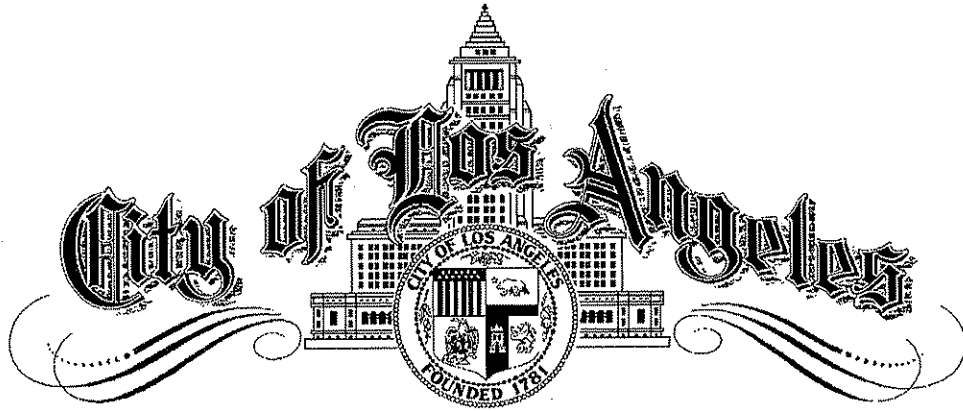




CARMEN A. TRUTANICH
City Attorney

REQUEST FOR PROPOSAL

PHOTOCOPYING AND PHOTOGRAPHIC SERVICES

FOR THE

**LOS ANGELES
CITY ATTORNEY'S OFFICE**

ISSUED BY

**CITY OF LOS ANGELES
OFFICE OF THE CITY ATTORNEY**

February 22, 2010

Request for Proposal
Photocopying and Photographic Services
City of Los Angeles
Office of the City Attorney

DATE ISSUED: February 22, 2010

TITLE: Photocopying and Photographic Services

DESCRIPTION: Provide photocopying and photographic services for the various divisions within the Office of the City Attorney

DEADLINE FOR SUBMITTING PROPOSAL: March 22, 2010
4:00 p.m. (Pacific Time)

PROPOSAL DELIVERY ADDRESS: Los Angeles City Attorney's Office
200 North Main Street, 7th Floor
Los Angeles, California 90012
Attention: Michael D. Evans,
Legal Assistant

TECHNICAL ASSISTANCE: Requests for Technical Assistance must be in writing and faxed to (213) 978-8222, attention: Michael D. Evans, or e-mailed to **Michael.Evans@lacity.org**

**REQUEST FOR PROPOSAL
PHOTOCOPYING AND PHOTOGRAPHIC SERVICES
FOR THE
OFFICE OF THE CITY ATTORNEY
February 22, 2010**

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**OFFICE OF THE CITY ATTORNEY
REQUEST FOR PROPOSAL
FOR
PHOTOCOPYING AND PHOTOGRAPHIC SERVICES**

1.0 INTRODUCTION

The City of Los Angeles wishes to engage the services of several qualified contractors to provide photocopying and photographic services to assist the Office of the City Attorney ("City Attorney"). Prospective contractors should have some history of successful service to other clients, preferably with experience in providing this same type of service to other government entities.

The main location for the City Attorney's Office is 200 North Main Street in downtown Los Angeles. However, the City Attorney has branches in Hollywood, San Fernando, San Pedro, Van Nuys, the Los Angeles International Airport, the Los Angeles Harbor, the Los Angeles Department of Water and Power, as well as other locations throughout the City.

Your services may be required in any or all of these various locations including outside of the County of Los Angeles.

2.0 BACKGROUND

The City Attorney's Office is initiating this Request For Proposal (RFP) in order to obtain the services of one or more outside contractors for its photocopying and photographic service needs. The City's intent is to enter into a contract with one or more selected proposers for a term of one year, with two one year options. **Even those contractors having current contracts with the City must respond to this RFP, and be selected, in order to continue their work for the City.**

In addition, this RFP specifies the need for each prospective contractor to provide background information such as experience and qualifications. Prospective contractors should submit written proposals in accordance with the requirements set forth in this document. Otherwise, a proposal may be judged non-responsive and removed from further consideration.

