

BID FORMS

Job Order Contract WWD1 - REBID

AUGUST 2025

**COUNTY OF LOS ANGELES
PUBLIC WORKS
BUSINESS RELATIONS AND CONTRACTS DIVISION
900 SOUTH FREMONT AVENUE
ALHAMBRA, CA 91803-5311
(626) 458-2540
MAMARTINEZ@DPW.LACOUNTY.GOV**

Name of Bidder (Firm Name)

Vendor Identification Number**FORM OF BID TO BE USED BY BIDDERS****Job Order Contract WWD1**

The undersigned proposes to furnish all materials, labor and equipment required for the Job Order Contract for the Department of Public Works in accordance with The Construction Task Catalog and Specifications prepared by The Gordian Group, Inc., dated June 2025, including addenda thereto, if any, adopted by the Board of Supervisors, as follows:

- I. **Adjustment Factors.** The Contractor bids two adjustment factors that will be applied against the prices set forth in the Unit Price Book. These adjustment factors will be used to price out fixed price work orders by multiplying the adjustment factor by the unit prices and quantities. **Factor A**, shall be multiplied by .80, and **Factor B** shall be multiplied by .20. These two numbers will then be added together for a composite factor. The bidder's total composite factor will then be multiplied by the total contract value (\$6,200,000), minus the County Preference Program (if applicable), to determine low bid.

	Adjustment Factor Name	Adjustment Factor Bid	X Multiplier	=Extended Total
1.	Factor A - Normal Working Hours Adjustment Factor	__ . __ __ __ __	X 0.80	= __ . __ __ __ __
2.	Factor B - Other Than Normal Working Hours Adjustment Factor	__ . __ __ __ __	X 0.20	= __ . __ __ __ __
4.	Sum the Extended Total column.			= __ . __ __ __ __
5.	Multiply by the Estimated Annual Value			X \$6,200,000.00
6.	= Base Bid			= \$ _____

- II. Base Period (12 months from Notice of contract execution or expenditure of the \$6,200,000 maximum value of the contract, whichever occurs first)
- III. **Unit prices for Non Pre-Priced Tasks will be priced using the Normal Working Hours or Other Than Normal Working Hours Adjustment Factor as defined per Work Order. The unit price for a Non Pre-Priced Task shall be researched and generated by The Gordian Group, in the same manner, and using the same methodologies as a Pre-Priced Task. The unit prices generated by The Gordian Group, for Non Pre-Priced Tasks shall be binding on Contractor and County in the same manner as for Pre-Priced Tasks.**

General Construction

FACTOR A Unit work requirements to be performed on General Projects during Normal Working Hours as ordered by the County in individual work orders against the contract.

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Utilize four decimal places

Bid for General Projects/Normal Working Hours (in words)

FACTOR B Unit work requirements to be performed on General Projects during Other than Normal Working Hours as ordered by the County in individual work orders against the contract.

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Utilize four decimal places

Bid for General Projects/Other than Normal Working Hours (in words)

1. Adjustment Factors and extended totals should be rounded to four (4) decimal places. Use conventional rounding methodology (i.e., if the number in the 5th decimal place is 0-4, the number in the 4th decimal remains unchanged; if the

number in the 5th decimal place is 5-9, the number in the 4th decimal is rounded upward).

2. **The Other Than Normal Working Hours Adjustment Factor must be greater than the Normal Working Hours Adjustment Factor.**
3. The Owner reserves the right to correct arithmetic errors in the event of a discrepancy, the Adjustment Factors listed in the column titled "Adjustment Factor Bid" shall take precedence and be used to calculate the extended totals.
4. The weighted percentages (x multiplier) presented above are only for calculating the Award Criteria Figure. There is no guarantee that the work ordered will be consistent with the weighted percentages. The Award Criteria Figure is only used to compare bids. It is not used to prepare Price Proposals. When preparing Price Proposals, the Bidder shall use one or more of the Adjustment Factors written above.

IV. COUNTY PROGRAM PREFERENCE:

The Local Small Business Enterprise Program Preference is provided by the County for purposes of bid evaluation only, as specified in Instruction to Bidders. If Bidder is a qualifying Local Small Business Enterprise check "yes" in the box below. If non-qualifying, check "no" in the appropriate box.

LSBE Yes ☐ No ☐

Executed this day of _____ (Month and Year)

By: _____
(Authorized Signature of a Principal Owner, Officer, or Manager)

NOTE: Any alteration or addition to the Form of Bid may invalidate same. All blank spaces shall be filled out completely. Line out nonapplicable blanks. An incomplete form may invalidate bid. The County reserves the right to waive any informalities or to reject any or all bids or to accept any alternatives when called for.

BID BOND
For Job Order Contract WWD1

KNOW ALL MEN BY THESE PRESENTS:

That we, _____

(bidder and address)

as Principal and _____

(surety and address)

as Surety, as held and firmly bound unto the County of Los Angeles hereinafter called the County, in the penal sum of six hundred twenty thousand dollars (\$620,000) of the Principal above named, submitted by said Principal to the County, for the work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION of this obligation of such that:

WHEREAS, the Principal has submitted the above-mentioned bid to the County, for a Job Order Contract, for which bids are to be opened on _____.
(Date of Bid Opening)

NOW, THEREFORE, if the aforesaid Principal is awarded the contract and, within the time and manner required under the bidding or contract documents, after prescribed forms are presented to him for signature, enters into written contract, in the prescribed form, in accordance with the bids, and files the two bonds with the County, one to guarantee faithful performance and the other to guarantee payment for labor and materials, as required by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and virtue.

In the event suit is brought upon this bond by the County and judgment is recovered, the Surety shall pay all cost incurred by the County in such suit, including a reasonable attorney's fee to be fixed by the court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on the _____ day of _____, 20____.

