

APPROVED

August 07 2025

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 25-123

DATE August 07, 2025

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AS-NEEDED SPECIAL EVENT PLANNING AND PRODUCTION SERVICES –
AWARD OF CONTRACTS

B. Aguirre _____

C. Santo Domingo _____

B. Jones _____

C. Stoneham _____

M. Rudnick _____

*N. Williams

NDW

9/ki

General Manager

Approved X

Disapproved _____

Withdrawn _____

RECOMMENDATIONS

- 1) Approve the award and execution of the proposed services contracts between RAP and the following firms for as-needed special event planning and production services (Contracts), in substantially the form attached to this Report as Attachment 1, for a term of three years and an amount not to exceed \$3,000,000.00 annually, with no guaranteed annual expenditure, subject to approval of the City Attorney as to form;

Recommended Contractors:

1. Backhand Productions, Inc.
12400 Wilshire Blvd., Suite 1275, Los Angeles, CA, 90025
2. California Culture Festival LLC
16155 Sierra Lakes Pkwy #160-161, Fontana, CA, 92336
3. Harmony Sound, A California Corporation
3852 Hellman Ave, Los Angeles, CA, 90032
4. JM Events LLC
8736 Naomi Ave, San Gabriel, CA 91775
5. KMBA Creative LLC
317 N Avenue 50, Apt 4, Los Angeles, CA, 90042
6. Rays Production LLC
609 Saint Paul Ave. Suite 466b, Los Angeles, CA, 90017

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7. Uno Productions Inc.
121 W. Lexington Dr. Ste 212, Glendale, CA 91203
 8. Utopia Worldwide Inc.
4111 West Alameda Ave., Suite #504, Burbank, CA, 91505
-
- 2) Find, in accordance with Charter Sections 371(e)(2) and 372, and Los Angeles Administrative Code Section 10.15(a)(2), that it is in the best interest of RAP to have pre-qualified contractors and that competitive bidding is not practicable or advantageous or compatible with RAP's interests in having available pre-qualified, as-needed contractors as it is necessary for RAP to be able to call on pre-qualified contractors to perform this expert, technical work as-needed and on an occasional, but frequent, basis with each individual project being awarded on the basis of availability of an as-needed, pre-qualified contractor to perform the work, the price to be charged and the unique expertise of the contractor;
 - 3) Find, in accordance with Charter Section 371(e)(10), that use of competitive bidding would be undesirable, impractical or impossible or is otherwise excused by the common law and the Charter because, unlike the purchase of a specified product, there is no single criterion, such as price comparison, that will determine which proposer can best provide the services required by RAP to provide as-needed special event planning and production services;
 - 4) Find, in accordance with Charter Section 375, that it is in the best interest of RAP to prequalify contractors to be eligible to bid on projects for special event planning and production services in order to expedite the solicitation and award of such services for projects on an as-needed basis in light of the significant number of projects in need of such services which are anticipated for the foreseeable future;
 - 5) Find, in accordance with Charter Section 1022, that RAP does not have available in its employ, personnel with sufficient time or necessary expertise to undertake special event planning and production services in a timely manner, and it is more feasible, economical and in RAP's best interest, to secure these services by contract with pre-qualified contractors to perform this work on an as-needed basis based on bids to be received from the prequalified contractor for each qualifying project;
 - 6) Direct the Board of Recreation and Park Commissioners (Board) Secretary to transmit the Contracts to the City Attorney for review and approval as to form;
 - 7) Authorize the Board President and Secretary to execute the Contracts upon receipt of the necessary approvals; and,
 - 8) Authorize RAP staff to make technical corrections as necessary to carry out the intent of this Report.

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SUMMARY

RAP has an on-going need for special event planning and production services, as further described below. RAP currently has a set of contracts in place for these important services and would like to broaden that bench to allow more contractors to bid and provide these services to RAP. Awarding Contracts to the recommended pre-qualified contractors identified in this Report will support RAP staff's ability to provide RAP with resources to ensure entertainment production services, as required to event planning and promotional activities, as well as event production including event management and other production-related services. In order to continue hosting and providing musical and special event experiences at various RAP locations citywide, it is critical that RAP has access to these services to achieve greater community engagement and participation throughout the City's vast park system.