Furthermore, each prospective contractor must provide an e-mail address to michael.evans@lacity.org as soon as possible, so that the City Attorney's office may contact the prospective contractor if necessary to amend this RFP or for any other reason. Failure to provide such an E-mail address will preclude this Office's ability to contact you, but you will still be required to comply with any addenda to this RFP, and the City will not be liable for your failure to receive such notice. If you do not have an E-mail address, please provide a postal address for this purpose.

Proposers are encouraged to register on the City of Los Angeles Business Assistance Virtual Network (BAVN) at www.labavn.org in order to receive changes to the RFP.

3.0 SERVICES REQUIRED

Upon award of the contract, the contractor will be required to provide, but not limited to, the following services on an as-needed basis:

- 3.1 The equipment, facilities, and instrumentalities required to perform the service herein, including but not limited to: binding, creating color copies of photos or documents, creating copies of oversize documents, provide blow ups of exhibits, and the create tabbed exhibit books.
- 3.2 Only experienced qualified photocopiers and photographic technicians are provided for the contracted work.
- 3.3 Timely arrival of all employees for scheduled appointments.
- 3.4 Photocopying and photographic services after normal business working hours including on weekends and holidays. The assigned employees may be required to work through a lunch period or after 5:00 p.m. Overnight next day servicing may be required.
- 3.5 All contracted services in a timely, accurate, and efficient manner, as dictated by the City Attorney staff at the time services are requested.
- 3.6 An invoice for each job identifying the date of service and any other documentation as may be required by the City. The invoice must be submitted with the completed assignment.
- 3.7 Parking, clerical, telephone, and other overhead costs. The City will not pay or reimburse for any of these expenses.
- 3.8 Pick-up of all work to be performed and return of all completed work at no additional charge.
- 3.9 In the event that the City Attorney's Office develops a work order system in the 2010-11 fiscal year, all services will be provided according to a preauthorized work order number, issued by a central procurement source. No other service requests will be authorized at that time. Contractor will be notified in advance if such a work order system is to be instituted.

4.0 CONTENT OF PROPOSAL

Each proposer must demonstrate past and present ability to fulfill the requirements established by this RFP. Each proposer is required to provide detailed information demonstrating an ability to perform the necessary services with specific reference to the activities noted above in this RFP in Section 3.0, "Services Required."

The proposal must be in writing and include the following information or documentation in the order presented below:

4.1 COVER LETTER

Each proposal must be accompanied by a cover letter that contains a general statement of the purpose for submission and includes the following information:

- 4.1.1 Legal business status (individual, partnership, corporation, etc.) and address and telephone number of the proposer.
- 4.1.2 Name, title, address and telephone number of the person or persons authorized to represent the proposer in order to enter into negotiations with the City with respect to the RFP and any subsequent awarded contract. The cover letter shall also indicate any limitation of authority for any person named.
- 4.1.3 The cover letter must be signed by a representative or officer of the proposer who is authorized to bind the firm to all provisions of the RFP, any subsequent changes, and to the contract if an award is made.
- 4.1.4 If the proposer is a partnership, the proposal must be signed in the name of the partnership by a general partner thereof. If the proposer is a corporation, the proposal must be signed on behalf of the corporation by two authorized officers (a Chairman of the Board, President or Vice-President and a secretary, treasurer or chief financial officer) or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation.

All above signatures must be original and in ink.

4.2 COST BREAKDOWN

The proposal must include the pricing schedule for photocopying and photographic services and an explanation of any fees. Any other service costs, such as research work time, travel expenses, copy fees, duplicates, obtaining case files, etc., shall be specified.

