Building Per Month	29,000
Number of Floors	3
Number of Stairwells	5
Number of Elevators	1
Approximate Number of Light Fixtures	630
Number of Parking Lots	1
Number of Detention/Holding Cells	6
Number of Kitchen Areas	1
Number of Kitchenettes	1
Number of Sinks	2
Number of Single Fold Paper Towel Dispensers	2 + 1 roll
Number of Soap Dispensers (Type: Liquid or Dry)	1 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	28
Number of Single Fold Paper Towel Dispensers	44
Number of Soap Dispensers (Type: Liquid or Dry)	30 Liquid
Number of Sanitary Napkin Dispensers	6
Number of Tampon Dispensers	6
Number of Basins/Sinks	39
Number of Toilets	42
Number of Urinals	7
Number of Showers	0

Rubbish/Trash Removal					
Number of Rubbish Bins	1	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	131	Interior Partition Glass/Doors	20

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
4073 3241

Region 5 Facility No. 4	
Department/Facility	East Los Angeles Court
Address	4848 CIVIC CENTER WAY East Los Angeles

Hours of Operation		Days of Operation	
7:00 Am to 4:00 PM		Monday – Friday (M-F) M-F	
Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	8	7:30 am – 4:00 pm
Night (M-F)			

Facility Specifications		
Gross Square Footage	93,286	
Staff in Building	220	
Approximate Number of Persons Entering/Exiting Building Per Month	6,518	
Number of Floors	4	
Number of Stairwells	3	
Number of Elevators	5	
Approximate Number of Light Fixtures	990	
Number of Parking Lots	1	
Number of Detention/Holding Cells	20	
Number of Kitchen Areas	4	
Number of Kitchenettes	0	
Number of Sinks	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	0	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	41	
Number of Single Fold Paper Towel Dispensers	41	
Number of Soap Dispensers (Type: Liquid or Dry)	99	Liquid
Number of Sanitary Napkin Dispensers	3	
Number of Tampon Dispensers	13	
Number of Basins/Sinks	82	
Number of Toilets	35	
Number of Urinals	8	
Number of Showers	0	

Rubbish/Trash Removal					
Number of Rubbish Bins	2	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	218	Interior Partition Glass/Doors	9

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
4064 4306

Region 5 Facility No. 5	
Department/Facility	Comfort Station/ Park Facility (this is a two sided restroom and storage area)
Address	5301 E 3RD ST , East Los Angeles

Hours of Operation	Days of Operation
24 Hours – Park Facility	Monday – Sunday (M-Sun)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-Sun)	1	1.0	10:00 AM to 11:00 AM
Night (M-Sun)	1	1.0	8:00 PM to 9:00 PM

Facility Specifications	
Gross Square Footage	597
Staff in Building	0
Approximate Number of Persons Entering/Exiting Building Per Month	150
Number of Floors	1
Number of Stairwells	0
Number of Elevators	0
Approximate Number of Light Fixtures	4
Number of Parking Lots	0
Number of Detention/Holding Cells	0
Number of Kitchen Areas	0
Number of Kitchenettes	0
Number of Sinks	0
Number of Single Fold Paper Towel Dispensers	0
Number of Soap Dispensers (Type: Liquid or Dry)	0 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2
Number of Single Fold Paper Towel Dispensers	Elec.hand dryer
Number of Soap Dispensers (Type: Liquid or Dry)	7 Liquid
Number of Sanitary Napkin Dispensers	0
Number of Tampon Dispensers	0
Number of Basins/Sinks	8
Number of Toilets	9
Number of Urinals	3
Number of Showers	0

Rubbish/Trash Removal				
Number of Rubbish Bins	1	Pickups Per Week	3	Trash Compactor (Y/N)
Who is Responsible for Rubbish Pick Up		Contractor		

Window Cleaning			
Number of Windows/Exterior Glass	0	Interior Partition Glass/Doors	0

Describe Cleaning Special Cleaning or Operational Requirements
Clean Restrooms (7) seven days a week, (2) two times per day.

FACILITY SPECIFICATION SHEET

BIS LACO
5341 X201

Region 5 Facility No. 6	
Department/Facility	Edelman Children's Court
Address	201 Centre Plaza Dr., Monterey Park
Hours of Operation	Days of Operation
6:30 AM – 5:00 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	8.0	6: am to 2:30 pm
	1	8.0	6:30 am to 3:00 pm
	1	8.0	7: am to 3:30 pm
	1	8.0	7: am to 3:30 pm
	1	8.0	8: am to 4:30 pm
Night (M-th)	7	8.0	4:30 pm – 1:00 am
Fridays Only	7	8.0	3 pm to 11:30 pm
Supervisor	1	8.0	4:30 to 1:00 am

Facility Specifications	
Gross Square Footage	258,425
Staff in Building	1,229
Approximate Number of Persons Entering/Exiting Building Per Month	55,000
Number of Floors	7
Number of Stairwells	5
Number of Elevators	14
Approximate Number of Light Fixtures	728
Number of Parking Lots	2
Number of Detention/Holding Cells	35
Number of Kitchen Areas	6
Number of Kitchenettes	4
Number of Sinks	10
Number of Single Fold Paper Towel Dispensers	6
Number of Soap Dispensers (Type: Liquid or Dry)	5 Liquid
Number of Restrooms	72
(Including Jury rooms/Judges' chambers)	
Number of Single Fold Paper Towel Dispensers	87
Number of Soap Dispensers (Type: Liquid or Dry)	89 Liquid
Number of Sanitary Napkin Dispensers	16
Number of Tampon Dispensers	16
Number of Basins/Sinks	144
Number of Toilets	170
Number of Urinals	31
Number of Showers	3

Rubbish/Trash Removal			
Number of Rubbish Bins	1	Pickups Per Week	1
Who is Responsible for Rubbish Pick Up		Contractor	
Trash Compactor (Y/N)		Y	

Window Cleaning			
Number of Windows/Exterior Glass	343	Interior Partition Glass/Doors	253

Describe Cleaning Special Cleaning or Operational Requirements
Daily carpet care required in some areas. One custodian is in charge of Shelter Care, cleans kids restrooms and eating area 3 times per day. Clean patio area windows, wash trash compactor area, patio areas, and other areas as needed.

FACILITY SPECIFICATION SHEET

BIS LACO
3785/3788 5399

Region 5 Facility No. 7	
Department/Facility	Pasadena Superior Court
Address	300 Walnut Street, Pasadena

Hours of Operation	Days of Operation
7:00 AM – 6:00 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	8.0	7: am to 3:30 pm
Night (M-F)	5	8.0	5: pm to 1:30 am
Supervisor	1	8.0	5: pm to 1:30 am

Facility Specifications	
Gross Square Footage	230,702
Staff in Building	99
Approximate Number of Persons Entering/Exiting Building Per Month	70,000
Number of Floors	7
Number of Stairwells	8
Number of Elevators	7
Approximate Number of Light Fixtures	3,154
Number of Parking Lots	2
Number of Detention/Holding Cells	9
Number of Kitchen Areas	7
Number of Kitchenettes	2
Number of Sinks	8
Number of Single Fold Paper Towel Dispensers	6
Number of Soap Dispensers (Type: Liquid or Dry)	3 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	75
Number of Single Fold Paper Towel Dispensers	74
Number of Soap Dispensers (Type: Liquid or Dry)	104 Liquid
Number of Sanitary Napkin Dispensers	26
Number of Tampon Dispensers	0
Number of Basins/Sinks	108
Number of Toilets	123
Number of Urinals	40
Number of Showers	3

Rubbish/Trash Removal					
Number of Rubbish Bins	2	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	299	Interior Partition Glass/Doors	60

Describe Cleaning Special Cleaning or Operational Requirements
One full-time dedicated Supervisor required for night shift.

FACILITY SPECIFICATION SHEET

BIS LACO
57 5805

Region 5 Facility No. 8	
Department/Facility	Mental Health Court
Address	1150 San Fernando Road, Los Angeles

Hours of Operation	Days of Operation
8:30 AM – 4:30 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	8.0	8:am to 5:pm
Night (M-F)	1	8.0	4: pm to 12:30 am

Facility Specifications	
Gross Square Footage	28,521
Staff in Building	150
Approximate Number of Persons Entering/Exiting Building Per Month	5,400
Number of Floors	2
Number of Stairwells	2
Number of Elevators	0
Approximate Number of Light Fixtures	75
Number of Parking Lots	1
Number of Detention/Holding Cells	6
Number of Kitchen Areas	4
Number of Kitchenettes	1
Number of Sinks	4
Number of Single Fold Paper Towel Dispensers	4
Number of Soap Dispensers (Type: Liquid or Dry)	2 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	14
Number of Single Fold Paper Towel Dispensers	13
Number of Soap Dispensers (Type: Liquid or Dry)	13 Liquid
Number of Sanitary Napkin Dispensers	1
Number of Tampon Dispensers	0
Number of Basins/Sinks	12
Number of Toilets	18
Number of Urinals	5
Number of Showers	3

Rubbish/Trash Removal					
Number of Rubbish Bins	1	Pickups Per Week	5	Trash Compactor (Y/N)	0
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	50	Interior Partition Glass/Doors	1

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
10545 X703

Region 5 Facility No. 9	
Department/Facility	Community and Senior Services
Address	730 East Altadena Dr, Altadena

Hours of Operation	Days of Operation
8:00 AM – 4:30 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M – F)	0		
Night (M, W, F)	1	2.00	9:00 pm to 11:00 pm

Facility Specifications	
Gross Square Footage	7,200
Staff in Building	7
Approximate Number of Persons Entering/Exiting Building Per Month	813
Number of Floors	1
Number of Stairwells	0
Number of Elevators	0
Approximate Number of Light Fixtures	72
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	0
Number of Sinks	1 double
Number of Single Fold Paper Towel Dispensers	0
Number of Soap Dispensers (Type: Liquid or Dry)	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	2
Number of Single Fold Paper Towel Dispensers (see below)	4 *
Number of Soap Dispensers (Type: Liquid or Dry)	3 Liquid
Number of Sanitary Napkin Dispensers	0
Number of Tampon Dispensers	0
Number of Basins/Sinks	4
Number of Toilets	6
Number of Urinals	1
Number of Showers	0

Rubbish/Trash Removal				
Number of Rubbish Bins	1	Pickups Per Week	2	Trash Compactor (Y/N)
Who is Responsible for Rubbish Pick Up		Contractor		

Window Cleaning			
Number of Windows/Exterior Glass	62	Interior Partition Glass/Doors	0

Describe Cleaning Special Cleaning or Operational Requirements
2 multi towel dispensers and 2 rolls

FACILITY SPECIFICATION SHEET

BIS LACO
10522 6390
Y135 Y136

Region 5 Facility No. 10	
Department/Facility	Centro Maravilla – Community Center
Address	4716 Cesar Chavez, Los Angeles (three Bldg. A,B &C) same address

Hours of Operation	Days of Operation
8:00 AM to 5:00 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Eve (M-F) Bldg. A	1	3.5	1 pm to 9:30 pm
Eve (M-F) Bldg. B	1	2.0	1 pm to 9:30 pm
Eve (M-F) Bldg. C	1	2.5	1 pm to 9:30 pm

Facility Specifications (Includes buildings. A, B, & C)	
Gross Square Footage	14,416
Staff in Building	50
Approximate Number of Persons Entering/Exiting Building Per Month	3,965
Number of Floors	1
Number of Stairwells	0
Number of Elevators	0
Approximate Number of Light Fixtures	228
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	2
Number of Kitchenettes	2
Number of Sinks	4
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	0 n/a
Number of Restrooms (Including Jury rooms/Judges' chambers)	10
Number of Single Fold Paper Towel Dispensers	10
Number of Soap Dispensers (Type: Liquid or Dry)	10 Liquid
Number of Sanitary Napkin Dispensers	4
Number of Tampon Dispensers	4
Number of Basins/Sinks	10
Number of Toilets	10
Number of Urinals	5
Number of Showers	0

Rubbish/Trash Removal					
Number of Rubbish Bins	1	Pickups Per Week	5X	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	48	Interior Partition Glass/Doors	2

Describe Cleaning Special Cleaning or Operational Requirements
Wash down walkway once a month. Wash windows four times a year. All fixture/dispenser and other counts above are inclusive of all three buildings.

