

RETURN BID IN A SEALED ENVELOPE to
Department of Airports
Procurement Services Division
Attention: Ms. Valerie Works-Goode
7301 World Way West, 4th Floor
Los Angeles, CA 90045
E-mail address: vworks@lawa.org
Telephone No. 424-646-7409
Fax No. 424-646-9724

CITY OF LOS ANGELES
LOS ANGELES WORLD AIRPORTS (LAWA)

REQUEST FOR BID No. 111-156
(BE SURE TO WRITE THIS NUMBER ON ENVELOPE)

This is not an order!

Quotation must be delivered prior to:
2:00 PM THURSDAY OCTOBER 25TH 2012

UNIFORMS AND ACCESSORIES
AIRPORT POLICE - LOS ANGELES WORLD AIRPORTS

THE FOLLOWING BID MUST BE SIGNED!

If the bid is made by an individual, it must be signed with the full name of the bidder, whose address must be given; if it is made by a partnership, it must be signed in the partnership name by a member of the firm, and the name and address of each member must be given; and if it is made by a corporation, it must be signed by two authorized officers in the corporate name.

Bidder understands and agrees that the bidder name submitted below must be the same as the name appearing on the Business Tax Registration Certificate (BTRC) or Vendor Registration Number (VRN) issued by the City of Los Angeles and on the insurance documents submitted to the Los Angeles World Airports (LAWA) if applicable.

Bidder further understands and agrees that by signing the bid below they agree to comply with all applicable Administrative Requirements, including but not limited to Declaration of Non-Collusion, Assignment of Anti-Trust Claims, General Conditions and Invoice Instructions, as detailed in the attached Administrative Requirements.

The undersigned hereby agrees to furnish and deliver the following goods or services in accordance with the conditions, prices, terms and conditions quoted below:

(Print) Bidder's name: _____ Sole proprietor __ Partnership __ Corporation

(Bidder's name must be the same as the name on the invoice!)

by _____ Name(s) _____ and _____ Titles(s): _____

(Sign with ink or indelible pen)

Contact Person (if different from the above): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No: _____ - _____ - _____ Fax No: _____ - _____ - _____

E-mail Address: _____

Payment Terms: _____% _____ days (minimum 25 days for net bid award consideration)

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Bids are requested by the City of Los Angeles, Los Angeles World Airports (LAWA), for furnishing the requirements of the City, as may be required, during a period of three (3) years from the date of award of contract:

UNIFORM AND ACCESSORIES
AIRPORT POLICE – LOS ANGELES WORLD AIRPORTS (LAWA)

in compliance with the bid provisions and the attached specifications and bidder's work sheet.

BIDDER'S RESPONSIBILITY:

The bidder must carefully examine the terms of the RFB, attachments, required forms, and any addenda, and evaluate all of the circumstances and conditions affecting its bid response at its own expense. LAWA is not liable for any cost associated with the development, preparation, transmittal, or presentation of any bid or material submitted.

FIXED PRICE(S):

The bid is requested in the form of a fixed unit price for the items listed below or on the attached bid prices verification work sheet. Bidder must state the unit bid price(s) in the bid prices verification work sheet. Unless specifications or bid provisions state otherwise, the fixed unit price is to remain unchanged for one (1) year from the date of award of the contract.

BID PRICES/BID VERIFICATION WORKSHEET:

See the attached specifications sheets. The total of the extension column is used to compare bids.)

Copy the bid total overall estimate from Page 20 of the Bid Price Verification Work Sheet to the line below:

\$ _____
(This amount will be used to compare bids.)

NOTE TO BIDDERS:

LAWA will not pay finance charges, late fees, delivery charges, restocking fees, oversized garment charges, emblem and patch application fees, start up or closeout costs, locker fees, or fitting fees.

AWARD OF CONTRACT:

Award of the contract will be made after investigation of the responsibility of the low bidder(s). The bid will be awarded to the lowest responsive and responsible bidder(s) meeting the requirements of the specification.

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BID:

The bid must be made on the bid form provided. The bid must state the amounts for which the bidder proposes to supply all material and perform all work required by the plans and specifications. All blank spaces in the bid must be properly filled in, and the phraseology must not be changed. Any space left blank, any unauthorized addition, condition, limitation, or provision attached to the bid may render it non-responsive and may cause its rejection. Alterations by erasure or interlineation must be explained or noted on the bid over the signature of the bidder. No modification of a bid will be considered. No bid received after the time fixed for receiving them will be considered.

Bidders must acknowledge receipt of all addenda in the space provided below:

Signature: _____
Addendum 1 (if issued)

Signature: _____
Addendum 4 (if issued)

Signature: _____
Addendum 2 (if issued)

Signature: _____
Addendum 5 (if issued)

Signature: _____
Addendum 3 (if issued)

Signature: _____
Addendum 6 (if issued)

After the bids have been opened and declared, no bid shall be withdrawn except with the consent of the Executive Director. All bids shall be subject to acceptance by the City for three (3) months.

BIDDERS CONFERENCE:

Prospective bidders are invited to a bidders conference at 10:00 a.m. on THURSDAY OCTOBER 11TH 2012, at LOS ANGELES WORLD AIRPORT, PROCUREMENT SERVICES DIVISION, 7301 WORLD WAY WEST, 4TH FLOOR, LOS ANGELES, CA 90045 (see attached map). Bidder should bring two (2) business cards and leave them when signing the bid sign in sheet.

Any site inspection will be conducted after the bidder's conference. Additional information regarding the bidder's conference may be obtained from the Procurement analyst, Valerie Works-Goode, at telephone number 424-646-7392, or by e-mail at vworks@lawa.org. Department personnel will be available to answer questions related to this project.

Sign Language Interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For additional information, please contact: Larry Rolon, LAWA ADA Coordinator at (424) 646-5005.

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LISTING OF SUBCONTRACTORS (attach, if applicable):

The bid must be accompanied by a list which specifies:

- a. The name and address of each Subcontractor who will perform labor or render service to the bidder in or about the construction of the work or improvement in an amount in excess of one-half of one percent (½%) of the bidder's total bid, or \$10,000, whichever is greater.
- b. That portion of the work, as defined in the bid, which will be done by each listed Subcontractor.

COMPLETION AND ACCEPTANCE:

The work shall be under the charge and care of the Contractor until final acceptance of the work. The Contractor shall take every precaution against injury or damage to the work from the action of the elements or any other cause, whether arising from the execution of the work. The Contractor shall rebuild, restore, and make good, at the Contractor's expense, all injuries or damage to the work occurring before acceptance of the work.

Any loss or damage arising from all unforeseen obstructions or difficulties, either natural or artificial, encountered in the prosecution of the work; or from any act or omission not authorized by these specifications, on the part of the contractor or subcontractor shall be sustained by the Contractor.

PUBLIC CONVENIENCE AND SAFETY.

General. The Contractor shall conduct all operations in a manner that will cause no interference with airplane traffic or normal operation of the Airport. In all operations the Contractor shall be governed by the regulations and rules of the Department of Airports and shall cooperate fully with the Director of Maintenance and Airport Manager.

PROTECTION AND RESTORATION OF EXISTING IMPROVEMENTS:

The Contractor shall conduct the operations in a manner that avoids injury or damage to adjacent property and improvements. Buildings, trees, shrubbery, pole lines, fences, guard rails, guide posts, culvert and project markers, signs, structures, and other objects on or adjacent to the work site, that are not designated for removal, shall be protected from injury or damage. When ordered by the Executive Director, the Contractor shall provide and install suitable safeguards to protect any object from injury or damage.

The Contractor shall protect existing and pavement edges against damage or marking from equipment with steel tracks and from equipment loaded in excess of the strength of the pavement or pavement edge. Areas and routes used by the Contractor or Subcontractors shall be restored to their original condition by the Contractor before final acceptance of the Work.

The fact that any improvement or facility is not indicated in the specifications shall not relieve the Contractor of the responsibility to ascertain the existence of any structure that may be subject to damage by its operations. The Contractor shall pay for and satisfactorily repair damage to any

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object which may be damaged as a result of the operations or negligence of the Contractor or Subcontractors. If it becomes necessary for the City to repair such damage, the Contractor shall be billed for and shall pay the actual cost to the City, for labor and materials plus fifteen percent (15%) administrative costs.

CONTRACTOR'S PROBLEM LOG:

If services and/or delivery fall below an acceptable level, as determined by the Project Manager, (_____ or his/her designated representative), the Project Manager shall notify the contractor in writing of the problems. This notification shall be in the form of a "Notice to Correct Unacceptable Service". The contractor shall respond in writing to the Project Manager, indicating what steps are being taken to correct the unacceptable service. If the unacceptable service is not corrected after the contractor receives the "Notice to Correct Unacceptable Service," payment may be withheld by the City until corrections are made.

If unacceptable service continues after the contractor receives the "Notice to Correct Unacceptable Service" or if the contractor receives three or more such notices, the City may cancel the contract that results from the bid upon giving the contractor a thirty (30) day written notice.

DELIVERY COSTS:

Prices quoted shall include all delivery and unloading charges to the City of Los Angeles, Department of Airports, Airport Police Division, at various locations throughout Los Angeles International Airport (LAX), Ontario International Airport (ONT) and Van Nuys Aviation Airport (VNY). Bidder/contractor owns equipment/goods in transit and files any claim with shipper/manufacturer for any loss or damage.

ESTIMATED EXPENDITURE:

Total expenditures under this contract are estimated to be \$600,000.00. No guarantee can be given that this total will be reached or that it will not be exceeded. Contractor agrees to provide the amount of service is required at the unit bid prices quoted in accordance with actual requirements throughout the contract period.

DIRECTIONS TO THE LAX PROCUREMENT SERVICES DIVISION

Los Angeles World Airports-**7301 World Way West, 4th floor**, Los Angeles, 90045
405 (South) or (North) to 105 (West)
105 (West) to the end. (Imperial Highway)
Imperial Highway (West) approx. 3 signal lights to Pershing Drive.
At Pershing Drive, make a Right turn
Approx. 1000 feet (North) where there will be a sign "World Way West"
Follow the road on to World Way West. (East)
Proceed (East) to third signal light at Administration Road, and turn LEFT into the driveway and park in the parking area in front of you or to the East or Rear of 7301. There is additional parking across

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World Way West at Maintenance Road.

The 9 story high rise building west of you is 7301—The LAX Procurement Services Division is on the 4th floor.

DO NOT park in the Assigned Spaces in front or side of the building.

GENERAL CONDITIONS:

The request for bid is subject to the attached “General Conditions”

INVOICE INSTRUCTIONS:

The request for bid is subject to the attached “Invoice Instructions”

SALES TAX:

Do not include sales tax in your Bid. Sales Tax will be added at time of order.

PAYMENT TERMS:

Payment terms are Net 30 days, unless bidder grants the City a discount in the blank spaces after “Payment terms” on the bid signature section of the front page. These terms are considered for net bid award, for payment required by bidder within 25 days, minimum!

EVALUATION:

Bidders may be required to provide one (1) unit of each, the same capacity and configuration as each unit offered in bid for evaluation by the City prior to the award of a contract. **The City will be the sole judge in determining the acceptability of the units offered.**

TESTS:

Representative samples may be taken from each delivery and tested for compliance with specifications. Testing costs will be paid by the City. Samples will be mailed to the vendors after a determination is made.

PAYMENT OF INVOICE FOR LABOR, EQUIPMENT RENTAL AND MATERIALS IN TIME AND MATERIALS CONTRACTS

Bidder/contractor understands and agrees that payment of any time and materials contract invoice involving the supply of labor, and /or equipment rental and/or materials to the Los Angeles World Airports (LAWA), unless quoted in the form of a total lump sum price:

- Requires a prior written quotation itemizing the amount of labor, and /or equipment rental and/or materials needed for the work,
- Requires said quotation to be approved, before the start of the work, by the LAWA person in charge of the project,

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- Will exclude the payment of travel time,
- Will exclude payment for any work time not actually documented as work time spent at the LAWA location,
- Requires the invoice to include the name of employees, list of garments and materials, if applicable, showing quantity, unit, description, price, as required by the LAWA person in charge of the project,
- Requires the invoice to include a list of rental equipment, if applicable, showing description, quantity, rate, and hours/days used, as required by the LAWA person in charge of the project,
- May require the provision of a copy of contractor's invoice(s) documenting the labor, and /or equipment rental and/or materials actually used for the work, if requested by the City auditor.

REFERENCES:

Bidders are required to **PRINT** below a list of companies/agencies for which they have performed similar work/services and/or supplied goods/equipment under similar conditions as required in this bid, including name of contact person, telephone number/email address, address, date/description of project:

Name, Telephone, Company/Agency, Address, Project Name, Contact Person, E-mail

RIGHT TO REJECT BIDS:

The City reserves the right to reject any and all bids; to waive any informality in such bids; to advertise for new bids; or to otherwise proceed to fulfill the City's needs.

After the bids have been opened and declared, no bid shall be withdrawn except with the consent of the City, but the same shall be subject to acceptance by the City for a period of three (3) months.

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The City reserves the right to reject a bid/proposal from any company, business, corporation, or individual who is indebted to the City.

TABULATION OF BID RESULTS

Bid results shall be tabulated, usually within one week of the due date of the bid, and posted for public inspection in the lobby of the LAX Procurement Services Division, at **7301 World Way West, 4th floor**, Los Angeles, CA 90045. **Bid results will not be communicated over the telephone or by fax.**

Bidders, wishing to obtain bid results, may either:

- attend the public bids opening or
- submit with the bid response a written request referencing the bid number and a self-addressed stamped envelope or
- check the web site www.labavn.org. If this is the first time, click on Free Registration and register, upon receiving emailed confirmation of registration, log-in name and password.

To access the bid response(s) tabulation, follow these steps:

Be sure to log on with your log on name and password. Be sure to log on with your log on name and password. On the "Welcome to BAVN!" screen, center area, look for "Contractual Opportunities", and click on "Search for all opportunities on BAVN". The next screen is "Search for Opportunities". Under "Select Status", select "Closed". Under "Select Department", select "Los Angeles World Airports". Under "Category", "Contract Type", "Interest (NAICS code) search according to your needs or select "All" for all three items. The next screen "Search Results" displays the current closed opportunities, 10 results at a time. Under the left most column "Opportunity", identify the bid in question and click on its description. The next screen relates to the selected bid. In the middle of the screen, under "Scope of Work Documents", click on "Recap.pdf". The next screen states: Download " - - Recap.pdf" "Download the document by right clicking the link below and selecting "Save Target As...". The next and final screen is the tabulation itself.

TERMINATION OF CONTRACT FOR CAUSE:

A) Unsatisfactory contract performance by Contractor or its agent(s) shall be grounds for 30-days written notice to the Contractor of cancellation of the contract by the LAWA. The LAWA shall be the sole judge of the Contractor's contract performance.

B) Unscrupulous or illegal conduct by the Contractor or its agents(s) affecting the LAWA shall be grounds for immediate and unconditional cancellation of the contract, with or without further notice.

Upon notice (written or otherwise) to the Contractor of LAWA action to cancel the contract, the Contractor shall be responsible to immediately and forthwith surrender to the LAWA, all LAWA property, including items of authority (badges, permits, etc., issued by the LAWA) that are in the

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possession, custody, and care of the Contractor and/or its agent(s).

TERM CONTRACT ESTIMATED QUANTITIES:

Quantities given represent the best estimate for use, and shall be the basis for award. However, these quantities are not intended to represent actual requirements, which are not known at this time and may vary during the term of this contract. LAWA does not guarantee a minimum total purchase. Furthermore, the requirements of LAWA may exceed best estimates, and the Vendor shall provide for such requirements, to the extent they are reasonable.

(ONLY APPLICABLE OVER \$150,000)

LOCAL BUSINESS PREFERENCE PROGRAM (LBPP): CERTIFIED LBE by the City of LA?
 Yes No

Companies certified as a Local Business Enterprise (LBE) with the City of Los Angeles are eligible to receive an 8% preference (for Local Prime contractors), or up to a 5% preference (for Local Subcontractors) on LAWA contracts in excess of \$150,000. Please see the attached LBPP document for the program rules.

In order to be given the bid preference as a certified LBE, your **Local Business Certification – Affidavit of Eligibility** must be uploaded to LABAVN and approved by the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance and listed on LABAVN as such *prior* to the bid due date in order to participate in the LBPP.

Certification as an LBE is valid for two years from the date of approval. Applicant firms must be re-certified on a bi-annual basis with the Office of Contract Compliance. For questions concerning the Local Business Preference Program, contact the Office of Contract Compliance at (213) 847-2684.

OPTION TO PURCHASE ADDITIONAL ITEMS:

Indicate whether the City of Los Angeles Department of Airports will be granted the option to purchase items your company supplies that are not listed in the bid. This option shall apply to purchases that are \$1,000 or less, per order.

_____ **Option Granted**

_____ **Option Not Granted**

PRICE ADJUSTMENT:

Any price adjustment at second and third year start, must be documented in writing by corresponding increase(s) in contractor's cost(s), in the form of copy of supplier's invoices,

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commodity index or chart, etc. and requested to and approved by the Procurement Services Division. Contractor must refer to the contract number, when submitting its written request for price increase to Procurement Services Division, at 7301 World Way West, 4th floor, Los Angeles, CA 90045. No price increase will be granted without prior approval of the Purchasing Services Division. Price reductions may be issued at any time.

ADDING ITEM, PRODUCT, BRAND, COMMODITY OR SERVICE OR COMBINATION OF THE SAME TO THE CONTRACT:

Should LAWA have a need for an item, product, brand, commodity or service or a combination of the same, that could not be anticipated at the time of drafting the specification or scope of work for the bid, but is related to the performance of the contract, bidder/contractor understands and agrees to source the item, product, commodity or research the cost of the service in question and submit in writing a fixed price quotation, total lump sum quotation, fixed discount/mark up from/over price list/invoice to the LAWA contract manager. LAWA reserves the right to accept the offer, reject the offer and obtain the item, product, brand, commodity or service or a combination of the same by other means. Accepted contractor offer including background documentation will become part of the contract. Price adjustment provision in the bid shall apply to any item, product, brand, commodity or service or a combination of the same added to the contract.

(ONLY APPLICABLE OVER \$150,000)

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COMMUNICATION REGARDING REQUEST FOR BID:

Any communication regarding this Request for Bid must be addressed by e-mail to Procurement Supervisor, Valerie Works-Goode.

ADMINISTRATIVE REQUIREMENTS:

The attached Administrative Requirements, General Conditions and Invoice Instructions apply to this Bid. **Failure by the bidder to read, comply, fill out and return the Administrative Requirements with the bid response may render the bid non-responsive!**

Los Angeles World Airports
Airport Police Division
Logistics Unit
Los Angeles International Airport
6320 W. 96th St.
Los Angeles, CA 90045

SPECIFICATIONS FOR UNIFORMS AND ACCESSORIES

The Los Angeles World Airports – Police Division is seeking a provider for Uniforms and Accessories for its sworn and security officers. The contract for these goods will be for three years, beginning approximately January 2013.

Please state your firm, fixed price to provide uniforms and accessories as itemized in the bid worksheet accompanying this bid specification. The worksheet identifies each item by description, manufacturer and part or catalogue number. The exact quantity of each item to be purchased over the term of the contract is unknown, therefore only a unit price need be committed to at this time.

General Terms and Conditions

I Bid Requirements

1. It is critically important to enter a unit price for each item in the worksheet. Bid applications without a fully completed price list will be deemed non-responsive.
2. All costs that are supplemental to the supply of product, e. g., fittings, training, storage, delivery, etc., must be factored in and included in the bid unit price. Additionally, price quotes must encompass any necessary alterations.
3. No substitution of products listed will be accepted during the bid process. This restriction is necessary in order to facilitate a timely bid analysis. Because of the large number of bid items, Airport Police will not have the resources to separately analyze samples of an unlimited number of "equal" items. The focus will be on determining the lowest bidder conforming to the described product items.

Once a *Total Bid Price* is calculated for each applicant, the order of bids will be determined.

4. Bid applicants must provide a minimum of three references of organizations which the Contractor has serviced with the provision of uniforms and accessories. References will include the name, address, and telephone contact information of a division level manager or above of such organizations.
5. Following the selection of the lowest bidder, the prospective Contractor may be required to provide a verifiable report of its provision of uniforms and accessories to organizations having 500 or more uniformed personnel. Only organizations with a satisfactory history of such service will be considered for award of contract.

II Contractor Requirements

1. The Contractor shall provide:
 - a. An account management representative for Los Angeles World Airports (LAWA) – Police Division;
 - b. On-going training to the end user regarding the use of products; and
 - c. Sufficient staff of seamstresses or tailors to enable an efficient process for measurements and alterations at required locations.
2. To ensure security integrity, all LAWA styled emblems, patches and related security items shall be accessible only to authorized Contractor's representative and shall be maintained in a secure area.
3. The Contractor must have on file a formal Letter of Certification from all manufacturers on the product list, stating that it is an authorized manufacturer's distributor of all required products, and that the manufacturer will honor any warranty claims by LAWA for uniforms or accessories or their components, provided by the Contractor. The manufacturer will be responsible for any default of the Contractor that is not correctible by the Contractor in a timely and efficient manner. This responsibility includes replacing incorrect or defective parts, trouble shooting, and correcting problems that are traceable to the manufacturer.
4. The Contractor will sew on emblems and/or patches furnished with the order at no additional cost to LAWA.
5. The Contractor must be capable of providing uniform fittings for Airport Police officers at specified locations to ensure accurate fit.
6. Because of frequent need for immediate availability of uniform items and accessories, the Contractor must be operating and must maintain for the

term of the contract at least two retail locations, including one location within ten miles, or (thirty minutes), of Los Angeles International Airport (LAX), and one within 25 miles, (or one hour), of Ontario International Airport (ONT).

7. LAWA reserves the right to perform site visits to assess supplier capabilities.
8. In addition to the retail locations, the Contractor must be available to visit any LAWA location upon request to fit law enforcement staff for uniforms and accessories, when necessary. The Contractor agrees to make such visits within 21 business days after a request is placed unless alternative arrangements with LAWA – Police Division can be made.
9. Unless items are picked up by officers at a retail location, delivery to airport locations is expected within 5 to 30 calendar days of an order, depending on the product item.
10. The bidder agrees to grant to LAWA the right to purchase such items that are listed in its company catalogues, and any discontinued items insofar as they are obtainable. Contractor will submit in writing a fixed price quotation that reflects a price discount, if offered, from the catalogue price list or invoice to the LAWA – Police Division contract manager. This requirement is in addition to, and is not meant to supersede the clause included herein, titled *Adding Item, Product, Brand Commodity or Service or Combination of the Same to the Contract*.