4.3 QUALIFICATIONS OF THE PROPOSER

- 4.3.1 A detailed description of previous work experience in providing similar services during the past five (5) years, particularly for public agency clients.
- 4.3.2 A list of current references (within the past two years) that includes:
 - Client's name and address;
 - Contact person;
 - Title of contact person;
 - Telephone number;
 - Dates services provided;
 - Brief description of work completed for the client;
 - A statement of express permission for the City to contact any identified previous customer and request information on the performance of the proposer.
- 4.3.3 Relevant public-agency experience of the employees who will be performing the work.
- 4.3.4 Number of employees who will be performing the work.
- 4.3.5 Length of tenure of the employees who will be performing the work.
- 4.3.6 Disclose whether the firm, or individuals within their firm, have received a suspension, revocation, or disciplinary action from any government entity, which would affect a license to perform these services.

4.4 ADDITIONAL DATA

Any other relevant information the proposer believes essential to assist in the evaluation of the proposal shall be clearly stated. If there is no additional data the proposer wishes to present, this section will consist of the statement, "There is no other data we wish to present."

4.5 MANDATORY CITY REQUIREMENTS

Paragraphs 4.5.1 through 4.5.11 describe mandatory City requirements with which you must comply in responding to this Request for Proposal and in contracting with the City. You may access more detailed information and the forms which must be completed and returned with your proposal at the **City Attorney's website at www.lacity.org/atty/ (RFPs/RFPs link).**

4.5.1 CITY CONTRACTS HELD WITHIN THE LAST TEN (10) YEARS

A list of all of the City contracts held by the proposer within the last ten (10) years, specifying the following information:

City entity or department that administered the contract;
Contract number;
Dollar amount of the contract;
Dates and periods during which the contract was in effect;
A short description of the services provided.

4.5.2 INFORMATION ON BUSINESS LOCATIONS AND WORKFORCE

It is the policy of the City of Los Angeles to encourage businesses to locate or remain in the City. Therefore, the City Council requires all City departments to gather information on the headquarters address and certain information on the employees of the firms contracting with the City (Council File No. 92-0021). The following information is to be included in each proposal:

The headquarters address of proposer's firm and the total number of people employed by the firm, regardless of work location.

The percentage of the proposer's total workforce employed within the City of Los Angeles and the percentage residing in the City.

The address of any branch offices located within the City of Los Angeles and the total number employed in each Los Angeles branch office.

The percentage of the workforce in each Los Angeles branch office that is employed within the City and the percentage residing in the City.

4.5.3 STATEMENT OF NON-COLLUSION

With each proposal, a statement shall be submitted and signed by the proposer under penalty of perjury that:

The proposal is genuine, not a sham or collusive.

The proposal is not made in the interest or on behalf of any person not named therein.

The proposer has not directly or indirectly induced or solicited any person to submit a false or sham proposal or to refrain from proposing.

The proposer has not in any manner sought by collusion to secure an advantage over any other proposer.

4.5.4 NONDISCRIMINATION, EQUAL EMPLOYMENT PRACTICES AND AFFIRMATIVE ACTION POLICIES

Proposer awarded a contract pursuant to the Request for Proposal must comply with the Nondiscrimination Policy, Equal Employment Practices and Affirmative Action Program set forth in the Los Angeles Administrative Code Section 10.8, *et seq.* For every contract with or on behalf of the City for which the consideration is in excess of \$5,000, the contractor must sign and submit with their proposal a Nondiscrimination, Equal Employment Practices and Affirmative Action Certification Declaration, Composition of Total Work-force Report, and a signed version of one of the following affirmative action plans: a) a trade association affirmative action plan; b) the Proposer's own affirmative action plan which meets all the requirements of the City's Affirmative Action Program; or c) an executed copy of the Los Angeles City Affirmative Action Plan. Proposers should refer to **the City Attorney web-site identified above** for additional information, forms and instructions.