An As-Needed Special Event Planning and Production Services Request for Qualifications (RFQ) was released on April 22, 2025. A Mandatory Pre-Qualification Meeting was conducted on May 7, 2025 and a Non-Mandatory Technical Review Meeting was conducted on May 13, 2025. This RFQ had two sets of services, as further described below:

1) Event Planning and Promotion Services:

The scope of services includes, but is not limited to, event promotional advertising, special event community outreach and engagement, and talent acquisition/buying services.

2) Event Management and Production Services:

The scope of services includes, but is not limited to, comprehensive event logistics, volunteer coordination, entertainment and music, security management and staffing services, stage, sound, lighting, and visual production services, and site operations management and staffing services.

RAP staff intends on releasing another RFQ for similar services in the near future to continue to broaden RAP's bench of contractors to ensure a bench of qualified contractors that can safely and efficiently perform as-needed special event planning and production services.

RFQ: On May 20, 2025 RAP received the following nine Statements of Qualifications (SOQ) in response to this RFQ:

- 1) Backhand Productions, Inc.
- 2) Bridge Street
- 3) California Culture Festival LLC
- 4) Harmony Sound, A California Corporation
- 5) JM Events LLC
- 6) KMBA Creative LLC
- 7) Rays Production LLC
- 8) Uno Productions Inc.
- 9) Utopia Worldwide Inc.

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RAP staff evaluated each of the SOQs received for responsiveness, completeness, and thoroughness, per its usual process. Responses were evaluated with a two-level review to determine if each respondent met the minimum qualifications as stated in the RFQ document. The first level determined whether the respondent submitted a complete package and all required forms. The second level focused on the qualifications and quality of the information provided and whether the response submitted met the minimum qualifications as stated in the RFQ.

Responders were required to provide evidence of their qualifications and meet all of the minimum requirements related to work experience, professional licenses, a representative projects list and required project documentation for each service category for which they wished to be considered.

Minimum Qualifications

Years in Business: All respondents were required to have a minimum of three years of experience that demonstrated the capacity to manage and perform functions contained in the scope of work for such categories.

A company seeking to respond to the RFQ that lacked three years of experience could impute the experience of contractor's key employee(s) such as corporate officers in order to meet this requirement provided the following criteria are met:

- The relevant experience involved the type(s) of expertise listed in the Scope of Services,
- The key employee(s) provided the services required to prequalify pursuant to the RFQ, and
- The new company was not created for a fraudulent purpose, to avoid a denial of government licensure, or for any reason that would give rise to an inference of collusion. The company seeking to impute the experience of another company was required to provide with its response a written explanation of the reasons for the creation of the company lacking the requisite experience.

Office Locations: Respondents were required to have established office(s) in Southern California (Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura counties).

Relevant Background and Experience:

- Demonstrated experience in event planning and promotion and/or event management and production, including detailed information concerning such experience.
- Two Letters of Reference, dated and signed with name and title from the past three years, from organizations of comparable size and type of operations to RAP.

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- Demonstrated experience in event planning and promotion and event management and production of at least five similar projects as described in the Scope of Services in the RFQ, completed within the prior three years.

Additional RFQ Results

The following firm did not successfully complete the level one review process. The reasons for this firm being deemed non-responsive are also noted. City requirements and practices allow departments to conditionally recommend contracts for certain informalities, however, these firms failed to submit complete, responsive SOQs and those missing or incomplete documents cannot be submitted after the bid due date.