**CITY OF LOS ANGELES
LOS ANGELES WORLD AIRPORTS**

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Item #	PRODUCT TYPE	MANUFACTURER NAME	PRODUCT OR CATALOG NUMBER	PRODUCT OR SERVICE DESCRIPTION	QTY. NEEDED	NET UNIT PRICE
1	BAG	GALLS	BG185	BAG, STREETPRO PLUS, GEAR, 900 DENIER POLYESTER, 12"H x 25"W x 10"D, WATERPROOF BOTTOM, LARGE HIDDEN STORAGE POCKET AND ACCESSORY POCKET IN TOP FLAP WITH VELCRO® CLOSURES, ONE FRONT CENTER POCKET WITH VELCRO® CLOSURE, MOLDED ID INSERT WITH TWO OPEN TOP POCKETS, TWO SIDE ZIPPERED POCKETS, PADDED CONTOUR SHOULDER STRAP, LEATHER WRAPPED SIDE CARGO AND CARRYING HANDLES, LARGE HEAVY DUTY ZIPPER, BLACK	1	\$0.00
2	BAG	SANMAR	B151	BAG, TACTICAL TEAM, 900 DENIER POLYESTER, 17"H x 36"W x 15"D, ZIP TOP WITH LARGE CARGO HANDLES, FRONT ZIPPER STORAGE POCKET, EXTRA STORAGE POCKETS AND BATON HOLDER WITH VELCRO®	1	\$0.00
3	BELT	CHAMBERS	6050-01	BELT, FOR TROUSER, BLACK, LEATHER, BASKETWEAVE, 1 1/2" WIDE, SIZES 28 - 42	1	\$0.00
4	BELT	CHAMBERS	6050-01	BELT, FOR TROUSER, BLACK, LEATHER, BASKETWEAVE, 1 1/2" WIDE, SIZES 44 - 50	1	\$0.00
5	BELT	CHAMBERS	6050-01	BELT, FOR TROUSER, BLACK, LEATHER, BASKETWEAVE, 1 1/2" WIDE, SIZES 52 - 56	1	\$0.00
6	BOOT	ALL AMERICAN	AA-100	BOOTS, LEATHER, SAFETY, ZIPPER FRONT, PLAIN TOE, FLAT SOLE, 5 - 15	1	\$0.00
7	BOOT	ALL AMERICAN	AA-401	BOOTS, LEATHER, SAFETY, ZIPPER FRONT, SQUARE TOE, FLAT SOLE, 5 - 15	1	\$0.00
8	BOOT	MAGNUM	5310	BOOTS, BLACK, 8", SIZE ZIP, COMPOSITE TOE, LEATHER, STEALTH FORCE, MENS, SIZE 7 - 12, 13, 14, 15, MEDIUM, 8 - 12, 13, 14, 15 WIDE	1	\$0.00
9	BOOT	ALL AMERICAN	AA-905	BOOTS, MOTOR, SIZE 4 - 15, WIDTH A - EEEE	1	\$0.00
10	BOOT	ALL AMERICAN	AA-955LAPD	BOOTS, MOTOR, CUSTOM SIZE	1	\$0.00

**CITY OF LOS ANGELES
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11	BOOT	DANNER	26000	BOOTS, TAN, 8", FULL-GRAIN LEATHER, 1000 DENIER NYLON EXTERIOR, DRI-LEX® LINING, VIBRAN® SIERRA OUTSOLE, MENS, SIZES 6 - 14	1	\$0.00
12	BREECHES	FECHHEIMER	34236	BREECHES WITH LAPD BRAID, 100% WOOL, ELASTIQUE WEAVE, SIZE 30 - 42	1	\$0.00
13	BREECHES	FECHHEIMER	34236	BREECHES WITH LAPD BRAID, 100% WOOL, ELASTIQUE WEAVE, SIZE 44 - 50	1	\$0.00
14	BREECHES	FECHHEIMER	34236	BREECHES WITH LAPD BRAID, 100% WOOL, ELASTIQUE WEAVE, SIZE 52 - 54	1	\$0.00
15	BREECHES	TACT SQUAD	MB100	BREECHES WITH LAPD BRAID, 100% WOOL, ELASTIQUE WEAVE, SIZE 30 - 42	1	\$0.00
16	BREECHES	TACT SQUAD	MB100	BREECHES WITH LAPD BRAID, 100% WOOL, ELASTIQUE WEAVE, SIZE 44 - 50	1	\$0.00
17	BREECHES	TACT SQUAD	MB100	BREECHES WITH LAPD BRAID, 100% WOOL, ELASTIQUE WEAVE, SIZE 52 - 54	1	\$0.00
18	CAP	KEYSTONE	RCV	CAP, HAT COVER, CLEAR	1	\$0.00
19	COVERALLS	FIREDEX	WCXFRC	COVERALLS, EXTRICATION, INDURA COTTON, FLAME-RESISTANT, 15" PADDED ELBOWS AND FOREARMS, 3M® SCOTCHLITE™ REFLECTIVE TRIM, RED OR TAN, SIZE: MEDIUM - 2XL, REGULAR AND LONG	1	\$0.00
20	EMBLEM	NATIONAL EMBLEM	95011	EMBLEM, SHOULDER, AIRPORT POLICE	1	\$0.00
21	EMBLEM	NATIONAL EMBLEM	97623	EMBLEM, OFFICER BADGE, AIRPORT POLICE	1	\$0.00
22	EMBLEM	NATIONAL EMBLEM	100805	EMBLEM, SERGEANT BADGE, AIRPORT POLICE	1	\$0.00
23	EMBLEM	NATIONAL EMBLEM	106359	EMBLEM, LIEUTENANT BADGE, AIRPORT POLICE	1	\$0.00
24	EMBLEM	NATIONAL EMBLEM	111780	EMBLEM, CAPTAIN BADGE, AIRPORT POLICE	1	\$0.00
25	EMBLEM	NATIONAL EMBLEM	96606	EMBLEM, SHOULDER, BDU, AIRPORT POLICE	1	\$0.00

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26	EMBLEM	NATIONAL EMBLEM	97063	EMBLEM, OFFICER BADGE, BDU, AIRPORT POLICE	1	\$0.00
27	EMBLEM	NATIONAL EMBLEM	97505	EMBLEM, SERGEANT BADGE, BDU, AIRPORT POLICE	1	\$0.00
28	EMBLEM	NATIONAL EMBLEM	97506	EMBLEM, LIEUTENANT BADGE, BDU, AIRPORT POLICE	1	\$0.00
29	EMBLEM	NATIONAL EMBLEM	111904-01	EMBLEM, SERGEANT, CHEVRON, AIRPORT POLICE	1	\$0.00
30	EMBLEM	NATIONAL EMBLEM	95329-01	EMBLEM, FTO (CORPORAL), CHEVRON, AIRPORT POLICE	1	\$0.00
31	EMBLEM	NATIONAL EMBLEM	111904-03	EMBLEM, SERGEANT, CHEVRON, BDU, AIRPORT POLICE	1	\$0.00
32	EMBLEM	NATIONAL EMBLEM	111904-03	EMBLEM, FTO (CORPORAL), CHEVRON, BDU, AIRPORT POLICE	1	\$0.00
33	EMBLEM	NATIONAL EMBLEM	95309-02	EMBLEM, SECURITY SERGEANT, CHEVRON	1	\$0.00
34	EMBLEM	NATIONAL EMBLEM	87623-01	EMBLEM, SECURITY FTO (CORPORAL), CHEVRON	1	\$0.00
35	EMBLEM	NATIONAL EMBLEM	86848	EMBLEM, SHOULDER, AIRPORT OFFICER	1	\$0.00
36	EMBLEM	NATIONAL EMBLEM	105503	EMBLEM, BADGE, SECURITY OFFICER	1	\$0.00
37	EMBLEM	NATIONAL EMBLEM	106086	EMBLEM, BADGE, SENIOR SECURITY OFFICER	1	\$0.00
38	EMBLEM	NATIONAL EMBLEM	107181	EMBLEM, BADGE, PRINCIPAL SECURITY OFFICER	1	\$0.00
39	EMBLEM	NATIONAL EMBLEM	111781	EMBLEM, BADGE, DETECTIVE	1	\$0.00
40	EMBLEM	NATIONAL EMBLEM	111782	EMBLEM, BADGE, BDU, DETECTIVE	1	\$0.00
41	EMBLEM	NATIONAL EMBLEM	111783	EMBLEM, SHOULDER, DETECTIVE	1	\$0.00
42	EMBLEM	NATIONAL EMBLEM	111784	EMBLEM, CHEVRON, BDU, DETECTIVE	1	\$0.00
43	EMBLEM	NATIONAL EMBLEM	84282-8	EMBLEM, BACK, ESU OFFICER, BDU	1	\$0.00
44	EMBLEM	NATIONAL EMBLEM	99257-1	EMBLEM, SHOULDER, ASSISTANT WATCH COMMANDER	1	\$0.00
45	EMBLEM	NATIONAL EMBLEM	84290-01	EMBLEM, SHOULDER, CEU MOTORS OFFICER	1	\$0.00
46	EMBLEM	NATIONAL EMBLEM	87214-01	EMBLEM, SHOULDER, MOTORS SERGEANT	1	\$0.00
47	EMBLEM	BLACKHAWK	38CL42BK	EMBLEM, POLICE, STRIKE, HOOK AND LOOP PANEL FOR ATTACHING ID PANELS TO MOLLE/S.T.R.I.K.E.®, MOUNTS WITH SPEED CLIPS™ (INCLUDED), 2.5"H x 5.5"W	1	\$0.00
48	GLOVES	BLACKHAWK	8001	GLOVES, HELLSTORM, NOMEX® FIRE RESISTANT, COWHIDE PALM, BLACK, SIZE S - XXL	1	\$0.00

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49	GLOVES	DYNAMED	GL158	GLOVES, LATEX, POWDER-FREE, PROTECTION PLUS, TEXTURED, BEADED CUFF, BLUE, 50/BOX, S - XL	1	\$0.00
50	GLOVES	DYNAMED	GL259	GLOVES, NITRILE, POWDER-FREE, BEADED CUFF, BLACK, 100/BOX, S - XL	1	\$0.00
51	GLOVES	VANGUARD	5801750	GLOVES, NYLON, PULL-ON, ONE SIZE FITS ALL	1	\$0.00
52	HAT	ALBOUM	1410	HAT, CAMPAIGN, STRAW	1	\$0.00
53	HAT	ALBOUM	1407	HAT, CAMPAIGN, COVER	1	\$0.00
54	JACKET	TACT SQUAD	F1003	JACKET, BLACK, NAVY, OR GREEN, DUTY JACKET, WITH ZIP-OUT THINSULATE LINER, SIZE: S - XL	1	\$0.00
55	JACKET	TACT SQUAD	F1003	JACKET, BLACK, NAVY, OR GREEN, DUTY JACKET, WITH ZIP-OUT THINSULATE LINER, SIZE: 2XL	1	\$0.00
56	JACKET	TACT SQUAD	F1003	JACKET, BLACK, NAVY, OR GREEN, DUTY JACKET, WITH ZIP-OUT THINSULATE LINER, SIZE: 3XL - 5XL	1	\$0.00
57	JACKET	5.11	48035	JACKET, PACKABLE, WIND RESISTANT, HIDDEN CHEST POCKET, MIC LOOPS, BLACK, DARK NAVY, SHERIFF GREEN, XS - 2XL	1	\$0.00
58	JACKET	5.11	48035	JACKET, PACKABLE, WIND RESISTANT, HIDDEN CHEST POCKET, MIC LOOPS, BLACK, DARK NAVY, SHERIFF GREEN, 3XL - 4XL	1	\$0.00
59	JACKET	BLAUER	4660	JACKET, DARK NAVY, SOFTSHELL FLEECE, WIND RESISTANT, FLEECE-LINED POCKETS, MICROPHONE TAB, BADGE TAB, SIZE XS - XL	1	\$0.00
60	JACKET	BLAUER	4660	JACKET, DARK NAVY, SOFTSHELL FLEECE, WIND RESISTANT, FLEECE-LINED POCKETS, MICROPHONE TAB, BADGE TAB, SIZE 2XL	1	\$0.00
61	JACKET	BLAUER	4660	JACKET, DARK NAVY, SOFTSHELL FLEECE, WIND RESISTANT, FLEECE-LINED POCKETS, MICROPHONE TAB, BADGE TAB, SIZE 3XL	1	\$0.00

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62	JACKET	BLAUER	4660	JACKET, DARK NAVY, SOFTSHELL FLEECE, WIND RESISTANT, FLEECE-LINED POCKETS, MICROPHONE TAB, BADGE TAB, SIZE 4XL	1	\$0.00
63	JACKET	BLAUER	4660	JACKET, DARK NAVY, SOFTSHELL FLEECE, WIND RESISTANT, FLEECE-LINED POCKETS, MICROPHONE TAB, BADGE TAB, SIZE 5XL	1	\$0.00
64	JACKET	5.11	48017	JACKET, 5-IN-1, WATERPROOF BREATHABLE SHELL, REMOVABLE FRONT AND BACK PULL DOWN PANELS, SIDE ZIPPERS, BLACK OR DARK NAVY, XS - 2XL	1	\$0.00
65	JACKET	5.11	48017	JACKET, 5-IN-1, WATERPROOF BREATHABLE SHELL, REMOVABLE FRONT AND BACK PULL DOWN PANELS, SIDE ZIPPERS, BLACK OR DARK NAVY, 3XL - 4XL	1	\$0.00
66	JACKET	MOCEAN	5050A	JACKET, SHERIFF GREEN OR NAVY, WATERPROOF, BREATHABLE, VELOCITY, SIZE: XS - 2XL	1	\$0.00
67	JACKET	MOCEAN	5050A	JACKET, SHERIFF GREEN OR NAVY, WATERPROOF, BREATHABLE, VELOCITY, SIZE: 3XL - 5XL	1	\$0.00
68	NAMEPLATE	BURLANE	MSS12C	NAMEPLATE, LG, SILVER, WITH BLACK OR BLUE PRINT, BRUSHED FINISH, 1/2", CLUTCH BACK	1	\$0.00
69	NAMEPLATE	BURLANE	MBS12C	NAMEPLATE, LG, SILVER, WITH BLACK OR BLUE PRINT, BRIGHT FINISH, 1/2" CLUTCH BACK	1	\$0.00
70	NAMEPLATE	BURLANE	MSG12C	NAMEPLATE, LG, GOLD, WITH BLACK OR BLUE PRINT, BRUSHED FINISH, 1/2", CLUTCH BACK	1	\$0.00
71	NAMEPLATE	BURLANE	MBG12C	NAMEPLATE, LG, GOLD, WITH BLACK OR BLUE PRINT, BRIGHT FINISH, 1/2" CLUTCH BACK	1	\$0.00
72	NAMEPLATE	BURLANE	MSS58C	NAMEPLATE, XL, SILVER, WITH BLACK OR BLUE PRINT, BRUSHED FINISH, 5/8", CLUTCH BACK	1	\$0.00

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73	NAMEPLATE	BURLANE	MBS58C	NAMEPLATE, XL, SILVER, WITH BLACK OR BLUE PRINT, BRIGHT FINISH, 5/8" CLUTCH BACK	1	\$0.00
74	NAMEPLATE	BURLANE	MSG58C	NAMEPLATE, XL, GOLD, WITH BLACK OR BLUE PRINT, BRUSHED FINISH, 5/8", CLUTCH BACK	1	\$0.00
75	NAMEPLATE	BURLANE	MBG58C	NAMEPLATE, XL, GOLD, WITH BLACK OR BLUE PRINT, BRIGHT FINISH, 5/8" CLUTCH BACK	1	\$0.00
76	PANTS	ELBECO	E7600	PANTS, TEKTWILL™ BASIC DUTY UNIFORM, NON FLUID REPELLENCY, UV 40+ PROTECTION, 65 POLY/35 COTTON, MEN'S, SIZE: S - XL	1	\$0.00
77	PANTS	ELBECO	E7600	PANTS, TEKTWILL™ BASIC DUTY UNIFORM, NON FLUID REPELLENCY, UV 40+ PROTECTION, 65 POLY/35 COTTON, MEN'S, SIZE: 2XL - 3XL	1	\$0.00
78	PANTS	BLAUER	8215	PANT, 100% COTTON, MEN'S, 15 OZ., RELAXED FIT, NFPA 1975 (2009 EDITION), SIX POCKETS, NAVY, SIZE: 28 - 42	1	\$0.00
79	PANTS	BLAUER	8215	PANT, 100% COTTON, MEN'S, 15 OZ., RELAXED FIT, NFPA 1975 (2009 EDITION), SIX POCKETS, NAVY, SIZE: 44 - 50	1	\$0.00
80	PANTS	BLAUER	8215	PANT, 100% COTTON, MEN'S, 15 OZ., RELAXED FIT, NFPA 1975 (2009 EDITION), SIX POCKETS, NAVY, SIZE: 52 - 54	1	\$0.00
81	PANTS	BLAUER	8215	PANT, 100% COTTON, MEN'S, 15 OZ., RELAXED FIT, NFPA 1975 (2009 EDITION), SIX POCKETS, NAVY, SIZE: 56 - 58	1	\$0.00
82	PANTS	BLAUER	8215W	PANT, 100% COTTON, WOMEN'S, 15 OZ., RELAXED FIT, NFPA 1975 (2009 EDITION), SIX POCKETS, NAVY, SIZE: 4 - 22	1	\$0.00
83	PANTS	BLAUER	8215W	PANT, 100% COTTON, WOMEN'S, 15 OZ., RELAXED FIT, NFPA 1975 (2009 EDITION), SIX POCKETS, NAVY, SIZE: 24 - 26	1	\$0.00
84	PANTS	BLAUER	8215W	PANT, 100% COTTON, WOMEN'S, 15 OZ., RELAXED FIT, NFPA 1975 (2009 EDITION), SIX POCKETS, NAVY, SIZE: 28	1	\$0.00

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85	PANTS	5.11 TACTICAL	74273	PANTS, 65% POLYESTER/35% COTTON RIPSTOP, 6.14 OZ., MENS, TACLITE, BLACK, TDU KHAKI, TDU GREEN, DARK NAVY, MENS, SIZE: 28 - 44	1	\$0.00
86	PANTS	5.11 TACTICAL	74273L	PANTS, 65% POLYESTER/35% COTTON RIPSTOP, 6.14 OZ., MENS, TACLITE, BLACK, TDU KHAKI, TDU GREEN, DARK NAVY, MENS, SIZE: 46 - 54	1	\$0.00
87	PANTS	ELBECO	E8931	PANTS, MENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 28 - 42	1	\$0.00
88	PANTS	ELBECO	E8931	PANTS, MENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 44 - 50	1	\$0.00
89	PANTS	ELBECO	E8931	PANTS, MENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 52 - 54	1	\$0.00
90	PANTS	ELBECO	E8931	PANTS, MENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 56 - 58	1	\$0.00
91	PANTS	ELBECO	E8932LC	PANTS, WOMENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 2 - 18	1	\$0.00
92	PANTS	ELBECO	E8932LC	PANTS, WOMENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 20 - 24	1	\$0.00
93	PANTS	ELBECO	E8932LC	PANTS, WOMENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 26 - 28	1	\$0.00
94	PANTS	FECHHEIMER	32289	PANTS, MENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 28 - 42	1	\$0.00
95	PANTS	FECHHEIMER	32289	PANTS, MENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 44 - 50	1	\$0.00
96	PANTS	FECHHEIMER	32289	PANTS, MENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 52 - 54	1	\$0.00

**CITY OF LOS ANGELES
LOS ANGELES WORLD AIRPORTS**

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Item #	PRODUCT TYPE	MANUFACTURER NAME	PRODUCT OR CATALOG NUMBER	PRODUCT OR SERVICE DESCRIPTION	QTY. NEEDED	NET UNIT PRICE
97	PANTS	FECHHEIMER	32289	PANTS, MENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 56 - 58	1	\$0.00
98	PANTS	FECHHEIMER	35289	PANTS, WOMENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 4 - 18	1	\$0.00
99	PANTS	FECHHEIMER	35289	PANTS, WOMENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 20 - 24	1	\$0.00
100	PANTS	FECHHEIMER	35289	PANTS, WOMENS, DARK NAVY, 100% RAEFORD WOOL, SAP POCKETS, SIZE 26 - 28	1	\$0.00
101	PANTS	ELBECO	E8149	PANTS, "CLASS A" DRESS, MEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 28 - 42	1	\$0.00
102	PANTS	ELBECO	E8149	PANTS, "CLASS A" DRESS, MEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 44 - 50	1	\$0.00
103	PANTS	ELBECO	E8149	PANTS, "CLASS A" DRESS, MEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 52 - 54	1	\$0.00
104	PANTS	ELBECO	E8149	PANTS, "CLASS A" DRESS, MEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 56 - 58	1	\$0.00
105	PANTS	ELBECO	E8150LC	PANTS, "CLASS A" DRESS, WOMEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 2 - 18	1	\$0.00
106	PANTS	ELBECO	E8150LC	PANTS, "CLASS A" DRESS, WOMEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 20 - 24	1	\$0.00
107	PANTS	ELBECO	E8150LC	PANTS, "CLASS A" DRESS, WOMEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 26 - 28	1	\$0.00
108	PANTS	FECHHEIMER	32218	PANTS, "CLASS A" DRESS, MEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 28 - 42	1	\$0.00
109	PANTS	FECHHEIMER	32218	PANTS, "CLASS A" DRESS, MEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 44 - 50	1	\$0.00

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110	PANTS	FECHHEIMER	32218	PANTS, "CLASS A" DRESS, MEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 52 - 54	1	\$0.00
111	PANTS	FECHHEIMER	32218	PANTS, "CLASS A" DRESS, MEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 56 - 58	1	\$0.00
112	PANTS	FECHHEIMER	35218	PANTS, "CLASS A" DRESS, WOMEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 2 - 18	1	\$0.00
113	PANTS	FECHHEIMER	35218	PANTS, "CLASS A" DRESS, WOMEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 20 - 24	1	\$0.00
114	PANTS	FECHHEIMER	35218	PANTS, "CLASS A" DRESS, WOMEN, 55 DACRON POLY/45% WOOL ELASTIQUE, FOREST GREEN, SIZE 26 - 28	1	\$0.00
115	PANTS	WORKRITE	400NMX-75-NB	PANTS, WORK, NOMEX®, NAVY (A-CUT) REGULAR SIZE, SIZE 28 - 42	1	\$0.00
116	PANTS	WORKRITE	400NMX-75-NB	PANTS, WORK, NOMEX®, NAVY (A-CUT) REGULAR SIZE, SIZE 44 - 50	1	\$0.00
117	PANTS	WORKRITE	400NMX-75-NB	PANTS, WORK, NOMEX®, NAVY (A-CUT) REGULAR SIZE, CUSTOM SIZE	1	\$0.00
118	PANTS	WORKRITE	402NMX-75-NB	PANTS, WORK, NOMEX®, NAVY (B-CUT) LARGER SIZE, SIZE 28 - 42	1	\$0.00
119	PANTS	WORKRITE	402NMX-75-NB	PANTS, WORK, NOMEX®, NAVY (B-CUT) LARGER SIZE, SIZE 44 - 50	1	\$0.00
120	PANTS	WORKRITE	402NMX-75-NB	PANTS, WORK, NOMEX®, NAVY (B-CUT) LARGER SIZE, CUSTOM SIZE	1	\$0.00
121	PANTS	WORKRITE	400NMX-75-BK	PANTS, WORK, NOMEX®, BLACK (A-CUT) REGULAR SIZE, SIZE 28 - 42	1	\$0.00
122	PANTS	WORKRITE	400NMX-75-BK	PANTS, WORK, NOMEX®, BLACK (A-CUT) REGULAR SIZE, SIZE 44 - 50	1	\$0.00