4.5.5 SERVICE CONTRACT WORKER RETENTION AND LIVING WAGE ORDINANCES

The Service Contract Worker Retention Ordinance (Los Angeles Administrative Code, Section 10.36 *et seq.*) and the Living Wage Ordinance (Los Angeles Administrative Code, Section 10.37 *et seq.*) provide that all employers (except those specifically exempted) under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, or certain recipients of City financial assistance, shall comply with provisions of said Ordinances. Proposers should refer to the City Attorney website identified above for further information regarding these Ordinances.

4.5.6 EQUAL BENEFITS ORDINANCE

Unless otherwise exempt, any contract award pursuant to the RFP is subject to the Equal Benefits Ordinance, Los Angeles Administrative Code Section 10.89.2.1 *et seq.*, which applies to contracts in excess of \$5,000.00 and requires that contractors provide the same benefits to domestic partners of employees that are provided to spouses of employees. Proposers must complete and return with their proposal, a Certification of Compliance Form

and, if appropriate, the Reasonable Measures Certification or the Substantial Compliance Certification. Proposers should refer to the City Attorney website identified above to access these forms.

4.5.7 INSURANCE

If awarded a contract, the proposer(s) will furnish the City evidence of insurance coverage as follows: \$1,000,000 for General Liability; \$1,000,000 for Automobile Liability and statutory coverage for Workers' Compensation. Details regarding insurance requirements are in the Standard Provisions for City Contracts which may be accessed at the City Attorney's website identified above.

For further instruction, please go to the Office of the City Administrative Officer, Risk Management website at www.lacity.org/cao/risk/Submitting_proof_of_Insurance.pdf.

4.5.8 CHILD SUPPORT ASSIGNMENT ORDERS

Proposers are advised that any contract awarded pursuant to this RFP will be subject to the applicable provisions of Los Angeles Administrative Code Section 10.10, Child Support Assignment Orders. Proposers shall access the City Attorney website identified above for further information.

4.5.9 CONTRACTOR RESPONSIBILITY ORDINANCE

Every Request for Proposal, Request for Bid, Request for Qualifications or other procurement process is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 *et seq.*, of Article 14, Chapter 1 of Division 10 of the Los Angeles Administrative Code, unless exempt pursuant to the provisions of the Ordinance.

This Ordinance requires that all proposers complete and return, with their response, the responsibility questionnaire for service contracts. This questionnaire, and additional information about the ordinance, may be accessed at the City Attorney website identified above. Failure to return the completed questionnaire may result in the proposer being deemed non-responsive.

The Ordinance also requires that if a contract is awarded pursuant to this procurement, that the contractor must update responses to the questionnaire, within thirty calendar days, after any changes to the responses previously provided if such change would affect contractor's fitness and ability to continue performing the contract.

Pursuant to the Ordinance, by executing a contract with the City, the contractor pledges, under penalty of perjury, to comply with all applicable federal, state and local laws in performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees. Further, the Ordinance requires each contractor to: (1) notify the awarding authority within thirty calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the contractor is not in compliance with Section 10.40.3 (a) of the Ordinance; and (2) notify the awarding authority within thirty calendar days of all findings by a government agency or court of competent jurisdiction that the contractor has violated Section 10.40.3 (a) of the Ordinance.

4.5.10 AMERICANS WITH DISABILITIES ACT

The City is a covered entity under Title II of the Americans with Disabilities Act, 42 U.S.C.A. Section 12131 et. seq. Proposers awarded a contract through this RFP must comply with the Americans With Disabilities Act. For further information, Proposers should refer to the website identified above.

4.5.11 SLAVERY DISCLOSURE ORDINANCE

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code.

The proposer shall execute the Slavery affidavit included as Appendix (G) to this RFP and submit with the proposer's response. The Slavery Affidavit may be found at:
<http://bca.lacity.org/site/pdf/sdo/Affidavit.pdf>.