Firms Not Recommended:

- 1) Bridge Street did not successfully complete Section A (Non-Collusion Affidavit and Respondent's Signature Declaration) as there was no signature and the document was not notarized. Additionally, Section I (E Bidding Compliance Documents) which required the following compliance documents was not submitted: Americans with Disabilities Act, Business Inclusion Program - Schedule A, City Ethics Commission Form 50, Compliance w/ Child Support Obligations, Contractor Evaluation Ordinance, Contractor Workforce Information, Contractor Responsibility Ordinance (CRO) Pledge of Compliance, (CRO) Questionnaire, Disclosure Ordinances, Equal Benefits Ordinance Compliance Affidavit/First Source Hiring Ordinance (EBO/FSHO) Compliance Affidavits, ED35 Equitable Access to Opportunities, Fair Chance Initiative for Hiring, Iran Contracting Act of 2010, Local Business Preference Program, LWO Exemptions / Service Contractor Worker Retention Ordinance (SCWRO), and Non-Discrimination / Equal Employment Practices and Affirmative Action (ND/EEP and AA); further, two letters of reference from the past three years were not provided.

FISCAL IMPACT

The award and execution of these as-needed contracts have no impact on RAP's General Fund, as funding will be identified on a per-project basis.

This Report was prepared by Sergio Montero, Management Analyst and reviewed by John Busby, Senior Management Analyst II.

LIST OF ATTACHMENTS/EXHIBITS

- 1) Form for Proposed Contracts
- 2) RFQ Released on April 22, 2025

CONTRACT
BETWEEN
THE CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
AND
TBD

FOR AS-NEEDED SPECIAL EVENT PLANNING AND PRODUCTION SERVICES

This CONTRACT ("Contract" or "Agreement") is made and entered into this ____ day of _____ 2025, by and between the City of Los Angeles, (herein referred to as "CITY"), a municipal corporation acting by and through its Department of Recreation and Parks (hereinafter referred to as "RAP"), acting by and through its Board of Recreation and Park Commissioners (hereinafter referred to as "BOARD"), and **TBD**, hereinafter referred to as CONTRACTOR. CITY and CONTRACTOR shall be referred to hereinafter as the "Parties".

RECITALS

WHEREAS, RAP provides various recreational and sports programs and services to the youth and other members of the general public throughout the City of Los Angeles; and

WHEREAS, RAP requires the services of an experienced and responsible contractor to provide As-Needed Special Event Planning and Production Services for RAP; and

WHEREAS, a Request for Qualifications (RFQ) for such services was released on April 22, 2025, and nine responses to the RFQ were received on May 20, 2025; and

WHEREAS, the CONTRACTOR's response met the minimum qualification requirements for the provision of As-Needed Special Event Planning and Production Services as specified in the RFQ; and

WHEREAS, CONTRACTOR has the necessary equipment and staff possessing sufficient knowledge, expertise, and experience required to provide the necessary services and has indicated its willingness to perform such services; and

WHEREAS, RAP shall solicit bids on projects for As-Needed Special Event Planning and Production Services on an as-needed basis (each a "Project"), and CONTRACTOR, as a pre-qualified contractor selected through the RFQ, shall be invited to bid on each such Project, and if CONTRACTOR is awarded any such Project, CONTRACTOR has indicated its willingness to provide the necessary services for the Project upon the terms and conditions set forth in (1) this Agreement, (2) the RFQ and CONTRACTOR's response to the RFQ ("RFQ Documents"), and (3) the bid notice/documents for the applicable Project and CONTRACTOR's response thereto ("Bid Documents"); and

WHEREAS, RAP, pursuant to Charter Sections 371(e)(2) and 375, finds that it is in its best interest to have pre-qualified contractors and that competitive bidding is not practicable or advantageous as it is necessary for RAP to be able to call on qualified contractors to perform this work as-needed and on an occasional, but frequent, basis without engaging in a new competitive process for each individual project to be performed; however, from among as needed pre-qualified contractors each individual project is assigned on the basis of availability of an as-needed contractor to perform the work, the price to be charged and the unique expertise of the as-needed contractor; and,