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123	PANTS	WORKRITE	400NMX-75-BK	PANTS, WORK, NOMEX®, BLACK (A-CUT) REGULAR SIZE, CUSTOM SIZE	1	\$0.00
124	PANTS	WORKRITE	402NMX-75-BK	PANTS, WORK, NOMEX®, BLACK (B-CUT) LARGER SIZE, SIZE 28 - 42	1	\$0.00
125	PANTS	WORKRITE	402NMX-75-BK	PANTS, WORK, NOMEX®, BLACK (B-CUT) LARGER SIZE, SIZE 44 - 50	1	\$0.00
126	PANTS	WORKRITE	402NMX-75-BK	PANTS, WORK, NOMEX®, BLACK (B-CUT) LARGER SIZE, CUSTOM SIZE	1	\$0.00
127	RAINCOAT	TACT SQUAD	RW167	RAIN COAT, TWO-LAYER, REVERSIBLE, FLAME RESISTANT (BLACK REVERSING TO YELLOW), 50", S - XL	1	\$0.00
128	RAINCOAT	TACT SQUAD	RW167	RAIN COAT, TWO-LAYER, REVERSIBLE, FLAME RESISTANT (BLACK REVERSING TO YELLOW), 50", 2XL	1	\$0.00
129	RAINCOAT	TACT SQUAD	RW167	RAIN COAT, TWO-LAYER, REVERSIBLE, FLAME RESISTANT (BLACK REVERSING TO YELLOW), 50", 3XL	1	\$0.00
130	RAINCOAT	TACT SQUAD	RW167	RAIN COAT, TWO-LAYER, REVERSIBLE, FLAME RESISTANT (BLACK REVERSING TO YELLOW), 50", 4XL - 6XL	1	\$0.00
131	RAINCOAT	NEESE	1870C	RAINCOAT, YELLOW, 48", WATER RESISTANT PVC, REFLECTIVE STRIPING, WITH DETACHABLE HOOD, SIZE: S - 2XL	1	\$0.00
132	RAINSUIT	NEESE	1870C	RAINCOAT, YELLOW, 48", WATER RESISTANT PVC, REFLECTIVE STRIPING, WITH DETACHABLE HOOD, SIZE: 3XL - 6XL	1	\$0.00
133	SHIRT	ELBECO	4238N	SHIRT, CLASS A, TAN, MENS, SHORT SLEEVE, SIZE: 14 - 18	1	\$0.00
134	SHIRT	ELBECO	4238N	SHIRT, CLASS A, TAN, MENS, SHORT SLEEVE, SIZE: 18.5 - 20	1	\$0.00
135	SHIRT	ELBECO	4238N	SHIRT, CLASS A, TAN, MENS, SHORT SLEEVE, SIZE: 22	1	\$0.00
136	SHIRT	FECHHEIMER	259R6513	SHIRT, CLASS A, TAN, WOMENS, SHORT SLEEVE, SIZE: 28 - 46	1	\$0.00
137	SHIRT	FECHHEIMER	259R6513	SHIRT, CLASS A, TAN, WOMENS, SHORT SLEEVE, SIZE: 48 - 52	1	\$0.00

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138	SHIRT	ELBECO	9200	SHIRT, LONG SLEEVE, TEKDWILL™ BASIC DUTY UNIFORM, NON FLUID REPELLENCY, UV 40+ PROTECTION, 65 POLY/35 COTTON, MEN'S, SIZE: S - XL	1	\$0.00
139	SHIRT	ELBECO	9200	SHIRT, LONG SLEEVE, TEKDWILL™ BASIC DUTY UNIFORM, NON FLUID REPELLENCY, UV 40+ PROTECTION, 65 POLY/35 COTTON, MEN'S, SIZE: 2XL - 3XL	1	\$0.00
140	SHIRT	BLAUER	8255	SHIRT, LONG SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: XS - XL	1	\$0.00
141	SHIRT	BLAUER	8255	SHIRT, LONG SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 2XL	1	\$0.00
142	SHIRT	BLAUER	8255	SHIRT, LONG SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 3XL	1	\$0.00
143	SHIRT	BLAUER	8255	SHIRT, LONG SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 4XL	1	\$0.00
144	SHIRT	BLAUER	8255	SHIRT, LONG SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 5XL	1	\$0.00
145	SHIRT	BLAUER	8255	SHIRT, LONG SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 6XL	1	\$0.00
146	SHIRT	BLAUER	8255W	SHIRT, LONG SLEEVE, 100% COTTON, WOMEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: XS - XL	1	\$0.00

**CITY OF LOS ANGELES
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147	SHIRT	BLAUER	8255W	SHIRT, LONG SLEEVE, 100% COTTON, WOMEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 2XL	1	\$0.00
148	SHIRT	BLAUER	8255W	SHIRT, LONG SLEEVE, 100% COTTON, WOMEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 3XL	1	\$0.00
149	SHIRT	BLAUER	8255W	SHIRT, LONG SLEEVE, 100% COTTON, WOMEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 4XL	1	\$0.00
150	SHIRT	BLAUER	8256	SHIRT, SHORT SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: XS - XL	1	\$0.00
151	SHIRT	BLAUER	8256	SHIRT, SHORT SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 2XL	1	\$0.00
152	SHIRT	BLAUER	8256	SHIRT, SHORT SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 3XL	1	\$0.00
153	SHIRT	BLAUER	8256	SHIRT, SHORT SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 4XL	1	\$0.00
154	SHIRT	BLAUER	8256	SHIRT, SHORT SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 5XL	1	\$0.00
155	SHIRT	BLAUER	8256	SHIRT, SHORT SLEEVE, 100% COTTON, MEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 6XL	1	\$0.00

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156	SHIRT	BLAUER	8256W	SHIRT, SHORT SLEEVE, 100% COTTON, WOMEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: XS - XL	1	\$0.00
157	SHIRT	BLAUER	8256W	SHIRT, SHORT SLEEVE, 100% COTTON, WOMEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 2XL	1	\$0.00
158	SHIRT	BLAUER	8256W	SHIRT, SHORT SLEEVE, 100% COTTON, WOMEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 3XL	1	\$0.00
159	SHIRT	BLAUER	8256W	SHIRT, SHORT SLEEVE, 100% COTTON, WOMEN'S, 12 OZ., SNAP FRONT CLOSURE WITH MOCK BUTTONS, NFPA 1975 (2009 EDITION), NAVY, SIZE: 4XL	1	\$0.00
160	SHIRT	ELBECO	7064	SHIRT, CLASS A, LONG SLEEVE, DAC/WOOL, MENS, SIZE: 14 - 18	1	\$0.00
161	SHIRT	ELBECO	7064	SHIRT, CLASS A, LONG SLEEVE, DAC/WOOL, MENS, SIZE: 18.5 - 20	1	\$0.00
162	SHIRT	ELBECO	7064	SHIRT, CLASS A, LONG SLEEVE, DAC/WOOL, MENS, SIZE: 22	1	\$0.00
163	SHIRT	FECHHEIMER	40W9133	SHIRT, CLASS A, LONG SLEEVE, DAC/WOOL, MENS, SIZE: 14.5 - 18	1	\$0.00
164	SHIRT	FECHHEIMER	40W9133	SHIRT, CLASS A, LONG SLEEVE, DAC/WOOL, MENS, SIZE: 18.5 - 22	1	\$0.00
165	SHIRT	ELBECO	4237	SHIRT, SHORT SLEEVE, MENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 14 - 18	1	\$0.00
166	SHIRT	ELBECO	4237	SHIRT, SHORT SLEEVE, MENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 18.5 - 20	1	\$0.00
167	SHIRT	ELBECO	4237	SHIRT, SHORT SLEEVE, MENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 22	1	\$0.00

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168	SHIRT	ELBECO	5237	SHIRT, SHORT SLEEVE, WOMENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 28 - 46	1	\$0.00
169	SHIRT	ELBECO	5237	SHIRT, SHORT SLEEVE, WOMENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 48	1	\$0.00
170	SHIRT	ELBECO	5237	SHIRT, SHORT SLEEVE, WOMENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 50 - 52	1	\$0.00
171	SHIRT	ELBECO	437	SHIRT, LONG SLEEVE, MENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 14 - 18	1	\$0.00
172	SHIRT	ELBECO	437	SHIRT, LONG SLEEVE, MENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 18.5 - 20	1	\$0.00
173	SHIRT	ELBECO	437	SHIRT, LONG SLEEVE, MENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 22	1	\$0.00
174	SHIRT	ELBECO	537	SHIRT, LONG SLEEVE, WOMENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 28 - 46	1	\$0.00
175	SHIRT	ELBECO	537	SHIRT, LONG SLEEVE, WOMENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 48	1	\$0.00
176	SHIRT	ELBECO	537	SHIRT, LONG SLEEVE, WOMENS, 100% RAEFORD WOOL, 10 - 10.5 OZ., DARK NAVY, SIZE: 50 - 52	1	\$0.00
177	SHIRT	5.11 TACTICAL	71049	SHIRT, POLO, PERFORMANCE, SHORT SLEEVE, 100% POLYESTER, 6.7 OZ., ANTIMICROBIAL, MOISTURE WICKING, MENS, BLACK, TDU GREEN, DARK NAVY, SILVER TAN, , L.E. GREEN, WHITE, SIZE XS - 2XL	1	\$0.00
178	SHIRT	5.11 TACTICAL	71049	SHIRT, POLO, PERFORMANCE, SHORT SLEEVE, 100% POLYESTER, 6.7 OZ., ANTIMICROBIAL, MOISTURE WICKING, MENS, BLACK, TDU GREEN, DARK NAVY, SILVER TAN, L. E. GREEN, WHITE, SIZE 3XL	1	\$0.00

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179	SHIRT	ELBECO	K5131	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, BLACK, XS - XL	1	\$0.00
180	SHIRT	ELBECO	K5131	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, BLACK, 2XL - 3XL	1	\$0.00
181	SHIRT	ELBECO	K5131	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, BLACK, 4XL	1	\$0.00
182	SHIRT	ELBECO	K5131	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, BLACK, 5XL	1	\$0.00
183	SHIRT	ELBECO	K5171LC	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, BLACK, XS - XL	1	\$0.00
184	SHIRT	ELBECO	K5171LC	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, BLACK, 2XL - 3XL	1	\$0.00
185	SHIRT	ELBECO	K5171LC	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, BLACK, 4XL	1	\$0.00
186	SHIRT	ELBECO	K5134	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, NAVY, XS - XL	1	\$0.00
187	SHIRT	ELBECO	K5134	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, NAVY, 2XL - 3XL	1	\$0.00

**CITY OF LOS ANGELES
LOS ANGELES WORLD AIRPORTS**

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188	SHIRT	ELBECO	K5134	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, NAVY, 4XL	1	\$0.00
189	SHIRT	ELBECO	K5134	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, NAVY, 5XL	1	\$0.00
190	SHIRT	ELBECO	K5174LC	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, NAVY, XS - XL	1	\$0.00
191	SHIRT	ELBECO	K5174LC	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, NAVY, 2XL - 3XL	1	\$0.00
192	SHIRT	ELBECO	K5174LC	SHIRT, POLO, SHORT SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, NAVY, 4XL	1	\$0.00
193	SHIRT	ELBECO	K5141	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, BLACK, XS - XL	1	\$0.00
194	SHIRT	ELBECO	K5141	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, BLACK, 2XL - 3XL	1	\$0.00
195	SHIRT	ELBECO	K5141	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, BLACK, 4XL	1	\$0.00
196	SHIRT	ELBECO	K5141	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, BLACK, 5XL	1	\$0.00

**CITY OF LOS ANGELES
LOS ANGELES WORLD AIRPORTS**

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197	SHIRT	ELBECO	K5181LC	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, BLACK, XS - XL	1	\$0.00
198	SHIRT	ELBECO	K5181LC	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, BLACK, 2XL - 3XL	1	\$0.00
199	SHIRT	ELBECO	K5181LC	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, BLACK, 4XL	1	\$0.00
200	SHIRT	ELBECO	K5144	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, NAVY, XS - XL	1	\$0.00
201	SHIRT	ELBECO	K5144	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, NAVY, 2XL - 3XL	1	\$0.00
202	SHIRT	ELBECO	K5144	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, NAVY, 4XL	1	\$0.00
203	SHIRT	ELBECO	K5144	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, MENS, NAVY, 5XL	1	\$0.00
204	SHIRT	ELBECO	K5184LC	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, NAVY, XS - XL	1	\$0.00
205	SHIRT	ELBECO	K5184LC	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, NAVY, 2XL - 3XL	1	\$0.00

**CITY OF LOS ANGELES
LOS ANGELES WORLD AIRPORTS**

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206	SHIRT	ELBECO	K5184LC	SHIRT, POLO, LONG SLEEVE, UFX, 100% POLYESTER, SNAG RESISTANT, MOISTURE WICKING, ANTI-MICROBIAL, WOMENS, NAVY, 4XL	1	\$0.00
207	SHIRT	WORKRITE	730NMX-45-NB	SHIRT, FIREFIGHTER WORK, SHORT SLEEVE, NAVY NOMEX IIIA, SIZE 38 - 50	1	\$0.00
208	SHIRT	WORKRITE	730NMX-45-NB	SHIRT, FIREFIGHTER WORK, SHORT SLEEVE, NAVY NOMEX IIIA, SIZE 52 - 54	1	\$0.00
209	SHIRT	WORKRITE	730NMX-45-NB	SHIRT, FIREFIGHTER WORK, SHORT SLEEVE, NAVY NOMEX IIIA, CUSTOM SIZE	1	\$0.00
210	SHIRT	WORKRITE	735NMX-45-NB	SHIRT, FIREFIGHTER WORK, LONG SLEEVE, NAVY NOMEX IIIA, SIZE 38 - 50	1	\$0.00
211	SHIRT	WORKRITE	735NMX-45-NB	SHIRT, FIREFIGHTER WORK, LONG SLEEVE, NAVY NOMEX IIIA, SIZE 52 - 54	1	\$0.00
212	SHIRT	WORKRITE	735NMX-45-NB	SHIRT, FIREFIGHTER WORK, LONG SLEEVE, NAVY NOMEX IIIA, CUSTOM SIZE	1	\$0.00
213	SHIRT	WORKRITE	730NMX-45-BK	DELUXE SHORT SLEEVE BLACK, NOMEX IIIA, MENS, SIZE 38 - 50	1	\$0.00
214	SHIRT	WORKRITE	730NMX-45-BK	DELUXE SHORT SLEEVE BLACK, NOMEX IIIA, MENS, SIZE 52 - 54	1	\$0.00
215	SHIRT	WORKRITE	730NMX-45-BK	DELUXE SHORT SLEEVE BLACK, NOMEX IIIA, MENS, CUSTOM SIZE	1	\$0.00
216	SHIRT	WORKRITE	735NMX-45-BK	DELUXE LONG SLEEVE BLACK, NOMEX IIIA, MENS, SIZE 38 - 50	1	\$0.00
217	SHIRT	WORKRITE	735NMX-45-BK	DELUXE LONG SLEEVE BLACK, NOMEX IIIA, MENS, SIZE 52 - 54	1	\$0.00
218	SHIRT	WORKRITE	735NMX-45-BK	DELUXE LONG SLEEVE BLACK, NOMEX IIIA, MENS, CUSTOM SIZE	1	\$0.00
219	SHORTS	5.11	73287	SHORTS, 65% POLYESTER/35% COTTON RIPSTOP, 6.14 OZ., MENS, TACLITE, BLACK, TDU KHAKI, TDU GREEN, DARK NAVY, MENS, SIZE: 28 - 44	1	\$0.00

**CITY OF LOS ANGELES
LOS ANGELES WORLD AIRPORTS**

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220	SHORTS	5.11	73287	SHORTS, 65% POLYESTER/35% COTTON RIPSTOP, 6.14 OZ., MENS, TACLITE, BLACK, TDU KHAKI, TDU GREEN, DARK NAVY, MENS, SIZE: 46 - 54	1	\$0.00
221	TAILORING / ALTERATION	GALLS	LBU43	TAILORING, PANTS, OPEN BOTTOM HEM	1	\$0.00
222	TAILORING / ALTERATION	GALLS	LBU1212	TAILORING, PANTS, ADJUST EXISTING HEM	1	\$0.00
223	TAILORING / ALTERATION	GALLS	LBU1213	TAILORING, PANTS, ADJUST WAIST	1	\$0.00
224	TAILORING / ALTERATION	GALLS	LBU1214	TAILORING, SHIRT, SHORTEN SLEEVES	1	\$0.00
225	TAILORING / ALTERATION	GALLS	LBU1215	TAILORING, SHIRT, BODY TAPER	1	\$0.00
226	TAILORING / ALTERATION	GALLS	LBU1216	TAILORING, SHIRT, CUT TAILS	1	\$0.00
227	TAILORING / ALTERATION	GALLS	LBU1217	TAILORING, SHIRT, TAPER SLEEVES	1	\$0.00
228	TAILORING / ALTERATION	GALLS	LBU1218	TAILORING, SHIRT, ADD ZIPPER	1	\$0.00
229	TAILORING / ALTERATION	GALLS	LBU1219	TAILORING, SHIRT, ADD TAILS	1	\$0.00
230	TAILORING / ALTERATION	GALLS	LBU1220	TAILORING, PANTS, TAPER	1	\$0.00
231	TAILORING / ALTERATION	GALLS	LBU1221	TAILORING, PANTS, ADJUST CROTCH	1	\$0.00
232	TAILORING / ALTERATION	GALLS	LBU1222	TAILORING, PANTS, ADJUST SEAT	1	\$0.00

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LOS ANGELES WORLD AIRPORTS**

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233	TAILORING / ALTERATION	GALLS	LBU1223	TAILORING, BLAZER / DRESS JACKET, ADD BRAID	1	\$0.00
234	TAILORING / ALTERATION	GALLS	LBU1224	TAILORING, BLAZER / DRESS JACKET, SHORTEN SLEEVES	1	\$0.00
235	TAILORING / ALTERATION	GALLS	LBU1225	TAILORING, BLAZER / DRESS JACKET, TAPER SLEEVES	1	\$0.00
236	TAILORING / ALTERATION	GALLS	LBU1226	TAILORING, BLAZER / DRESS JACKET, BODY TAPER	1	\$0.00
237	TAILORING / ALTERATION	GALLS	LBU1227	TAILORING, BLAZER / DRESS JACKET, CUT TAILS	1	\$0.00
238	TAILORING / ALTERATION	GALLS	LBU1228	TAILORING, BLAZER / DRESS JACKET, ADD TAILS	1	\$0.00
239	TIE	SAMUEL BROOME	45055	TIE, BLACK, CLIP-ON, BLACK, NAVY, POLY/WOOL, SHORT LENGTH	1	\$0.00
240	TIE	SAMUEL BROOME	45015	TIE, BLACK, CLIP-ON, BLACK, NAVY, POLY/WOOL, REGULAR LENGTH	1	\$0.00
241	TIE	SAMUEL BROOME	45045	TIE, BLACK, CLIP-ON, BLACK, NAVY, POLY/WOOL, LONG LENGTH	1	\$0.00
242	TIE	SAMUEL BROOME	45054	TIE, BLACK, CLIP-ON, BLACK, NAVY, POLY/WOOL, X-LONG LENGTH	1	\$0.00
243	TIE	SAMUEL BROOME	45165	TIE, CROSSOVER STYLE, NAVY, BLACK, FEMALE	1	\$0.00
244	TIE	SAMUEL BROOME	45135	TIE, BLACK, FOUR-IN-HAND, 3" X 57"	1	\$0.00
245	TIE	SAMUEL BROOME	45160	TIE, BLACK, FOUR-IN-HAND, 3" X 61"	1	\$0.00

TOTAL BID PRICE:

\$0.00

General Conditions

(In the general conditions listed below, the City of Los Angeles, Los Angeles World Airports (LAWA), is hereinafter referred to as the City.)

FORM OF BID AND SIGNATURE.

All bids must be made on this form. Photocopied forms are acceptable. Additional forms are obtainable from the Departmental Purchasing Officer. Unless otherwise indicated in the RFB, bids should be enclosed in a sealed envelope, showing the Bid No. in the lower left corner, and addressed as indicated in the RFB. All bids must be signed. If the bid is made by an individual, it must be signed with the full name of the bidder, whose address must be given; if it is made by a partnership, it must be signed in the partnership name by a member of the firm, and the name and address of each member must be given; and if it is made by a corporation, it must be signed by two authorized corporate officers. In case of error in extension of prices, unit prices will govern. No telephonic or telegraphic bids are acceptable.

TAXES. Do not include any Sales Tax or Federal Excise Tax in prices quoted. Sales Tax will be added by the City at the time of award. The City will furnish Federal Excise Tax Exemption Certificate to Supplier. Other taxes must be included in the bid prices.

AWARD. Bids shall be subject to acceptance by the City for a period of 3 months unless a lesser period is prescribed in the quotation by the bidder. The City may make combined award of all items complete to one bidder or may award separate items or groups of items to various bidders. When required by the City, bidders must submit alternate prices or name a lump sum or discount, conditional on two or more items being awarded to him. The right is reserved to reject any, or all, bids and to waive any informality in bids.

BRAND NAMES AND SPECIFICATIONS. Unless otherwise stated the detailed specification and/or brand name references are descriptive and indicate quality, design, and construction of items required. *Offer to supply articles substantially the same as those described herein will be considered regardless of minor variation(s) from the listed specifications, or specifications of the articles described by brand name.*

PATENTS. Should any items on which bids are requested be patented, or otherwise protected or designated by the particular name of the maker, and the bidder desires to quote on an item of equal character and quality, the bidder may offer such substitute item by indicating clearly that such substitution is intended and specifying the brand. Such substitution shall be accepted only if deemed by the Purchasing Manager to be equal to that specified.

SPECIFICATION CHANGES. If provisions of the Specifications restrict bidder from bidding, he or she may request in writing that the specifications be modified. Such request must be received by the Purchasing Manager at least five (5) working days before bid opening date. All bidders will be notified by Addendum of any approved changes in the specifications.

CITY HELD HARMLESS

Except for the City's sole negligence, Contractor/Supplier shall defend, indemnify and keep and hold City, including its Board of Airport Commissioners, and City's officers, agents and employees, harmless from any and all costs, liability, damage or expense (including costs of suit and fees and expenses of legal services) claimed by anyone (including Contractor/Supplier) by reason of injury to or death of persons (including Contractor/Supplier and/or its employees), or damage to or destruction of property (including property of Contractor/Supplier) as a result of the acts or omissions of Contractor/Supplier, its agents, servants, employees or invitees or relating to acts or events pertaining to or arising from or out of the Contract, whether or not contributed to by any act or omission of City or any of the City's Boards, officers, agents or employees. City shall endeavor to give notice of such claims. In the event the Administrative Requirements includes a "Hold Harmless" clause, this "City Held Harmless" clause shall be replaced and superseded by the Hold Harmless clause set forth in the Administrative Requirements.

PURCHASE AGREEMENT DOCUMENTS. A copy of the Notice Inviting Bids, the bid and a copy of these General Conditions and the Specifications will remain on file in the Office of the Purchasing Manager and it is understood will form the purchasing agreement when accepted by the Purchasing Manager. All materials or services supplied by the Contractor shall conform to the applicable requirement of the City Charter, City Ordinances, and all applicable State and Federal Laws, as well as conforming to the specifications contained herein.

DEFAULT BY SUPPLIER. In case of default by supplier, the City reserves the right to procure the articles or services from other sources and to hold the supplier responsible for any excess costs

occasioned the City thereby.