5.0 CONFIDENTIAL INFORMATION

Proposals made in response to this RFP may contain technical, financial, or other data whose public disclosure could cause substantial injury to the Proposer's competitive position or constitute a trade secret. To protect such data from disclosure, the Proposer should specifically identify the pages of the proposal that contain confidential information by properly marking the applicable pages and inserting the following notice in the front of the proposal:

"NOTICE"

"The data on the pages of this proposal identified by an asterisk (*) or marked along the margin with a vertical line, contain information which are trade secrets and/or whose disclosure would cause substantial injury to the Proposer's competitive position. The Proposer requests that such data be used only for the evaluation of its proposal, but understands that disclosure will be limited to the extent that the City determines proper under federal, state, and local law."

In proposals containing proprietary information, proprietary paragraphs and/or other data should be clearly marked as noted above. The Proposer must include one additional unbound copy of the proposal with the confidential material totally blacked out or removed from the text so that one copy is available as public material. In accordance with the California Public Records Act, this information may, upon request, be released to the public.

The City assumes no responsibility for disclosure or use of unmarked data for any purposes. In the event properly marked data are requested, the Proposer may be advised of the request and may expeditiously submit to the City a detailed statement indicating the reasons it has for believing that the information is exempt from disclosure under federal, state, and local law. This statement will be used by the City in making its determination as to whether or not disclosure is proper under federal, state, and local law. The City will exercise care in applying this confidentiality standard, but will not be held liable for any damage or injury that may result from any disclosure that may occur. The Proposer agrees to assume and pay for all costs incurred by the City, including attorneys' fees awarded by a court, if Proposer requests the City to resist disclosure of material provided to the City by the Proposer, provided the City determines the said materials are exempt under federal, state, and local law. Further should you request that portions of your proposal remain confidential and not be disclosed, please confirm your assurance to indemnify, defend and hold the City of Los Angeles by including the following statement in your cover letter:

"Proposer undertakes and agrees to defend, indemnify and hold harmless the City and any of its boards, officers, agents, and employees (collectively, the "City") from and against all suits, claims, and causes of action brought against the City for the City's refusal to disclose trade secrets or other technical, financial or other information to any person making a request pursuant to the State of California Public Records Act (California Government Code Section 6250 et seq.). Proposer's obligations herein include, but are not limited to, all attorney's fees (both in house and outside counsel), costs of litigation incurred by the City or its attorneys (including all actual, costs incurred by the City, not merely those costs recoverable by a prevailing party, and specifically including costs of experts and consultants) as well as all damages or liability of any nature whatsoever arising out of any such suits, claims, and causes

of action brought against the City, through and including any appellate proceedings. Proposer's obligations to the City under this indemnification provision shall be due and payable on a monthly, on-going basis within thirty (30) days after each submission to Proposer of the City's invoices for all fees and costs incurred by the City, as well as all damages or liability of any nature."

Failure to include such a statement shall constitute a waiver of a Proposer's right to exemption from disclosure.

Note that wholesale use of headers/footers bearing designations such as "confidential", "proprietary", or "trade secret" on all or nearly all of a proposal is not acceptable, and may be deemed by the City as a waiver of any exemption claim. The identification of exempt information must be more specific.

6.0 ADMINISTRATIVE GUIDELINES FOR SUBMITTAL

The City of Los Angeles requires that all contractual proposals adhere to the following guidelines:

6.1 Acceptance of Terms and Conditions

The submission of a proposal pursuant to this RFP shall constitute acknowledgment and acceptance of all terms and conditions set forth herein.

6.2 Proposals must be in writing and in English.

6.3 Proposals should be prepared simply and economically, avoiding the use of unnecessary promotional materials.

6.4 Proposals should use recycled paper, be stapled not bound, be double-sided with black and white print, without three-ring spiral or plastic binders, without card stock or colored paper and include **one (1) original, four (4) copies, and one (1) CD Rom version. If received by the filing deadline, none of these materials will be returned to the sender. If received after the filing deadline, the proposal will be returned to the sender unopened.**

In addition, all Proposers must supply one unbound copy of their proposal with any redacted sections "blacked out" (see Section 5.0 – Confidential Information). This copy will be used in case of a request under the California Public Records Act pursuant to applicable provisions.