WHEREAS, RAP, pursuant to Charter Section 371(e)(10), finds that use of competitive bidding would be undesirable, impractical or impossible or is otherwise excused by the common law and the City Charter because, unlike the purchase of a specified product, there is no single criterion, such as price comparison, that will determine which proposer can best provide the services required by RAP to provide Special Event Planning and Production Services on as-needed basis; and

WHEREAS, RAP, pursuant to Charter Sections 372 and 375, and Los Angeles Administrative Code Section 10.15(a)(2), finds that obtaining competitive proposals or bids for each individual project for which work may be performed pursuant to this Agreement is not reasonably practicable or compatible with RAP's interests of having available as-needed contractors who are assigned various projects on the basis of availability, price and expertise and that it is therefore necessary to have several as-needed contractors for this type of service available when called upon by the RAP to perform services; and,

WHEREAS, RAP, pursuant to Charter Section 1022, does not have sufficient or adequate personnel in its employ to undertake this task on an emergency basis and it is more feasible and economical to secure said services by contract.

NOW, THEREFORE, the Parties, in consideration of the recitals above and of the terms, covenants, and conditions contained herein, agree as follows:

SECTION 1 - PARTIES TO CONTRACT, REPRESENTATIVES AND NOTICE

1.1 Parties

The parties to this Contract are:

CITY - The City of Los Angeles Department of Recreation and Parks, a municipal corporation, having its principal office at 221 North Figueroa Street, Suite 300, Los Angeles, California 90012.

CONTRACTOR – TBD, having its principal office at TBD

1.2 Representatives

The representatives of the parties who are authorized to administer this Contract and to whom formal notices, demands and communications will be given for as follows:

CITY's representative will be:

Jimmy Kim, General Manager
or Authorized Representative
Department of Recreation and Parks
221 North Figueroa Street, Suite 350
Los Angeles, California 90012

With copies to:

Cesar Valera, Special Events Coordinator
or Authorized Representative
Department of Recreation and Parks
532 South Olive Street
Los Angeles, CA 90013

Email: cesar.valera@lacity.org

CONTRACTOR's representative will be:

Representative or Authorized Representative
Company Name
Street
City, State Zip Code

Telephone Number:
Email:

1.3 Notices

Formal notices, demands and communications to be given hereunder by either party will be made in writing and may be effected by personal delivery or certified mail, return receipt requested and will be deemed communicated as of the date of receipt.

If the person designated to receive the notices, demands or communications or the address of such person is changed, written notice shall be given, in accord with this Section, within five (5) working days of the change.

SECTION 2 - TERM OF CONTRACT

The term of this Contract shall be for no more than three (3) years from the date of execution of this Contract by CITY, subject however to earlier termination by RAP as provided in Appendix A – The Standard Provisions for City Contracts (Rev.1.25 [v.2]) (or most recent).

SECTION 3 - SERVICES TO BE PERFORMED BY THE CONTRACTOR

3.1 Conduct of Operations

- A. At all times, work must conform to all current, relevant Federal, State and Local Municipal Building Codes which may include but not be limited to the California “Green Book” Building Codes, Universal Building and Electrical Codes, Los Angeles City Building and Electrical Codes.
- B. CONTRACTOR shall endeavor to maintain good public relations at all times. Any work awarded under this Contract shall be conducted in a manner that will cause the least possible interference with or annoyance to park patrons or RAP employees.
- C. A qualified supervisor shall be present and readily available to City personnel and the public during hours of operation at each work site. The site supervisor shall be available to RAP’s Project Manager at all times during normal working hours. Avoiding contact with the Project Manager may result in suspension of work awarded under this Contract without extension of any such work.
- D. CONTRACTOR’s working hours must coincide with those of the Department of Recreation and Parks (Monday through Friday, 7:00 a.m. – 3:30 p.m., excluding City holidays). RAP must first approve any deviation from these hours and/or work on weekends and/or holidays.
- E. CONTRACTOR shall carefully protect from damage all existing trees, shrubs, plants, fences, and other features. The Contractor shall be liable for any and all damage(s) caused by contract operations to such trees, shrubs, plants,