FACILITY SPECIFICATION SHEET

BIS LACO
10533 Y014

Region 5 Facility No. 11	
Department/Facility	Altadena Senior Center
Address	560 Mariposa Street, Altadena

Hours of Operation	Days of Operation
7:00 AM – 6:00 PM	Monday – Friday (M-F) They have some activities on Saturday

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	0		
Night (M-F)	1	4	5 pm to 9 pm

Facility Specifications	
Gross Square Footage	17,071
Staff in Building	5
Approximate Number of Persons Entering/Exiting Building Per Month	975
Number of Floors	2
Number of Stairwells	1
Number of Elevators	1
Approximate Number of Light Fixtures	86
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	0
Number of Sinks	1 triple
Number of Single Fold Paper Towel Dispensers	1
Number of Soap Dispensers (Type: Liquid or Dry)	1 Liquid
Number of Restrooms	6
(Including Jury rooms/Judges' chambers)	
Number of Single Fold Paper Towel Dispensers	6
Number of Soap Dispensers (Type: Liquid or Dry)	7 Liquid
Number of Sanitary Napkin Dispensers	0
Number of Tampon Dispensers	0
Number of Basins/Sinks	8
Number of Toilets	9
Number of Urinals	3
Number of Showers	2

Rubbish/Trash Removal					
Number of Rubbish Bins	1	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	56	Interior Partition Glass/Doors	0

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
9014 6131

Region 5 Facility No. 12	
Department/Facility	East Los Angeles Service – Community and Senior Services
Address	133 Sunol Drive, Los Angeles

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	4	10 am to 2: pm
Night (M-F)	1	8	5 pm to 1:30 am

Hours of Operation	Days of Operation
See Below *	Monday – Friday (M-F) M-Saturday

Facility Specifications	
Gross Square Footage	28,514
Staff in Building	75
Approximate Number of Persons Entering/Exiting Building Per Month	1,500
Number of Floors	2
Number of Stairwells	2
Number of Elevators	1
Approximate Number of Light Fixtures	416
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	2
Number of Kitchenettes	0
Number of Sinks	2
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	2 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	10
Number of Single Fold Paper Towel Dispensers	12
Number of Soap Dispensers (Type: Liquid or Dry)	10 Liquid
Number of Sanitary Napkin Dispensers	2
Number of Tampon Dispensers	4
Number of Basins/Sinks	10
Number of Toilets	20
Number of Urinals	4
Number of Showers	0

Rubbish/Trash Removal				
Number of Rubbish Bins	1	Pickups Per Week	5	Trash Compactor (Y/N)
Who is Responsible for Rubbish Pick Up		Contractor		

Window Cleaning			
Number of Windows/Exterior Glass	69	Interior Partition Glass/Doors	0

Describe Cleaning Special Cleaning or Operational Requirements	
Hours of Operation:	
Monday – 6:00AM to 10:30PM	Saturday 7:00AM to 1:00PM
Tuesday – 6:00AM to 8:30PM	8:00AM to 5:00PM –Day
Wednesday – 6:00AM to 7:00PM	9:00AM to 12:00PM – Night
Thursday – 6:00AM to 10:30PM	
Friday – 6:00AM to 9:00PM	

FACILITY SPECIFICATION SHEET

BIS LACO
9374 A423

Region 5 Facility No. 13	
Department/Facility	Sheriff/County Counsel (shared by two county facilities)
Address	101 Centre Plaza Dr., Monterey Park

Hours of Operation	Custodians	Days of Operation	
Staffing – 6:00 PM		Monday – Friday (M-F)	
	No.	Hours	Shift
Day (M – F)	1	8	1:pm to 9:30 pm
Night (M-F)			

Facility Specifications	
Gross Square Footage	37,590
Staff in Building	350
Approximate Number of Persons Entering/Exiting Building Per Month	500
Number of Floors	3
Number of Stairwells	2
Number of Elevators	1
Approximate Number of Light Fixtures	600
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	0
Number of Sinks	2
Number of Single Fold Paper Towel Dispensers	1
Number of Soap Dispensers (Type: Liquid or Dry)	1 Liquid
Number of Restrooms	7
(Including Jury rooms/Judges' chambers)	
Number of Single Fold Paper Towel Dispensers	10
Number of Soap Dispensers (Type: Liquid or Dry)	10 Liquid
Number of Sanitary Napkin Dispensers	3
Number of Tampon Dispensers	3
Number of Basins/Sinks	11
Number of Toilets	12
Number of Urinals	4
Number of Showers	2

Rubbish/Trash Removal					
Number of Rubbish Bins	1	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

Window Cleaning			
Number of Windows/Exterior Glass	163	Interior Partition Glass/Doors	0

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
10286 A391

Region 5 Facility No.14	
Department/Facility	D.A. Warehouse
Address	5300 Harbor Street, Commerce, CA 90040

Hours of Operation	Days of Operation
8:00 Am to 5:00 PM	Monday – Friday (M-F) M-F

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	2	12:30 pm to 2:30 pm
Night (M-F)			

Facility Specifications	
Gross Square Footage	52,300
Staff in Building	32
Approximate Number of Persons Entering/Exiting Building Per Month	400
Number of Floors	1
Number of Stairwells	0
Number of Elevators	0
Approximate Number of Light Fixtures	98
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	0
Number of Sinks	1
Number of Single Fold Paper Towel Dispensers	1
Number of Soap Dispensers (Type: Liquid or Dry)	0 N/A
Number of Restrooms	
(Including Jury rooms/Judges' chambers)	4
Number of Single Fold Paper Towel Dispensers	7
Number of Soap Dispensers (Type: Liquid or Dry)	8 Liquid
Number of Sanitary Napkin Dispensers	2
Number of Tampon Dispensers	2
Number of Basins/Sinks	8
Number of Toilets	8
Number of Urinals	3
Number of Showers	0

Rubbish/Trash Removal						
Number of Rubbish Bins	1	Pickups Per Week	1	Trash Compactor (Y/N)	N	
Who is Responsible for Rubbish Pick Up	Contractor					

Window Cleaning				
Number of Windows/Exterior Glass	15	Interior Partition Glass/Doors	0	

Describe Cleaning Special Cleaning or Operational Requirements
Day cleaning only

FACILITY SPECIFICATION SHEET

BIS LACO
5305 C269

Region 5 Facility No. 15	
Department/Facility	DPSS
Address	4077 Mission Road, Los Angeles

Hours of Operation	Days of Operation
8:00 AM – 5:00 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)			
Night (M-F)			

Facility Specifications	
Gross Square Footage	26,094
Staff in Building	180
Approximate Number of Persons Entering/Exiting Building Per Month	18,000
Number of Floors	2
Number of Stairwells	2
Number of Elevators	2
Approximate Number of Light Fixtures	310
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	0
Number of Sinks	1
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	1 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	6
Number of Single Fold Paper Towel Dispensers	18
Number of Soap Dispensers (Type: Liquid or Dry)	18 Liquid
Number of Sanitary Napkin Dispensers	3
Number of Tampon Dispensers	0
Number of Basins/Sinks	12
Number of Toilets	15
Number of Urinals	6
Number of Showers	0

Rubbish/Trash Removal					
Number of Rubbish Bins	2	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	25	Interior Partition Glass/Doors	50

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
5268 C760

Region 5 Facility No. 16	
Department/Facility	DPSS
Address	2200 Humboldt Street, Los Angeles

Hours of Operation	Days of Operation
8:00 AM – 5:00 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	8.0	8 am to 4:30 pm
Night (M-F)			

Facility Specifications	
Gross Square Footage	23,655
Staff in Building	30
Approximate Number of Persons Entering/Exiting Building Per Month	1,600
Number of Floors	1
Number of Stairwells	1
Number of Elevators	0
Approximate Number of Light Fixtures	239
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	1
Number of Sinks	1
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	2 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	5
Number of Single Fold Paper Towel Dispensers	8
Number of Soap Dispensers (Type: Liquid or Dry)	9 Liquid
Number of Sanitary Napkin Dispensers	2
Number of Tampon Dispensers	1
Number of Basins/Sinks	10
Number of Toilets	9
Number of Urinals	4
Number of Showers	0

Rubbish/Trash Removal					
Number of Rubbish Bins	2	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	81	Interior Partition Glass/Doors	3

Describe Cleaning Special Cleaning or Operational Requirements
Floorcare on weekends only.