PAYMENTS. All Cash Discounts shall be taken and computed from the date of delivery or completion and acceptance of the material, or from date of receipt of invoice, whichever is latest. Complete payments will be made by demands on the City Treasury of the City of Los Angeles, approved as required by ordinance and charter provisions. Invoices must be submitted as specified on the Purchase Orders or shipping authorization.

SAFETY APPROVAL. Where required by Los Angeles City regulations, any articles delivered must carry Underwriters Laboratories Approval or City of Los Angeles Dept. Of Building and Safety approval. Failure to have such approval at the time of bidding may result in rejection of the Bid. Also, articles quoted must conform with the Safety Orders of the California Division of Industrial Safety, and/or OSHA, where applicable.

PATENT RIGHTS. The supplier agrees to save, keep, hold harmless, and fully indemnify the City, its officers, employees, agents and other duly authorized representatives from all damages, cost or expenses in law or equity that may at any time arise or to be set up for any infringement of the patent rights, trademarks, copyrights literary or dramatic rights of any person or persons in consequence of the use of any person or persons in consequence of the use by the City, its officers, employees, agents or other duly authorized representatives of articles supplied under purchasing agreement, and of which the supplier is not the patentee or assignee, or which the supplier is not lawfully entitled to sell.

ASSIGNMENT. The supplier shall not assign or transfer by operation of law any obligation without the prior written consent of the Purchasing Manager.

ATTORNEY'S FEES. If City shall, without any fault be made a party to any litigation commenced by or against Supplier arising out of Supplier's performance of this Agreement or incident to such performance and as a result of which Supplier is finally adjudicated to be liable, then Supplier shall pay all costs, expenses and reasonable attorney's fees incurred by or imposed upon City in connection with such litigation. Each party shall give prompt notice to the other of any claim or suit instituted against it that may affect the other party.

BID PROTEST.

Any bid protest must be submitted in writing and postmarked within fourteen (14) calendar days after the date of bid opening. The day after bid opening shall be considered as day one. Any bid protest must be submitted in writing to: Office of the City Attorney, Airport Division, One World Way, P.O. Box 92216, Los Angeles World Airports, Los Angeles, CA 90009-2216, with a copy sent to the LAWA Division issuing the RFB. The protest shall include the following:

- a. The initial protest document must contain a complete statement of the factual and legal basis for the protest.
- b. The protest must refer to the specific portion of the document which forms the basis for the protest.
- c. The protest must include the name, address and telephone number of the person representing the protesting party.
- d. The party filing the protest must concurrently transmit a copy of the initial protest document and any attached documentation to all other parties with a direct financial interest which may be adversely affected by the outcome of the protest. Such parties shall include all other bidders.
- e. The Executive Director/Board of Airport Commissioners will issue a decision on the protest. If the Executive Director/Board of Airport Commissioners determines that a protest is frivolous, the protesting party may be determined to be irresponsible and may be determined to be ineligible for future contract award.
- f. The procedure and time limits set forth in this paragraph are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest and failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code claim or legal proceedings.

Revised 01/24/11

BIDS

(Pages LBPP-1 through LBPP-5)

**LOS ANGELES WORLD AIRPORTS (LAWA)
REQUEST FOR BIDS- LOCAL BUSINESS PREFERENCE PROGRAM (LBPP)
Board of Airport Commissioners Resolution No. 24781**

Effective July 1, 2012

Local Business Prime	8%
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Or

Local Business Subcontractor (s)	Up to 5%
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MANDATORY LOCAL BUSINESS PREFERENCE PROGRAM (LBPP) FOR USE ON LAWA-FUNDED CONTRACTS GREATER THAN \$150,000.00

A. General

This program is subject to the policies and requirements established by the Board of Airport Commissioners (BOAC). LAWA established the LBPP as part of its commitment to help local businesses participation in LAWA contracts. The LBPP seeks to leverage funds expended under contracts to stimulate local business activities, encourage businesses to set up operations locally, and to augment local job creation efforts. It will also lay a foundation for a sustainable local economic development by promoting the creation, expansion, and retention of local businesses. **LAWA shall opt out when the contract is funded by a grant or is federally-funded and funding regulations prohibit the funding recipient from implementing the LBPP on the resulting contract. Secondly, LAWA can opt out of the program when full and open competition is limited because of a sole source vendor, provider, or supplier. Failure to comply shall result in investigations by the Bureau of Contract Administration/ Office of Contract Compliance (BCA/OCC) in its role as the Designated Administrative Agency. However, LAWA is entitled to determine at anytime that it is not in LAWA's best interest to grant a Bid preference to a qualifying Local Business, Local Subcontractor, or Provisionally Qualified Local Business.**

B. Participation Criteria for Local Business Preference Program

To be eligible for participation in this program, LAWA requires that the prospective local business submit an affidavit attesting as such on the Los Angeles Business Assistance Virtual Network (LABAVN) website. An affidavit form is attached and is also available to be downloaded on the LABAVN website at <http://www.labavn.org>. Determination of qualification as a local business by any other entities, other than BCA/OCC, or by any other means other than submission of an affidavit on LABAVN shall not be accepted for purposes of participation in the LBPP. Affidavit forms are prioritized according to the date they are received. The local business must be listed on LABAVN as such prior to the bid due date in order to participate in the LBPP. In cases where the affidavit was submitted prior to the proposal deadline but has not been verified by BCA/OCC and the local business designation would result in a change of award recommendation, status as a local business will be based on the date it was submitted.

C. Definitions

1. "Contract" means a written agreement involving consideration in excess of \$150,000.00 for the purchase of goods, equipment or services, including construction, by or for the benefit of LAWA.
2. "Contractor" means the person, business or entity awarded the Contract by LAWA.
3. "Bid Price" means the dollar amount after the bidder's quoted price is adjusted for evaluation in accordance with applicable provisions. For procurement contracts, this may include, but not be limited to Cash Discount, or Combined Award Discount.
4. "Cash Discount" means a reduction in the full cost of a good or service when payment is made within a specified period of time: e.g. 2% 10 net 30.
5. "Combined Award Discounts" (CAD) means the discount terms offered by a supplier and are usually expressed in percentages taken directly from the pricing totals of the bidders

offering such a discount. CADs are applicable if the specification or bidding document includes the CAD provision clause, it is applicable to more than one item or more than one group of items, and if the items included for CAD purposes are not cherry picked from a predefined group of items as set forth by the specifications or bid document.

6. "Local Business" means a business entity that is in compliance with all applicable City or county licensing and tax laws, and can demonstrate one of the following: (1) it is headquartered in the County and physically conducts and manages all of its operations from a location in the County; (2) that at least 50 of its full-time employees perform work within the boundaries of the County at least 60 percent of their total regular hours worked on an annual basis; or (3) that at least half of the full-time employees (50%) of the business work within the boundaries of the County at a minimum of 60 percent of their total, regular hours worked on an annual basis.
 - (a) A business entity with multiple locations within the County can aggregate 50 of its full-time employees working at least 60% of their regular hours from its different locations within the County to qualify as a Local Business.
 - (b) A business entity awarded a LAWA contract under the LBPP must carry out the services of the contract using employees whose exclusive, primary working location is in Los Angeles County.
7. "Local Subcontractor" means a contractor that meets the same qualification as a local business.
8. "Provisionally Qualified Local Business" means a business entity that is yet to establish operations within the County, and does not immediately qualify as a local business under the Los Angeles Administrative Code. However, the business is provisionally qualified as a local business because it is undertaking imminent steps to qualify as a local business as defined by Article 21, Section 10.47.3. No later than 60 days after the date on which the Contract with LAWA is awarded, but prior to execution of the contract, the Provisionally Qualified Local Business must become a qualified Local Business.

D. Local Business Preference Program Participation Recognition

1. Qualifying contractors who participate in the LBPP by qualifying as a local business will receive an 8% preference credit to their bid in excess of \$150,000.00 or bids in excess of \$1,000,000.00 if a Provisionally Qualified Local Business.
2. Qualifying contractors who participate in the LBPP but do not qualify as a local business, but however are qualified because they identify a qualified local subcontractor to perform the work under the contract will receive up to a 5% preference credit to their bids.
 - (a) LAWA shall provide a 1% preference, up to a maximum of 5%, to the proposal price for every 10% of the cost of the proposed work to be performed by the local subcontractor. This rule applies to a local subcontractor or local subcontractors; provided that the work performed is of a commercially useful purpose in execution of the contract and/or performed in the subcontractor's normal course of business. The work performed and all costs of each local subcontractor or subcontractors should be clearly specified in the proposal.
3. Preferences shall only be awarded to a Local Business or Local Subcontractor when the services provided under the contract are directly provided by its employees whose

primary work location is in Los Angeles. Preferences shall only be awarded for equipment, goods or materials when the Local Business or Local Subcontractor acts as a supplier or dealer (not less than two thirds of the time), or designs, manufactures, or assembles the equipment, goods or materials (not less than two thirds of the time), at a business location in the City.

4. A Provisionally Qualified Local Business who participates in the LBPP by qualifying as a local business will receive an 8% preference credit to its bids, as long as the proposed contract between the business and LAWA involves consideration no less than \$1,000,000.00 and has duration of no less than three (3) years.

(a) To participate in the program a proposed Provisionally Qualified Local Business must download and complete a Provisionally Qualified Local Business affidavit form at http://bca.lacity.org/site/pdf/general/PQLBP_Affidavit.pdf which it shall attach and submit with its bid documents to LAWA.

5. A Provisionally Qualified Local Business shall lose its status as such when it fails to fully comply as a local business within 60 days after the date on which the Contract with LAWA is awarded. LAWA shall notify the Provisionally Qualified Local Business thirty (30) days to the anniversary of the second month notifying the business that it comply as a local business or contract award will be rescinded. Loss of status as a Provisionally Qualified Local Business is permanent; closure forbids a business from qualifying as a Provisionally Qualified Local Business in the future for purposes of bidding on LAWA Contracts.
6. Once a Provisionally Qualified Local Business is notified by LAWA of its intent to award a contract, the Provisionally Qualified Local Business shall submit all of the following; (1) an enforceable, contractual right to occupy commercial space within the County, which shall commence no later than 60 days after the date of the execution of the contract; (2) a business plan on its ability to become a Local business; (3) any other sufficient documentation required by LAWA.

All required supporting documentation/ evidence demonstrating qualification as a Provisionally Qualified Local Business must be submitted to LAWA within 30 days of request.

(a) If LAWA is satisfied with documentation submitted by the Provisionally Qualified Local Business, and it determines that it shall award the business the contract, LAWA prior to the execution of the contract shall send BCA a memo stating that the business was able to demonstrate that it qualifies as a Provisionally Qualified Local Business, the memo shall also list the documents received by LAWA, and recommend that BCA determine the business to be a Provisionally Qualified Local Business.

7. The maximum preference for all qualifying local businesses, local subcontractor(s), and provisionally qualified local businesses shall not exceed \$1,000,000.00 for any bid.
8. A bid preference does not reduce the contract amount.
9. In the event where a certified Local business bids on a LAWA contract, and is determined by LAWA after the bid deadline to not qualify as a Local Business, the business will be eligible for a Local Subcontractor Preference of up to 5 percent, if it has

identified a qualifying Local Subcontractor(s) to perform work under the contract.

- a. The above exemption shall only apply where the non-compliance is an error or mistake. It shall not apply to a business that intentionally or fraudulently claims to be a Local Business through misleading or false statements.
 - b. It is the responsibility of the business registered on LABAVN as a certified Local Business to inform BCA via email at bca.certifications@lacity.org , that it no longer meets the certification criteria within seven days of the change. Failure to do so shall be construed as a misleading and/or false statement.
10. Upon receipt of information believed by LAWA to be reliable and which indicates that the Local Business no longer qualifies as a Local Business for more than 60 days during the entire time of the Contract, LAWA shall withhold or recover funds from the Contractor in an amount that represents the value of the bid preference.
 11. Upon receipt of information believed by LAWA to be reliable and which indicates that the Local Subcontractor (s) no longer qualifies as a Local Business, providing the basis for a Local Subcontractor Preference and the Prime Contractor fails to replace the Subcontractor (s) with another Local Subcontractor (s) within 60 days of notification by LAWA. LAWA shall withhold or recover funds from the Contractor in an amount that represents the value of the bid preference.
 12. In the event that investigations reveal that a business fraudulently represents itself as a Local Business for the purpose of gaining a preference under the LBPP, the business shall lose its status as such for up to five years. This will also apply to any business that has received a preference, but failed to maintain its Local Business qualification for a cumulative of 60 days during the entire time of the contract.

E. Complaints and Protests

1. All complaints and/or protests regarding qualifying local businesses, provisionally qualified local businesses, and local subcontractors claiming non-compliance by LAWA or its failure to maintain certification criteria, shall be made to the BCA/OCC either in writing or by email for further investigations. Complaints must be accompanied by documentation which substantiates complainant's allegations.
2. Any complaints that meet the criteria of No. 1 shall be investigated by BCA, OCC in its role as the Designated Administrative Agency.

Submit complaints to:

By Mail **Office of Contract Compliance
Bureau of Contract Administration
Department of Public works
1149 South Broadway, Suite 300
Los Angeles, CA 90015**

By Email bca.biphelp@lacity.org



**LOCAL BUSINESS CERTIFICATION
AFFIDAVIT OF ELIGIBILITY**

Name of Firm _____ BAVN Company ID Number _____

Business Address _____

City, State, Zip Code _____

Telephone Number _____ Fax Number _____ E-mail Address _____

I declare that _____ (Firm's Name)

1. Occupies work space within Los Angeles County, and can submit proof of occupancy to the City of Los Angeles by supplying evidence of a lease, deed or other sufficient evidence demonstrating that it is located within Los Angeles County.
2. Is in compliance with all applicable laws relating to licensing and is not delinquent on any City of Los Angeles or Los Angeles County taxes.
3. Can demonstrate compliance to one of the following:
 - a. at least 50 of its full-time employees perform work within the boundaries of the Los Angeles County at least 60 percent of their total regular hours worked on annual basis; or
 - b. at least half of its full-time employees work within the boundaries of the Los Angeles County at a minimum of 60 percent of their total regular hours worked on annual basis; or
 - c. Is headquartered in Los Angeles County. Headquartered means that the business physically conducts and manages all of its operations from a location in the County.

I declare under penalty of perjury that the foregoing is true and correct.¹

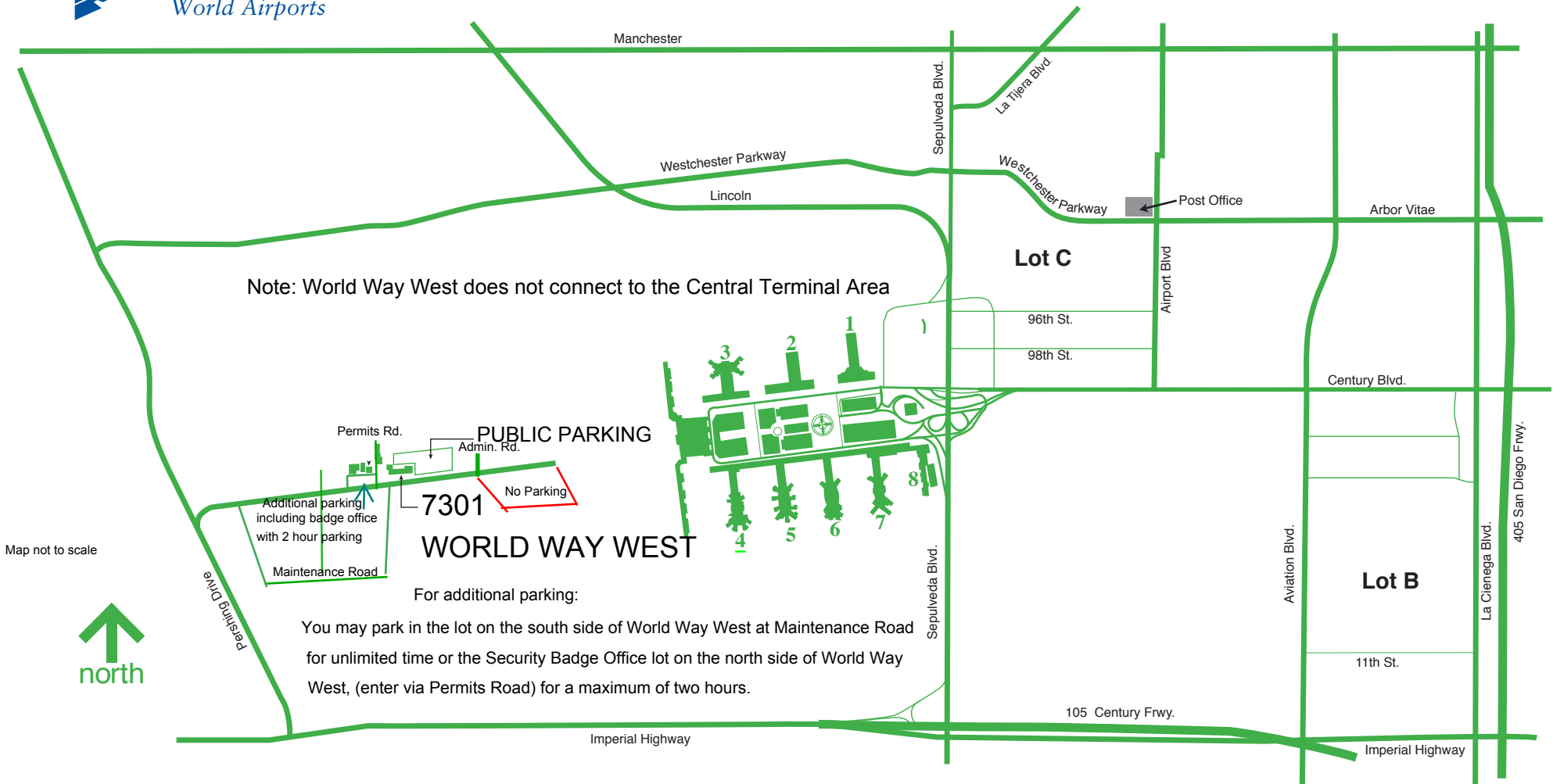
SIGNATURE _____ Title _____

Printed Name _____ Date _____

Certified Local Businesses are eligible to receive an 8% preference (for Local Prime contractors), or up to a 5% preference (for Local Subcontractors) on City contracts in excess of \$150,000. Preferences awarded for services shall be applied only if the services are provided directly by the Local Business or Local Subcontractor using employees whose exclusive, primary working location is in Los Angeles County. Preferences awarded for equipment, goods or materials shall be applied only if the Local Business or the Local Subcontractor substantially acts as the supplier or dealer, or substantially designs, manufactures or assembles the equipment, goods or materials at a business location in Los Angeles County. The maximum bid or proposal preference shall not exceed One Million Dollars (\$1,000,000) for any Bid or Proposal.

To remain certified and be given the preference, firms must continue to meet the City's Local Business Preference Ordinance #181910 certification criteria and complete an Affidavit of Eligibility every two (2) years. We continue to reserve the right to re-evaluate your certification eligibility anytime it is deemed necessary.

¹ Knowingly and willfully providing false information is a violation of the City Ordinance #181910 and could subject you to fines, contract termination or debarment from transacting business with the City. Business owners claiming eligibility to the Local Business Preference Program criteria must sign this affidavit.



DIRECTIONS TO THE LAWA PROCUREMENT PURCHASING OFFICE:

Los Angeles World Airports- 7301 World Way West, 4th floor, Los Angeles, CA 90045

1. 405 (South) or (North) to 105 (West)
2. 105 (West) to the end. (Imperial Highway)
3. Imperial Highway (West) approx. 3 signal lights to Pershing Drive.
4. At Pershing Drive turn Right
5. Approx. 1000 feet (North) you will see a overhead sign "World Way West"
6. Follow the road on to World Way West. (to the East)
7. Proceed (East) to third signal light at Administration Road, and turn LEFT
8. The high rise building is 7301—The Procurement/Purchasing Services Division Office is on the 4th floor.
9. You may park in the front or to the East or Rear of 7301. There is additional parking across World Way West at Maintenance Road.
10. DO NOT park in the Assigned Spaces for Airport Police in the front of the building.

Note: Be prepared to show a valid government issued picture ID in order to enter our building.



NOTICE: IMPORTANT INVOICING REVISIONS

Los Angeles World Airports

Invoice Instructions

To ensure prompt payment of invoices, please follow the instructions listed below:

1. All invoices for **Los Angeles World Airports** pertaining to materials and/or services must be mailed to:

LAX or Van Nuys Airports

Los Angeles World Airports
Attn: Account Payable
PO BOX 92882
Los Angeles, CA 90009

Ontario International Airport

Los Angeles World Airports
Attn: ONT Construction & Maintenance
2132 E. Avion Avenue
Ontario, CA 91761

2. All invoices **must have: 1.) Purchase Order Number; 2.) the LAWA division name; and 3.) the name of the LAWA employee ordering the materials and/or services. Note: LAWA's Purchase Order Number is a ten-digit number that begins with '45'.**

Note: Invoices without this information will experience delays in processing.

3. The invoice prices, description and quantities **MUST AGREE WITH THE PURCHASE ORDER LINE ITEMS;**

Note: Any item or charge not specified in the Purchase Order or in the contract (including freight charges, restocking charges, etc.) will not be paid. Any discrepancy will cause delays in prompt payment.

4. **Discounts or payment terms** should be printed on the invoices clearly and accurately. It is LAWA's goal to take all available discounts being offered by the vendors.
5. **Invoices will be processed and discounts will be computed based on the date of goods received or date that the invoice is received, whichever is later. In cases where the invoice is received, but the vendor has not met all requirements, the date that all requirements have been met by the vendor will be the date to be used for invoice processing and discount computation.**
6. Important invoice instructions and **requirements:**

- **FREIGHT CHARGES:** Freight charges that are authorized in the contract must be invoiced by your company and not the freight company that made the delivery. You must include a copy of the freight bill to substantiate freight charges on your invoice for any freight charge in excess of \$75.
- **TAXES: Sales taxes** must be stated separately on the invoice. Indicate what portion of the charges is applicable to the materials provided.
- **TIME SHEETS:** Time sheets (hours by day for each individual) must be provided for service contracts when required by the contract document.
- **Other documents to support invoice charges**
- **INVOICE CERTIFICATION:** Invoice certification by a company officer (i.e., as stated per contract)
- **CREDIT MEMOS:** The original invoice number must appear on any credit memo.

NOTE: Your firm must be in full compliance with all Administrative Requirement listed in your contract, including being current on insurance policies and the City business tax. Failure to being in compliance may delay prompt invoice payment.

If you have questions regarding the Invoice Instructions, please contact your LAWA contract manager or the Accounts Payable Main Line at 424-646-7650 (LAX/Van Nuys) or (909) 544-5264 (Ontario).

Administrative Requirements

Administrative Requirements

Forms and explanatory documents for each of the following administrative requirements are identified below and are included in the respective sections of this package. Also included, as the final section, is a checklist to assist your proper completion of the required forms prior to bid/proposal submittal. This checklist should be used by Bidders/Proposer to prepare an Administrative Requirements Packet, which must include original, signed documents, and submitted with your bid/proposal. **This Packet should be bound separately from other parts of your bid/proposal and clearly labeled “Administrative Requirements Packet”**. Additional copies of the Packet are not required to be submitted.

The following administrative requirements may reference the Los Angeles City Charter (LACC), Los Angeles Municipal Code (LAMC), or Los Angeles Administrative Code (LAAC).