other growth and features or property. All damaged trees, shrubs, plants, other growth and features, and property shall be replaced or restored to their original condition to the satisfaction of the Project Manager at CONTRACTOR's expense. For each Project awarded to CONTRACTOR, CONTRACTOR will have read, understood, and agrees to comply with and enforce RAP's Tree Protection Policy and Tree Protection Specifications ("Tree Policy") in its entirety and shall be knowledgeable of all terms and conditions set forth therein. Any failure by CONTRACTOR to adhere to the requirements specified within the Tree Policy will result in the suspension of all work awarded under this Contract without extension of any such work, all at CONTRACTOR's expense. In addition, CONTRACTOR shall be responsible for payment for or replacement of any trees damaged through non-compliance with the Tree Policy. Should there be any doubts or uncertainties regarding the Tree Policy, CONTRACTOR agrees to inform RAP's Project Manager and RAP's Forestry Division office at (213) 485-4826 or contact them by email at Forestry.JobOrder@LAcity.org prior to performing any work on a Project.

- F. At all times, traffic control measures should conform to the Work Area Traffic Control Handbook, latest edition, published by Building New, Inc. Pedestrian and vehicular traffic shall be allowed to pass through the work area only under conditions of safety and with as little inconvenience and delay as possible. CONTRACTOR shall provide and maintain adequate barricades and warning devices. Flag persons shall be stationed as reasonably necessary for the safety of persons and vehicles.
- G. The roads and pathways shall be left free of debris at the close of each day's operation.
- H. CONTRACTOR will be responsible for all safety requirements and certifications in accordance with CAL-OSHA rules and regulations. It will be CONTRACTOR's responsibility to assess the work location and implement safety controls and procedures that are compliant with Title 8 of the California Code of Regulations. All projects will be awarded to CONTRACTOR as a "Single Employer" in accordance with CAL OSHA classifications. CONTRACTOR will be responsible and have full control over all construction activities as well as safety requirements thereof, for each as-need project awarded under this Contract.
- I. CONTRACTOR shall notify RAP's Project Manager at least twenty-four (24) hours prior to starting the work under this Contract.
- J. If CONTRACTOR, after having officially started any project under this Contract, should discontinue work for any cause, CONTRACTOR shall notify RAP's Project Manager of intent to do so, and shall further notify the Project Manager of the date of re-starting operations.

- K. All work awarded under this Contract shall be completed to the satisfaction of RAP's Project Manager. Work will be considered complete only when signed off by RAP's Project Manager. Work shall be performed to the specifications as determined by CITY.
- L. Failure to comply with any requirement contained herein may result in suspension of project work awarded under this Contract without extension.
- M. RAP's Project Manager must approve any request for subcontracting of work prior to such subcontracting.
- N. CONTRACTOR shall provide equipment and personnel for all tasks for all project work awarded under this Contract.
- O. CONTRACTOR shall comply with all provisions set forth in the RFQ which identifies obligations, legal or otherwise, for which the selected contractor(s) under the RFQ must comply, including compliance with the applicable provisions of the Labor Code of the State of California relating to Public Works wages, including any prevailing wage requirements.
- P. For each Project awarded under this Contract, the Bid Documents for such Project as well as the Notice to Proceed for such Project shall be fully incorporated into and made a part of this Agreement, and CONTRACTOR shall comply with all provisions and requirements and fully perform each and all of the provisions of this Agreement, the RFQ Documents, the Bid Documents, and the Notice to Proceed which are required of it to be performed.
- Q. CONTRACTOR represents and warrants that any bids submitted by CONTRACTOR in response to any task order or solicitation for any Project to be awarded under this Contract is not sham or collusive; that all statements of fact therein are true; and that such bid was not made in the interest or behalf of any person, partnership, company, association, organization or corporation other than CONTRACTOR. CONTRACTOR agrees that the representations made by it in the Non-Collusion Affidavit submitted by CONTRACTOR as part of the RFQ Documents shall apply in full force and effect to each bid submitted by CONTRACTOR for any Project to be awarded under this Contract, and that if RAP determines CONTRACTOR violated any of its representations made under this provision or such Non-Collusion Affidavit, the CONTRACTOR may be excluded from bidding on any subsequent task order or project solicitation in connection with this Contract.