FACILITY SPECIFICATION SHEET

BIS LACO
5303 D465

Region 5 Facility No. 17	
Department/Facility	DPSS – Pasadena
Address	955 Lake Avenue, Pasadena

Hours of Operation	Days of Operation
7:00 AM – 5:00 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	8.0	8 am to 4:30 am
Night (M-F)	1	8.0	5 pm to 1:30 am
Night (M-F)	1	4.0	5 pm to 9:00 pm

Facility Specifications	
Gross Square Footage	37,342
Staff in Building	197
Approximate Number of Persons Entering/Exiting Building Per Month	10,000
Number of Floors	3
Number of Stairwells	2
Number of Elevators	2
Approximate Number of Light Fixtures	426
Number of Parking Lots	2
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	0
Number of Sinks	1
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	1 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	8
Number of Single Fold Paper Towel Dispensers	15
Number of Soap Dispensers (Type: Liquid or Dry)	15 Liquid
Number of Sanitary Napkin Dispensers	3
Number of Tampon Dispensers	3
Number of Basins/Sinks	26
Number of Toilets	27
Number of Urinals	4
Number of Showers	0

Rubbish/Trash Removal				
Number of Rubbish Bins	1	Pickups Per Week	5	Trash Compactor (Y/N) N
Who is Responsible for Rubbish Pick Up		Contractor		

Window Cleaning			
Number of Windows/Exterior Glass	23	Interior Partition Glass/Doors	48

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
5283 A481

Region 5 Facility No. 18	
Department/Facility	DPSS - Glendale
Address	4680 San Fernando Road, Glendale

Hours of Operation	Days of Operation
7:00 AM – 4:30 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	8.0	7:00 am to 4:00 pm
Night (M-F)			

Facility Specifications	
Gross Square Footage	80,000
Staff in Building	451
Approximate Number of Persons Entering/Exiting Building Per Month	6,000
Number of Floors	3
Number of Stairwells	2
Number of Elevators	3
Approximate Number of Light Fixtures	57
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	3
Number of Kitchenettes	0
Number of Sinks	3
Number of Paper Towel Dispensers –Roll Dispensers	3
Number of Soap Dispensers (Type: Liquid or Dry)	3 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	8
Number of Single Fold Paper Towel Dispensers	8
Number of Soap Dispensers (Type: Liquid or Dry)	29 Liquid
Number of Sanitary Napkin Dispensers	5
Number of Tampon Dispensers	5
Number of Basins/Sinks	29
Number of Toilets	35
Number of Urinals	7
Number of Showers	0

Rubbish/Trash Removal				
Number of Rubbish Bins	2	Pickups Per Week	5	Trash Compactor (Y/N)
Who is Responsible for Rubbish Pick Up		Owner		

Window Cleaning			
Number of Windows/Exterior Glass	1,170	Interior Partition Glass/Doors	20

Describe Cleaning Special Cleaning or Operational Requirements
Day cleaning only - Clean restrooms, kitchen areas, stairs, exterior entrances to the building including public and employees. Also sweeps 1 st level of the parking structure. The rest of the building is cleaned at night by the owner.

FACILITY SPECIFICATION SHEET

BIS LACO
5914 X007

Region 5 Facility No. 19	
Department/Facility	Fire – FCCF Building
Address	1320 N Eastern Ave

Hours of Operation	Days of Operation
24 hours	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	4.0	5 am to 9 am
Night (M-F)	1	8.0	5 pm to 1:30 am

Facility Specifications	
Gross Square Footage	32,675
Staff in Building	85
Approximate Number of Persons Entering/Exiting Building Per Month	500
Number of Floors	2
Number of Stairwells	2
Number of Elevators	1
Approximate Number of Light Fixtures	357
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	1
Number of Sinks	1 double
Number of Single Fold Paper Towel Dispensers	1 c-fold
Number of Soap Dispensers (Type: Liquid or Dry)	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	5
Number of Single Fold Paper Towel Dispensers	5 c-fold
Number of Soap Dispensers (Type: Liquid or Dry)	12 Liquid
Number of Sanitary Napkin Dispensers	2
Number of Tampon Dispensers	2
Number of Basins/Sinks	12
Number of Toilets	11
Number of Urinals	6
Number of Showers	5

Rubbish/Trash Removal					
Number of Rubbish Bins	2	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	169	Interior Partition Glass/Doors	35

Describe Cleaning Special Cleaning or Operational Requirements
Bid one price for FCC Bldg. at 1320 N. Eastern, Klinger Facility at 1320 N. Eastern and LAO Training 1320 also. 3 County Fire Department Bldgs. Same address bid one total price. Show staffing separate identify by name.

FACILITY SPECIFICATION SHEET

BIS LACO
7024 5865

Region 5 Facility No. 20	
Department/Facility	Fire Department – Eastern
Address	1104 N. Eastern Avenue, Los Angeles

Hours of Operation	Days of Operation
6:00 AM – 5:00 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	2	8.0	6:00 AM – 2:30 PM
Night (M-F)	0		

Facility Specifications	
Gross Square Footage	36,822
Staff in Building	25
Approximate Number of Persons Entering/Exiting Building Per Month	48
Number of Floors	1
Number of Stairwells	2
Number of Elevators	0
Approximate Number of Light Fixtures	30
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	1
Number of Sinks	1
Number of Single Fold Paper Towel Dispensers	0
Number of Soap Dispensers (Type: Liquid or Dry)	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	2
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	2
Number of Sanitary Napkin Dispensers	0
Number of Tampon Dispensers	0
Number of Basins/Sinks	5
Number of Toilets	4
Number of Urinals	2
Number of Showers	2

Rubbish/Trash Removal					
Number of Rubbish Bins	1	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		ISD/CSD			

Window Cleaning			
Number of Windows/Exterior Glass	0	Interior Partition Glass/Doors	14

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
5910 3542

Region 5 Facility No. 21	
Department/Facility	Fire – Headquarters Klinger Center
Address	1320 North Eastern Avenue, Los Angeles

Hours of Operation	Days of Operation
6:00 AM – 5:00 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	0		
Night (M-F)	2	6.0	5:00 pm – 11:00 pm

Facility Specifications	
Gross Square Footage	39,015
Staff in Building	100
Approximate Number of Persons Entering/Exiting Building Per Month	1,000
Number of Floors	2
Number of Stairwells	3
Number of Elevators	0
Approximate Number of Light Fixtures	437
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	3
Number of Sinks	4
Number of Single Fold Paper Towel Dispensers	4
Number of Soap Dispensers (Type: Liquid or Dry)	3 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	12
Number of Single Fold Paper Towel Dispensers	4
Number of Soap Dispensers (Type: Liquid or Dry)	17 Liquid
Number of Sanitary Napkin Dispensers	1
Number of Tampon Dispensers	1
Number of Basins/Sinks	16
Number of Toilets	17
Number of Urinals	6
Number of Showers	5

Rubbish/Trash Removal					
Number of Rubbish Bins	2	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	77	Interior Partition Glass/Doors	6

Describe Cleaning Special Cleaning or Operational Requirements
Trash bins are common to all LACOFD buildings at 1320 Eastern (included in FCCF spec sheet).

FACILITY SPECIFICATION SHEET

BIS LACO
5910 3704

Region 5 Facility No. 22	
Department/Facility	Fire – LACO Training Center
Address	1320 North Eastern Avenue, Los Angeles (total bid included with other 1320 Facilities)

Hours of Operation	Days of Operation
6:00 AM – 6:30 PM	Monday – Friday (M-F)

Current Staff	Custodians		
	No.	Hours	Shift
Day (M-F)			
Night (M-F)	2	2.0	11 pm to 1:30 am

Facility Specifications	
Gross Square Footage	14,293
Staff in Building	25
Approximate Number of Persons Entering/Exiting Building Per Month	1,000
Number of Floors	2
Number of Stairwells	1
Number of Elevators	0
Approximate Number of Light Fixtures	174
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	1
Number of Sinks	2
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	2 Liquid
Number of Restrooms	8
(Including Jury rooms/Judges' chambers)	
Number of Single Fold Paper Towel Dispensers	5
Number of Soap Dispensers (Type: Liquid or Dry)	11 Liquid
Number of Sanitary Napkin Dispensers	0
Number of Tampon Dispensers	0
Number of Basins/Sinks	16
Number of Toilets	13
Number of Urinals	6
Number of Showers	7

Rubbish/Trash Removal					
Number of Rubbish Bins	2	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	109	Interior Partition Glass/Doors	0

Describe Cleaning Special Cleaning or Operational Requirements
Trash bins are common to all LACOFD buildings at 1320 Eastern (included in FCCF spec sheet).

FACILITY SPECIFICATION SHEET

BIS LACO
7022 5863

Region 5 Facility No. 23	
Department/Facility	Internal Services Headquarters
Address	1100 N. Eastern Ave., Los Angeles

Hours of Operation	Days of Operation
6:00 AM – 8:00 PM	Monday – Thursday (M-Th)

Current Staff	Custodians		
	No.	Hours	Shift
Day (M-F)	1	3.5	6:30 am to 3:00 pm
Night (M-Th)	3	10.00	3: 30 pm to 2:00 am
Night (M-Th)	1	6.00	3:00 pm to 2:00 am

Facility Specifications	
Gross Square Footage	80,309
Staff in Building	314
Approximate Number of Persons Entering/Exiting Building Per Month	1,000
Number of Floors	4
Number of Stairwells	2
Number of Elevators	2
Approximate Number of Light Fixtures	1,127
Number of Parking Lots	2
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	1
Number of Sinks	1
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	1 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	8
Number of Single Fold Paper Towel Dispensers	16
Number of Soap Dispensers (Type: Liquid or Dry)	20 Liquid
Number of Sanitary Napkin Dispensers	2
Number of Tampon Dispensers	2
Number of Basins/Sinks	23
Number of Toilets	28
Number of Urinals	6
Number of Showers	2

Rubbish/Trash Removal					
Number of Rubbish Bins	2	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		ISD/CSD			

Window Cleaning			
Number of Windows/Exterior Glass	271	Interior Partition Glass/Doors	37

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
7021 T061

Region 5	Facility No. 24
Department/Facility	Internal Services HR Trailer
Address	1100 N. Eastern Avenue, Los Angeles

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-Th)	1	0.5	9:am – 9:30 am
Night (M-Th)	1	4.0	10:00 to 2:00 am

Hours of Operation	Days of Operation
6:00 AM – 8:00 PM	Monday – Thursday (M-Th)

Facility Specifications	
Gross Square Footage	7,200
Staff in Building	47
Approximate Number of Persons Entering/Exiting Building Per Month	320
Number of Floors	1
Number of Stairwells	0
Number of Elevators	0
Approximate Number of Light Fixtures	60
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	1
Number of Sinks	1
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	2
Number of Single Fold Paper Towel Dispensers	3
Number of Soap Dispensers (Type: Liquid or Dry)	2 Liquid
Number of Sanitary Napkin Dispensers	0
Number of Tampon Dispensers	0
Number of Basins/Sinks	4
Number of Toilets	5
Number of Urinals	1
Number of Showers	0

Rubbish/Trash Removal			
Number of Rubbish Bins		Pickups Per Week	Trash Compactor (Y/N) N
Who is Responsible for Rubbish Pick Up		ISD/CSD	

Window Cleaning			
Number of Windows/Exterior Glass	22	Interior Partition Glass/Doors	10

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
10348 B382

Region	5	Facility No.	25
Department/Facility	Department of Mental Health		
Address	5321 Via Marisol, Los Angeles		

Hours of Operation	Days of Operation
7:00 AM – 5:30 PM	Monday – Friday (M-F)

Current Staff	Custodians		
	No.	Hours	Shift
Day (M-F)			
Night (M-F)			

Facility Specifications	
Gross Square Footage	9,135
Staff in Building	30
Approximate Number of Persons Entering/Exiting Building Per Month	1,200
Number of Floors	2
Number of Stairwells	2
Number of Elevators	0
Approximate Number of Light Fixtures	125
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	0
Number of Sinks	1 double
Number of Single Fold Paper Towel Dispensers	0
Number of Soap Dispensers (Type: Liquid or Dry)	1 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	5
Number of Single Fold Paper Towel Dispensers	5
Number of Soap Dispensers (Type: Liquid or Dry)	5 Liquid
Number of Sanitary Napkin Dispensers	2
Number of Tampon Dispensers	2
Number of Basins/Sinks	5
Number of Toilets	7
Number of Urinals	2
Number of Showers	0