For further information or assistance regarding all administrative requirements, contact:

Los Angeles World Airports
Procurement Services Division
P O Box 92216
Los Angeles, CA 90009-2216
Phone: (424) 646-5380
Fax: (424) 646-9262
E-mail: ProcurementRequirements@lawa.org
Internet: www.lawa.org -> [About LAWA -> Business Opportunities -> Administrative Requirements](#)

1. VENDOR IDENTIFICATION FORM

The Vendor ID form requires general information about a bidder/proposer's business as well as the Seller's Permit and the Business Tax Registration Certificate (BTRC) numbers, Payment Terms, Equal Employment Opportunity Officer contact information, and data on the firm's City of Los Angeles contracts (if applicable).

- **Seller's Permit Number**

The Seller's Permit Number is required if the vendor is engaged in business in California; intends to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail; will make sales for a temporary period, normally lasting no longer than 30 days at one or more locations. The enforcing agency for this requirement is the Board of Equalization, the Sales and Use Tax Department. Additional information regarding this requirement can be found at <http://www.boe.ca.gov/sutax/sutprograms.htm>.

- **Payment terms**

Payment terms represent LAWA's conditions under which the vendor will be reimbursed for his/her services or sold goods. Typically, these terms specify the period allowed to a buyer to pay off the amount due, and may demand cash in advance, cash on delivery, deferred payment period of 30 days or more, etc. Please refer to www.lawa.org -> About LAWA -> Business Opportunities -> Administrative Requirements -> LAWA Payment Terms to determine the applicable code.

- **Business Tax Registration Certificate**

Pursuant to the LAMC, Chapter 2, Article 1, Section 21.03, persons engaged in any business or occupation within the City of Los Angeles are required to register and pay the required tax. Businesses, including vendors, subject to this tax are issued a Business Tax Registration Certificate (BTRC) or a Vendor Registration Number (VRN).

Information regarding this requirement may be obtained at Office of Finance, Tax & Permit Division, 200 N. Spring St., Room 101, Los Angeles, CA 90012, Phone: (213) 473-5901, Web: <http://www.lacity.org/finance/>.

- **List of Other City of Los Angeles Contracts (during previous ten years)**

Pursuant to City of Los Angeles Resolution No. 56 (Council File #98-1331) adopted by Los Angeles City Council on July 21, 1998, Bidders/Proposers must submit a list of all City of Los Angeles contracts held within the last ten (10) years.

For additional information regarding all LAWA administrative requirements, please contact Procurement Services at (424) 646-5380 or visit our website at www.lawa.org -> About LAWA -> Business Opportunities -> Administrative Requirements.

2. AFFIDAVIT OF NON-COLLUSION

Pursuant to the LAAC, Division 10, Chapter 1, Article 2, Section 10.15, each bid/proposal must include the attached affidavit of the Bidder/Proposer that the bid/proposal is genuine, and not a sham or collusive, or made in the interest or on behalf of any person, and that the Bidder/Proposer has not directly or indirectly induced or solicited any other Bidder/Proposer to submit a sham bid, or any other person, firms, or corporation to refrain from bidding, and that the Bidder/Proposer has not sought by collusion to secure for himself/herself an advantage over any other Bidder/Proposer.

Bidders/Proposers must complete, notarize, and submit the attached "Affidavit to Accompany Proposals or Bids" with the bid/proposal.

Failure to include an Affidavit with the bid/proposal will render the bid/proposal non-responsive and will result in its rejection.

Attachment:

- Affidavit to Accompany Proposals or Bids

3. AFFIRMATIVE ACTION

Pursuant to the LAAC, Division 10, Chapter 1, Article 1, Sections 10.8. et seq. and the Board of Airport Commissioners Resolution No. 23772, it is the policy of the City of Los Angeles to require each person or entity contracting for goods or services to comply with the Non-discrimination, Equal Employment Practices, and Affirmative Action Program provisions of the City of Los Angeles.

All Bidders/Proposers must agree to adhere to the Non-Discrimination provision, designate an Equal Employment Opportunity Officer and provide his/her contact info in the Vendor Identification Form enclosed in this administrative requirements package.

Attachment:

- Non-discrimination, Equal Employment Practices, and Affirmative Action Program Provisions

4. ASSIGNMENT OF ANTI-TRUST CLAIMS

It is the policy of Los Angeles World Airports (“LAWA”) to inform each Bidder/Proposer that in submitting a bid/proposal to LAWA, the Bidder/Proposer may be subject to California Government Code Sections 4550 – 4554. If applicable, the Bidder/Proposer offers and agrees that if the bid is accepted, it will assign to LAWA all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act or under the Cartwright Act, arising from purchases of goods, services, or materials by the Bidder/Proposer. Such assignment is made and becomes effective at the time LAWA tenders final payment to the Bidder/Proposer.

Attachment:

- California Government Code Section 4550—4554

5. BIDDER CONTRIBUTIONS CEC FORM 55 (CONTRACT BIDDER CAMPAIGN CONTRIBUTION AND FUNDRAISING RESTRICTIONS)

Persons who submit a response to this Request for Bid/Proposal/Qualifications are subject to Charter section 470(c)(12) and related ordinances. As a result, bidders/proposers/respondents may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders/proposers/respondents, 12 months after the contract is signed. The bidder's/proposer's/respondents' principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders/Proposers/Respondents must submit CEC Form 55 (attached) to LAWA with their bid/proposal/Statement of Qualifications. The form requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders/Proposers/Respondents must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders/Proposers/Respondents who fail to comply with City law may be subject to penalties, termination of contract, and debarment.

Additional information regarding this requirement may be obtained at:

200 N. Spring Street
City Hall, 24th Floor
Los Angeles, California 90012
(213) 978-1960
(213) 978-1988 [Fax]
ethics.commission@lacity.org
Web: <http://ethics.lacity.org>

Attachment:

- Los Angeles City Ethics Commission Special Bulletin, available at http://ethics.lacity.org/pdf/pressrelease/press_042511_New_Charter_Amend_Limits_Bidder_Bulletin.pdf

6. CHILD SUPPORT OBLIGATIONS

Pursuant to the LAAC, Division 10, Chapter 1, Article 1, Section 10.10 et seq., contractors and subcontractors performing work for the City must comply with all reporting requirements and Wage and Earning Assignment Orders relative to legally mandated child support and certify that contractors/subcontractors will maintain such compliance throughout the term of the contract.

Attachment:

- Child Support Obligations Provisions

7. CONTRACTOR RESPONSIBILITY PROGRAM

Pursuant to Resolution No. 21601 adopted by the Board of Airport Commissioners, effective May 20, 2002, the Contractor Responsibility Program (CRP) is the policy of Los Angeles World Airports (LAWA) to ensure that all LAWA contractors have the necessary quality, fitness and capacity to perform the work set forth in the contract. LAWA shall award contracts only to entities and individuals it has determined to be Responsible Contractors. The provisions of this Program apply to leases and contracts for construction, for services, and for purchases of goods and products that require Board approval.

Bidders/Proposers are required to complete and submit with the bid/proposal the attached "Contractor Responsibility Program Questionnaire" that provides information LAWA needs in order to determine if the Bidder/Proposer is responsible and has the capability to perform the contract. The information contained in the CRP Questionnaire is subject to public review for a period of not less than 14 days. Bidders/Proposers are also required to complete, sign and submit with the bid/proposal the attached "Contractor Responsibility Program Pledge of Compliance." Bidders/Proposers are also required to respond within the specified time to LAWA's request for information and documentation needed to support a Contractor Responsibility determination. Subcontractors will be required to submit the Pledge to the prime contractor prior to commencing work.

Attachments:

- Contractor Responsibility Program Questionnaire
- Contractor Responsibility Program Pledge of Compliance

8. EQUAL BENEFITS ORDINANCE

Unless otherwise exempt in accordance with the provisions of the Equal Benefits Ordinance (“EBO”), Contractor agrees to comply with the applicable provisions of EBO Section 10.8.2.1 of the Code, as amended from time to time. Contractor shall not, in any of its operations within the City of Los Angeles or in other locations owned by City, including Airport, discriminate in the provision of Non-ERISA Benefits (as defined below) between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration.

As used above, the term “*Non-ERISA Benefits*” (*ERISA - The Employee Retirement Income Security Act of 1974*) shall mean any and all benefits payable through benefit arrangements generally available to Contractor’s employees which are neither “employee welfare benefit plans” nor “employee pension benefit plans”, as those terms are defined in Sections 3(1) and 3(2) of ERISA.

Required EBO forms and instructions will be provided at a later time to the selected bidder/proposer or can be found at the web address provided below. The selected bidder/proposer must complete and return the EBO Compliance Form, along with any supporting documentation, to LAWA for approval. If the selected bidder/proposer does not currently offer equal benefits to employees with spouses and employees with domestic partners, the selected bidder/proposer must select from one of the following:

- (1) Request additional time to comply with the EBO (complete Provisional Compliance form)
- (2) Request to be allowed to comply with the EBO by providing affected employees with the cash equivalent (complete Reasonable Measures form)
- (3) Comply on a Contract-by-Contract Basis.

The selected bidder/proposer must submit the required forms and documentation within five (5) working days upon receipt of selection notification. Should the selected bidder/proposer fail to submit the required forms and documentation within the time allowed, LAWA maintains the option to cancel the selection and choose the next responsive bidder/proposer.

The selected bidder/proposer must be determined to be in compliance with the EBO before a contract with LAWA may be executed.

For additional information regarding the EBO, as well as forms, ordinances, please contact Public Works, Bureau of Contract Administration, Office of Contract Compliance at (213) 847-1922 or Procurement Services at (424) 646-5380 or visit our website at <http://www.lawa.org> - > About LAWA -> Business Opportunities - > Administrative Requirements.

9. INSURANCE

Pursuant to LAAC, Division 11, Chapter 2, Article 2, Section 11.47 and the Risk Management Policy (Council File #79-3194-S1) adopted by Los Angeles City Council on March 1, 1991, the City of Los Angeles is to be protected to the maximum extent feasible, against loss or losses which would significantly affect personnel, property, finances, or the ability of the City to continue to fulfill its responsibilities to taxpayers and the public. Consequently, prior to commencing work, the selected Bidder/Proposer must provide evidence of insurance that

conforms to the insurance requirements of the bid/proposal. Insurance requirements which specifically outline the types and amounts of coverage required for this project are explained in detail in the attached language and “Insurance Requirement Sheet”.

Successful Bidder/Proposer and their subcontractors must provide acceptable evidence of insurance as explained in the attachments prior to commencing work on the contract. Said acceptable evidence of insurance must remain current throughout the term of the contract and be on file with the Insurance Compliance Unit in order to receive payment under any contract with the City of Los Angeles.

Attachments:

- Insurance Requirement Sheet
- Insurance Language
- Frequently Asked Questions

Additional information is available at www.lawa.org -> About LAWA -> Business Opportunities -> Administrative Requirements -> Insurance

10. MUNICIPAL LOBBYING ORDINANCE

Pursuant to the Los Angeles Municipal Code, Section 48.09, all bids/proposals must include a copy of the Municipal Lobbying Ordinance in one of the following formats: on paper, in an electronic format, or through a link to an online version of the ordinance. The City's Municipal Lobbying Ordinance requires certain individuals and entities to register with the City Ethics Commission and requires public disclosure of certain lobbying activities, including money received and spent. Additionally, for all construction contracts, public leases, or licenses of any value and duration; goods or service contracts with a value greater than \$25,000 and a term of at least three months, each bidder/proposer must submit with its bid a certification, on a form (CEC Form 50) proscribed by the City Ethics Commission, that the bidder acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance, if the bidder qualifies as a lobbying entity.

Failure to submit the Bidder Certification CEC Form 50 with the bid/proposal may render the bid/proposal non-responsive.

Additional information regarding this requirement may be obtained at:

200 N. Spring Street
City Hall, 24th Floor
Los Angeles, California 90012
(213) 978-1960
(213) 978-1988 [Fax]
ethics.commission@lacity.org
Web: <http://ethics.lacity.org>

Attachments:

- Municipal Lobbying Ordinance, available at http://ethics.lacity.org/PDF/laws/law_mlo.pdf
- Bidder Certification CEC Form 50, available at http://www.lawa.org/welcome_LAWA.aspx?id=586.

Checklist

Administrative Requirements Checklist

BIDDERS/PROPOSERS (PRIME CONTRACTORS) MUST SUBMIT THE FOLLOWING ORIGINAL, SIGNED DOCUMENTS, WITH THEIR PROPOSAL, AS INDICATED

1. VENDOR IDENTIFICATION FORM

- Is the required Vendor Identification Form completed and signed?
- Is the BTRC/VRN number provided?
- Is the EEOO contact information provided?
- Is the list of previous City contracts attached? (If applicable)
- Is the Form enclosed in the Packet?

2. AFFIDAVIT OF NON-COLLUSION

- Is the "Affidavit to Accompany Proposals or Bids" completed and signed?
- Is the Affidavit notarized?
- Is the Affidavit enclosed in the Packet?

Failure to include an Affidavit with the bid/proposal will render the bid/proposal non-responsive and will result in its rejection.

3. BIDDER CONTRIBUTIONS

- Is the required Bidder Contribution CEC Form 55 completed and signed?
- Is the Form enclosed in the Packet?

Failure to include the Bidder Contribution CEC Form 55 with the bid/proposal will render the bid/proposal non-responsive and will result in its rejection.

4. CONTRACTOR RESPONSIBILITY PROGRAM

- Is the required "Contractor Responsibility Program Questionnaire" completed and signed?
- Is the Questionnaire enclosed in the Packet?
- Is the required "Contractor Responsibility Program Pledge of Compliance" completed and signed?
- Is the Pledge of Compliance enclosed in the Packet?

5. MUNICIPAL LOBBYING ORDINANCE

- Is the required Bidder Certification CEC Form 50 completed and signed?
- Is the Certification enclosed in the Packet?

THE FOLLOWING REQUIREMENTS DO NOT REQUIRE THE COMPLETION OF FORMS BUT MAY BE INCORPORATED AS PROVISIONS OF THE CONTRACT:

6. AFFIRMATIVE ACTION

- Have you read and agreed with the City of Los Angeles' Non-discrimination, Equal Employment and Affirmative Action provisions?

7. ASSIGNMENT OF ANTI-TRUST CLAIMS

- Have you read and agreed with California Government Code Sections 4550 – 4554?

8. CHILD SUPPORT OBLIGATIONS

- Have you read and agreed with Child Support Obligations provisions?

IF YOU ARE AWARDED THE CONTRACT AND PRIOR TO EXECUTION OF THE CONTRACT:

Prime contractors are required to submit to LAWA forms pertaining to the following requirements:

- Business Tax Registration Certificate
- Equal Benefits Ordinance
- Insurance

Subcontractors are required to submit to prime contractors, who then must submit to LAWA, when requested, the subcontractors' forms pertaining to the following requirements:

- Business Tax Registration Certificate
- Contractor Responsibility Program Pledge of Compliance
- Insurance

Vendor Identification Form

Current and Prior City of Los Angeles Contracts

Pursuant to City of Los Angeles Resolution No. 56, adopted July 21, 1998, Consultant shall submit a list entitled "Current and Prior City of Los Angeles Contracts", which shall state all City contracts held by the Consultant within the last ten (10) years.

Contract Number	Name of City Department/Agency	Contact person name and phone number	Signing date	Completion date	Description	Total dollar amount

Affidavit of Non-Collusion

AFFIDAVIT TO ACCOMPANY PROPOSALS OR BIDS

STATE OF CALIFORNIA)
) ss.:
COUNTY OF _____)

_____ being first duly sworn, deposes and says:
(Type or print name)
that he or she is the _____ of
(Type or print title)
_____, who submits herewith
(Type or print name of company/firm)

to the Board of Airport Commissioners the attached bid/proposal; that he or she is the person whose name is signed to the attached bid/proposal; that said bid/proposal is genuine; that the same is not sham or collusive; that all statements of fact therein are true; and that such bid/proposal was not made in the interest or behalf of any person, partnership, company, association, organization, or corporation not herein named or disclosed.

Affiant further deposes and says: that the bidder/proposer has not directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interests of the public body which is to award the contract, or of any other bidder/proposer, or anyone else interested in the proposed contract; and that the bidder/proposer has not in any manner sought by collusion to secure for himself/herself/itself/themselves, an advantage over any other bidder/proposer.

Affiant further deposes and says that prior to the public opening and reading of bids/proposals, said bidder/proposer:

- (a) did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid/proposal;
(b) did not, directly or indirectly, collude, conspire, connive or agree with any one else that said bidder/proposer or anyone else would submit a false or sham bid, or that anyone should refrain from bidding or withdraw their bid/proposal;
(c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the bid price of said bidder/proposer or of anyone else, or to raise or fix any overhead, profit or cost element of their price or of that of anyone else;
(d) did not, directly or indirectly, submit their bid/proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository, or to any member or agent, thereof, or to any individual or group of individuals, except to the awarding authority or to any person or person who have a partnership or other financial interest with said bidder/proposer in their business.

Signed:

Name: _____
Title: _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Public (Notarial Seal)

WARNING: Bids will not be considered unless the affidavit hereon is fully executed including the affidavit of the notary and the notarial seal.

Affirmative Action

Los Angeles Administrative Code, Division 10, Chapter 1, Article 1, Sections 10.8-10.13

Sec. 10.8. Mandatory Provisions Pertaining to Non-discrimination in Employment in the Performance of City Contracts.

The City of Los Angeles, in letting and awarding contracts for the provision to it or on its behalf of goods or services of any kind or nature, intends to deal only with those contractors that comply with the non-discrimination and Affirmative Action provisions of the laws of the United States of America, the State of California and the City of Los Angeles. The City and each of its awarding authorities, shall therefore require that any person, firm, corporation, partnership or combination thereof, that contracts with the City for services, materials or supplies, shall not discriminate in any of its hiring or employment practices, shall comply with all provisions pertaining to nondiscrimination in hiring and employment, and shall require Affirmative Action Programs in contracts in accordance with the provisions of this Code. The awarding authority and/or Office of Contract Compliance of the Department of Public Works shall monitor and inspect the activities of each such contractor to determine that they are in compliance with the provisions of this chapter.

Although in accordance with Section 22.359 of this Code, the Board of Public Works, Office of Contract Compliance, is responsible for the administration of the City's Contract Compliance Program, accomplishing the intent of the City in contract compliance and achieving nondiscrimination in contractor employment shall be the continuing responsibility of each awarding authority. Each awarding authority shall use only the rules, regulations and forms provided by the Office of Contract Compliance to monitor, inspect or investigate contractor compliance with the provisions of this chapter.

Each awarding authority shall provide immediate notification upon award of each contract by that awarding authority to the Office of Contract Compliance. Each awarding authority shall call upon the Office of Contract Compliance to review, evaluate and recommend on any contractual dispute or issue of noncompliance under the provisions of this chapter. The Office of Contract Compliance shall be notified by each awarding authority of any imminent announcement to bid, to allow the Office of Contract Compliance the opportunity to participate with the awarding authority in the monitoring, review, evaluation, investigation, audit and enforcement of the provisions of this chapter in accordance with the rules, regulations and forms promulgated to implement the City's Contract Compliance, Equal Employment Opportunity Program.

Section History: Based on Ord. No. 132,533, Eff. 7-25-66; Amended by: Ord. No. 147,030, Eff. 4-28-75; Ord. No. 173,186, Eff. 5-22-00.

Sec. 10.8.1. Definitions.

The following definitions shall apply to the following terms used in this article:

"Awarding Authority" means any Board or Commission of the City of Los Angeles, or any authorized employee or officer of the City of Los Angeles, including the Purchasing Agent of the City of Los Angeles, who makes or enters into any contract or agreement for the provision of any goods or services of any kind or nature whatsoever for or on behalf of the City of Los Angeles.

"Contract" means any agreement, franchise, lease, or concession, including agreements for any occasional professional or technical personal services, for the performance of any work or service, the provision of any materials or supplies, or the rendition of any service to the City of Los Angeles or to the public, which is let, awarded or entered into with, or on behalf of, the City of Los Angeles or any awarding authority thereof.

"Contractor" means any person, firm, corporation, partnership, or any combination thereof, who submits a bid or proposal or enters into a contract with any awarding authority of the City of Los Angeles.

"Domestic partners" means, for purposes of this Article, any two adults, of the same or different sex, who have registered with a governmental entity pursuant to state or local law authorizing this registration or with a internal registry maintained by an employer of at least one of the domestic partners.

"Employment Practices" means any solicitation of, or advertisement for, employees, employment, change in grade or work assignment, assignment or change in place or location of work, layoff, suspension, or termination of employees, rate of pay or other form of compensation including vacation, sick and compensatory time, selection for training, including apprenticeship programs, any and all employee benefits and activities, promotion and upgrading, and any and all actions taken to discipline employees for infractions of work rules or employer requirements.

"Office of Contract Compliance" is that office of the Department of Public Works of the City of Los Angeles created by [Article X of Chapter 13 of Division 22](#) of the Los Angeles Administrative Code.

"Subcontractor" means any person, firm or corporation or partnership, or any combination thereof who enters into a contract with a contractor to perform or provide a portion or part of any contract with the City.

Section History: Amended by: Ord. No. 147,030, Eff. 4-28-75; "Affirmative Action," Ord. No. 164,516, Eff. 4-13-89; "Affirmative Action," Ord. No. 168,244, Eff. 10-18-92; "Domestic partners" added, Ord. No. 172,909, Eff. 1-9-00; first two definitions deleted, Ord. No. 173,186, Eff. 5-22-00; "Domestic partners," Ord. No. 175,115, Eff. 4-12-03.

Sec. 10.8.1.1. Summary of Thresholds.

The following thresholds will be used to determine the non-discrimination and affirmative action requirements set forth in this chapter for each type of contract.

Non-discrimination Practices as outlined in Section 10.8.2 of this Code, apply to all contracts.

Equal Employment Practices as outlined in Section 10.8.3 of this Code, apply to all construction contracts of \$1,000 or more and all non-construction contracts of \$1,000 or more.

Affirmative Action Program as outlined in Sections 10.8.4 and 10.13 of this Code, applies to all Construction Contracts of \$5,000 or more and all non-Construction Contracts of \$100,000 or more.

Section History: Added by Ord. No. 173,186, Eff. 5-22-00.

Sec. 10.8.2. All Contracts: Non-discrimination Clause.

Notwithstanding any other provision of any ordinance of the City of Los Angeles to the contrary, every contract which is let, awarded or entered into with or on behalf of the City of Los

Angeles, shall contain by insertion therein a provision obligating the contractor in the performance of such contract not to discriminate in his or her employment practices against any employee or applicant for employment because of the applicant's race, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition. All contractors who enter into such contracts with the City shall include a like provision in all subcontracts awarded for work to be performed under the contract with the City. Failure of the contractor to comply with this requirement or to obtain the compliance of its subcontractors with such obligations shall subject the contractor to the imposition of any and all sanctions allowed by law, including but not limited to termination of the contractor's contract with the City.

Section History: Added by Ord. No. 172,908, Eff. 1-9-00; Amended by: Ord. No. 173,054, Eff. 2-27-00; Ord. No. 173,058, Eff. 3-4-00; Ord. No. 173,142, Eff. 3-30-00; Ord. No. 173,285, Eff. 6-26-00, Oper. 7-1-00; In Entirety, Ord. No. 175,115, Eff. 4-12-03; Subsec. (b)(7), Ord. No. 176,155, Eff. 9-22-04.