3.2 SERVICES TO BE PROVIDED BY THE CONTRACTOR:

- A. Pursuant to CONTRACTOR's qualification under the RFQ, CONTRACTOR is qualified to provide the following **Special Event Planning and Production Services** on an as-needed basis under this Contract, as directed by RAP's General Manager or designee:

Event Planning and Promotion services including event marketing, advertising and branding, event-related community outreach and other activities necessary to carry out the planning and promotion of RAP events as further detailed below.

1. **Event Promotional Advertising** including the following services:

- a) **Event Marketing and Branding Plan Development:** Secure media buys in English and in other languages as directed by RAP staff, coordinate with local media to include media pitches for free and paid placement in various media (local newspapers, magazines, radio, internet-based, etc.), design and produce banners, flyers, and promotional giveaways, and monitor media coverage; provide digital and outdoor production (benches, bus stops, etc.) and social media ad buys. All media buys will include design, provision and installation of marketing assets where applicable. Designing and producing banners, flyers and other printed materials for RAP's programs and functions.
- b) **Event-branded Promotional Materials Planning** Formulating ideas, designs and providing promotional giveaways ("swag") for special events as well as other marketing opportunities. Advise and provide unique, trend-sensitive items (that is, currently popular and in line with current trends) items consistent with RAP's brand.
- c) **Event Promotional Assets Creation:** Create and design event branding and promotional materials for events including press releases, flyers, social media posts, news ads, or other forms of branding or marketing that reflect the latest industry trends and best practices for events of the type of the particular RAP event. Ensure accessibility by providing materials that can be translated into various languages as necessary and adhering to best practices for individuals with special needs.
- d) **Media Coordination:** Monitoring media and coordinating relevant event coverage with an eye for raising positive awareness of event.
- e) **Spokesperson Management:** Secure and train spokespeople representing RAP's diverse communities for events.
- f) **Video Production:** Create promotional and compilation videos for social media, including scripting, filming, editing, and producing. Produce

compilation videos as requested highlighting RAP's events. Produce high-quality videos of RAP events as required.

g) **Sponsorship** Find and vet sponsorship opportunities for various events.

h) **Emergency Action Plans** Development of EAPs for events.

2. **Special Event Community Outreach and Engagement including:**

a) **Community Recruitment:** Promote RAP special events to diverse communities, including non-English speaking populations, youth, and other demographic groups.

b) **Relationship Building:** Develop connections with local organizations, schools, community groups, corporations, industry contacts, and government agencies/officials as required to promote RAP special events.

c) **Outreach Materials:** Create and distribute outreach materials through various channels including online media. Creation of project materials for community outreach and notification for events including for online media (email blasts, social media posts, YouTube), creation of dedicated event websites, materials for local media outreach (newsletter, newspapers, radio/TV), and grassroots outreach (distribution of flyers or other printed materials, creation and distribution of mailers), and creation of surveys.

d) **Event Participation:** Identify and participate in cross promotion community events, host public meetings/workshops, and manage outreach campaigns.

e) Providing ongoing strategic advice on all areas that require the integration of communications and marketing, including community outreach and recruitment, and ADA compliance especially inclusive materials for individuals who are differently abled.

3. **Talent Acquisition/Buying Services**

a) Acquire talent that meet RAP's requirements for performances and other RAP special events.

b) Perform outreach to various talent agencies to research talent booking availability and book and contract with talent.

c) Ensure talent possesses and maintains all appropriate licenses, certificates and permits and follows all insurance requirements set forth by the venue and RAP.