Rubbish/Trash Removal				
Number of Rubbish Bins	1	Pickups Per Week	3	Trash Compactor (Y/N)
Who is Responsible for Rubbish Pick Up		Contractor		

Window Cleaning			
Number of Windows/Exterior Glass	111	Interior Partition Glass/Doors	0

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
7024 5865

Region 5 Facility No. 26	
Department/Facility	Sheriff Department – Eastern
Address	1104 N. Eastern Avenue, Los Angeles

Hours of Operation	Days of Operation
7:00 AM – 4:30 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	3.5	6:30AM – 3:00PM
Night (M-F)	0		

Facility Specifications	
Gross Square Footage	9,151 +
Staff in Building	16
Approximate Number of Persons Entering/Exiting Building Per Month	4
Number of Floors	2
Number of Stairwells	2
Number of Elevators	0
Approximate Number of Light Fixtures	35
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	0
Number of Kitchenettes	0
Number of Sinks	0
Number of Single Fold Paper Towel Dispensers	0
Number of Soap Dispensers (Type: Liquid or Dry)	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	0
Number of Single Fold Paper Towel Dispensers	0
Number of Soap Dispensers (Type: Liquid or Dry)	0
Number of Sanitary Napkin Dispensers	0
Number of Tampon Dispensers	0
Number of Basins/Sinks	0
Number of Toilets	0
Number of Urinals	0
Number of Showers	0

Rubbish/Trash Removal				
Number of Rubbish Bins	1	Pickups Per Week	5	Trash Compactor (Y/N)
Who is Responsible for Rubbish Pick Up		County		

Window Cleaning			
Number of Windows/Exterior Glass	27	Interior Partition Glass/Doors	1

Describe Cleaning Special Cleaning or Operational Requirements
Day custodian uses 1.5 hours to monitor the restrooms at 1100 Eastern Ave. and HR Trailer

FACILITY SPECIFICATION SHEET

BIS LACO
9375 X167

Region 5 Facility No. 27	
Department/Facility	Sheriff Headquarters
Address	4700 Ramona Blvd., Monterey Park

Hours of Operation	Days of Operation
5:00 AM – 1:30 AM	Monday – Friday (M-F)

Current Staff	Custodians		
	No.	Hours	Shift
Day (M – F)	1	8.0	6:30 am to 3:00 pm
Night (M – F)	4	8.0	5 pm to 1:30 am

Facility Specifications	
Gross Square Footage	125,000
Staff in Building	700
Approximate Number of Persons Entering/Exiting Building Per Month	800
Number of Floors	5
Number of Stairwells	2
Number of Elevators	3
Approximate Number of Light Fixtures	1,250
Number of Parking Lots	2
Number of Detention/Holding Cells	0
Number of Kitchen Areas	11
Number of Kitchenettes	4
Number of Sinks	11
Number of Single Fold Paper Towel Dispensers	18
Number of Soap Dispensers (Type: Liquid or Dry)	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	18
Number of Single Fold Paper Towel Dispensers	34
Number of Soap Dispensers (Type: Liquid or Dry)	31 Liquid
Number of Sanitary Napkin Dispensers	10
Number of Tampon Dispensers	
Number of Basins/Sinks	34
Number of Toilets	47
Number of Urinals	12
Number of Showers	6

Rubbish/Trash Removal					
Number of Rubbish Bins	5	Pickups Per Week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Customer			

Window Cleaning			
Number of Windows/Exterior Glass	577	Interior Partition Glass/Doors	104

Describe Cleaning Special Cleaning or Operational Requirements
Special attention to 4 th floor Sheriff's Office, dust, vacuum, etc. Chiefs Office on the 3 rd floor and 3 rd floor conference room for dust, trash, clean conference table top. Add sanitizing gym equipment in gym area once a week on Fridays.

FACILITY SPECIFICATION SHEET

BIS LACO
6748 5412

Region 5 Facility No. 28	
Department/Facility	East LA County Hall (Board of Supervisors Field Office)
Address	4801 East Third Street, E.L.A.

Hours of Operation	Days of Operation
8:00 AM. To 5:00 PM.	Monday – Friday (M-F)

Staffing Requirements	Custodians			Supervisors		
	No.	Hours	Shift	No.	Hours	Shift
Day (M-F)						
Night (M-F)	1	6.0	5; pm to 11 pm			

Facility Specifications	
Gross Square Footage	14,848
Staff in Building	40
Approximate Number of Persons Entering/Exiting Building Per Month	1,100
Number of Floors	1
Number of Stairwells	0
Number of Elevators	0
Approximate Number of Light Fixtures	250
Number of Parking Lots	0
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	1
Number of Sinks	1
Number of Single Fold Paper Towel Dispensers	0
Number of Soap Dispensers (Type: Liquid or Dry)	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	5
Number of Single Fold Paper Towel Dispensers	5
Number of Soap Dispensers (Type: Liquid or Dry)	4 Liquid
Number of Sanitary Napkin Dispensers	0
Number of Tampon Dispensers	0
Number of Basins/Sinks	8
Number of Toilets	9
Number of Urinals	1
Number of Showers	0

Rubbish/Trash Removal					
Number of Rubbish Bins	1	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	45	Interior Partition Glass/Doors	5

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
858 5979

Region 5 Facility No. 29	
Department/Facility	Arraignment Court
Address	429 Bauchet Street, Los Angeles

Hours of Operation	Days of Operation
7:00 AM – 5:00 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	8.0	7:30 am to 4: pm
Night (M-F)	2	8.0	5:00 pm to 1:30 am

Facility Specifications	
Gross Square Footage	65,494
Staff in Building	82
Approximate Number of Persons Entering/Exiting Building Per Month	15,500
Number of Floors	2
Number of Stairwells	4
Number of Elevators	4
Approximate Number of Light Fixtures	1,098
Number of Parking Lots	2
Number of Detention/Holding Cells	15
Number of Kitchen Areas	1
Number of Kitchenettes	1
Number of Sinks	2
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	2 Liquid
Number of Restrooms	11
(Including Jury rooms/Judges' chambers)	
Number of Single Fold Paper Towel Dispensers	21
Number of Soap Dispensers (Type: Liquid or Dry)	15 Liquid
Number of Sanitary Napkin Dispensers	3
Number of Tampon Dispensers	3
Number of Basins/Sinks	40
Number of Toilets	37
Number of Urinals	5
Number of Showers	2

Window Cleaning			
Number of Windows/Exterior Glass	182	Interior Partition Glass/Doors	20

Rubbish/Trash Removal					
Number of Rubbish Bins	2	Pickups Per Week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up	Contractor				

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
5215 Y013

Region 5 Facility No. 30	
Department/Facility	DPSS
Address	813 E. 4 th Place, Los Angeles

Hours of Operation	Days of Operation
7:00 AM – 5:00 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	8.0	8 am – 4:30 pm
Night (M-F)	2	8.0	5 pm – 1:30 am

Facility Specifications	
Gross Square Footage	39,956
Staff in Building	206
Approximate Number of Persons Entering/Exiting Building Per Month	8,518
Number of Floors	2
Number of Stairwells	2
Number of Elevators	1
Approximate Number of Light Fixtures	681
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	1
Number of Kitchenettes	0
Number of Sinks	1
Number of Single Fold Paper Towel Dispensers	1
Number of Soap Dispensers (Type: Liquid or Dry)	2 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	6
Number of Single Fold Paper Towel Dispensers	5
Number of Soap Dispensers (Type: Liquid or Dry)	17 Liquid
Number of Sanitary Napkin Dispensers	3
Number of Tampon Dispensers	3
Number of Basins/Sinks	22
Number of Toilets	23
Number of Urinals	8
Number of Showers	0

Rubbish/Trash Removal						
Number of Rubbish Bins	2	Pickups Per Week	5	Trash Compactor (Y/N)		N
Who is Responsible for Rubbish Pick Up	Contractor					

Window Cleaning				
Number of Windows/Exterior Glass	6	Interior Partition Glass/Doors	146	

Describe Cleaning Special Cleaning or Operational Requirements

FACILITY SPECIFICATION SHEET

BIS LACO
5266 X333

Region 5 Facility No. 31	
Department/Facility	Sheriff / Mental Health Services
Address	1925 Daly Street, Los Angeles

Hours of Operation		Days of Operation	
6:00 AM – 5:30 PM		Monday – Friday (M-F)	
Current Staffing	Custodians		
	No.	Hours	Shift
Day (M – F)	0		
Night (M – F)	1	6.0	7 pm to 1:30 am

Facility Specifications	
Gross Square Footage	16,878
Staff in Building	40
Approximate Number of Persons Entering/Exiting Building Per Month	100
Number of Floors	2
Number of Stairwells	2
Number of Elevators	1
Approximate Number of Light Fixtures	155
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	2
Number of Kitchenettes	0
Number of Sinks	1 & 1 double
Number of Single Fold Paper Towel Dispensers	0
Number of Soap Dispensers (Type: Liquid or Dry)	2 Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4
Number of Single Fold Paper Towel Dispensers	6
Number of Soap Dispensers (Type: Liquid or Dry)	6 Liquid
Number of Sanitary Napkin Dispensers	1
Number of Tampon Dispensers	0
Number of Basins/Sinks	4
Number of Toilets	10
Number of Urinals	2
Number of Showers	0

Rubbish/Trash Removal					
Number of Rubbish Bins	1	Pickups Per Week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	18	Interior Partition Glass/Doors	7

Describe Cleaning Special Cleaning or Operational Requirements
No chemicals to be left in toilet bowls overnight. Restroom floors must be rinsed with clear water after cleaning. All chemicals must be mixed according to manufacturer's label instructions. No chorine bleach to be used in this facility.

FACILITY SPECIFICATION SHEET

BIS LACO
10347 A095

Region 5 Facility No. 32	
Department/Facility	DHS – Northeast Wellness Center
Address	5564 North Figueroa Street Los Angeles, CA

Hours of Operation		Days of Operation	
7:00 a.m. to 5:30 p.m.		Monday – Friday (M-F)	
Current Staffing	Custodians		
	No.	Hours	Shift
Night (M-F)	1	3.0	5 pm to 8 pm

Facility Specifications	
Gross Square Footage	3,800
Staff in Building	10
Approximate Number of Persons Entering/Exiting Building Per Month	300
Number of Floors	1
Number of Stairwells	0
Number of Elevators	0
Approximate Number of Light Fixtures	63
Number of Parking Lots	1
Number of Detention/Holding Cells	N/A
Number of Kitchen Areas	1
Number of Kitchenettes	1
Number of Sinks	2
Number of Single Fold Paper Towel Dispensers	0
Number of Soap Dispensers (Type: Liquid or Dry)	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	3
Number of Single Fold Paper Towel Dispensers	3
Number of Soap Dispensers (Type: Liquid or Dry)	3 liquid
Number of Sanitary Napkin Dispensers	0
Number of Tampon Dispensers	0
Number of Basins/Sinks	3
Number of Toilets	13
Number of Urinals	0
Number of Showers	0

Rubbish/Trash Removal					
Number of Rubbish Bins	1	Pickups Per Week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Contractor			

Window Cleaning			
Number of Windows/Exterior Glass	20	Interior Partition Glass/Doors	10

Describe Cleaning Special Cleaning or Operational Requirements
All other services are according to ISD contract.