6.5 Proposals must be enclosed in a single, sealed package plainly marked with the words "Proposal for Photocopying and Photographic Services for the Los Angeles City Attorney's Office."

6.6 Proposals must contain firm offers for all services to be performed for the duration of the proposed contract. The RFP and the resulting proposals, or any part thereof, may be incorporated into and made a part of the contract. The City reserves the right to further negotiate the terms and conditions of the contract with the selected proposer(s). The City also reserves the right to withdraw this RFP at any time, to reject all proposals, to reject any proposal for noncompliance with RFP provisions, or to choose not to award a contract if such action is determined to be in the best interest of the City and to waive any informality in the process when to do so is in the interests of the City.

6.7 Withdrawal of Proposal

A proposer may withdraw a submitted proposal in writing at any time prior to the specified due date and time. Faxed withdrawals will be accepted. A written request to withdraw, signed by an authorized representative of the proposer, must be submitted to the City Attorney at the address specified herein for submittal of proposal. After withdrawing a previously submitted proposal, the proposer may submit another proposal at any time up to the specified submission deadline. All proposals submitted and not withdrawn prior to the end of the submission deadline shall be firm and may not be withdrawn after the submission deadline for a period of one hundred twenty (120) days following the deadline for submission of proposals specified in this RFP.

6.8 Cost of RFP

The proposer understands and agrees that the City is not responsible for any costs incurred by the proposer in responding to this RFP. Proposers who respond to this RFP, including possible attendance at a post-submission interview of proposer, do so solely at their own expense.

7.0 SUBMISSION OF PROPOSAL

7.1 Submission Deadline

The original proposal, four (4) complete copies, and a CD Rom version must be hand or courier delivered by March 22, 2010, **at 4:00 p.m. (Pacific Time)** to the following address:

Office of the City Attorney
200 North Main Street, 7th Floor
Los Angeles, California 90012
Attention: Michael D. Evans, Legal Assistant

The outside of the sealed package containing material regarding this RFP must contain the following designation:

**“PROPOSAL FOR PHOTOCOPYING AND
PHOTOGRAPHIC SERVICES FOR THE LOS ANGELES
CITY ATTORNEY’S OFFICE”**

7.2 Responsibility for Timely Submittal of Proposal

Persons who hand deliver proposals will be issued a “Notice of Receipt of Proposal.” All proposals submitted will be marked with a time and date stamped. Timely submission of proposal is the sole responsibility of the proposer. No fax or e-mail proposals will be accepted.

Late proposals will not be considered for contract award. **All proposals hand delivered after 4:00 p.m. on the due date will be returned to applicants.** The City reserves the right to determine the timeliness of all proposal submissions.

8.0 PROHIBITION OF COMMUNICATION DURING RFP EVALUATION PERIOD

After the submittal of proposals and continuing until a contract has been awarded, all City personnel involved in the project will be specifically directed against holding any meetings, conferences or technical discussions with any proposer except as provided in the RFP. Proposers shall not initiate communication in any manner with City personnel regarding this RFP or the proposals during this period of time, unless authorized, in advance, by the selection committee. Failure to comply with this requirement will automatically terminate further consideration of that firm’s or individual’s proposal.

9.0 EVALUATION CRITERIA

Representatives from the City Attorney’s office will review all proposals submitted in response to this RFP in accordance with the criteria set forth below. A recommendation will be made to the City Attorney for contract award. Proposals will be evaluated based on the following criteria:

9.1 General Qualifications (50% of evaluation)

Record of past performance of the proposer in providing similar services.

Relevant public-agency experience of the contractor in providing similar services.

Relevant public-agency experience of the employees who will be performing the work.

Length of tenure of the employees who will be performing the work.