- d) Review all marketing/promotional materials to meet the goals of the talent and RAP.

Event Management and Production including any services that take place in order to carry out production of a live event such as but not limited to DJ/MC services, production services, operation services, security as detailed below, comprehensive event logistics including snacks, beverages, audio/visual equipment, rentals, signage, and permits, providing event timelines, management of speakers, ticketing, concessions and hospitality services, and securing photography and film services as further detailed below:

1. **Comprehensive Event logistics:** Assist with the following for the special events.
 - a) Providing snacks and light beverages, audio/visual equipment, and event rentals including but not limited to tables, chairs, event space decor, stages, souvenirs wearables and giveaways (SWAG), tents, entertainment, portable toilets and hand washing stations for events.
 - b) Providing and installing event signage.
 - c) Securing event permits and other applicable clearances.
 - d) Producing timelines, run of shows, plot plans, and other logistical details.
 - e) Coordinating with RAP staff and other key stakeholders as needed.
 - f) Inviting, engaging, and organizing speakers and/or entertainment for the events.
 - g) Securing and providing photography and film, drones and videography production services as needed.
2. **Manage Volunteer Coordination:** Assist with volunteer recruitment and management for special events.
3. **Entertainment and Music:** Provide music, DJ/MC services and live entertainment options:
 - a) **DJ Services:** Provide music, special effects, and DJ services (preparing and playing of appropriate amplified music for an audience) for diverse events. Create appropriate playlists for various audiences including but not limited to young children, teens, families, seniors, government officials, etc.

- b) **MC Services:** Provide MC (Master of Ceremonies) services for events, assist with event runs, and management and completion of equipment setup and breakdown including provision of all necessary equipment.
- c) Assist staff with the run of shows and/or introducing speakers, entertainment, announcements, etc.
- d) Conduct and participate in pre-event meetings, as determined by RAP, to discuss details of services before events.
- e) Assure that any performer possesses and maintains all public performance and other required licenses and maintains permission to perform, on RAP property, any and all licensed material in compliance with applicable laws to avoid any liability for RAP for copyright infringement or other infringement of rights related to intellectual property.

4. **Security Management and Staffing Services**

- a) Facilitation of planning and analysis of forthcoming events by RAP; which may include security dot maps, recruiting personnel, assessing site plans for potential weaknesses and emergency management protocols.
- b) Facilitation of crowd control within the event site and traffic control of surrounding streets and neighborhoods.
- c) Training staff with incident procedures specific for each event based on the event grounds.

5. **Stage, Sound, Lighting, and Visual Production Services**

- a) Management and staffing resources to build production elements including staging and audio-visual equipment on the event grounds.
- b) Identify, provide, prepare, set-up, and program all necessary equipment required for the events based on the site plan and needs of the talent performing and event space requirements.
- c) Acquire all necessary performance related staffing, including but not limited to, audio and visual engineers, lighting designers, et al.
- d) Ensure all permits, rules, regulations, guidelines and ordinances are adhered to as per the request and guidance of governing agencies.

6. **Site Operations Management and Staffing Services**

- a) Facilitation of planning with blueprint designs of the entire scope of the event grounds.
- b) Provision and presentation of all production elements in CAD-specific drawings for certification and inspection procedures.
- c) Management of the entire production process, including the load-in of perimeter fencing, safety platforms, staging, and all audio-visual equipment.
- d) Provision of staffing resources, including skilled labor and technicians required to operate heavy machinery, telecommunications equipment, and more.
- e) General management of all departments and their needs during load-in, the event, and load-out.

B. The specific services to be provided by CONTRACTOR for any projects awarded under this Contract shall be as set forth in the statement of work for such project and its related Notice to Proceed issued for such project, both of which shall be incorporated into and made a part of this Contract.