FACILITY SPECIFICATION SHEET

BIS LACO
7024 5865

Region 5 Facility No. 33	
Department/Facility	Fleet Services Internal Services Dept. (ISD)
Address	1104 N. Eastern Avenue, Los Angeles

Hours of Operation	Days of Operation
7:00 AM – 4:30 PM	Monday – Friday (M-F)

Current Staffing	Custodians		
	No.	Hours	Shift
Day (M-F)	1	0.5	6:30 AM – 3:00 PM
Night (M-F)	0		

Facility Specifications	
Gross Square Footage	1320
Staff in Building	8
Approximate Number of Persons Entering/Exiting Building Per Month	45
Number of Floors	1
Number of Stairwells	1
Number of Elevators	0
Approximate Number of Light Fixtures	15
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	0
Number of Kitchenettes	0
Number of Sinks	0
Number of Single Fold Paper Towel Dispensers	0
Number of Soap Dispensers (Type: Liquid or Dry)	0 0
Number of Restrooms (Including Jury rooms/Judges' chambers)	0
Number of Single Fold Paper Towel Dispensers	0
Number of Soap Dispensers (Type: Liquid or Dry)	0 0
Number of Sanitary Napkin Dispensers	0
Number of Tampon Dispensers	0
Number of Basins/Sinks	0
Number of Toilets	0
Number of Urinals	0
Number of Showers	0

Rubbish/Trash Removal				
Number of Rubbish Bins	1	Pickups Per Week	5	Trash Compactor (Y/N) N
Who is Responsible for Rubbish Pick Up		County		

Window Cleaning	
Number of Windows/Exterior Glass	Interior Partition Glass/Doors 0

Describe Cleaning Special Cleaning or Operational Requirements
Amendment adds 0.5 hours per day of Day Porter service.

APPENDIX D

REQUIRED FORMS

FOR

REQUEST FOR PROPOSALS (RFP)

**APPENDIX D
TABLE OF CONTENTS
REQUIRED FORMS**

Exhibits

Page

BUSINESS FORMS

1	PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT	1
2	PROSPECTIVE CONTRACTOR REFERENCES	3
3	PROSPECTIVE CONTRACTOR LIST OF CONTRACTS	4
4	PROSPECTIVE CONTRACTOR LIST OF TERMINATED CONTRACTS	5
5	CERTIFICATION OF NO CONFLICT OF INTEREST	6
6	FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE CERT.....	7
7	REQUEST FOR LOCAL SBE PREFERENCE PROGRAM CONSIDERATION AND CBE FIRM/ORGANIZATION INFORMATION FORM	8
8	PROPOSER'S EEO CERTIFICATION	9
9	ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS.....	10
10	CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM - CERTIFICATION FORM AND APPLICATION FOR EXCEPTION	11

COST FORMS

11	PRICING SHEET	12
12	CERTIFICATION OF INDEPENDENT PRICE DETERMINATION AND ACKNOWLEDGEMENT OF RFP RESTRICTIONS.....	13
13	BUDGET SHEET FORMAT.....	14
13A	BUDGET NARRATIVE	15
14	EMPLOYEE BENEFITS	16

LIVING WAGE FORMS

15	ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE.....	17
16	LABOR/PAYROLL/DEBARMENT HISTORY.....	18
17	CONTRACTOR LIVING WAGE DECLARATION	20
18	APPLICATION FOR EXEMPTION	22
19	MODEL CONTRACTOR STAFFING PLAN.....	26

ADDITIONAL FORMS

20	CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM FORM.....	27
21	CHARITABLE CONTRIBUTIONS CERTIFICATION	29
22	TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION	28

REQUIRED FORMS - EXHIBIT 1

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Page 1 of 2

Please complete, date and sign this form and place it as the first page of your proposal. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

1. If your firm is a corporation or limited liability company (LLC), state its legal name (as found in your Articles of Incorporation) and State of incorporation:

Name	State	Year Inc.
------	-------	-----------

2. If your firm is a limited partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. If your firm is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name	County of Registration	Year became DBA

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? ____ If yes,

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Please list any other names your firm has done business as within the last five (5) years.

Name	Year of Name Change

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

Proposer acknowledges and certifies that it meets and will comply with all of the Minimum Mandatory Requirements listed in Paragraph 1.4 - Minimum Mandatory Requirements, of this Request for Proposal, as listed below.

Check the appropriate boxes:

- ☐ **Yes** ☐ **No** Proposers must have three (3) consecutive years experience within the last ten (10) years providing Custodial Services for at least an aggregate of 400,000 square feet located in one or multiple facilities.
- ☐ **Yes** ☐ **No** Proposers must attend the Mandatory Proposer's Conference and Mandatory Facility Site Visits.
- ☐ **Yes** ☐ **No** Proposers must submit proposal(s) by proposal due date identified in Sub-paragraph 2.3 of this RFP.

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

Proposer's Name:

Address:

E-mail address: _____ Telephone number: _____

Fax number: _____

On behalf of _____ (Proposer's name), I _____

(Name of Proposer's authorized representative), certify that the information contained in this Proposer's Organization Questionnaire/Affidavit is true and correct to the best of my information and belief.

Signature

Internal Revenue Service
Employer Identification Number

Title

California Business License Number

Date

County WebVen Number

REQUIRED FORMS - EXHIBIT 2
PROSPECTIVE CONTRACTOR REFERENCES

Contractor's Name: _____

List Five (5) References where the same or similar scope of services were provided in order to meet the Minimum Requirements stated in this solicitation.

1. Name of Firm		Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	# of Locations	Approx Sq. Ft.
2. Name of Firm		Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	# of Locations	Approx Sq. Ft.
3. Name of Firm		Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	# of Locations	Approx Sq. Ft.
4. Name of Firm		Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	# of Locations	Approx Sq. Ft.
5. Name of Firm		Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	# of Locations	Approx Sq. Ft.

REQUIRED FORMS - EXHIBIT 3
PROSPECTIVE CONTRACTOR LIST OF CONTRACTS

Contractor's Name: _____

List of all public entities for which the Contractor has provided service within the last three (3) years. Use additional sheets if necessary.

1. Name of Firm		Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	# of Locations	Approx Sq. Ft.
2. Name of Firm		Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	# of Locations	Approx Sq. Ft.
3. Name of Firm		Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	# of Locations	Approx Sq. Ft.
4. Name of Firm		Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	# of Locations	Approx Sq. Ft.
5. Name of Firm		Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	# of Locations	Approx Sq. Ft.

REQUIRED FORMS - EXHIBIT 4
PROSPECTIVE CONTRACTOR LIST OF TERMINATED CONTRACTS

Contractor's Name:_____

List of all contracts that have been terminated within the past three (3) years.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	Reason for Termination:			
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	Reason for Termination:			
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	Reason for Termination:			
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	Reason for Termination:			

REQUIRED FORMS - EXHIBIT 5
CERTIFICATION OF NO CONFLICT OF INTEREST

The Los Angeles County Code, Section 2.180.010, provides as follows:

CONTRACTS PROHIBITED

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the submitting department, district or agency that the provisions of this section have not been violated.

Proposer Name

Proposer Official Title

Official's Signature

Cert. of No Conflict of Interest

REQUIRED FORMS - EXHIBIT 6
FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE CERTIFICATION

The Proposer certifies that:

- 1) it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160;
- 2) that all persons acting on behalf of the Proposer organization have and will comply with it during the proposal process; and
- 3) it is not on the County's Executive Office's List of Terminated Registered Lobbyists.

Signature: _____ Date: _____

REQUIRED FORMS - EXHIBIT 7

Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

FIRM NAME: _____

COUNTY VENDOR NUMBER: _____

☐ As a Local SBE, certified by the County of Los Angeles Office of Affirmative Action Compliance, I request this proposal/bid be considered for the Local SBE Preference.

☐ Attached is my Local SBE Certification letter issued by the County

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Non-Profit ☐ Franchise ☐ Other (Please Specify) _____						
Total Number of Employees (including owners): _____						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino						
Asian or Pacific Islander						
American Indian						
Filipino						
White						

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:

If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Dis- advantaged	Disabled Veteran	Expiration Date

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Print Authorized Name	Authorized Signature	Title	Date

REQUIRED FORMS - EXHIBIT 8
PROPOSER'S EEO CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Proposer certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
1. Proposer has written policy statement prohibiting discrimination in all phases of employment.	()	()
2. Proposer periodically conducts a self-analysis or utilization analysis of its work force.	()	()
3. Proposer has a system for determining if its employment practices are discriminatory against protected groups.	()	()
4. When problem areas are identified in employment practices, Proposer has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	()	()

Signature

Date

Name and Title of Signer (please print)

REQUIRED FORMS - EXHIBIT 9
ATTESTATION OF WILLINGNESS TO CONSIDER
GAIN/GROW PARTICIPANTS

As a threshold requirement for consideration for contract award, Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Proposers unable to meet this requirement shall not be considered for contract award.

Proposer shall complete all of the following information, sign where indicated below, and return this form with their proposal.