Principal

(SEAL)

Signature and Title

Principal

(SEAL)

Signature and Title

SECTION 00 04 38

REQUEST FOR PREFERENCE CONSIDERATION

INSTRUCTIONS: Proposers requesting preference consideration must complete and include this form in their proposal. Proposers may request consideration for one or more preference programs.

In order to qualify for preference, firms must be certified by the County of Los Angeles Department of Consumer and Business Affairs (DCBA). Please reference and attach your Certification. Letter issued by DCBA to determine Federal/Non-Federal preference eligibility.

☐ **PREFERENCE NOT REQUESTED**

OR

☐ PREFERENCE REQUESTED (SELECT ALL THAT APPLY)		
Preference Program		Reference
☐	Request for Local Small Business Enterprise (LSBE) Program ☐ Certification for Non-Federally Funded County Solicitations ☐ Certification for Federally Funded County Solicitations	LACC 2.204
☐	Request for Social Enterprise (SE) Program Preference ☐ Certification for Non-Federally Funded County Solicitations ☐ Certification for Federally Funded County Solicitations	LACC 2.205
☐	Request for Disabled Veterans Business Enterprise (DVBE) Program Preference	LACC 2.211

Note: In no instance shall any of the listed preference programs price or scoring be combined with any other County program to exceed fifteen percent (15%) in response to any county solicitation.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION IS TRUE AND CORRECT.

PRIMARY FIRM NAME: _____

PRINT NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

LOS ANGELES COUNTY COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION

TITLE		REFERENCE			
1 FIRM/ORGANIZATION INFORMATION		The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.			
Total Number of Employees in California:					
Total Number of Employees (including owners). If the firm has more than one office location, all personnel from all offices must be included:					
Race/Ethnic Composition of Firm. Enter the make-up of Owners/Partners/Associate Partners into the following categories:					
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Percentage of how ownership of the firm is distributed		
	Male	Female	Male	Female	
Black/African American			%	%	
Hispanic/Latino			%	%	
Asian or Pacific Islander			%	%	
Native Americans			%	%	
Subcontinent Asian			%	%	
White			%	%	

TITLE		REFERENCE				
2 CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, DISABLED VETERAN, AND LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND QUESTIONING-OWNED (LGBTQQ) BUSINESS ENTERPRISE		If your firm is currently certified as a minority, women, disadvantaged, disabled veteran or lesbian, gay, bisexual, transgender, queer, and questioning-owned business enterprise by a public agency, complete the following.  Check if not applicable				
Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	LGBTQQ	

SECTION 00 04 50

NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER

State of California

ss.

County of _____

_____, being first duly sworn, deposes and says that he or she is _____ of _____ the party making the foregoing bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[city], _____[state]."

By: _____

Signature

Date

SECTION 00 04 60

**ATTESTATION OF WILLINGNESS TO CONSIDER
GAIN/GROW PARTICIPANTS**

As a threshold requirement for consideration for contract award, Bidder/Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Bidder/Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Bidder/Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Bidder/Proposer shall email:

GAINGROW@DPSS.LACOUNTY.GOV and BSERVICES@WDACS.LACOUNTY.GOV.

Bidder/Proposers unable to meet this requirement shall not be considered for contract award.

Bidder/Proposer shall complete all of the following information, sign where indicated below, and return this form with their proposal.

A. Bidder/Proposer has a proven record of hiring GAIN/GROW participants.

_____ YES (subject to verification by County) _____ NO

B. Bidder/Proposer is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN/GROW participants.

_____ YES _____ NO

C. Bidder/Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

_____ YES _____ NO _____ N/A (Program not available)

Proposer's Organization: _____

Signature: _____

Print Name: _____

Title: _____ Date: _____

Telephone No: _____ Email: _____

SECTION 00 04 70

FALSE CLAIMS

Bidders/Proposers shall provide either the certification requested below or the information requested on the next page. **Failure to certify or provide the requested information may result in a determination that the Bidder/Proposer is non-responsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.**

"False Claims Act", as used herein, is defined as either or both the Federal False Claims Act, 31 U.S.C. Sections 3729 et seq., and the California False Claims Act, Government Code Sections 12650 et seq.

FALSE CLAIMS ACT CERTIFICATION

If the Bidder/Proposer has no False Claims Act violations as described above, complete the following:

I, _____, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

(Bidder/Proposer name as shown on Bid/Proposal)

nor _____
(name of responsible managing person licensed by Contractors' State License Board)

has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act as defined above.

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

Executed this _____ day _____ at _____
(month and year) (city and state)

by _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

FALSE CLAIMS ACT VIOLATIONS

With regard to any determinations by a tribunal or court of competent jurisdiction that the False Claims Act, as defined above, has been violated by (1) the Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) the qualifying person licensed by the State Contractors' License Board to perform the work described in the Bid/Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal, Bidder/Proposer shall provide on the following page labeled "False Claim Act Violations Information:" (1) the date of the determination of the violation, (2) the identity of tribunal or court and the case name or number, if any, (3) the identity of government contract or project involved, (4) the identity of government agency involved, 5) the amount of fine imposed, and (6) any exculpatory information of which the County should be aware.

FALSE CLAIMS ACT VIOLATIONS INFORMATION

(1) Date of determination of the violation:

(2) Identity of tribunal or court and the case name or number, if any: _____

(3) Government contract or project involved: _____

(4) Government agency involved: _____

(5) Amount of fine imposed: _____

(6) Exculpatory information: _____

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

By: _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

SECTION 00 04 71
CIVIL LITIGATION HISTORY

Bidder/Proposer shall provide either the certification requested below or information requested on the next page. **Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.**

For the two (2) years preceding the date of submittal of this Bid/Proposal, identify any civil litigation arising out of the performance of a construction contract within the State of California in which the (1) Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) the qualifying person licensed by the State Contractors' License Board to perform the work described in this Bid/Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal, was a named plaintiff or defendant in a lawsuit brought by or against the Owner. Do not include litigation which is limited solely to enforcement of mechanics' liens or stop notices. Provide on the following page labeled "Civil Litigation History Information:" (1) the name and court case identification number of each case, (2) the jurisdiction in which it was filed, and (3) the outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed. If a settlement was reached within the two years preceding the date of submittal of this Bid/Proposal, please provide the dollar value of the settled claim(s). The dollar value may be marked as confidential if Bidder/Proposer does not want the settlement information to be public record.