Direct or related experience the proposer has that indicates success in performing the required services in an economical manner.

References included from listed prior work.

9.2 Pricing of Services (50% of evaluation)

- a. Costs of the services as detailed in the proposal.
- b. Cost of all other services as detailed in the proposal.

10.0 AWARD OF CONTRACT

The proposers to whom a contract is awarded shall be required to enter into a written contract with the City of Los Angeles in a form approved by the City Attorney. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. However, the City reserves the right to further negotiate the terms and conditions of the contract with the selected proposer. The contract will, in any event, include fixed prices to be paid by the City for the proposer to perform the services as provided herein under "Services Required."

The "Standard Provisions for City Contracts" (Rev. 03/2009), will be incorporated and made part of the final contract. Proposer should review the Standard Provisions for City Contracts which are attached as Appendix A or can be downloaded from the City Attorney's website at www.lacity.org/atty.

All contractors must additionally comply with the "Municipal Lobbying Ordinance" (Los Angeles Municipal Code §§ 48.09 (H)). Proposer should review the Municipal Lobbying Ordinance, which is attached as Appendix B or can download it from the following Los Angeles City Ethics Commission link: http://ethics.lacity.org/pdf/laws/law_mlo.pdf

11.0 CONTRACTOR EVALUATION PROGRAM

When the term of the contract has concluded pursuant to this RFP, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

12.0 BUSINESS TAX REGISTRATION CERTIFICATE

The selected proposer(s) will be required to demonstrate compliance with the City's business tax laws by acquiring/maintaining one of the following: Business Tax Registration Certificate; Vendor Registration Number; or Certificate of Exemption. The Certificate or Registration Number must remain in force during the entire period of the contract.

13.0 PROPOSAL CHECK LIST

All documents listed must be included with your proposal.

13.1 Form/Document Description

One Original, Four (4) Copies of the Original Proposal, a CD Rom Version, and Related Documents, including, but not limited to:

Cover Letter with Appropriate Signatures.
Cost Breakdown.
Qualifications of the Proposer—Include all referenced information.
Statement Regarding Additional Data.
City Contracts Held Within the last Ten (10) Years.
Business Locations and Workforce Information.
Statement of Non-Collusion With Appropriate Signatures.
Statement Regarding California Public Records Act (If Proposer Claims Any Exemption).

13.2 Required Related Documents

Nondiscrimination/Equal Employment Practices/Affirmative Action Documents.
Service Contractor Worker Retention Ordinance (SCWRO) and Living Wage Ordinance Documents.
Equal Benefits Ordinance Documents.
Contractor Responsibility Ordinance Documents.
Slavery Affidavit.
Bidder Certification Form – CEC Form 50

14.0 APPENDICES

A. Standard Provisions for City Personal Services Contracts (Rev. 03/2009)

(**Note:** Appendix A is provided for informational purposes only.)

B. Los Angeles Municipal Lobbying Ordinance

(Note: Appendix B is provided for informational purposes only.)

C. Nondiscrimination, Equal Employment Practices and Affirmative Action Policies and Forms

(Complete and include Forms [Pages A-1 and A-2] and an Affirmative Action Plan with the proposal.)

D. Service Contractor Worker Retention Ordinance (SCWRO) and Living Wage Ordinance

(Complete and include the Declaration of Compliance with the proposal.)

E. Equal Benefits Ordinance

(Complete and include the Certification of Compliance with the proposal. The Reasonable Measures Application **must be submitted** with the proposal **if** proposer is requesting this method of compliance. The Provisional Compliance Form **must be submitted** with the proposal **if** proposer is requesting provisional compliance status.)

F. Contractor Responsibility Ordinance

(Complete and include the Responsibility Questionnaire and Pledge of Compliance with the proposal.)

G. Slavery Disclosure Affidavit

(Complete and include Certification of Compliance with the proposal.)

H. Los Angeles City Ethics Commission Bidder Certification Form 50

(Complete and include Certification of Compliance with the proposal.)