A. Proposer has a proven record of hiring GAIN/GROW participants.

_____YES (subject to verification by County) _____NO

B. Proposer is willing to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN/GROW participants.

_____YES _____NO

C. Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

_____YES _____NO _____N/A (Program not available)

Proposer Organization: _____

Signature: _____

Print Name: _____

Title: _____ Date: _____

Tel.#: _____ Fax #: _____

REQUIRED FORMS - EXHIBIT 10

COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM CERTIFICATION FORM AND APPLICATION FOR EXCEPTION

The County's solicitation for this Request for Proposals is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All proposers, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the proposer is excepted from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For _____ Services:		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program is Not Applicable to My Business

- ☐ My business does not meet the definition of "contractor," as defined in the Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II: Certification of Compliance

- ☐ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

REQUIRED FORMS - EXHIBIT 11

PRICING SHEET

REQUIRED FORMS - EXHIBIT 11
PRICING SHEET

ForRef Only	BIS No.	LACO No.	FACILITY LOCATION	ADDRESS	CITY	MONTHLY COST
1	9449	X205	CEO-County Emergency Oper Center	1275 N. Eastern Ave.	Los Angeles	\$
2	3602	5883	Alhambra Courthouse	150 West Commonwealth	Alhambra	\$
3	3705	4104	Glendale Courthouse	600 East Broadway	Glendale	\$
4	4073	3241	East Los Angeles Courthouse	4848 East Civic Center Way	East Los Angeles	\$
5	4064	4306	Comfort Station/Park Facility	5301 E. 3rd St	East Los Angeles	\$
6	5341	X201	Edelman Children's Court	201 Centre Plaza Dr.	Monterey Park	\$
7	3785 3788	5399	Pasadena Superior Courthouses	300 East Walnut Avenue 200 N. Garfield	Pasadena	\$
8	57	5805	Mental Health Courthouse	1150 North San Fernando Road	Los Angeles	\$
9	10545	X703	Community and Senior Services	730 E. Altadena Dr.	Altadena	\$
10	10522	6390, Y135, Y136	DC&SS-Centro Maravilla Svs Ctr A, B & C	4716 Cesar Chavez	Los Angeles	\$
11	10533	Y014	Altadena Senior Center	560 Mariposa	Altadena	\$
12	9014	6131	ELA Community & Senior Services	133 No. Sunol Dr.	Los Angeles	\$
13	9374	A423	Sheriff/County Counsel	101 Centre Plaza	Monterey Park	\$
14	10286	A391	DA-Warehouse	5300 Harbor St.	Commerce	\$
15	5305	C269	DPSS-Lincoln Heights	4077 Mission Road	Los Angeles	\$
16	5268	C760	DPSS-ELA GROW Employment Svs Ctr	2200 Humbolt	Los Angeles	\$
17	5303	D465	DPSS-Pasadena	955 No. Lake St.	Pasadena	\$
18	5283	A481	DPSS-Glendale	4680 San Fernando Rd.	Glendale	\$
19	5914	X007	Fire-FCCF Building	1320 N. Eastern Ave.	Los Angeles	\$
20	7024	5865	Fire-Eastern ISD Fleet Services	1104 N. Eastern Ave.	Los Angeles	\$
21	5910	3542	Fire Hdqts-Klinger Center	1320 No. Eastern Ave.	Los Angeles	\$
22	5910	3704	FIRE-LAO Training Center	1320 No. Eastern Ave.	Los Angeles	\$
23	7022	5863	ISD Headquarters	1100 No. Eastern Ave.	Los Angeles	\$
24	7021	T061	ISD - HR Annex- trailer	1100 No. Eastern Ave.	Los Angeles	\$
25	10348	B382	Mental Health	5321 Via Marisol	Los Angeles	\$
26	7024	5865	Sheriff-Eastern Fleet Services	1104 N. Eastern	Los Angeles	\$
27	9375	X167	Sheriff Headquarters	4700 Ramona Blvd.	Monterey Park	\$
28	6748	5412	ELA County Hall-BOS Dist 1 Office	4801 E. Third St.	E. Los Angeles	\$
29	858	5979	Arraignment Court	429 Bauchet St.	Los Angeles	\$
30	5215	Y013	DPSS-LA Civic Center	813 4th Place	Los Angeles	\$
31	5266	X333	Sheriff/Mental Health	1925 Daly Street	Los Angeles	\$
32	10347	A095	DHS - Northeast Wellness Center	5564 North Figueroa	Los Angeles	\$
33	7024	5865	Fleet Services - ISD	1104 N. Eastern Ave.	Los Angeles	\$
TOTAL						\$0.00

ADDITIONAL SERVICES*	
SERVICE	RATE (\$)
Emergencies or Call Back Work	\$
Special Events/Programs	\$
Facility Additions - Staffing	\$
Custodian	\$
Principal Custodian	\$
Supervisor	\$
Carpet & Floor Care as needed	\$

* These rates shall be fully burdened.

REQUIRED FORMS - EXHIBIT 12

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION AND ACKNOWLEDGEMENT OF RFP RESTRICTIONS

- A. By submission of this Proposal, Proposer certifies that the prices quoted herein have been arrived at independently without consultation, communication, or agreement with any other Proposer or competitor for the purpose of restricting competition.
- B. List all names and telephone number of person legally authorized to commit the Proposer.

NAME

PHONE NUMBER

NOTE: Persons signing on behalf of the Contractor will be required to warrant that they are authorized to bind the Contractor.

- C. List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".

- D. Proposer acknowledges that it has not participated as a consultant in the development, preparation, or selection process associated with this RFP. Proposer understands that if it is determined by the County that the Proposer did participate as a consultant in this RFP process, the County shall reject this proposal.

Name of Firm

Print Name of Signer

Title

Signature

Date

REQUIRED FORMS - EXHIBIT 13

SAMPLE BUDGET SHEET FOR CUSTODIAL SERVICES

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate	Monthly Salary
Employee Classification _____		\$ _____	\$ _____
Employee Classification _____		\$ _____	\$ _____
Employee Classification _____		\$ _____	\$ _____
Others (Please continue to list)			
Total Salaries and Wages			\$ _____

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance _____		\$ _____
Dental Insurance _____		\$ _____
Life Insurance _____		\$ _____
Other (list) _____		\$ _____
Total Benefits		\$ _____

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Payroll Taxes		\$ _____

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Vehicles _____	\$ _____	
Supplies _____	\$ _____	
Services _____	\$ _____	
Office Equipment _____	\$ _____	
Telephone/Utilities _____	\$ _____	
Other (please continue to list) _____	\$ _____	
Total Insurance/Misc. S & S		\$ _____

TOTAL DIRECT COSTS **\$ _____**

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping _____	\$ _____
Management Overhead (Specify) _____	\$ _____
Other (Specify) _____	\$ _____

TOTAL INDIRECT COSTS **\$ _____**

TOTAL DIRECT AND INDIRECT COST **\$ _____**

PROFIT (Please enter percentage: _____ %) **\$ _____**

TOTAL MONTHLY COSTS **\$ _____**

REQUIRED FORMS - EXHIBIT 13A

BUDGET NARRATIVE

Proposers are required to complete a budget narrative for each separate line item in their budget.

All figures and compilations must be clearly explained.

REQUIRED FORMS - EXHIBIT 14

EMPLOYEE BENEFITS

Medical Insurance/Health Plan:

Employer Pays \$_____ Employee Pays \$_____ Total Mo. Premium \$_____

Annual Deductible
Employee \$_____ Family \$_____

Coverage (✓)

_____ Hospital Care (In Patient _____ Out Patient _____)
_____ X-Ray and Laboratory
_____ Surgery
_____ Office Visits
_____ Pharmacy
_____ Maternity
_____ Mental Health/Chemical Dependency, In Patient
_____ Mental Health/Chemical Dependency, Out Patient

Dental Insurance:

Employer Pays \$_____ Employee Pays \$_____ Total Mo. Premium \$_____

Life Insurance:

Employer Pays \$_____ Employee Pays \$_____ Total Mo. Premium \$_____

Vacation:

Number of Days _____ and

Any increase after _____ years of employment, number of days or hours _____

Sick Leave:

Number of Days _____ and

Any increase after _____ years of employment, number of days or hours _____

Holidays:

Number of Days _____ per year

Retirement:

Employer Pays \$_____ Employee Pays \$_____ Total Premium \$_____

REQUIRED FORMS - EXHIBIT 15

LIVING WAGE PROGRAM AND CONTRACTOR NON-RESPONSIBILITY DEBARMENT

ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE



COUNTY OF LOS ANGELES

LIVING WAGE PROGRAM AND CONTRACTOR NON-RESPONSIBILITY DEBARMENT

ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization ("Firm") identified below and makes the following statements on behalf of his or her Firm. **The Agent is required to check each of the applicable boxes below.**

LIVING WAGE ORDINANCE:

- ☐ The Agent has read the County's Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.

CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:

- ☐ The Agent has read the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understands that the Firm is subject to its terms.

LABOR LAW/PAYROLL VIOLATIONS:

A "Labor Law/Payroll Violation" includes violations of any federal, state or local statute, regulation, or ordinance pertaining to wages, hours or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

History of Alleged Labor Law/Payroll Violations (Check One):

- ☐ The Firm **HAS NOT** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of the proposal; **OR**
- ☐ The Firm **HAS** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

History of Determinations of Labor Law /Payroll Violations (Check One):

- ☐ There **HAS BEEN NO** determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; **OR**
- ☐ There **HAS BEEN** a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) (The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)

HISTORY OF DEBARMENT (Check one):

- ☐ The Firm **HAS NOT** been debarred by any public entity during the past ten (10) years; **OR**
- ☐ The Firm **HAS** been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form.

I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.

Owner's/Agent's Authorized Signature	Print Name and Title
Print Name of Firm	Date

REQUIRED FORMS - EXHIBIT 16

LIVING WAGE PROGRAM AND CONTRACTOR NON-RESPONSIBILITY DEBARMENT

ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE

LABOR/PAYROLL/DEBARMENT HISTORY



**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM**

**ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE
LABOR/PAYROLL/DEBARMENT HISTORY**

Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- ☐ An alleged claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three (3) years of the date of the proposal.
- ☐ A determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- ☐ A debarment by a public entity listed below within the past ten (10) years.

Print Name of Firm:	Print Name of Owner:
Print Address of Firm:	Owner's/Agent's Authorized Signature:
City, State, Zip Code:	Print Name and Title:

Public Entity Name:		Date of Incident:
Case Number/Date Claim Opened:	Case Number:	Date Claim Opened:
Name and Address of Claimant:	Name:	
	Street Address:	
	City, State, Zip:	
Description of Work: (e.g., janitor)		
Description of Allegation and/or Violation:		
Disposition of Finding (attach disposition letter): (e.g., Liquidated Damages, Penalties, Debarment, etc.)		

☐ Additional Pages are attached for a total of _____ pages.

REQUIRED FORMS - EXHIBIT 17

LIVING WAGE PROGRAM

CONTRACTOR LIVING WAGE DECLARATION



COUNTY OF LOS ANGELES LIVING WAGE ORDINANCE

LIVING WAGE DECLARATION

The contract to be awarded pursuant to this Request for Proposal (RFP) is subject to the County of Los Angeles Living Wage Ordinance (Program). You must declare your intent to comply with the Program.

If you believe that you are exempt from the Program, please complete the Application for Exemption form and submit it, as instructed in the RFP, to the County awarding department.

If you are not exempt from the Program, please check the option that best describes your intention to comply with the Program.

- ☐ I **do not** have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract. I will pay an hourly wage rate of not less than **\$11.84 per hour** per employee.
- ☐ I **do have** a bona fide health care benefit plan for those employees who will be providing services to the County under the contract but will pay into the plan **less than \$2.20 per hour** per employee. I will pay an hourly wage of not less than **\$11.84 per hour** per employee.
- ☐ I **do have** a bona fide health care benefit plan for those employees who will be providing services to the County under the contract and will pay into the plan **at least \$2.20 per hour** per employee. I will pay an hourly wage of not less than **\$9.64 per hour** per employee.