CIVIL LITIGATION CERTIFICATION

If the Bidder/Proposer has no civil litigation history to report as described above, complete the following:

I, _____, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

(Bidder/Proposer name as shown on Bid/Proposal)

nor _____
(name of responsible managing person licensed by the Contractors' State License Board)

has been involved in civil litigation as described above.

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

Executed this _____ day of _____ at _____
(month and year) (city and state)

By: _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

CIVIL LITIGATION HISTORY INFORMATION

(1) Name of Case: _____

Court case identification number: _____

(2) Jurisdiction in which case was filed: _____

(3) Outcome of the case: _____

(1) Name of Case: _____

Court case identification number: _____

(2) Jurisdiction in which case was filed: _____

(3) Outcome of the case: _____

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

By: _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

SECTION 00 04 72

CRIMINAL CONVICTIONS

Bidder/Proposer shall provide either the certification requested below or information requested on the next page. **Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.**

For the five (5) years preceding the date this Bid/Proposal is due, identify on the following page any criminal conviction in any jurisdiction of the United States for a violation of law arising out of the performance of a construction contract (1) by the Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) by the qualifying person licensed by the State Contractors' License Board to perform the work described in the Bid/Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal. Provide on the following page labeled "Criminal Convictions Information:" (1) the date of conviction, (2) the name and court case identification number, (3) the identity of the law violated, (4) the identity of the prosecuting agency, (5) the contract or project involved, (6) the punishment imposed, and (7) any exculpatory information of which the Agency should be aware.

CRIMINAL CONVICTION CERTIFICATION

If the Bidder/Proposer has no criminal convictions to report as described above, complete the following:

I, _____, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

(Bidder/Proposer name as shown on Bid/Proposal)

nor _____
(name of responsible managing person licensed by the Contractors' State License Board)

has been convicted of a criminal violation as described above.

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

Executed this _____ day of _____ at _____
(month and year) (city and state)

By: _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

CRIMINAL CONVICTIONS INFORMATION

- (1) Date of conviction: _____
- (2) Name of case: _____
Court case identification number: _____
- (3) Identity of the law violated: _____

- (4) Identity of the prosecuting agency: _____

- (5) Contract or project involved: _____

- (6) Punishment imposed: _____

- (7) Exculpatory information: _____

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

By: _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

SECTION 00 04 73

DEBARMENTS

Bidder/Proposer shall provide either the certification requested below or the information requested on the next page. **Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.**

For the ten (10) years preceding the date this Bid/Proposal is due, identify on the following page any debarment by any Federal, State, or local public agency arising out of the performance of a construction contract (1) by the Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) by the qualifying person licensed by the Contractors' State License Board to perform the work described in the Bid/Proposal, including any debarment of any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal. Provide on the following page labeled "Debarment Information:" (1) the date of debarment and the duration of the debarment, (2) the project name or contract from which the debarment arose, (3) the identity of the debarring agency, (4) stated reason for debarment, and (5) any exculpatory information of which the Agency should be aware.

HISTORY OF DEBARMENT CERTIFICATION

If the Bidder/Proposer has no debarments to report as described above, complete the following:

I, _____, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

(Bidder/Proposer name as shown on Bid/Proposal)

nor _____
(name of responsible managing person licensed by Contractors' State License Board)

has been debarred as described above.

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

Executed this _____ day of _____ at _____
(month and year) (city and state)

By: _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

DEBARMENT INFORMATION

- (1) Date and duration of debarment: _____

- (2) Project name or contract involved: _____

- (3) Debarring agency: _____

- (4) Stated reason for debarment: _____

- (5) Exculpatory information: _____

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

By: _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

SECTION 00 04 74

LABOR LAW/PAYROLL VIOLATIONS

Bidder/Proposer shall provide the certification requested below or the information requested on the next page. **Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.**

"Labor law/payroll violation" means for purposes of this disclosure a violation of the Davis-Bacon Act (40 USC section 276a) and/or a violation of California Labor Code sections 1720 through 1861 concerning the payment of prevailing wages, employment of apprentices and hours and working conditions.

For the three (3) years preceding the date this Bid/Proposal is due, identify on the following page any determination made by any Federal, State, or local public agency of a labor law/payroll violation arising out of the performance of a construction contract (1) by the Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) by the qualifying person licensed by the Contractors' State License Board to perform the work described in the Bid/Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal. Provide on the following page labeled "Labor Law/Payroll Violations Information:" (1) the date of the determination of the violation, (2) the case number, if any, or other identifying information for the proceeding, (3) the identity of the government contract or project involved, (4) the identity of the government agency involved, (5) the description of violation, (6) the amount of any civil wage and penalty assessment, and (7) any exculpatory information of which the Agency should be aware.

LABOR LAW/PAYROLL VIOLATION CERTIFICATION

If the Bidder/Proposer has no labor law/payroll violations to report as described above, complete the following:

I, _____, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

(Bidder/Proposer name as shown on Bid/Proposal)

nor _____
(name of responsible managing person licensed by Contractors' State License Board)

has been determined to have violated any Federal, State, or local labor laws as described above.