Sec. 10.8.3. Equal Employment Practices Provisions.

Every non-construction contract with or on behalf of the City of Los Angeles for which the consideration is \$1,000 or more, and every construction contract for which the consideration is \$1,000 or more, shall contain the following provisions, which shall be designated as the **EQUAL EMPLOYMENT PRACTICES** provision of such contract:

A. During the performance of this contract, the contractor agrees and represents that it will provide equal employment practices and the contractor and each subcontractor hereunder will ensure that in his or her employment practices persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

1. This provision applies to work or service performed or materials manufactured or assembled in the United States.

2. Nothing in this Section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.

3. The contractor agrees to post a copy of Paragraph A hereof in conspicuous places at its place of business available to employees and applicants for employment.

B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

C. As part of the City's supplier registration process, and/or at the request of the awarding authority, or the Board of Public Works, Office of Contract Compliance, the contractor shall certify in the specified format that he or she has not discriminated in the performance of City contracts against any employee or applicant for employment on the basis or because of race, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status or medical condition.

D. The contractor shall permit access to and may be required to provide certified copies of all of his or her records

pertaining to employment and to employment practices by the awarding authority or the Office of Contract Compliance for the purpose of investigation to ascertain compliance with the Equal Employment Practices provisions of City contracts. On their or either of their request the contractor shall provide evidence that he or she has or will comply therewith.

E. The failure of any contractor to comply with the Equal Employment Practices provisions of this contract may be deemed to be a material breach of City contracts. Such failure shall only be established upon a finding to that effect by the awarding authority, on the basis of its own investigation or that of the Board of Public Works, Office of Contract Compliance. No such finding shall be made or penalties assessed except upon a full and fair hearing after notice and an opportunity to be heard has been given to the contractor.

F. Upon a finding duly made that the contractor has failed to comply with the Equal Employment Practices provisions of a City contract, the contract may be forthwith canceled, terminated or suspended, in whole or in part, by the awarding authority, and all monies due or to become due hereunder may be forwarded to and retained by the City of Los Angeles. In addition thereto, such failure to comply may be the basis for a determination by the awarding authority or the Board of Public Works that the said contractor is an irresponsible bidder or proposer pursuant to the provisions of Section 371 of the Charter of the City of Los Angeles. In the event of such a determination, such contractor shall be disqualified from being awarded a contract with the City of Los Angeles for a period of two years, or until the contractor shall establish and carry out a program in conformance with the provisions hereof.

G. Notwithstanding any other provision of this contract, the City of Los Angeles shall have any and all other remedies at law or in equity for any breach hereof.

H. The Board of Public Works shall promulgate rules and regulations through the Office of Contract Compliance, and provide necessary forms and required language to the awarding authorities to be included in City Request for Bids or Request for Proposal packages or in supplier registration requirements for the implementation of the Equal Employment Practices provisions of this contract, and such rules and regulations and forms shall, so far as practicable, be similar to those adopted in applicable Federal Executive orders. No other rules, regulations or forms may be used by an awarding authority of the City to accomplish the contract compliance program.

I. Nothing contained in this contract shall be construed in any manner so as to require or permit any act which is prohibited by law.

J. At the time a supplier registers to do business with the City, or when an individual bid or proposal is submitted, the contractor shall agree to adhere to the Equal Employment Practices specified herein during the performance or conduct of City Contracts.

K. Equal Employment Practices shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:

1. Hiring practices;

2. Apprenticeships where such approved programs are functioning, and other on-the-job training for non-apprenticeable occupations;

3. Training and promotional opportunities; and

4. Reasonable accommodations for persons with disabilities.

L. All contractors subject to the provisions of this section shall include a like provision in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations, including but not limited to filing and reporting obligations, on the subcontractors as are applicable to the contractor. Failure of the contractor to comply with this requirement or to obtain the compliance of its subcontractors with all such obligations shall subject the contractor to the imposition of any and all sanctions allowed by law, including but not limited to termination of the contractor's contract with the City.

Section History: Amended by: Ord. No. 147,030, Eff. 4-28-75; Paragraphs A., B., C., Ord. No. 164,516, Eff. 4-13-89; Paragraphs C., Ord. No. 168,244, Eff. 10-18-92; Ord. No. 173,186, Eff. 5-22-00; Subsec. F Ord. No. 173,285, Eff. 6-26-00, Oper. 7-1-00.

Sec. 10.8.4. Affirmative Action Program Provisions.

Every non-construction contract with or on behalf of the City of Los Angeles for which the consideration is \$100,000 or more and every construction contract with or on behalf of the City of Los Angeles for which the consideration is \$5,000 or more shall contain the following provisions which shall be designated as the **AFFIRMATIVE ACTION PROGRAM** provisions of such contract:

A. During the performance of a City contract, the contractor certifies and represents that the contractor and each subcontractor hereunder will adhere to an affirmative action program to ensure that in its employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

1. This provision applies to work or services performed or materials manufactured or assembled in the United States.

2. Nothing in this section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.

3. The contractor shall post a copy of Paragraph A hereof in conspicuous places at its place of business available to employees and applicants for employment.

B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

C. As part of the City's supplier registration process, and/or at the request of the awarding authority or the Office of Contract Compliance, the contractor shall certify on an electronic or hard copy form to be supplied, that the contractor has not discriminated in the performance of City contracts against any employee or applicant for employment on the basis or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

D. The contractor shall permit access to and may be required to provide certified copies of all of its records pertaining to employment and to its employment practices by

the awarding authority or the Office of Contract Compliance, for the purpose of investigation to ascertain compliance with the Affirmative Action Program provisions of City contracts, and on their or either of their request to provide evidence that it has or will comply therewith.

E. The failure of any contractor to comply with the Affirmative Action Program provisions of City contracts may be deemed to be a material breach of contract. Such failure shall only be established upon a finding to that effect by the awarding authority, on the basis of its own investigation or that of the Board of Public Works, Office of Contract Compliance. No such finding shall be made except upon a full and fair hearing after notice and an opportunity to be heard has been given to the contractor.

F. Upon a finding duly made that the contractor has breached the Affirmative Action Program provisions of a City contract, the contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the awarding authority, and all monies due or to become due hereunder may be forwarded to and retained by the City of Los Angeles. In addition thereto, such breach may be the basis for a determination by the awarding authority or the Board of Public Works that the said contractor is an irresponsible bidder or proposer pursuant to the provisions of Section 371 of the Los Angeles City Charter. In the event of such determination, such contractor shall be disqualified from being awarded a contract with the City of Los Angeles for a period of two years, or until he or she shall establish and carry out a program in conformance with the provisions hereof.

G. In the event of a finding by the Fair Employment and Housing Commission of the State of California, or the Board of Public Works of the City of Los Angeles, or any court of competent jurisdiction, that the contractor has been guilty of a willful violation of the California Fair Employment and Housing Act, or the Affirmative Action Program provisions of a City contract, there may be deducted from the amount payable to the contractor by the City of Los Angeles under the contract, a penalty of TEN DOLLARS (\$10.00) for each person for each calendar day on which such person was discriminated against in violation of the provisions of a City contract.

H. Notwithstanding any other provisions of a City contract, the City of Los Angeles shall have any and all other remedies at law or in equity for any breach hereof.

I. The Public Works Board of Commissioners shall promulgate rules and regulations through the Office of Contract Compliance and provide to the awarding authorities electronic and hard copy forms for the implementation of the Affirmative Action Program provisions of City contracts, and rules and regulations and forms shall, so far as practicable, be similar to those adopted in applicable Federal Executive Orders. No other rules, regulations or forms may be used by an awarding authority of the City to accomplish this contract compliance program.

J. Nothing contained in City contracts shall be construed in any manner so as to require or permit any act which is prohibited by law.

K. The contractor shall submit an Affirmative Action Plan which shall meet the requirements of this chapter at the time it submits its bid or proposal or at the time it registers to do business with the City. The plan shall be subject to approval by the Office of Contract Compliance prior to award of the contract. The awarding authority may also require contractors and suppliers to take part in a pre-registration, pre-bid, pre-proposal, or pre-award conference in order to develop, improve

or implement a qualifying Affirmative Action Plan. Affirmative Action Programs developed pursuant to this section shall be effective for a period of twelve months from the date of approval by the Office of Contract Compliance. In case of prior submission of a plan, the contractor may submit documentation that it has an Affirmative Action Plan approved by the Office of Contract Compliance within the previous twelve months. If the approval is 30 days or less from expiration, the contractor must submit a new Plan to the Office of Contract Compliance and that Plan must be approved before the contract is awarded.

(1) Every contract of \$5,000 or more which may provide construction, demolition, renovation, conservation or major maintenance of any kind shall in addition comply with the requirements of Section 10.13 of the Los Angeles Administrative Code.

(2) A contractor may establish and adopt as its own Affirmative Action Plan, by affixing his or her signature thereto, an Affirmative Action Plan prepared and furnished by the Office of Contract Compliance, or it may prepare and submit its own Plan for approval.

L. The Office of Contract Compliance shall annually supply the awarding authorities of the City with a list of contractors and suppliers who have developed Affirmative Action Programs. For each contractor and supplier the Office of Contract Compliance shall state the date the approval expires. The Office of Contract Compliance shall not withdraw its approval for any Affirmative Action Plan or change the Affirmative Action Plan after the date of contract award for the entire contract term without the mutual agreement of the awarding authority and the contractor.

M. The Affirmative Action Plan required to be submitted hereunder and the pre-registration, pre-bid, pre-proposal or pre-award conference which may be required by the Board of Public Works, Office of Contract Compliance or the awarding authority shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:

1. Apprenticeship where approved programs are functioning and other on-the-job training for non-apprenticeable occupations;
2. Classroom preparation for the job when not apprenticeable;
3. Pre-apprenticeship education and preparation;
4. Upgrading training and opportunities;
5. Encouraging the use of contractors, subcontractors and suppliers of all racial and ethnic groups, provided, however, that any contract subject to this ordinance shall require the contractor, subcontractor or supplier to provide not less than the prevailing wage, working conditions and practices generally observed in private industries in the contractor's, subcontractor's or supplier's geographical area for such work;
6. The entry of qualified women, minority and all other journeymen into the industry; and
7. The provision of needed supplies or job conditions to permit persons with disabilities to be employed, and minimize the impact of any disability.

N. Any adjustments which may be made in the contractor's or supplier's work force to achieve the requirements of the City's Affirmative Action Contract

Compliance Program in purchasing and construction shall be accomplished by either an increase in the size of the work force or replacement of those employees who leave the work force by reason of resignation, retirement or death and not by termination, layoff, demotion or change in grade.

O. Affirmative Action Agreements resulting from the proposed Affirmative Action Plan or the pre-registration, pre-bid, pre-proposal or pre-award conferences shall not be confidential and may be publicized by the contractor at his or her discretion. Approved Affirmative Action Agreements become the property of the City and may be used at the discretion of the City in its Contract Compliance Affirmative Action Program.

P. This ordinance shall not confer upon the City of Los Angeles or any Agency, Board or Commission thereof any power not otherwise provided by law to determine the legality of any existing collective bargaining agreement and shall have application only to discriminatory employment practices by contractors or suppliers engaged in the performance of City contracts.

Q. All contractors subject to the provisions of this section shall include a like provision in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations, including but not limited to filing and reporting obligations, on the subcontractors as are applicable to the contractor. Failure of the contractor to comply with this requirement or to obtain the compliance of its subcontractors with all such obligations shall subject the contractor to the imposition of any and all sanctions allowed by law, including but not limited to termination of the contractor's contract with the City.

Section History: Amended by Ord. No. 147,030, Eff. 4-28-75; Paragraphs A., B., C., Ord. No. 164,516, Eff. 4-13-89; Paragraphs B. and C., Ord. No. 168,244, Eff. 10-18-92; Title and Section, Ord. No. 173,186, Eff. 5-22-00; Subsec. F, Ord. No. 173,285, Eff. 6-26-00, Oper. 7-1-00.

Assignment of Anti-Trust Claims

GOVERNMENT CODE

SECTION 4550-4554

4550. As used in this chapter:

(a) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the state or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.

(b) "Public purchasing body" means the state or the subdivision or agency making a public purchase.

4552. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.

The preceding provisions of this section shall be included in full in any specifications for the public purchase and shall be included in full in the bid agreement or general provisions incorporated into the bid agreement.

4553. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery.

In state contracts, the preceding provisions of this section shall be included in full in any specifications for the public purchase and shall be included in full in the bid agreement or general provisions incorporated into the bid agreement.

4554. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action.

In state contracts, the preceding provisions of this section shall be included in full in any specifications for the public purchase and shall be included in full in the bid agreement or general provisions incorporated into the bid agreement.

Bidder Contributions



City Ethics Commission
 200 N Spring Street
 City Hall — 24th Floor
 Los Angeles, CA 90012
 Mail Stop 129
 (213) 978-1960

Bidder Contributions CEC Form 55

ALL BOXES MUST BE COMPLETED. PLEASE TYPE OR PRINT LEGIBLY.

Bid/Contract Number (or other identifying information if no number):

Date Bid Submitted:

Description of Contract:

Awarding Authority (Department):

BIDDER

Name: _____

Address: _____

Email (optional): _____ Phone: _____

State Contractor I.D.: _____

Must be disclosed for identification purposes, even if not performing work on this contract under that license. If the bidder does not have a state contractor I.D., indicate "not applicable".

PRINCIPALS

Please identify the names and titles of all principals (attach additional sheets if necessary). Principals include a bidder's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent and employees of the bidder who are authorized by the bid or proposal to represent the bidder before the City.

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

_____ additional sheets are attached.

Bidder is an individual with no principals.



City Ethics Commission
200 N Spring Street
City Hall — 24th Floor
Los Angeles, CA 90012
Mail Stop 129
(213) 978-1960

Bidder Contributions CEC Form 55

SUBCONTRACTORS

Please identify all subcontractors whose subcontracts are worth \$100,000 or more (attach additional sheets if necessary). If the subcontractor has a state contractor license, the I.D. must be disclosed for identification purposes, even if the subcontractor is not performing work on this contract under that license.

Subcontractor: _____

Address: _____

State Contractor I.D. (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor I.D. (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor I.D. (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor I.D. (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor I.D. (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor I.D. (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor I.D. (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor I.D. (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor I.D. (for identification purposes; if none, indicate "not applicable"): _____

_____ additional sheets are attached.

Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.



City Ethics Commission
 200 N Spring Street
 City Hall — 24th Floor
 Los Angeles, CA 90012
 Mail Stop 129
 (213) 978-1960

Bidder Contributions

CEC Form 55

PRINCIPALS OF SUBCONTRACTORS

Please identify the names and titles of all principals for each subcontractor identified on page 2 (attach additional sheets if necessary). Principals include a subcontractor's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent and employees of the subcontractor who are authorized by the bid or proposal to represent the subcontractor before the City.

Name: _____ Title: _____

Address: _____

Subcontractor: _____

Name: _____ Title: _____

Address: _____

Subcontractor: _____

Name: _____ Title: _____

Address: _____

Subcontractor: _____

Name: _____ Title: _____

Address: _____

Subcontractor: _____

Name: _____ Title: _____

Address: _____

Subcontractor: _____

Of the subcontractors identified on page 2, the following are individuals with no principals (attach additional sheets if necessary):

Subcontractor: _____

Subcontractor: _____

_____ additional sheets are attached.

Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.

CERTIFICATION

I certify that I understand, will comply with, and have notified my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter section 470(c)(12) and any related ordinances. I understand that I must amend this form within ten business days if the information above changes. I certify under penalty of perjury under the laws of the State of California that the information provided above is true and complete.

Date: _____ Signature: _____

Name: _____

Title: _____

Under Los Angeles City Charter § 470(c)(12), this form must be submitted to the awarding authority with your bid or proposal. A bid or proposal that does not include a completed Form 55 will be deemed nonresponsive.

Child Support Obligations

Sec. 10.10. Child Support Assignment Orders.

a. Definitions.

1. **Awarding Authority** means a subordinate or component entity or person of the City (such as a City department or Board of Commissioners) that has the authority to enter into a contract or agreement for the provision of goods or services on behalf of the City of Los Angeles.

2. **Contract** means any agreement, franchise, lease or concession including an agreement for any occasional professional or technical personal services, the performance of any work or service, the provision of any materials or supplies, or the rendering of any service to the City of Los Angeles or to the public which is let, awarded or entered into with, or on behalf of, the City of Los Angeles or any awarding authority thereof.

3. **Contractor** means any person, firm, corporation, partnership or any combination thereof which submits a bid or proposal or enters into a contract with any awarding authority of the City of Los Angeles.

4. **Subcontractor** means any person, firm, corporation, partnership or any combination thereof who enters into a contract with a contractor to perform or provide a portion of any contract with the City.

5. **Principal Owner** means any person who owns an interest of 10 percent or more in a contractor or subcontractor as defined herein.

b. **Mandatory Contract Provisions.** Every contract that is let, awarded or entered into with or on behalf of the City of Los Angeles shall contain a provision obligating the contractor or subcontractor to fully comply with all applicable State and Federal employment reporting requirements for the contractor or subcontractor's employees. The contractor or subcontractor will also be required to certify that the principal owner(s) thereof are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally, that the contractor or subcontractor will fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments in accordance with California Family Code §§5230 *et seq.* and that the contractor or subcontractor will maintain such compliance throughout the term of the contract.

Failure of a contractor or subcontractor to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignments or Notices of Assignment or failure of the principal owner(s) to comply with any Wage and Earnings Assignments or Notices of Assignment applicable to them personally shall constitute a default under the contract. Failure of the contractor or

subcontractor or principal owner thereof to cure the default within 90 days of notice of such default by the City shall subject the contract to termination.

c. **Notice to Bidders.** Each awarding authority shall be responsible for giving notice of the provisions of this ordinance to those who bid on, or submit proposals for, prospective contracts with the City.

d. **Current Contractor Compliance.** Within 30 days of the operative date of this ordinance, the City, through its operating departments, shall serve upon existing contractors a written request that they and their subcontractors (if any) comply with all applicable State and Federal employment reporting requirements for the contractor and subcontractor's employees, that they certify that the principal owner(s) of the contractor and any subcontractor are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally, that the contractor and subcontractor will fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments in accordance with California Family Code §§5230 *et seq.* and that the contractor and subcontractor will maintain such compliance throughout the term of the contract.

e. **City's Compliance with California Family Code.** The City shall maintain its compliance with the provisions of California Family Code §§5230 *et seq.* and all other applicable law regarding its obligations as an employer to implement lawfully served Wage and Earnings Assignments and Notices of Assignment.

f. **Report of Employees Names to District Attorney.**

1. The City shall maintain its current practice of assisting the District Attorney's support enforcement activities by annually reporting to the Los Angeles County District Attorney the names of all of its employees and retirees so that the District Attorney may identify those employees and retirees subject to Wage and Earnings Assignment Orders and Notices of Assignment and may establish court orders for support, where appropriate. Should the District Attorney so request it, the City will provide such information on a more frequent basis.

2. All applicants for employment with the City of Los Angeles will be asked to acknowledge their responsibility to comply with any court-ordered support obligations and will be advised of the City's practice of assisting the District Attorney as described in the provisions of Subsection f.1., above.

SECTION HISTORY

Added by Ord. No. 172,401, Eff.2-13-99.

Contractor Responsibility Program

**LOS ANGELES WORLD AIRPORTS
CONTRACTOR RESPONSIBILITY PROGRAM
QUESTIONNAIRE**

On December 4, 2001, the Board of Airport Commissioners adopted Resolution No. 21601, establishing LAWA's Contractor Responsibility Program (CRP). The intent of the program is to ensure that all LAWA contractors have the necessary quality, fitness and capacity to perform the work set forth in the contract. To assist LAWA in making this determination, each bidder/proposer is required to complete and submit with the bid/proposal the attached CRP Questionnaire. If a non-competitive process is used to procure the contract, the proposed contractor is required to complete and submit the CRP Questionnaire to LAWA prior to execution of the contract. Submitted CRP questionnaires will become public records and information contained therein will be available for public review for at least fourteen (14) calendar days, except to the extent that such information is exempt from disclosure pursuant to applicable law.

The signatory of this questionnaire guarantees the truth and accuracy of all statements and answers to the questions herein. Failure to complete and submit this questionnaire may make the bid/proposal non-responsive and result in non-award of the proposed contract. During the review period if the bidder/proposer or contractor (collectively referred to hereafter as "bidder/proposer") is found non-responsible, he/she is entitled to an Administrative Hearing if a written request is submitted to LAWA within ten (10) working days from the date LAWA issued the non-responsibility notice. Final determination of non-responsibility will result in disqualification of the bid/proposal or forfeiture of the proposed contract.

All Questionnaire responses must be typewritten or printed in ink. Where an explanation is required or where additional space is needed to explain an answer, use the CRP Questionnaire Attachment A. Submit the completed and signed Questionnaire and all attachments to LAWA. Retain a copy of this completed questionnaire for future reference. Contractors shall submit updated information to LAWA within thirty (30) days if changes have occurred that would make any of the responses inaccurate in any way.

A. PROJECT TITLE: _____

B. BIDDER/CONTRACTOR INFORMATION:

_____		_____	
Legal Name		DBA	

Street Address	City	State	Zip

Contact Person, Title	Phone	Fax	

C. TYPE OF SUBMISSION: The CRP Questionnaire being submitted is:

- An initial submission of a CRP Questionnaire. **Please complete all questions and sign Attachment A.**

- An update of a prior CRP Questionnaire dated ____/____/____. **Please complete all questions and sign Attachment A.**

- A copy of the initial CRP Questionnaire dated ____/____/____/. **Please sign below and return this page.**

I certify under penalty of perjury under the laws of the State of California that there has been no change to any of the responses since the firm submitted the last CRP Questionnaire.

_____	_____	_____
Print Name, Title	Signature	Date

A. OWNERSHIP AND NAME CHANGES

1a. In the past five (5) years, has the name of the bidder/proposer (also referred to herein as "your firm") changed?

Yes No

If **Yes**, list on Attachment A all prior legal and D.B.A. names used by the bidder/proposer, the addresses of each of the identified entities, and the dates when each identified entity used those names. Additionally, please explain in detail the specific reason(s) for each name change.

1b. In the past five (5) years, has the owner of the sole proprietorship, or any partner in the partnership, or any officer of the corporation engaged in the same or similar type of business as the current firm?

Yes No

If **Yes**, list on Attachment A the names of those firms.

B. FINANCIAL RESOURCES AND RESPONSIBILITY

2. In the past five (5) years, has your firm ever been the debtor in a bankruptcy proceeding?

Yes No

If **Yes**, explain on Attachment A the specific circumstances and dates surrounding each instance.

3. Is your company now in the process of, or in negotiations toward, or in preparations for being sold?

Yes No

If **Yes**, explain on Attachment A the specific circumstances, including to whom being sold and principal contact information.

4. In the past five (5) years, has your firm's financial position significantly changed?

Yes No

If **Yes**, explain the specific circumstances on Attachment A.

5. In the past five (5) years, has your firm ever been denied bonding?

Yes No

If **Yes**, explain on Attachment A the specific circumstances surrounding each instance and include the name of the bonding company.

6. In the past five (5) years, has any bonding company made any payments to satisfy any claims made against a bond issued on your firm's behalf or a firm where you were the principal?

Yes No

If **Yes**, explain on Attachment A the specific circumstances surrounding each instance.