Health Plan(s): _____

Company Insurance Group Number: _____

Health Benefit(s) Payment Schedule:

☐ Monthly ☐ Quarterly ☐ Bi-Annual

☐ Annually ☐ Other: _____
(Specify)

PLEASE PRINT COMPANY NAME:

I declare under penalty of perjury under the laws of the State of California that the above is true and correct:

SIGNATURE:

DATE:

PLEASE PRINT NAME:

TITLE OR POSITION:

REQUIRED FORMS - EXHIBIT 18

LIVING WAGE PROGRAM

APPLICATION FOR EXEMPTION



COUNTY OF LOS ANGELES LIVING WAGE PROGRAM

APPLICATION FOR EXEMPTION

Page 1 of 3

The contract to be awarded pursuant to the County's solicitation (RFP or IFB) is subject to the County of Los Angeles Living Wage Program (Program) (Los Angeles County Code, Chapter 2.201). Contractors and subcontractors may apply individually for consideration for an exemption from the Program. To apply, Contractors must complete and submit this form to the County by the date identified in the solicitation (RFP or IFB) document. Upon review of the submitted Application for Exemption, the County department will determine, in its sole discretion, whether the contractor and/or subcontractor is/are exempt from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Facsimile Number:	Email Address:
Awarding Department:		Contract Term:
Type of Service:		
Contract Dollar Amount:		Contract Number (if any):

I am requesting an exemption from the Program for the following reason(s) (*attach to this form all documentation that supports your claim*):

- ☐ My business is a non-profit corporation qualified under Internal Revenue Code Section 501(c)(3) (*attach IRS Determination Letter*).
- ☐ My business is a Small Business (as defined in the Living Wage Ordinance) which is not an affiliate or subsidiary of a business dominant in its field of operation **AND** during the contract period will have 20 or fewer full- and part-time employees; **AND**
 - ☐ Has less than \$1 million in annual gross revenues in the preceding fiscal year including the proposed contract amount; **OR**
 - ☐ Is a technical or professional service that has less than \$2.5 million in annual gross revenues in the preceding fiscal year including the proposed contract amount.
- ☐ My business has received an aggregate sum of less than \$25,000 during the preceding 12 months under one or more Proposition A contracts and/or cafeteria services contracts, including the proposed contract amount.



**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM**

APPLICATION FOR EXEMPTION

Page 2 of 3

- ☐ My business is subject to a bona fide Collective Bargaining Agreement (*attach agreement*);
AND
- ☐ the Collective Bargaining Agreement expressly provides that it supersedes all of the provisions of the Living Wage Program; **OR**
- ☐ the Collective Bargaining Agreement expressly provides that it supersedes the following specific provisions of the Living Wage Program (I will comply with all provisions of the Living Wage Program not expressly superseded by my business' Collective Bargaining Agreement):

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME:	TITLE:
SIGNATURE:	DATE:

REVIEWED BY COUNTY:

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE



COUNTY OF LOS ANGELES LIVING WAGE PROGRAM

APPLICATION FOR EXEMPTION

Page 3 of 3

Additional Information

The additional information requested below is for information purposes only. It is not required for consideration of this Application for Exemption. The County will not consider or evaluate the information provided below by Contractor, in any way whatsoever, when recommending selection or award of a contract to the Board of Supervisors.

- ☐ I, **or my collective bargaining unit, have** a bona fide health care benefit plan for those employees who will be providing services to the County under the contract.

Health Plan Company Name(s): _____

Company Insurance Group Number(s): _____

Health Premium Amount Paid by Employer: _____

Health Premium Amount Paid by Employee: _____

Health Benefit(s) Payment Schedule:

☐ Monthly

☐ Quarterly

☐ Bi-Annual

☐ Annually

☐ Other: _____
(Specify)

- ☐ I, **or my collective bargaining unit, do not** have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract.

REQUIRED FORMS - EXHIBIT 19

LIVING WAGE PROGRAM

MODEL CONTRACTOR STAFFING PLAN

(See separate excel attachment)

REQUIRED FORMS - EXHIBIT 20

CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract For _____ Services:		

The Proposer/Bidder/Contractor certifies that:

- ☐ It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

- OR -

- ☐ I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

Date: _____

REQUIRED FORMS - EXHIBIT 21
CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- ☐ Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- ☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

Date

Name and Title of Signer (please print)

REQUIRED FORMS - EXHIBIT 22
TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

COMPANY NAME:		
COMPANY ADDRESS:		
CITY:	STATE:	ZIP CODE:

I hereby certify that I meet all the requirements for this program:

- ☐ My business is a non-profit corporation qualified under Internal Revenue Service Code - Section 501(c)(3) and has been such for 3 years (*attach IRS Determination Letter*);
- ☐ I have submitted my three most recent annual tax returns with my application;
- ☐ I have been in operation for at least one year providing transitional job and related supportive services to program participants; and
- ☐ I have submitted a profile of our program; including a description of its components designed to help the program participants, number of past program participants and any other information requested by the contracting department.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME:	TITLE:
SIGNATURE:	DATE:

REVIEWED BY COUNTY:

<i>SIGNATURE OF REVIEWER</i>	<i>APPROVED</i>	<i>DISAPPROVED</i>	<i>DATE</i>

TRANSMITTAL FORM TO REQUEST A RFP SOLICITATION REQUIREMENTS REVIEW

***A Solicitation Requirements Review must be received by the County
within 10 business days of issuance of the solicitation document***

Proposer Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- ☐ Application of **Minimum Requirements**
- ☐ Application of **Evaluation Criteria**
- ☐ Application of **Business Requirements**
- ☐ Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review.
(Attach additional pages and supporting documentation as necessary.)

Request submitted by:

(Name)

(Title)

For County use only

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by: _____

Results of Review - Comments:

Date Response sent to Proposer: _____

COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about four percent of businesses in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

WE RECOGNIZE. . . .

The importance of small business to the County. . .

- in fueling local economic growth
- providing new jobs
- creating new local tax revenues
- offering new entrepreneurial opportunity to those historically under-represented in business

The County can play a positive role in helping small business grow. . .

- as a multi-billion dollar purchaser of goods and services
- as a broker of intergovernmental cooperation among numerous local jurisdictions
- by greater outreach in providing information and training
- by simplifying the bid/proposal process
- by maintaining selection criteria which are fair to all
- by streamlining the payment process

WE THEREFORE SHALL:

1. Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.
2. Maintain a strong outreach program, fully-coordinated among our departments and districts, as well as other participating governments to: a) inform and assist the local business community in competing to provide goods and services; b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.
3. Continually review and revise how we package and advertise solicitations, evaluate and select prospective vendors, address subcontracting and conduct business with our vendors, in order to: a) expand opportunity for small business to compete for our business; and b) to further opportunities for all businesses to compete regardless of size.
4. Insure that staff who manage and carry out the business of purchasing goods and services are well trained, capable and highly motivated to carry out the letter and spirit of this policy.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
 - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

Page 2 of 3

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002; Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002; Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY

List of Debarred Contractors in Los Angeles County may be obtained by going to the following website:

http://lacounty.info/doing_business/DebarmentList.htm

IRS NOTICE 1015

(Obtain latest version from IRS website)

<http://www.irs.gov/pub/irs-pdf/n1015.pdf>**Department of the Treasury
Internal Revenue Service****Notice 1015**

(Rev. December 2007)

**Have You Told Your Employees About
the Earned Income Credit (EIC)?****What Is the EIC?**

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2007 are less than \$39,783 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2008.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from the IRS website at www.irs.gov or by calling 1-800-829-3676.

**How Will My Employees Know If They
Can Claim the EIC?**

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2007 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit (EIC).

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2007 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2007 and owes no tax but is eligible for a credit of \$825, he or she must file a 2007 tax return to get the \$825 refund.

**How Do My Employees Get Advance
EIC Payments?**

Eligible employees who expect to have a qualifying child for 2008 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15 (Circular E), Employer's Tax Guide.

Notice 1015 (Rev. 12-2007)
Cat. No. 205991

SAFELY SURRENDERED BABY LAW

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal
de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

Page 1 of 5

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.

E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business. (Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

Page 2 of 5

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

* **Editor's note:** Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$9.64 per hour with health benefits, or \$11.84 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate. (Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The chief administrative officer in conjunction

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

Page 3 of 5

with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

Page 4 of 5

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or
2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or
2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code. (Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

Page 5 of 5

2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

“Dominant in its field of operation” means having more than 20 employees, including full time and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

Page 1 of 5

[2.202.010 Findings and declarations.](#)
[2.202.020 Definitions.](#)
[2.202.030 Determination of contractor non-responsibility.](#)
[2.202.040 Debarment of contractors.](#)
[2.202.050 Pre-emption.](#)
[2.202.060 Severability.](#)

2.202.010 Findings and declarations.

A. The board of supervisors finds that, in order to promote integrity in the county's contracting processes and to protect the public interest, the county's policy shall be to conduct business only with responsible contractors. The board of supervisors further finds that debarment is to be imposed only in the public interest for the county's protection and not for the purpose of punishment.

B. Determinations of contractor non-responsibility and contractor debarment shall be made in accordance with the procedures set forth in the ordinance codified in this chapter and implementation instructions issued by the auditor-controller. (Ord. 2005-0066 § 1, 2005: Ord. 2000-0011 § 1 (part), 2000.)

2.202.020 Definitions.

For purposes of this chapter, the following definitions apply:

A. "Contractor" means a person, partnership, corporation, or other entity who has contracted with, or is seeking to contract with, the county or a nonprofit corporation created by the county to provide goods to, or perform services for or on behalf of, the county or a nonprofit corporation created by the county. A contractor includes a contractor, subcontractor, vendor, or any person or entity who or which owns an interest of 10 percent or more in a contractor, subcontractor, or vendor.

B. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county or a nonprofit corporation created by the county.

C. "Debarment" means an action taken by the county which results in a contractor being prohibited from bidding or proposing on, being awarded and/or performing work on a contract with the county. A contractor who has been determined by the county to be subject to such a prohibition is "debarred."

D. "Department head" means either the head of a department responsible for administering a particular contract for the county or the designee of same.

E. "County" means the county of Los Angeles, any public entities for which the board of supervisors is the governing body, and any joint powers authorities of which the county is a member that have adopted county contracting procedures.

F. "Contractor hearing board" means the persons designated to preside over contractor debarment hearings and make recommendations on debarment to the board of supervisors.

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

Page 2 of 5

G. Determination of “non-responsibility” means an action taken by the county which results in a contractor who submitted a bid or proposal on a particular contract being prohibited from being awarded and/or performing work on that contract. A contractor who has been determined by the county to be subject to such a prohibition is “non-responsible” for purposes of that particular contract.

H. “Bid or proposal” means a bid, proposal, or any other response to a solicitation submitted by or on behalf of a contractor seeking an award of a contract. (Ord. 2005-0066 § 2, 2005: Ord. 2004-0009 § 1, 2004: Ord. 2000-0011 § 1 (part), 2000.)