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

Executed this _____ day of _____ at _____
(month and year) (city and state)

By: _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

LABOR LAW/PAYROLL VIOLATIONS INFORMATION

- (1) Date of violation determination: _____
- (2) Case number: _____
- (3) Government contract or project involved: _____

- (4) Government agency involved: _____

- (5) Description of the violation (attach disposition letter): _____

- (6) Amount of any civil wage and penalty assessment: _____

- (7) Exculpatory information: _____

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

By: _____
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

SECTION 00 04 85
COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM
APPLICATION FOR EXCEPTION AND CERTIFICATION FORM

The County's solicitation for this contract/purchase order (Request for Proposal or Invitation for Bid) is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All bidders or proposers, whether a contractor or subcontractor, must complete this form to either: 1) request an exception from the Program requirements; or 2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is exempted from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For (Type of Goods or Services):		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or II, please sign and date this form below.

Part I: Jury Service Program is not Applicable to my Business

- ☐ My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.

- ☐ My business is a small business as defined in the Program. It: 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding 12 months which, if added to the annual amount of this contract, are \$500,000 or less; and 3) is not an affiliate or subsidiary of a business dominant in its field of operation as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding 12 months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent of a business dominant in that field of operation.

- ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II: Certification of Compliance

- ☐ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, **or** my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

To be submitted with each Bid for a contract

Project Identification _____

Bid Date _____

This information must include all construction work undertaken in the State of California by the Bidder and any partnership, joint venture, or corporation that any principal of the Bidder participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of Bid submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual Bidder. The Bidder may attach any additional information or explanation of data which he would like taken into consideration in evaluating the safety record. An explanation must be attached of the circumstances surrounding any and all fatalities.

SECTION 00 04 90
CONTRACTOR'S INDUSTRIAL SAFETY RECORD
5-Calendar Years Prior to Current Year

	2020	2021	2022	2023	2024	TOTAL	CURRENT YEAR (2025)
1. No. of Contracts							
2. Total dollar amount of contracts (in thousands of dollars)							
*3. No. of fatalities							
*4. No. of lost workdays due to injuries							
*5. No. of days of restricted work activity due to injuries							
*6. Injuries without lost workdays							

*The information required for these items is the same as required for columns 1, 4, 5, and 6, Log and Summary of Occupational Injuries and Illnesses, CAL/OSHA Form 200.

The above information was compiled from the records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Name of Bidder (Print)

Signature

Address

Contractors' State License No. & Classification

City

Telephone

SECTION 00 04 91

INJURY AND ILLNESS PREVENTION PLAN (IIPP)
AND CODE OF SAFE PRACTICES (CSP) AFFIDAVIT

The apparent low Bidder shall submit this form to the County which states that the Bidder has an IIPP which complies with Cal/OSHA Regulations and CSP, that all subcontractors supplying employees to the jobsite will be required to prove to the Contractor that they have an IIPP which complies with Cal/OSHA Regulations and a CSP, and that their jobsite employees have been trained on IIPP and CSP.

Failure to submit this affidavit as required may result in a determination that the successful Bidder is nonresponsive and/or nonresponsible.

I, _____, hereby certify to the
County

of Los Angeles on behalf of _____
the following:

1. The Contractor identified above has an injury and illness Prevention Plan (IIPP) and a Code of Safe Practices (CSP) which comply with Cal/OSHA Regulations.
2. The employees of the Contractor identified above who will be assigned to the jobsite have been trained on the IIPP and CSP.
3. All subcontractors supplying employees to the jobsite will be required to prove to the Contractor that they have an IIPP and a CSP which comply with Cal/OSHA Regulations and their jobsite employees have been trained on the IIPP and CSP.

I declare under penalty of perjury under the law of the State of California that the foregoing is true and correct.

Executed this _____ day of _____
(month and year)

at _____

By: _____

AFFIRMATIVE ACTION COMPLIANCE

The Los Angeles County Board of Supervisors at its meeting held on July 19, 1994, amended the Minority and Women-Owned Business Enterprise Program to prohibit any person from knowingly submitting information with the intent of receiving certification and its concurrent benefits for which they are not entitled.

This is to acknowledge that the undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, if any, is fully aware of the following policy of the County of Los Angeles.

1. A person or business shall not:
 - a. Knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain, acceptance or certification as a minority or women business enterprise, or both, for the purposes of this article.
 - b. Willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report or other representation, to a County official or employee for the purpose of influencing the acceptance or certification or denial of acceptance or certification of any entity as a minority or women business enterprise, or both.
 - c. Willfully and knowingly obstruct, impede, or attempt to obstruct or impede, any County official or employee who is investigating the qualifications of a business entity which has requested acceptance or certification as a minority or women business enterprise, or both.
 - d. Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person or business in fraudulently obtaining or attempting to obtain, public moneys to which the person or business is not entitled under this article.
2. Any person or business who violated paragraph (1) shall be suspended from bidding on, or participating as contractor, subcontractor, or supplies in, any County contract or project for a period of three years.
3. No County agency with the powers to award contracts shall enter into any contract with any person or business suspended for violating this section during the period of the person or business suspension. No awarding department shall award a contract to any contractor utilizing the services of any person or business as subcontractor suspended for violating this section during the period of the person's or business suspension.

Applicant Signature

Title

Name of Firm

Date

INSTRUCTIONS: All proposers responding to this solicitation must return this form for proper consideration of the proposal. The information requested below is for statistical purposes only. On final analysis and consideration of award, vendor will be selected without regard to gender, race, creed, or color. Categories listed below are based on those described in 49 CFR P 23.5.

Bidder's Qualifications and Business References

Please fill this questionnaire out completely and submit with Bid. Additional information may be required.

In order for the County of Los Angeles to properly qualify your firm and its bid for the referenced project, please provide the following information:

1. Legal Name and Address:

Name: _____

Address: _____

Phone: _____

City, State, Zip: _____

2. Check one: Corporation: ☐ Partnership: ☐ Individual: ☐

3. If Corporation, state:

Date of Incorporation: _____

State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in California, give date of such authorization: _____.