PERFORMANCE HISTORY

7. In the past five (5) years, has your firm ever defaulted under a contract with a governmental entity or with a private individual or entity?

Yes No

If **Yes**, explain on Attachment A the specific circumstances surrounding each instance.

8. In the past five (5) years, has a governmental or private entity or individual terminated your firm's contract prior to completion of the contract?

Yes **No**

If **Yes**, explain on Attachment A the specific circumstances surrounding each instance, and principal contact information.

9. In the past five (5) years, has your firm ever failed to meet any scheduled deliverables or milestones?

Yes **No**

If **Yes**, explain on Attachment A the circumstances surrounding each instance, and principal contact information.

10. In the past ten (10) years, has the bidder/proposer had any contracts with any private or governmental entity to perform work which is similar, in any way, to the work to be performed on the contract for which you are bidding or proposing?

Yes **No**

If **Yes**, list on a separate attachment, for each contract listed in response to this question: (a) contract number and dates; (b) awarding authority; (c) contact name and phone number; (d) description and success of performance; and (e) total dollar amount. Include audit information if available.

COMPLIANCE

11. In the past five (5) years, has your firm or any of its owners, partners, or officers, been penalized for or been found to have violated any federal, state, or local laws in the performance of a contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees?

Yes **No**

If **Yes**, explain on Attachment A the specific circumstances surrounding each instance, including the entity involved, the specific infraction(s), the dates of such instances, and the outcome and current status.

12. In the past five (5) years, has your firm ever been debarred or determined to be a non-responsible bidder contractor?

Yes **No**

If **Yes**, explain on Attachment A the specific circumstances surrounding each instance, including the entity involved, the specific infraction(s), the dates of such instances, and the current status.

BUSINESS INTEGRITY

13. In the past five (5) years, has your firm been convicted of, or found liable in a civil suit for making a false claim(s) or material misrepresentation(s) to any private or governmental entity?

Yes **No**

If **Yes**, explain on Attachment A the specific circumstances surrounding each instance, including the entity involved, the specific infraction(s), the dates of such instances, and the outcome and current status.

14. In the past five (5) years, has your firm or any of its executives, management personnel, and owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract; or the crime of theft, fraud, embezzlement, perjury, or bribery?

Yes **No**

If **Yes**, explain on Attachment A the specific circumstances surrounding each instance, including the entity involved, the specific infraction(s), the dates of such instances, and current status.

ATTACHMENT "A"
FOR ANSWERS TO QUESTIONS IN SECTIONS A THROUGH E

Use the space below to provide required additional information or explanation(s). Information submitted on this sheet must be typewritten. Indicate the question for which you are submitting the additional information. Information submitted on this Attachment will be available for public review, except to the extent that such information is exempt from disclosure pursuant to applicable law. **Insert additional Attachment A pages as necessary.**

CERTIFICATION UNDER PENALTY OF PERJURY

I certify under penalty of perjury under the laws of the State of California that I have read and understand the questions contained in this CRP Questionnaire. I further certify that I am responsible for the completeness and accuracy of the answers to each question, and that all information provided in response to this Questionnaire is true to the best of my knowledge and belief.

Print Name, Title

Signature

Date

**LOS ANGELES WORLD AIRPORTS
CONTRACTOR RESPONSIBILITY PROGRAM
PLEDGE OF COMPLIANCE**

The Los Angeles World Airports (LAWA) Contractor Responsibility Program (Board Resolution #21601) provides that, unless specifically exempted, LAWA contractors working under contracts for services, for purchases, for construction, and for leases, that require the Board of Airport Commissioners' approval shall comply with all applicable provisions of the LAWA Contractor Responsibility Program. Bidders and proposers are required to complete and submit this Pledge of Compliance with the bid or proposal or with an amendment of a contract subject to the CRP. In addition, within 10 days of execution of any subcontract, the contractor shall submit to LAWA this Pledge of Compliance from each subcontractor who has been listed as performing work on the contract.

The contractor agrees to comply with the Contractor Responsibility Program and the following provisions:

- (a) To comply with all applicable Federal, state, and local laws in the 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.
- (b) To notify LAWA within thirty (30) calendar days after receiving notification that any government agency has initiated an investigation that may result in a finding that the contractor is not in compliance with paragraph (a).
- (c) To notify LAWA within thirty (30) calendar days of all findings by a government agency or court of competent jurisdiction that the contractor has violated paragraph (a).
- (d) To provide LAWA within thirty (30) calendar days updated responses to the CRP Questionnaire if any change occurs which would change any response contained within the completed CRP Questionnaire. Note: This provision does not apply to amendments of contracts not subject to the CRP and to subcontractors not required to submit a CRP Questionnaire.
- (e) To ensure that subcontractors working on the LAWA contract shall complete and sign a Pledge of Compliance attesting under penalty of perjury to compliance with paragraphs (a) through (c) herein. To submit to LAWA the completed Pledges.
- (f) To notify LAWA within thirty (30) days of becoming aware of an investigation, violation or finding of any applicable federal, state, or local law involving the subcontractors in the performance of a LAWA contract.
- (g) To cooperate fully with LAWA during an investigation and to respond to request(s) for information within ten (10) working days from the date of the Notice to Respond.

Failure to sign and submit this form to LAWA with the bid/proposal may make the bid/proposal non-responsive.

Company Name, Address and Phone Number

Signature of Officer or Authorized Representative

Date

Print Name and Title of Officer or Authorized Representative

Equal Benefits Ordinance

EQUAL BENEFITS ORDINANCE

It is the policy of the City of Los Angeles to include the following language in all Contracts:

Unless otherwise exempted in accordance with the provisions of this Ordinance, this Contract is subject to the applicable provisions of the Equal Benefits Ordinance (EBO) Section 10.8.2.1 of the Los Angeles Administrative Code, as amended from time to time.

During the performance of the Contract, the CONTRACTOR/CONSULTANT certifies and represents that the CONTRACTOR/CONSULTANT will comply with the EBO. The CONTRACTOR/CONSULTANT agrees to post the following statement in conspicuous places at its place of business available to employees and applicants for employment:

“During the performance of a Contract with the City of Los Angeles, the CONTRACTOR/CONSULTANT will provide equal benefits to employees with spouses and its employees with domestic partners. Additional information about the City of Los Angeles’ Equal Benefits Ordinance may be obtained from the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance at (213) 847-1922.”

INSTRUCTIONS FOR COMPLETING EQUAL BENEFITS ORDINANCE FORMS

1. **Start with the Equal Benefits Ordinance (EBO) Compliance Form (Form OCC/EBO-1).** Your company must be determined to be in compliance with the EBO before a contract with the City may be executed. In Section 2 of the form, indicate what benefits your company currently offers its employees. If a benefit is not offered, indicate the benefit is not offered.

If your company currently does not offer equal benefits to employees with spouses and employees with same or different sex domestic partners, you may, on page two of the EBO Compliance Form, request one of the following by checking the appropriate box on the form:

- a. **Request additional time to come into compliance with the EBO.** This is available to contractors who agree to fully comply with the EBO but need additional time to add domestic partner coverage, to change company policies, or to negotiate the addition of domestic partner coverage to a collective bargaining agreement. Complete the Application for Provisional Compliance (Form OCC/EBO-3) and return it with the EBO Compliance Form (Form OCC/EBO-1). You must submit supporting documentation to verify why additional time is needed.
- b. **Request to be allowed to comply with the EBO by providing employees the cash equivalent.** This is available to contractors who meet both of the following: (1) agree to provide employees with domestic partners the cash equivalent of the benefits offered to employees with spouses; and (2) have demonstrated that they have taken reasonable yet unsuccessful efforts to comply, or that it would be unreasonable under the circumstances to require the contractor to provide equal benefits rather than pay the cash equivalent to employees. Complete the Application for Reasonable Measures Determination (Form OCC/EBO-2) and return it with the EBO Compliance Form (Form OCC/EBO-1). You must submit the supporting documentation requested in the Reasonable Measures Form.
- c. **Request to be allowed to comply with the EBO on a contract-by-contract basis.** If your company can only comply with the EBO for those locations or employees covered by the EBO, you may apply for compliance on a contract-by-contract basis. Contact the Department of Public Works, Office of Contract Compliance for additional information. Check the appropriate box on the EBO Compliance Form (Form OCC/EBO-1) and submit supporting documentation regarding the locations and employees affected by the EBO.
2. **Obtain supporting documentation.** The City must verify that each benefit offered by your company is offered equally. Refer to the EBO supporting documentation information sheet for the type of documentation that will be required. You must submit supporting documentation for each benefit checked in Question 2 of the EBO Compliance Form (Form OCC/EBO-1).
- Unless otherwise specified in the RFB/RFP/RFQ,** you do not need to submit supporting documentation with the bid or proposal. However, because supporting documentation will be required if you are selected for award of a contract, you must have the supporting documentation readily available for submission. A delay in the submission of documentation will result in a delay in the execution of your contract. **If you have already been notified that you have been selected for the award of a contract, supporting documentation must be submitted immediately to avoid delays.**
3. **Submit the EBO Compliance Form (Form OCC/EBO-1) to the awarding department.** If you are requesting additional time to comply or to be allowed to pay employees the cash equivalent, you must also submit the appropriate forms (see #1 above) and supporting documentation with the EBO Compliance Form.
4. **The forms and documentation will be forwarded to the Office of Contract Compliance for review.** If additional information or supporting documentation is needed, the Contractor Enforcement Section will contact you to obtain the information. **Because your contract cannot be executed until you have been determined to be in compliance with the EBO, you must respond promptly to any request for additional information.**

CITY OF LOS ANGELES
 Los Angeles World Airports
 Procurement Services Division
 7301 World Way West, 2nd Floor
 Los Angeles, CA 90045

Phone: (424) 646-5380 - Fax: (424) 646-9262

EQUAL BENEFITS ORDINANCE COMPLIANCE FORM

Your company must be certified as complying with Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance, prior to the execution of a City agreement. This form must be returned to the City department awarding the agreement. If responding to a request for bid/proposal, submit this form with the bid/proposal.

City Dept. Awarding Contract: DEPARTMENT OF AIRPORTS **Contact/Phone:** VALERIE WORKS-GOODE 424-646-7409

File/Bid/Contract Number 111-156

SECTION 1. CONTACT INFORMATION

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____ Fax: _____

I am a one-person contractor, and I have no employees. Yes No (if you answered "Yes," go to Section 3)

Approximate Number of Employees in the United States: _____

Are any of your employees covered by a collective bargaining agreement or union trust fund? Yes No

SECTION 2. COMPLIANCE QUESTIONS

Has your company previously submitted a Compliance Form and all supporting documentation? Yes No

If Yes, AND the benefits provided to your employees have not changed since that time, continue onto Section 3. If No, OR if the benefits provided to your employees have changed since that time, complete the rest of this form.

In the table below, check all benefits that your company currently provides to employees or to which your employees have access. Provide information for each benefits carrier if your employees have access to more than one carrier. Note: some benefits are available or apply to employees because they have a spouse or domestic partner to whom the benefit applies, such as bereavement leave that allows an employee time off because of the death of a spouse or domestic partner; other benefits are provided directly to the spouse or domestic partner, such as medical insurance that covers the spouse or domestic partner as a dependent.

	BENEFIT(S) YOUR COMPANY CURRENTLY OFFERS	This Benefit is Not Offered to Employees	This Benefit is Available to Employees	Available/Applies to Spouses of Employees	Available/Applies to Domestic Partners of Employees
1	Health Insurance (List Name of Carrier(s))				
	Health Carrier 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Health Carrier 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> additional carriers on attachment.				
2	Dental Insurance (List Name of Carrier(s))				
	Dental Carrier 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dental Carrier 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> additional carriers on attachment.				
3	Vision Plan (List Name of Carrier(s))				
	Vision Carrier 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vision Carrier 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Pension/401(k) Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bereavement Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Family Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Parental Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Employee Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Relocation & Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Company Discount, Facilities & Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Credit Union	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE

YOU MUST SUBMIT SUPPORTING DOCUMENTATION TO VERIFY EACH BENEFIT MARKED. Without proper documentation for **each carrier and each benefit marked**, your company cannot be certified as complying with the EBO. If documentation for a particular benefit does not exist, attach an explanation. Refer to the "Documentation to Verify Compliance with the Equal Benefits Ordinance" fact sheet for more information on the type of documentation that must be submitted to verify compliance with the EBO.

If in the Table in Section 2 you indicated that your company does not provide all benefits equally throughout its entire operations to all your employees with spouses and employees with domestic partners of the same and different sex, you may:

- a. Request additional time to comply with the EBO.** Provisional Compliance may be granted to Contractors who agree to fully comply with the EBO but need more time to incorporate the requirements of the EBO into their operations. Submit the Application for Provisional Compliance (OCC/EBO-3) and supporting documentation with this Compliance Form.
- b. Request to be allowed to comply with the EBO by providing affected employees with the cash equivalent.** Your company must agree to provide employees with a cash equivalent. In most cases, the cash equivalent is the amount of money equivalent to what your company pays for spousal benefits that are unavailable for domestic partners, or vice versa. Submit a completed Application for Reasonable Measures Determination (OCC/EBO-2) and supporting documentation with this Compliance Form.
- c. Comply on a Contract-by-Contract Basis.** Compliance may be granted on a contract-by-contract basis for those Contractors who have multiple locations in the U.S. but cannot comply with the EBO throughout the Contractor's operations. Indicate below the compliance category you are requesting:
 - Contractor has multiple operations located both within and outside City limits. Contractor will comply with the EBO only for the operation(s) located within City limits and for employee(s) located elsewhere in the United States who perform work relating to the City agreement. Supporting documentation for the affected operation(s)/employees must be submitted.
 - Contractor has no offices within City limits but does have (an) employee(s) working on the City agreement located elsewhere in the United States. Contractor will comply with the EBO only for employee(s) located elsewhere in the United States who perform work relating to the City agreement. Supporting documentation for the affected employee(s) must be submitted.

SECTION 3. EXECUTE THE DECLARATION AND SUBMIT THE FORM TO THE AWARDING DEPARTMENT

This form must be returned to the City department awarding the agreement. If responding to a request for bid/proposal, submit this form with the bid/proposal to the awarding department. The awarding department will forward the form to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance for review.

DECLARATION UNDER PENALTY OF PERJURY

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this _____ day of _____, in the year _____, at _____, _____
(City) (State)

Signature

Mailing Address

Name of Signatory (please print)

City, State, Zip Code

Title

EIN/TIN

CITY OF LOS ANGELES

Department of Public Works
Bureau of Contract Administration
Office of Contract Compliance

1149 S. Broadway Street, 3rd Floor, Los Angeles, CA 90015
Phone: (213) 847-1922 - Fax: (213) 847-2777

DOCUMENTATION TO VERIFY COMPLIANCE WITH THE EQUAL BENEFITS ORDINANCE

Section 2 of the Equal Benefits Ordinance Compliance Form (Form OCC/EBO-1) requires that you submit supporting documentation to the Office of Contract Compliance to verify that all benefits marked in your response(s) are offered in a nondiscriminatory manner. This list is intended to be used only as a guide for the type of documentation needed.

Health, Dental, Vision Insurance: A statement from your insurance provider that spouses and domestic partners receive equal coverage in your medical plan. This may be in a letter from your insurance provider or reflected in the eligibility section of your official insurance plan document. Note that "domestic partner" includes same-sex as well as different-sex partners so that the definition of "domestic partner" contained in the plan document must include different-sex partners.

Pension/401(k) Plans: Documentation should indicate that participating employees may designate a beneficiary to receive the amount payable upon the death of the employee. Submit a blank beneficiary designation form.

Bereavement Leave: Your bereavement leave or funeral leave policy indicating the benefit is offered equally. If your policy allows employees time off from work because of the death of a spouse, it should also allow for time off because of the death of a domestic partner. If the policy allows time off for the death of a parent in-law or other relative of a spouse, it must include time off for the death of a domestic partner's equivalent relative.

Family Leave: Your company's Family and Medical Leave Act policy. All companies with 50 or more employees must offer this benefit. Your policy should indicate that employees may take leave because of the serious medical condition of their spouse or domestic partner.

Parental Leave: Your company's policy indicating that employees may take leave for the birth or adoption of a child. If leave is available for step-children (the spouse's child) then leave should also be made available for the child of a domestic partner.

Employee Assistance Program (EAP): The benefit typically refers to programs that allow employees and their family members access to counselors who provide short-term counseling and referrals to assist in dealing with issues such as family problems, addiction, and financial and legal difficulties. Your company's EAP policy must confirm that spouses, domestic partners and their parents and children are equally eligible (or ineligible) for such benefits. If provided through a third party, a statement from the third party provider regarding eligibility is required.

Relocation & Travel: Your company's policy confirming that expenses for travel or relocation will be paid on the same basis for spouses and domestic partners of employees.

Company Discounts, Facilities & Events: Your company's policy confirming that to the extent discounts, facilities (such as a gym) and events (such as a company holiday party) are equally available to spouses and domestic partners of employees.

Credit Union: Documentation from the credit union indicating that spouses and domestic partners have equal access to credit union services.

Child Care: Documentation that the children of spouses (step-children) and children of domestic partners have equal access to child care services.

Other Benefits: Documentation of any other benefits listed to indicate that they are offered equally.

PROVISIONAL COMPLIANCE

CITY OF LOS ANGELES

Los Angeles World Airports
Procurement Services Division
7301 World Way West, 2nd Floor
Los Angeles, CA 90045
Phone: (424) 646-5380 - Fax: (424) 646-9262

APPLICATION FOR PROVISIONAL COMPLIANCE WITH EQUAL BENEFITS ORDINANCE

COMPLETE AND SUBMIT THIS FORM ONLY IF APPLICABLE. Contractors entering into, amending, or bidding on a City contract who agree to comply with the Equal Benefits Ordinance (“EBO”) but need more time to incorporate the requirements of the EBO into their operations must submit this form, and supporting documentation, to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance (“OCC”). (This form must be submitted with the EBO Compliance Form OCC/EBO-1.) The Contractor may be granted additional time to incorporate the requirements of the EBO only in the circumstances indicated below. Fill out all sections that apply. Attach additional sheets if necessary.

A. OPEN ENROLLMENT FOR HEALTH, DENTAL AND/OR VISION INSURANCE PLANS

The Contractor may be granted additional time to implement the requirements of the EBO if equal benefits cannot be provided until after the first open enrollment process following the date the contract with the City is executed. To qualify, the Contractor must submit evidence that reasonable efforts are being undertaken to implement the requirements of the EBO. Additional time granted may not exceed two years from the date the contract with the City is executed, and applies only to benefits for which an open enrollment period is applicable.

_____ - Date domestic partner (same and different sex) coverage will become effective.

You must submit copies of correspondence between your company and your insurance provider(s) documenting your effort to obtain domestic partner coverage for same- and different-sex couples. You should also submit verification of the next open enrollment date or the date the benefits become available.

B. ADMINISTRATIVE ACTIONS AND REQUESTS FOR EXTENSION

The Contractor may be granted additional time to implement the requirements of the EBO if the administrative actions necessary to incorporate the EBO cannot be completed prior to the date that the contract with the City is executed. Additional time granted for the completion of the administrative action shall apply only to those benefits that require administrative actions and may not exceed three months. Upon written request by the Contractor and at the discretion of the OCC, the Contractor may be granted additional time to complete the administrative actions. Administrative actions may include personnel policy revisions and the development and distribution of employee communications.

Describe below or on an attachment the administrative actions needed and the anticipated completion dates. **Attach supporting documentation such as the relevant portions of your current policy and the changes you plan to make.**

If you are requesting an extension beyond three months, explain why more than three months is needed and attach any supporting documentation that may be relevant.

REASONABLE MEASURES

CITY OF LOS ANGELES
Los Angeles World Airports
Procurement Services Division
7301 World Way West, 2nd Floor
Los Angeles, CA 90045
Phone: (424) 646-5380 - Fax: (424) 646-9262

APPLICATION FOR REASONABLE MEASURES DETERMINATION - CASH EQUIVALENT COMPLIANCE

Name of Company _____ EIN/TIN _____

Street Address _____ City, _____ State _____ Zip _____

Contact Person/Title _____ Telephone Number _____ Fax Number _____

Before the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance (OCC) will approve a contractor's application to comply with the Equal Benefits Ordinance (EBO) by paying a cash equivalent, the OCC must determine that: (a) the contractor has made a reasonable yet unsuccessful effort to provide equal benefits; or (b) under the circumstances, it would be unreasonable to require the contractor to provide benefits to domestic partners (or spouses if applicable). **To apply, contractors must submit:**

1. An explanation and documentation that demonstrates: (a) the Contractor has made a reasonable, yet unsuccessful, effort to provide equal benefits; or (b) under the circumstances, it would be unreasonable to require the contractor to provide equal benefits rather than paying the cash equivalent. See EBO Regulation #2B(1)(a) and #2B(1)(b).
2. This completed application. Fill in the company's information, then read and sign the acknowledgement below.
3. A completed Equal Benefits Ordinance Compliance Form (Form OCC/EBO-1). Be certain that box "b" on page two of the form is checked.
4. A draft of the memorandum that will be distributed to affected employees informing them of the cash equivalent option.
5. Copies of the revised policies, such as bereavement, for which the cash equivalent is not applicable.

If approved by the OCC, a contractor will be allowed to comply with the EBO by paying its employees with domestic partners the cash equivalent of benefits made available to the spouses of its employees. The cash equivalent is the difference between the amount an employer pays to provide an employee with spousal or family coverage and the amount that an employer pays to provide an employee with employee-only coverage. For example, an employer pays \$200 per month to provide benefits for an employee and his/her spouse, and \$150 per month to provide benefits for an employee with employee-only coverage. The cash equivalent that must be paid to the employee with a domestic partner is \$50 per month.

For benefits for which a cash equivalent is not applicable, such as bereavement leave, the employer must amend its policies so that domestic partners are treated in the same manner as spouses. For example, if the policy allows an employee three days off in the event of the death of a spouse or the spouse's parents, the policy must be amended to allow an employee three days off in the event of the death of a domestic partner or the domestic partner's parents.

ACKNOWLEDGEMENT REGARDING APPLICATION

I declare under penalty of perjury under the laws of the State of California that I am authorized to bind the company/entity listed above. I understand that this Application must be approved by the OCC before compliance by paying the cash equivalent will be allowed. By signing below, I agree on behalf of the company that if this Application is approved by the OCC, the company will comply with the EBO by providing employees with domestic partners the cash equivalent of the benefits that are made available to employees with spouses. For those benefits to which the cash equivalent is not applicable, such as for bereavement leave or family leave, the company agrees to amend its policies so that the domestic partners of employees will be treated in the same manner as the spouse of an employee. The relatives of domestic partners will be treated in the same manner as relatives of spouses. The company further agrees to provide a memorandum notifying our affected employees of the availability of the cash equivalent option if they have domestic partners for whom equal benefits cannot be provided.

Executed this _____ day of _____, in the year _____, at _____, _____
(City) (State)

Name of Signatory (Print) _____ Signature _____ Title _____ Date _____

Insurance

INSURANCE REQUIREMENTS FOR LOS ANGELES WORLD AIRPORTS

NAME: City of Los Angeles Department of Airports
AGREEMENT / ACTIVITY: RFB - Uniforms and Accessories for Airport Police
TERM: Three years
DIVISION: Airport Police

The insured must maintain insurance coverage at limits normally required of its type operation; however, the following coverage noted with an "X" are the minimum required and must be at least the level of the Combined Single Limits indicated.