2.202.030 Determination of contractor non-responsibility.

A. Prior to a contract being awarded by the county, the county may determine that a contractor submitting a bid or proposal is non-responsible for purposes of that contract. In the event that the county determines that a contractor is non-responsible for a particular contract, said contractor shall be prohibited from being awarded and/or performing work on that contract.

B. The county may declare a contractor to be non-responsible for purposes of a particular contract if the county, in its discretion, finds that the contractor has done any of the following: (1) violated a term of a contract with the county or a nonprofit corporation created by the county; (2) committed an act or omission which negatively reflects on the contractor’s quality, fitness, or capacity to perform a contract with the county, any other public entity, or a nonprofit corporation created by the county, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the county or any other public entity.

C. The decision by the county to find a contractor non-responsible for a particular contract is within the discretion of the county. The seriousness and extent of the contractor’s acts, omissions, patterns, or practices as well as any relevant mitigating or aggravating factors, including those described in Subsection 2.202.040 (E) below, may be considered by the county in determining whether a contractor should be deemed non-responsible.

D. Before making a determination of non-responsibility pursuant to this chapter, the department head shall give written notice to the contractor of the basis for the proposed non-responsibility determination, and shall advise the contractor that a non-responsibility hearing will be scheduled on a date certain. Thereafter, the department head shall conduct a hearing where evidence on the proposed non-responsibility determination is presented. The contractor and/or attorney or other authorized representative of the contractor shall be afforded an opportunity to appear at the non-responsibility hearing and to submit documentary evidence, present witnesses, and offer rebuttal evidence. After such hearing, the department head shall prepare a proposed decision, which shall contain a recommendation regarding whether the contractor should be found non-responsible with respect to the contract(s) at issue. A record of the hearing, the proposed decision, and any recommendation shall be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the department head. A non-responsibility finding shall become final upon approval by the board of supervisors. (Ord. 2005-0066 § 3, 2005: Ord. 2004-0009 § 2, 2004: Ord. 2000-0011 § 1 (part), 2000.)

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

2.202.040 Debarment of contractors.

A. The county may debar a contractor who has had a contract with the county in the preceding three years and/or a contractor who has submitted a bid or proposal for a new contract with the county.

B. The county may debar a contractor if the county finds, in its discretion, that the contractor has done any of the following: (1) violated a term of a contract with the county or a nonprofit corporation created by the county; (2) committed an act or omission which negatively reflects on the contractor's quality, fitness, or capacity to perform a contract with the county, any other public entity, or a nonprofit corporation created by the county, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the county or any other public entity.

C. The decision by the county to debar a contractor is within the discretion of the county. The seriousness and extent of the contractor's acts, omissions, patterns, or practices as well as any relevant mitigating or aggravating factors, including those described in Subsection (E) below, may be considered by the county in determining whether to debar a contractor and the period of debarment. Generally, the period of debarment should not exceed five years. However, if circumstances warrant, the county may impose a longer period of debarment up to and including permanent debarment.

D. To impose a debarment period of longer than five years, and up to and including permanent debarment, in addition to the grounds described in Subsection (B) above, the county shall further find that the contractor's acts or omissions are of such an extremely serious nature that removal of the contractor from future county contracting opportunities for the specified period is necessary to protect the county's interests.

E. Mitigating and aggravating factors that the county may consider in determining whether to debar a contractor and the period of debarment include but are not limited to:

- (1) The actual or potential harm or impact that results or may result from the wrongdoing.
- (2) The frequency and/or number of incidents and/or duration of the wrongdoing.
- (3) Whether there is a pattern or prior history of wrongdoing.
- (4) A contractor's overall performance record. For example, the county may evaluate the contractor's activity cited as the basis for the debarment in the broader context of the contractor's overall performance history.
- (5) Whether a contractor is or has been debarred, found non-responsible, or disqualified by another public entity on a basis of conduct similar to one or more of the grounds for debarment specified in this Section.
- (6) Whether a contractor's wrongdoing was intentional or inadvertent. For example, the county may consider whether and to what extent a contractor planned, initiated, or carried out the wrongdoing.
- (7) Whether a contractor has accepted responsibility for the wrongdoing and recognizes the seriousness of the misconduct that led to the grounds for debarment and/or has taken corrective action to cure the wrongdoing, such as establishing ethics training and implementing programs to prevent recurrence.

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

Page 4 of 5

(8) Whether and to what extent a contractor has paid or agreed to pay criminal, civil, and administrative liabilities for the improper activity, and to what extent, if any, has the contractor made or agreed to make restitution.

(9) Whether a contractor has cooperated fully with the county during the investigation, and any court or administrative action. In determining the extent of cooperation, the county may consider when the cooperation began and whether the contractor disclosed all pertinent information known to the contractor.

(10) Whether the wrongdoing was pervasive within a contractor's organization.

(11) The positions held by the individuals involved in the wrongdoing.

(12) Whether a contractor's principals participated in, knew of, or tolerated the offense.

(13) Whether a contractor brought the activity cited as a basis for the debarment to the attention of the county in a timely manner.

(14) Whether a contractor has fully investigated the circumstances surrounding the cause for debarment and, if so, made the result of the investigation available to the county.

(15) Whether a contractor had effective standards of conduct and internal control systems in place at the time the questioned conduct occurred.

(16) Whether a contractor has taken appropriate disciplinary action against the individuals responsible for the activity which constitutes the cause for debarment.

(17) Other factors that are appropriate to the circumstances of a particular case.

F. Before making a debarment determination pursuant to this chapter, the department head shall give written notice to the contractor of the basis for the proposed debarment, and shall advise the contractor that a debarment hearing will be scheduled on a date certain. The contractor hearing board shall conduct a hearing where evidence on the proposed debarment is presented. The contractor and/or attorney or other authorized representative must be given an opportunity to appear at the debarment hearing and to submit documentary evidence, present witnesses, and offer rebuttal evidence at that hearing. After such hearing, the contractor hearing board shall prepare a proposed decision, which shall contain a recommendation regarding whether the contractor should be debarred and, if so, the appropriate length of time for the debarment. A record of the hearing, the proposed decision, and any recommendation shall be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the contractor hearing board. A debarment finding shall become final upon the approval of the board of supervisors.

G. In making a debarment determination, the board of supervisors may also, in its discretion and consistent with the terms of any existing contracts that the contractor may have with the county, terminate any or all such existing contracts. In the event that any existing contract is terminated by the board of supervisors, the county shall maintain the right to pursue all other rights and remedies provided by the contract and/or applicable law.

H. With respect to a contractor who has been debarred for a period longer than five years, the contractor may, after the debarment has been in effect for at least five years, request that the county review the debarment determination to reduce the period of debarment or terminate the debarment. The county may consider a contractor's request to review a debarment determination based upon the following circumstances: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

Page 5 of 5

evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the county. A request for review shall be in writing, supported by documentary evidence, and submitted to the chair of the contractor hearing board. The chair of the contractor hearing board may either: 1) determine that the written request is insufficient on its face and deny the contractor's request for review; or (2) schedule the matter for consideration by the contractor hearing board which shall hold a hearing to consider the contractor's request for review, and, after the hearing, prepare a proposed decision and a recommendation to be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the contractor hearing board. A reduction of the period of the debarment or termination of the debarment shall become final upon the approval of the board of supervisors. (Ord. 2005-0066 § 4, 2005: Ord. 2004-0009 § 3, 2004: Ord. 2000-0011 § 1 (part), 2000.)

2.202.050 Pre-emption.

In the event any contract is subject to federal and/or state laws that are inconsistent with the terms of the ordinance codified in this chapter, such laws shall control. (Ord. 2000-0011 § 1 (part), 2000.)

2.202.060 Severability.

If any section, subsection, subpart or provision of this chapter, or the application thereof to any person or circumstances, is held invalid, the remainder of the provisions of this chapter and the application of such to other persons or circumstances shall not be affected thereby. (Ord. 2000-0011 § 1 (part), 2000.)

GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/PAYROLL VIOLATIONS

COUNTY DETERMINATION Proposer Name: _____ Contracting Department: _____ Department Contact Person: _____ Phone: _____	RANGE OF DEDUCTION (Deduction is taken from the maximum evaluation points available)	
	Proposer Fully Disclosed	Proposer <i>Did Not</i> Fully Disclose
MAJOR County determination, based on the Evaluation Criteria, that proposer has a record of very serious violations.*	8 - 10% Consider investigating a finding of proposer non-responsibility**	16 - 20% Consider investigating a finding of proposer non-responsibility**
SIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of significant violations.*	4 - 7%	8 - 14% Consider investigating a finding of proposer non-responsibility**
MINOR County determination, based on the Evaluation Criteria, that proposer has a record of relatively minor violations.*	2 - 3%	4 - 6%
INSIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of very minimal violations.*	0 - 1%	1 - 2%
NONE County determination, based on the Evaluation Criteria, that proposer does not have a record of violations.*	0	N/A

Assessment Criteria

* A "Labor Law/Payroll Violation" includes violations of any Federal, State or local statute, regulation or ordinance pertaining to wages, hours, working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination. The County may deduct points from a proposer's final evaluation score only for Labor Law/Payroll Violations with disposition by a public entity within the past three years of the date of the proposal.

The assessment and determination of whether a violation is major, significant, minor, or insignificant and the assignment of a percentage deduction shall include, but not be limited to, consideration of the following criteria and variables:

- Accuracy in self-reporting by proposer
- Health and/or safety impact
- Number of occurrences
- Identified patterns in occurrences
- Dollar amount of lost/delayed wages
- Assessment of any fines and/or penalties by public entities
- Proportion to the volume and extent of services provided, e.g., number of contracts, number of employees, number of locations, etc.

**** County Code Title 2, Chapter 2.202.030 sets forth criteria for making a finding of contractor non-responsibility which are not limited to the above situations.**

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Page 1 of 3

- 2.206.010 Findings and declarations.
- 2.206.020 Definitions.
- 2.206.030 Applicability.
- 2.206.040 Required solicitation and contract language.
- 2.206.050 Administration and compliance certification.
- 2.206.060 Exclusions/Exemptions.
- 2.206.070 Enforcement and remedies.
- 2.206.080 Severability.

2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.
- B. "County" shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.
- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Page 2 of 3

2.206.040 Required solicitation and contract language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.
- B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.060 Exclusions/Exemptions.

- A. This chapter shall not apply to the following contracts:
 - 1. Chief Executive Office delegated authority agreements under \$50,000;
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
 - 3. A purchase made through a state or federal contract;
 - 4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
 - 5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
 - 6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process.
 - 7. Program agreements that utilize Board of Supervisors' discretionary funds;
 - 8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
 - 9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
 - 10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Page 3 of 3

11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
 12. A non-agreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or
 13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
 14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and remedies.

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.
- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:
1. Recommend to the Board of Supervisors the termination of the contract; and/or,
 2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
 3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- ☐ Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- ☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

Date

Name and Title of Signer (please print)