- | | | |
|----|---------------------------------------|---------------|
| 5. | Name and Title of Principal Officers: | Date Elected: |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |

- | | | |
|-----|----------------------------|-------------------------------|
| 5.1 | Name of Qualifying Agents: | Date of Initial Qualification |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |

- 5.2 Name of Financially Responsible Officers (if any):
- _____
- _____

6. If Partnership, state:
- Date of Partnership: _____.

Name and Address of Partners:

7. If Sole Proprietorship, state:

Name and Address of Owner:

8. List State, County or other Public Agencies with which your organization is qualified to perform work by some means of prequalification:

Agency	Trade in which Qualified	Expiration Date	Amount Approved

9. Has your Organization or any member been involved in any litigation, arbitration or administrative proceeding within the last ten (10) years as a result of construction contracts, including but not limited to liens, delays, defective performance or workmanship? If yes, provide the following information for each case: (Submit attachments as necessary.)

- a. Style or caption of litigation OR ARBITRATION;

- b. All parties to such proceedings:

- c. Names, addresses, telephone numbers of Attorneys for each party:

- d. Date Litigation Started:

- e. Status of Case:

- f. Provide explanation of each claim by and against each party. (Attachments, as necessary.)

10. Have you or any principal of your company ever declared bankruptcy?

Yes ☐ No ☐

If Yes, provide dates and particulars.

Date

Reason

11. List three (3) construction related credit references.

<u>Name</u>	<u>Address</u>	<u>Phone No.</u>

12. List all subsidiaries or holding companies:

13. List corporate names or business names under which each of the principals in the present corporation have done business for the last ten (10) years.

14. List major subcontractors and suppliers from your three (3) largest most recent projects.

<u>Project Name</u>	<u>Subcontr./Supp.</u>	<u>Contract</u>	<u>Phone</u>

15. State construction experience of principal members of your organization:

Name	Title	Years Exper.	Type Work	Cost Range	In What Capacity
------	-------	-----------------	--------------	---------------	---------------------

List projects under direct supervision of the assigned Qualifying Agent(s), Project Manager(s), and/or Superintendent. (Attachments.)

Project/Type	Size/Value	Date
--------------	------------	------

If not listed above, provide work experience of assigned Qualifying Agent(s), Project Manager(s) and/or Superintendent.

16. List licenses of key members, including Qualifying Agents, and attach copies, including Certificate of Competency:

17. List a minimum of six (6) projects your organization has completed in the last three (3) years that demonstrate experience in all areas of commercial construction.

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	
CONTRACT AMOUNT _____	DATE OF COMPLETION _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	

_____ CBE Participation _____ %	

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	
CONTRACT AMOUNT _____	DATE OF COMPLETION _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	

_____ CBE Participation _____ %	

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	
CONTRACT AMOUNT _____	DATE OF COMPLETION _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	

_____ CBE Participation _____ %	

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	
CONTRACT AMOUNT _____	DATE OF COMPLETION _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	
_____ CBE Participation _____ %	

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	
CONTRACT AMOUNT _____	DATE OF COMPLETION _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	
_____ CBE Participation _____ %	

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	
CONTRACT AMOUNT _____	DATE OF COMPLETION _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	
_____ CBE Participation _____ %	

18. List a minimum of six (6) projects your organization has completed in the last three (3) years that demonstrate the ability to manage multiple projects simultaneously.

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	PROJECT START DATE _____
CONTRACT AMOUNT _____	PROJECT FINISH DATE _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	
_____ CBE Participation _____ %	

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	PROJECT START DATE _____
CONTRACT AMOUNT _____	PROJECT FINISH DATE _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	
_____ CBE Participation _____ %	

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	PROJECT START DATE _____
CONTRACT AMOUNT _____	PROJECT FINISH DATE _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	

_____ CBE Participation _____ %	

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	PROJECT START DATE _____
CONTRACT AMOUNT _____	PROJECT FINISH DATE _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	

_____ CBE Participation _____ %	

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	PROJECT START DATE _____
CONTRACT AMOUNT _____	PROJECT FINISH DATE _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	

_____ CBE Participation _____ %	

NAME OF PROJECT _____	ADDRESS _____
OWNER _____	ADDRESS _____
PHONE # _____	
ARCHITECT _____	ADDRESS _____
PHONE # _____	PROJECT START DATE _____
CONTRACT AMOUNT _____	PROJECT FINISH DATE _____
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? Yes ☐ No ☐	
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: _____ %	
NAME SUBCONTRACTOR TRADES MANAGED _____	

_____ CBE Participation _____	

Name of Bidder (Firm Name)

INSURANCE REQUIREMENTS

The premium for the Installation Floater shall be included with the Adjustment Factors and shall not be in addition to it.

Installation Floater:

1. Insure against damage from perils covered by the Causes-of-Loss Special Form (ISO form CP 10 30), and the perils of earthquake (**coverage limits of \$500,000 unless higher limits are required by County**), flood, risk of transit loss, loss during storage (both onsite and offsite), and collapse during construction (without restricting collapse coverage to specified perils). If Project involves testing air conditioning systems, boilers, pressure vessels, major machinery or major electrical panels, policy shall include coverage for such testing.
2. Cover all property to be installed (including labor) for the full Contract value (without coinsurance **and except for the earthquake coverage limit as indicated above**) against loss or damage until completion and acceptance by the County.
3. A Contractor can substitute a blanket builder's risk policy for the full contract value in place of an installation floater.