LIMITS

- | | |
|---|--------------------------------------|
| <p>(X) Workers' Compensation (Statutory)/Employer's Liability</p> <ul style="list-style-type: none"> (X) Broad Form All States Endorsement (X) Voluntary Compensation Endorsement (*) Longshoremen's and Harbor Workers' Compensation Act Endorsement (X) Waiver of Subrogation
(Specifically naming "Los Angeles World Airports"
Blanket endorsements are unacceptable) | <p><u>Statutory</u></p> |
| <p>(X) Automobile Liability - covering owned, non-owned & hired auto</p> | <p><u>\$1,000,000 CSL</u></p> |
| <p>(X) Aviation/Airport Liability</p> | <p><u>\$1,000,000 CSL</u></p> |

OR

- | | |
|--|--------------------------------------|
| <p>(X) Commercial General Liability, including the following coverages:</p> <ul style="list-style-type: none"> (X) Premises and Operations (X) Contractual (Blanket/Schedule) (X) Independent Contractors (X) Products /Completed Operations (X) Broad Form Property Damage (X) Personal Injury (X) Explosion, Collapse & Underground (required when work involves digging, excavation, grading or use of explosive materials.) (X) Additional Insured Endorsement
(Specifically naming "Los Angeles World Airports"
Blanket endorsements are unacceptable) | <p><u>\$1,000,000 CSL</u></p> |
|--|--------------------------------------|

<p><u>***</u> Coverage for Hazardous Substances</p>	<p>Sudden Occurrence</p> <p>Non-sudden Occurrence</p>	<p><u>\$ ***</u></p> <p><u>\$ ***</u></p>
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****** Builder's Risk Insurance - (All Risk Coverage, including material in transit) **Value of Improvements**

Comments: * If exposure exists, coverage is required.
 ** Required if property or building ultimately revert to City.
 *** Must meet Federal and/or State requirements.

CONTRACTOR SHALL BE HELD RESPONSIBLE FOR OWN OR HIRED EQUIPMENT AND SHALL HOLD AIRPORT HARMLESS FROM LOSS, DAMAGE OR DESTRUCTION TO SUCH EQUIPMENT.

INSURANCE COMPANIES WHICH DO NOT HAVE A BEST RATING OF A- OR BETTER, AND HAVE A MINIMUM FINANCIAL SIZE OF AT LEAST 4, MUST BE SUBMITTED TO EXECUTIVE DIRECTOR FOR ACCEPTABILITY.
PLEASE RETURN WITH EVIDENCE OF INSURANCE

Insurance

Contractor shall procure at its own expense, and keep in effect at all times during the term of this Agreement, the types and amounts of insurance specified herein. The specified insurance shall also, either by provisions in the policies or by endorsement attached to such policies, specifically name the City of Los Angeles, Los Angeles World Airports, its Board of Airport Commissioners (hereinafter referred to as "Board"), and all of its officers, employees, and agents, their successors and assigns, as additional insureds, against the area of risk described herein as respects Contractor's acts or omissions in its operations, use and occupancy of the premises hereunder or other related functions performed by or on behalf of Contractor on Airport.

With respect to Workers' Compensation, the Contractor shall, by specific endorsement, waive its right of subrogation against the City of Los Angeles, Los Angeles World Airports, its Board, and all of its officers, employees and agents, their successors and assigns.

Each specified insurance policy (other than Workers' Compensation and Employers' Liability and fire and extended coverages) shall contain a Severability of Interest (Cross Liability) clause which states, "It is agreed that the insurance afforded by this policy shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability," and a Contractual Endorsement which shall state, "Such insurance as is afforded by this policy shall also apply to liability assumed by the insured under this Agreement with the City of Los Angeles."

All such insurance shall be primary and noncontributing with any other insurance held by City's Department of Airport where liability arises out of or results from the acts or omissions of Contractor, its agents, employees, officers, assigns, or any person or entity acting for or on behalf of Contractor.

Such policies may provide for reasonable deductibles and/or retentions acceptable to the Executive Director of the Department of Airport (hereinafter referred to as "Executive Director") based upon the nature of Contractor's operations and the type insurance involved.

City shall have no liability for any premiums charged for such coverage(s). The inclusion of City, its Department of Airports, its Board, and all of its officers, employees and agents, and their agents and assigns, as insureds, is not intended to, and shall not, make them, or any of them a partner or joint venture with Contractor in its operations at Airport.

In the event Contractor fails to furnish City evidence of insurance and maintain the insurance as required, City, upon ten (10) day prior written notice to comply, may (but shall not be required to) procure such insurance at the cost and expense of Contractor, and Contractor agrees to promptly reimburse City for the cost thereof plus fifteen percent (15%) for administrative overhead.

At least ten (10) days prior to the expiration date of any of the above policies, documentation showing that the insurance coverage has been renewed or extended shall be filed with City. If such coverage is canceled or reduced, Contractor shall, within fifteen (15) days of such cancellation or reduction of coverage, file with City evidence that the required insurance has been reinstated or provided through another insurance company or companies.

Contractor shall provide proof of all specified insurance and related requirements to City either by production of the actual insurance policy(ies), by a broker's letter acceptable to the Executive Director in both form and content in the case of foreign insurance syndicates, or by other written evidence of insurance acceptable to the Executive Director. The documents evidencing all specific coverages shall be filed with City prior to Contractor occupying the premises hereunder. The documents shall contain the applicable policy number, the inclusive dates of policy coverages and the insurance carrier's name, shall bear signature and the typed name of an authorized representative of said carrier, and shall provide that such insurance shall not be subject to cancellation, reduction in coverage or nonrenewal except after written notice by certified mail, return receipt requested, to the City Attorney of the City of Los Angeles at least thirty (30) days prior to the effective date thereof.

City and Contractor agree that the insurance policy limits specified herein shall be reviewed for adequacy annually throughout the term of this Agreement by Executive Director, who may thereafter require Contractor to adjust the amounts of insurance coverage to whatever amount Executive Director deems to be adequate. City reserves the right to have submitted to it, upon request, all pertinent information about the agent and carrier providing such insurance.

City Held Harmless

To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless City and any and all of City's Boards, officers, agents, employees, assigns and successors in interest from and against any and all suits, claims, causes of action, liability, losses, damages, demands or expenses (including, but not limited to, attorney's fees and costs of litigation), claimed by anyone (including Contractor and/or Contractor's agents or employees) by reason of injury to, or death of, any person(s) (including Contractor and/or Contractor's agents or employees), or for damage to, or destruction of, any property (including property of Contractor and/or Contractor's agents or employees) or for any and all other losses, founded upon or alleged to arise out of, pertain to, or relate to the Contractor's and/or Sub-Contractor's performance of the Contract, whether or not contributed to by any act or omission of City, or of any of City's Boards, officers, agents or employees. Provided, however, that where such suits, claims, causes of action, liability, losses, damages, demands or expenses arise from or relate to Contractor's performance of a "Construction Contract" as defined by California Civil Code section 2783, this paragraph shall not be construed to require Contractor to indemnify or hold City harmless to the extent such suits, causes of action, claims, losses, demands and expenses

are caused by the City's sole negligence, willful misconduct or active negligence. Provided further that where such suits, claims, causes of action, liability, losses, damages, demands or expenses arise from Consultant's design professional services as defined by California Civil Code section 2782.8, Consultant's indemnity obligations shall be limited to allegations, suits, claims, causes of action, liability, losses, damages, demands or expenses arising out of, pertaining to, or relating to the Consultant's negligence, recklessness or willful misconduct in the performance of the Contract.

In addition, Contractor agrees to protect, defend, indemnify, keep and hold harmless City, including its Boards, Departments and City's officers, agents, servants and employees, from and against any and all claims, damages, liabilities, losses and expenses arising out of any threatened, alleged or actual claim that the end product provided to LAWA by Contractor violates any patent, copyright, trade secret, proprietary right, intellectual property right, moral right, privacy, or similar right, or any other rights of any third party anywhere in the world. Contractor agrees to, and shall, pay all damages, settlements, expenses and costs, including costs of investigation, court costs and attorney's fees, and all other costs and damages sustained or incurred by City arising out of, or relating to, the matters set forth above in this paragraph of the City's "Hold Harmless" agreement.

In Contractor's defense of the City under this Section, negotiation, compromise, and settlement of any action, the City shall retain discretion in and control of the litigation, negotiation, compromise, settlement, and appeals there from, as required by the Los Angeles City Charter, particularly Article II, Sections 271, 272 and 273 thereof.

Survival of Indemnities. The provisions of this City Held Harmless Section shall survive the termination of this Agreement.

Hazardous and Other Regulated Substances

(a) Contractor agrees to accept sole responsibility for full compliance with any and all applicable present and future rules, regulations, restrictions, ordinances, statutes, laws and/or other orders of any governmental entity regarding the use, storage, handling, distribution, processing and/or disposal of hazardous wastes, extremely hazardous wastes, hazardous substances, hazardous materials, hazardous chemicals, toxic chemicals, toxic substances, pollutants, contaminants or other similarly regulated substances (hereinafter referred to as "hazardous substances") regardless of whether the obligation for such compliance or responsibility is placed on the owner of the land, on the owner of any improvements on the premises, on the user of the land or on the user of the improvements. Said hazardous substances shall include, but shall not be limited to, gasoline, aviation, diesel and jet fuels, lubricating oils and solvents. Contractor agrees that any damages, penalties or fines levied on City and/or Contractor as a result of noncompliance with any of the above shall be the sole responsibility of Contractor and further, that Contractor shall indemnify and pay and/or reimburse City for any damages, penalties or fines that City pays as a result of noncompliance with the above.

(b) In the case of any hazardous substance spill, leak, discharge or improper storage on the premises or contamination of same by any person, Contractor agrees to make or cause to be made any necessary repairs or corrective actions as well as to clean up and remove any leakage, contamination or contaminated ground. In the case of any hazardous substance spill, leak, discharge or contamination by Contractor or its employees, servants, agents, contractors or subcontractors which affects other property of City or its tenants' property, Contractor agrees to make or cause to be made any necessary corrective actions to clean up and remove any spill, leakage or contamination to the satisfaction of Executive Director. If Contractor fails to repair, cleanup, properly dispose of or take any other corrective actions as required herein, City may (but shall not be required to) take all steps it deems necessary to properly repair, clean up or otherwise correct the conditions resulting from the spill, leak or contamination. Any such repair, clean-up or corrective actions taken by City shall be at Contractor's sole cost and expense and Contractor shall indemnify and pay for and/or reimburse City for any and all costs (including any administrative costs) City incurs as a result of any repair, clean-up or corrective action it takes.

(c) If Contractor installs or uses already installed underground storage tanks, pipelines or other improvements on the specified premises for the storage, distribution, use, treatment or disposal of any hazardous substances, Contractor agrees, upon the expiration and/or termination of this Consent, to remove and/or clean up, at the sole option of Executive Director, the above-referred to improvements. Said removal and/or clean-up shall be at Contractor's sole cost and expense and shall be undertaken and completed in full compliance with all federal, state and local laws and regulations, as well as with the reasonable directions of Executive Director.

(d) Contractor shall promptly supply City with copies of all notices, reports, correspondence and submissions made by Contractor to any governmental entity regarding any hazardous substance spill, leak, discharge or clean-up including all test results.

(e) This Section and the obligation therein shall survive the expiration or earlier termination of this Consent to Agreement.

Frequently Asked Questions about LAWA Insurance Requirements

RISK MANAGEMENT'S INSURANCE COMPLIANCE SECTION

- 1. When should I comply with the Insurance Requirements?** The Risk Management Division's Insurance Compliance section is the first place to start if your proposal has been accepted or you have been awarded the bid. You cannot perform any work for the Department without approved evidence of insurance. Please be aware that if current evidence of insurance is not on file with the Insurance Compliance Section, invoices cannot be processed, badges cannot be issued and permits can not be processed.

OUR ACCOUNTING DIVISION HAS BEEN INSTRUCTED BY THE CITY CONTROLLER NOT TO PROCESS INVOICES UNLESS CURRENT EVIDENCE OF INSURANCE IS IN PLACE.

- 2. What does LAWA consider as Acceptable Evidence of insurance?** Effective July 1, 2009, LAWA's Special Endorsement forms will no longer be accepted. The only evidence of insurance acceptable is either a Certificate of Insurance and/or a True and Certified copy of a policy. The following items must accompany the form of evidence provided:
 - a. A copy of the Waiver of Subrogation Endorsement **specifically** naming Los Angeles World Airports on the schedule is required for Workers' Compensation. **A BLANKET ENDORSEMENT AND/OR LANGUAGE ON A CERTIFICATE OF INSURANCE IS NOT ACCEPTABLE.**
 - b. A copy of the Additional Insured Endorsement (CG 20 10 11 85 or similar) **specifically** naming Los Angeles World Airports on the schedule is required for General Liability. **A BLANKET ENDORSEMENT AND/OR LANGUAGE ON A CERTIFICATE OF INSURANCE IS NOT ACCEPTABLE.**
 - c. A legibly typed name of the Authorized Representative must accompany an **original wet ink** signature on the Certificate of Insurance and/or the True and Certified copy of the policy.
 - d. A copy of the Schedule of Underlying Coverage/Insurance is required for the Excess policy.
- 3. Is there an added cost to adding Los Angeles Worlds Airports as Additional Insured?** Yes, there usually is an added cost to doing this. This fact should be considered when you are formulating your costs for the bid or proposal. Check with your insurance agent or broker.
- 4. How can I obtain information on your Insurance Requirements?** An Insurance Requirement Sheet is included in the Proposal/Bid Package, which specifically outlines the types and amounts of coverage required. This Requirement Sheet should be passed on to your authorized insurance representative for their review. You may also contact us at (424) 646-5480.
- 5. Do I need to prepare more forms if I already have LAWA's evidence of insurance?** No. If you already have current evidence of insurance on file with our Risk Management's Insurance Compliance Section, it is not necessary to complete a new set of forms. Once documentation is in place, you do not need to go through the process for each project. However, please check with our office to be sure that all coverages are current. Your contract administrator can do this for you as well. Our office maintains a computerized record of your evidence of insurance.
- 6. What insurance companies are acceptable to LAWA?** Insurance companies must have an A- or better rating and have a financial size of at least IV to be acceptable to LAWA. We use the A.M. Best Key Rating Guide as our reference.
- 7. For how long will I need the insurance coverage?** If you are awarded a contract, there will be a provision in your contract which specifically states that it is your responsibility to maintain current evidence of insurance in our files for the contract period.
- 8. How long does it take LAWA to process my evidence of insurance?** It normally takes 3-5 working days to process insurance documents. Please submit your evidence of insurance documents to the Risk Management Division's Insurance Compliance Section as soon as you are awarded the contract.
- 9. When should I complete the evidence of insurance?** Do not spend any money to meet the insurance requirements until you awarded the contract by LAWA. Get an estimate or quote from your insurance agent or broker and factor that into the bid/proposal you are preparing. Enclose a statement, provided on your company letterhead, which states you have reviewed the insurance requirements and that you will provide the required evidence of insurance if you are awarded the contract.
- 10. Where is the Risk Management Division's Insurance Compliance Section located?**

7301 World Way West, 2nd Floor,
LAWA's Administration West Building,
Los Angeles, CA 90045
(424) 646-5480
Public Counter Hours: 7:00 a.m. to 3:30 p.m. M-F

Do not forget to allow 3-5 working days for your request to be processed.

**GUIDANCE FOR SUBMITTING EVIDENCE OF INSURANCE
TO THE CITY OF LOS ANGELES, LOS ANGELES WORLD AIRPORTS**

(FOR INFORMATION ONLY – DO NOT RETURN THIS PAGE TO THE CITY)

INSURED

1. To expedite completion of the insurance requirements, please give your insurance agent a broker a copy of the Insurance Requirements Sheet along with these instructions.
2. If your agreement requires Workers' Compensation coverage and you have been authorized by the State of California to self-insure Workers' Compensation, then a copy of the certificate from the State consenting to self-insurance will meet the evidence requirements. *All other self-insurance has special requirements. Consult your City contact for details.*
3. All questions relating to insurance should be directed to the person or office responsible for your contract, lease, permit or other agreement.

INSURANCE AGENT OR BROKER

1. **Acceptable Evidence.** The appropriate Certificate of Insurance with endorsements is the preferred form of evidence. No modifications to the forms are permitted. Alternatively, true and certified copies of the full policy containing additional insured and 30-day cancellation notice language will be accepted subject to review by the Risk Manager. Verifications, Memoranda of Insurance and other non-binding documents submitted alone are not acceptable evidence of insurance.
2. **Multiple Policies.** More than one insurance policy may be required to comply with the insurance requirements. Please submit forms appropriate to your insured's agreement, contract, lease or permit. ACORD forms with appropriate endorsements may be used.
3. **Signature.** Please have an authorized representative of the insurance company **manually** sign all certificates. Signatures must be originals as the Risk Manager will not accept facsimile (rubber stamp, or photocopy, etc.) or initialed signatures.
4. **Underwriter.** The name and address of the insurance company underwriting the coverage must be noted on the endorsement form. In the case of syndicates or subscription policies, indicate lead underwriters or managing agent and attach a schedule of subscribers, including their percentage of participation.
5. **Document Reference.** Include reference of either the specific City agreement (bid, contract, lease, etc.) or indicate that all such agreements are covered.
6. **Coverage & Limits.** The coverages and limits for each type of insurance are specified on the insurance requirements sheet. When coverage is on a scheduled basis, a separate sheet may be attached to the certificate listing such scheduled locations, vehicles, etc., so covered.
7. **Excess Insurance.** Endorsements to excess policies will be required when primary insurance is insufficient to comply with the requirements.
8. **Additional Pages.** If there is insufficient space on the reverse side of the form to note pertinent information, such as inclusions, exclusions or specific provisions, etc., attach separate sheets and note this on the endorsement form.
9. **Person to contact.** Completed Certificates/Endorsements, correspondence and questions relating to the required insurance should be directed as follows:

RISK MANAGEMENT, INSURANCE COMPLIANCE
Los Angeles World Airports, 7301 World Way West, 2nd Floor, Los Angeles, CA 90045
10. **Technical Assistance.** Improperly completed Certificates/Endorsements will need to be resubmitted with corrections. For assistance, contact the Risk Management Office at (424) 646-5480, FAX (310) 215-5300.
11. **Delay in submitting properly completed Certificates/Endorsements may delay your insured's intended occupancy or operation.**

Municipal Lobbying Ordinance



City Ethics Commission
 200 N Spring Street
 City Hall — 24th Floor
 Los Angeles, CA 90012
 Mail Stop 129
 (213) 978-1960

Bidder Certification

CEC Form 50

Bid/Contract Number:	Department:
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Name of Bidder:	Phone:
------------------------	---------------

Address:

Email:

CERTIFICATION

I certify the following on my own behalf or on behalf of the entity named above, which I am authorized to represent:

- A. I am a person or entity that is applying for a contract with the City of Los Angeles.
- B. The contract for which I am applying is an agreement for one of the following:
 - 1. The performance of work or service to the City or the public;
 - 2. The provision of goods, equipment, materials, or supplies;
 - 3. Receipt of a grant of City financial assistance for economic development or job growth, as further described in Los Angeles Administrative Code § 10.40.1(h) [see reverse]; or
 - 4. A public lease or license of City property where both of the following apply, as further described in Los Angeles Administrative Code § 10.37.1(i) [see reverse]:
 - a. I provide services on the City property through employees, sublessees, sublicensees, contractors, or subcontractors, and those services:
 - i. Are provided on premises that are visited frequently by substantial numbers of the public; or
 - ii. Could be provided by City employees if the awarding authority had the resources; or
 - iii. Further the proprietary interests of the City, as determined in writing by the awarding authority.
 - b. I am not eligible for exemption from the City's living wage ordinance, as eligibility is described in Los Angeles Administrative Code § 10.37(i)(b).
- C. The value and duration of the contract for which I am applying is one of the following:
 - 1. For goods or services contracts—a value of more than \$25,000 and a term of at least three months;
 - 2. For financial assistance contracts—a value of at least \$100,000 and a term of any duration; or
 - 3. For construction contracts, public leases, or licenses—any value and duration.
- D. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

Date: _____ Signature: _____

Name: _____

Title: _____

Under Los Angeles Municipal Code § 48.09(H), this form must be submitted to the awarding authority with your bid or proposal on the contract noted above.

Los Angeles Administrative Code § 10.40.1(h)

- (h) "City Financial Assistance Recipient" means any person who receives from the City discrete financial assistance in the amount of One Hundred Thousand Dollars (\$100,000.00) or more for economic development or job growth expressly articulated and identified by the City, as contrasted with generalized financial assistance such as through tax legislation.

Categories of such assistance shall include, but are not limited to, bond financing, planning assistance, tax increment financing exclusively by the City, and tax credits, and shall not include assistance provided by the Community Development Bank. City staff assistance shall not be regarded as financial assistance for purposes of this article. A loan shall not be regarded as financial assistance. The forgiveness of a loan shall be regarded as financial assistance. A loan shall be regarded as financial assistance to the extent of any differential between the amount of the loan and the present value of the payments thereunder, discounted over the life of the loan by the applicable federal rate as used in 26 U.S.C. Sections 1274(d), 7872(f). A recipient shall not be deemed to include lessees and sublessees.

Los Angeles Administrative Code § 10.37.1(i)

- (i) "Public lease or license".
- (a) Except as provided in (i)(b), "Public lease or license" means a lease or license of City property on which services are rendered by employees of the public lessee or licensee or sublessee or sublicensee, or of a contractor or subcontractor, but only where any of the following applies:
- (1) The services are rendered on premises at least a portion of which is visited by substantial numbers of the public on a frequent basis (including, but not limited to, airport passenger terminals, parking lots, golf courses, recreational facilities); or
 - (2) Any of the services could feasibly be performed by City employees if the awarding authority had the requisite financial and staffing resources; or
 - (3) The DAA has determined in writing that coverage would further the proprietary interests of the City.
- (b) A public lessee or licensee will be exempt from the requirements of this article subject to the following limitations:
- (1) The lessee or licensee has annual gross revenues of less than the annual gross revenue threshold, three hundred fifty thousand dollars (\$350,000), from business conducted on City property;
 - (2) The lessee or licensee employs no more than seven (7) people total in the company on and off City property;
 - (3) To qualify for this exemption, the lessee or licensee must provide proof of its gross revenues and number of people it employs in the company's entire workforce to the awarding authority as required by regulation;
 - (4) Whether annual gross revenues are less than three hundred fifty thousand dollars (\$350,000) shall be determined based on the gross revenues for the last tax year prior to application or such other period as may be established by regulation;
 - (5) The annual gross revenue threshold shall be adjusted annually at the same rate and at the same time as the living wage is adjusted under section 10.37.2 (a);
 - (6) A lessee or licensee shall be deemed to employ no more than seven (7) people if the company's entire workforce worked an average of no more than one thousand two-hundred fourteen (1,214) hours per month for at least three-fourths (3/4) of the time period that the revenue limitation is measured;
 - (7) Public leases and licenses shall be deemed to include public subleases and sublicenses;
 - (8) If a public lease or license has a term of more than two (2) years, the exemption granted pursuant to this section shall expire after two (2) years but shall be renewable in two-year increments upon meeting the requirements therefor at the time of the renewal application or such period established by regulation.