The amount for Installation Floater according to the JOC Project Manual, General Conditions, Article 81, Insurance Coverage Requirements – Types and Limits, will be:

(\$ _____)
Amount in figures

(_____)
Amount in words

SECTION 00 04 93

**CERTIFICATION OF COMPLIANCE WITH THE
COUNTY'S DEFAULTED PROPERTY TAX
REDUCTION PROGRAM**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract For	Services:	

The Proposer/Bidder/Contractor certifies that:

☐

It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/ Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

– OR –

☐

I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reasons:

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM

- 2.206.010 Findings and declarations.
- 2.206.020 Definitions.
- 2.206.030 Applicability.
- 2.206.040 Required solicitation and contract language.
- 2.206.050 Administration and compliance certification.
- 2.206.060 Exclusions/Exemptions.
- 2.206.070 Enforcement and remedies.
- 2.206.080 Severability.

2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.
- B. "County" shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.
- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required solicitation and contract language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.

B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.060 Exclusions/Exemptions.

A. This chapter shall not apply to the following contracts:

1. Chief Executive Office delegated authority agreements under \$50,000;
2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
3. A purchase made through a state or federal contract;
4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process.
7. Program agreements that utilize Board of Supervisors' discretionary funds;
8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
12. A non-agreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or
13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.

B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and remedies.

A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.

B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.

C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:

1. Recommend to the Board of Supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. {Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

SECTION 00 04 94

AVOIDANCE OF CONFLICT OF INTEREST

The Los Angeles County Code, Section 2.180.010, provides as follows:

CONTRACTS PROHIBITED

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the department submitting, district or agency that the provisions of this section have not been violated.

Proposer Name (please print)

Proposer's Official Title (please print)

Proposer's Signature

PRE-AWARD SURVEY

I. INTRODUCTION

A. DESCRIPTION OF PRE-AWARD SURVEY DOCUMENTS

The Pre-Award Survey is being required to assist the County of Los Angeles in determining the responsibility of your firm. It shall be submitted at time of bid. The Pre-Award Survey consists of three sections: (1) Management Plan; (2) Experience Information; and (3) Financial Information.

B. ORGANIZATION OF PRE-AWARD SURVEY

The information and documents submitted by the contractor must be organized and follow the same format as the Pre-Award Survey. The original document provided to the contractor may be taken apart and additional documents neatly inserted. Oversized documents must be folded to 8 1/2" by 11" and suitably presented. Duplicate pages 2, 3, and 4 if additional space is required to supply the requested information. The entire set of documents to be submitted must be firmly bound and include a cover sheet that sets forth the contractor's name and contract number.

II. MANAGEMENT PLAN

Prepare a management plan for this contract. The plan must present the contractor's overall approach to managing the project including the following:

- Management team
 - Provide an organizational chart
 - Describe the responsibilities and duties of each person
 - Indicate who will:
 - Manage overall contract
 - Perform joint scopes
 - Prepare proposals
 - Negotiate subcontracts
 - Supervise work
 - Provide the resumes of key individuals
- Plan for supervising and coordinating subcontractors
- Quality control/quality assurance procedures to be followed
- Record keeping requirements
- Communication flow among project participants
- Support to be provided from the home office

The management plan must follow the general outline presented above. Additional information may be provided

PRE-AWARD SURVEY

III. EXPERIENCE INFORMATION

A. SIMILAR CONTRACTS COMPLETED

List all contracts completed within the last 4 years similar to the JOC contract being awarded.

Project & Location	Contract Type	Contract Amount	Date Completed	Owner Reference & Tel. No.	A/E Reference & Tel. No.

PRE-AWARD SURVEY

B. CONTRACTS CURRENTLY UNDER CONSTRUCTION

List all contracts currently under construction even if they are not similar to the contract being awarded.

Project & Location	Contract Type	Contract Amount	Date Complete	Owner Reference & Tel. No.	A/E Reference & Tel. No.

PRE-AWARD SURVEY

C. PENDING CONTRACTS

List all contracts awarded to or won by your company but not yet started.

Project & Location	Contract Type	Contract Amount	Date Complete	Owner Reference & Tel. No.	A/E Reference & Tel. No.

PRE-AWARD SURVEY

IV. FINANCIAL INFORMATION

A. FINANCIAL DOCUMENTS:

Provide the following financial documents:

- Audited Financial Statements for the previous three years (2022, 2023, 2024).

Include:

Cash Flow Statement

Balance Sheet or Statement of Financial Position

Auditor's Standard Report

- Unless the most recent Balance Sheet or Statement of Financial Position was issued within 30 days prior to the bid opening date, submit interim financial information including data on financial position for the current fiscal year summarized on a monthly or quarterly basis or at other intervals.

B. BANK REFERENCES

Institution Name:

Address:

Services provided to contractor:

Contact Person:

Phone number:

Institution Name:

Address:

Services provided to contractor:

Contact Person:

Phone number:

PRE-AWARD SURVEY

Institution Name:

Address:

Services provided:

Contact Person:

Phone number:

**ZERO TOLERANCE HUMAN TRAFFICKING
POLICY CERTIFICATION**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract for _____ Services		

PROPOSER CERTIFICATION

Los Angeles County has taken significant steps to protect victims of human trafficking by establishing a zero tolerance human trafficking policy that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

Proposer acknowledges and certifies compliance with (Compliance with County's Zero Tolerance Human Trafficking Policy) of the proposed Contract and agrees that proposer or a member of his staff performing work under the proposed Contract will be in compliance. Proposer further acknowledges that noncompliance with the County's Zero Tolerance Human Trafficking Policy may result in rejection of any proposal, or cancellation of any resultant Contract, at the sole judgment of the County.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

Print Name:	Title:
Signature:	Date:

SPECIAL QUALIFICATIONS AND REQUIREMENTS FORM

All bidders responding to this solicitation shall possess a class A license and have completed within the last 10 years preceding the bid start date at least three water related projects in the State of California. Types of water project include water main construction/replacement, pump station construction or repair, water tank construction or repair, or water treatment systems. The monetary value of each Project listed must have been at least \$2 million (hard construction costs); One of the three projects must include the construction of a water main pipe more than 2000 feet in length.

Bidder Information:

- **Company Name:** _____
- **Company Address:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **CA Contractor License Type and Number:** _____

1. Project Information:

- **Project Title:**

-
- **Project Location:**

-
- **Client/Owner:**

-
- **Company Role:** ☐ Sub Contractor ☐ Prime Contractor

-
- **Percentage of Self Performed Work with the Company's Trades:** _____%
-

- **Project Description:**

-
- **Scope of Work:**

-
- **Project Value:**

-
- **Change Order Values:**

-
- **Substantial Completion Date:**

-
- **Reference Contact (Name, Phone, Email):**

-
- **Type of Water Project:**

- [] Water Main Pipe more than 2000 feet in length
 - Repair

- **Key Activities Performed:**

-
- **Challenges Faced and Solutions Implemented:** (*attach additional information as necessary*)

-
- **Equipment Used:**
-

2. Project Information:

- **Project Title:**

-
- **Project Location:**

-
- **Client/Owner:**

-
- **Company Role:** ☐ Sub Contractor ☐ Prime Contractor

-
- **Percentage of Self Performed Work with the Company's Trades:** _____%

-
- **Project Description:**

-
- **Scope of Work:**

-
- **Project Value:**

-
- **Change Order Values:**

-
- **Substantial Completion Date:**

-
- **Reference Contact (Name, Phone, Email):**
-

- **Type of Water Project:**

- [] Water Main Construction/Replacement
- [] Pump Station Construction or Repair
- [] Water Tank Construction/Repair
- [] Water Treatment System
- [] Other: _

- **Key Activities Performed:**

-
- **Challenges Faced and Solutions Implemented:** (*attach additional information as necessary*)

- **Equipment Used:**

- 3. **Project Information:**

- **Project Title:**

- **Project Location:**

- **Client/Owner:**

-
- **Company Role:** ☐ Sub Contractor ☐ Prime Contractor

-
- **Percentage of Self Performed Work with the Company's Trades:** _____%

- **Project Description:**

- **Scope of Work:**

-
- **Project Value:**

-
- **Change Order Values:**

-
- **Substantial Completion Date:**

-
- **Reference Contact (Name, Phone, Email):**

-
- **Type of Water Project:**
 - ☐ Water Main Construction/Replacement
 - ☐ Pump Station Construction or Repair
 - ☐ Water Tank Construction/Repair
 - ☐ Water Treatment System
 - ☐ Other: _

- **Key Activities Performed:**

-
- **Challenges Faced and Solutions Implemented:** (*attach additional information as necessary*)

-
- **Equipment Used:**
-

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____, 20_____ at

(city and state)

By: _____

(Signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

COMPLIANCE WITH FAIR CHANCE EMPLOYMENT
HIRING PRACTICES CERTIFICATION

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract for _____ Services		

PROPOSER/CONTRACTOR CERTIFICATION

The Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (California Government Code Section 12952), effective January 1, 2018.

Proposer/Contractor acknowledges and certifies compliance with fair chance employment hiring practices set forth in California Government Code Section 12952 and agrees that Proposer/Contractor and staff performing work under the Contract will be in compliance. Proposer/Contractor further acknowledges that noncompliance with fair chance employment practices set forth in California Government Code Section 12952 may result in rejection of any proposal, or termination of any resultant Contract, at the sole judgment of the County.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

Print Name:	Title:
Signature:	Date:

DISALLOWED COST ATTESTATION

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract for _____ Services		

CONTRACTOR ATTESTATION

If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Contractor must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

Contractor acknowledges and certifies compliance with the above paragraph.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

Print Name:	Title:
Signature:	Date:

CONTRACT ELECTRONIC SIGNATURES CERTIFICATION

SUBJECT: JOC WWD1

CONTRACT NO.: N/A

The County of Los Angeles (County) and the Consultant/Contractor hereby agree to regard facsimile/electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Agreement, Change Orders and amendments prepared, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to amendments to this Contract, such that the parties need not follow up facsimile/electronic transmissions of such documents with subsequent (non-facsimile/electronic) transmission of "original" versions of such documents. Electronic signatures include facsimile or email electronic signatures. Each executed counterpart shall be deemed an original. All counterparts, taken together, constitute the executed Agreement. The parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, used in connection with the execution of this Agreement and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if a paper original of this Agreement had been delivered had been signed using a handwritten signature. The Consultant/Contractor and the County (i) agree that an electronic signature, whether digital or encrypted, of a party to this Agreement is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intend to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or, electronic mail, or other electronic means, (iii) are aware that the other party will rely on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature. If this Agreement has been executed by electronic signature, all parties executing this document are expressly consenting under the United States Federal Electronic Signatures in Global and National Commerce Act of 2000 ("E-SIGN") and California Uniform Electronic Transactions Act ("UETA")(Cal. Civ. Code § 1633.1, et seq.), that a signature by fax, email or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

LEGAL NAME OF CONSULTANT/CONTRACTOR

By: _____
Signature

Print Name

Date

CONTRIBUTION AND AGENT DECLARATION FORM

This form must be completed separately by all bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles ("County").

Pursuant to the Levine Act (Government Code section 84308), a member of the Board of Supervisors, other elected County officials (the Sheriff, Assessor, and the District Attorney), and other County employees and/or officers ("County Officers") are disqualified and not able to participate in a proceeding involving contracts, franchises, licenses, permits and other entitlements for use if the County Officer received more than \$250 in contributions in the past 12 months from the bidder, proposer or applicant, any paid agent of the bidder, proposer, or applicant, or any financially interested participant who actively supports or opposes a particular decision in the proceeding.

State law requires you to disclose information about contributions made by you, your company, and lobbyists and agents paid to represent you. Failure to complete the form in its entirety may result in significant delays in the processing of your application and potential disqualification from the procurement or application process.

You must fully answer the applicable questions below. You ("Declarant"), or your company, if applicable, including all entities identified below (collectively, "Declarant Company") must also answer the questions below. The term "employee(s)" shall be defined as employees, officers, partners, owners, or directors of Declarant Company.

An affirmative response to any questions will not automatically cause the disqualification of your bid/proposal, or the denial of your application for a license, permit or other entitlement. However, failure to answer questions completely, in good faith, or providing materially false answers may subject a bidder/proposer to disqualification from the procurement.

This material is intended for use by bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles and does not constitute legal advice. If you have questions about the Levine Act and how it applies to you, you should call your lawyer or contact the Fair Political Practices Commission for further guidance.

HOA.104008393.4
Rev. [4/16/24]

CONTRIBUTION AND AGENT DECLARATION FORM

Complete each section below. State "none" if applicable.

A. COMPANY OR APPLICANT INFORMATION

- 1) Declarant Company or Applicant Name:
 - a) If applicable, identify all subcontractors that have been or will be named in your bid or proposal:
 - b) If applicable, variations and acronyms of Declarant Company's name used within the past 12 months:
 - c) Identify all entities or individuals who have the authority to make decisions for you or Declarant Company about making contributions to a County Officer, regardless of whether you or Declarant Company have actually made a contribution:

[IF A COMPANY, ANSWER QUESTIONS 2 - 3]

- 2) Identify only the Parent(s), Subsidiaries and Related Business Entities that Declarant Company has controlled or directed, or been controlled or directed by. "Controlled or directed" means shared ownership, 50% or greater ownership, or shared management and control between the entities.
 - a) Parent(s):
 - b) Subsidiaries:
 - c) Related Business Entities:
- 3) If Declarant Company is a closed corporation (non-public, with under 35 shareholders), identify the majority shareholder.
- 4) Identify all entities (proprietorships, firms, partnerships, joint ventures, syndicates, business trusts, companies, corporations, limited liability companies, associations, committees, and any other organization or group of persons acting in concert) whose contributions you or Declarant Company have the authority to direct or control.

CONTRIBUTION AND AGENT DECLARATION FORM

- 5) Identify any individuals such as employees, agents, attorneys, law firms, lobbyists, and lobbying firms who are or who will act on behalf of you or Declarant Company and who will receive compensation to communicate with a County Officer regarding the award or approval of **this** contract or project, license, permit, or other entitlement for use.

*(Do **not** list individuals and/or firms who, as part of their profession, either (1) submit to the County drawings or submissions of an architectural, engineering, or similar nature, **or** (2) provide purely technical data or analysis, **and** who will not have any other type of communication with a County agency, employee, or officer.)*

- 6) If you or Declarant Company are a 501(c)(3) non-profit organization, identify the compensated officers of your organization and the compensated members of your board.

B. CONTRIBUTIONS

- 1) Have you or the Declarant Company solicited or directed your employee(s) or agent(s) to make contributions, whether through fundraising events, communications, or any other means, to a County Officer in the past 12 months? If so, provide details of each occurrence, including the date.

Date (contribution solicited, or directed)	Recipient Name (elected official)	Amount

*Please attach an additional page, if necessary.

- 2) Disclose all contributions made by you or any of the entities and individuals identified in Section A to a County officer in the past 12 months.

Date (contribution made)	Name (of the contributor)	Recipient Name (elected official)	Amount

*Please attach an additional page, if necessary.

CONTRIBUTION AND AGENT DECLARATION FORM

C. DECLARATION

By signing this Contribution and Agent Declaration form, you (Declarant), or you and the Declarant Company, if applicable, attest that you have read the entirety of the Contribution Declaration and the statements made herein are true and correct to the best of your knowledge and belief. (Only complete the one section that applies.)

There are _____ additional pages attached to this Contribution Declaration Form.

COMPANY BIDDERS OR APPLICANTS

I, _____ (Authorized Representative), on behalf of _____ (Declarant Company), at which I am employed as _____ (Title), attest that after having made or caused to be made a reasonably diligent investigation regarding the Declarant Company, the foregoing responses, and the explanation on the attached page(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject Declarant Company to consequences, including disqualification of its bid/proposal or delays in the processing of the requested contract, license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

By signing this Contribution and Agent Declaration form, you also agree that, if Declarant Company hires an agent, such as, but not limited to, an attorney or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, you agree to inform the County of the identity of the agent or lobbyist and the date of their hire. You also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County officer (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by the Declarant Company, or, if applicable, any of the Declarant Company's proposed subcontractors, agents, lobbyists, and employees who have communicated or will communicate with the County about this contract, license, permit, or other entitlement after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

Signature

Date

CONTRIBUTION AND AGENT DECLARATION FORM

INDIVIDUAL BIDDERS OR APPLICANTS

I, _____, declare that the foregoing responses and the explanation on the attached sheet(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject me to consequences, including disqualification of my bid/proposal or delays in the processing of the requested license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

If I hire an agent or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, I agree to inform the County of the identity of the agent or lobbyist and the date of their hire. I also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by me, or an agent such as, but not limited to, a lobbyist or attorney representing me, that are made after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

Signature

Date

PROSPECTIVE CONTRACTOR LIST OF TERMINATED CONTRACTS

Contractor's Name: _____

Proposer must list all contracts that have been terminated within the past three years. Terminated contracts are those contracts terminated by an agency or firm before the contract's expiration date. Any and all terminated contracts should be accompanied with "Reason for termination". It should be noted that contracts that naturally expired need not be listed. The County is only seeking information on contracts that were terminated prior to expiration.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No. Reason for Termination:				
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No. Reason for Termination:				
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract Reason for				
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract Reason for				