SECTION 4 - SERVICES TO BE PROVIDED BY THE CITY

- 4.1 CITY personnel will work cooperatively with the CONTRACTOR to ensure timely approvals of all items required under this Contract.
- 4.2 CITY will promptly act, review, and make decisions as necessary to permit the orderly progress of CONTRACTOR's work under this Contract.

SECTION 5 - INSPECTION

- 5.1 CONTRACTOR must request final inspection from CITY representative for work completed at each site for each project awarded under this Contract.
- 5.2 CONTRACTOR will receive written notification for any services and/or delivery determined by the Project Manager (or his/her designee) to be below an acceptable level. This notification shall be in the form of a "Notice to Correct Unacceptable Service."
- 5.3 CONTRACTOR shall respond in writing to the Project Manager indicating what steps are being taken to correct the unacceptable service. If unacceptable service is not corrected after the CONTRACTOR receives the "Notice to Correct Unacceptable Service," payment may be withheld by CITY until corrections are made.
- 5.4 If unacceptable service continues, or if the CONTRACTOR receives three or more

such notices, CITY may terminate this Contract as described in PSC-9 Termination, of the Standard Provisions for City Contracts (Rev.1.25 [v.2]) (or most recent), attached hereto and incorporated herein by reference as Appendix A.

SECTION 6 - COMPENSATION AND INVOICING

6.1 Compensation

CITY will pay CONTRACTOR an amount for service outlined in the “Notice to Proceed” for each individual project awarded under this Contract. The maximum compensation in the aggregate to be awarded under this Contract will not exceed Three Million Dollars (\$3,000,000) annually on an as-needed basis. CITY in entering in this Contract guarantees no minimum amount of compensation. CITY staff will monitor this not-to-exceed maximum aggregate total. CITY HAS NOT MADE AN APPROPRIATION OF FUNDS FOR THE MAXIMUM AGGREGATE COMPENSATION AMOUNT STATED HEREIN AND SHALL MAKE AN APPROPRIATION OF FUNDS AS NECESSARY FOR EACH INDIVIDUAL PROJECT AWARDED TO CONTRACTOR UNDER THIS CONTRACT, IF ANY.

- 6.2 CONTRACTOR shall inform CITY of any additional project costs due to unforeseen delays and unexpected changes to the scope of work. Additional project costs shall be itemized by CONTRACTOR and approved by CITY before payment is made to CONTRACTOR. CONTRACTOR must provide a report for each service line item that is awarded to the CONTRACTOR. These reports should reflect all pertinent information as it relates to the services performed. The report should have the CONTRACTOR’s business name, address, contract number and contact phone, email and location where the service was performed. No payments shall be made by City accounting staff without an authorized signature from City Staff.

6.3 Invoicing

CONTRACTOR shall invoice upon completion of a project by submitting two (2) copies of the invoice which details the work performed in accordance with the original scope of work for the project and any approved change orders within thirty (30) days of completion of service.

CONTRACTOR shall submit invoices to:

Cesar Valera, Special Events Coordinator
or Authorized Representative
Department of Recreation and Parks
532 South Olive Street
Los Angeles, CA 90013

Email: cesar.valera@lacity.org

All invoices shall be submitted on CONTRACTOR's letterhead, containing CONTRACTOR's official logo, or other unique and identifying information such as the name and address of CONTRACTOR. Staff may request evidence that the task has been completed, in the form of a report, brochure or photographs, which shall be attached to all invoices.

Invoices and supporting documentation shall be prepared at the sole expense and responsibility of CONTRACTOR. CITY will not compensate CONTRACTOR for costs incurred in invoice preparation. CITY may request changes to the content and format of the invoice and supporting documentation at any time. CITY reserves the right to request additional supporting documentation to substantiate costs at any time.

Tasks that are completed by subcontractors shall be supported by subcontractor invoices, copies of pages from reports, brochures, photographs, or other unique documentation that substantiates their charges.

Failure to adhere to these policies may result in nonpayment pursuant to Charter Section 262(a), which requires the City Controller to inspect the quality, quantity, and condition of services, labor, materials, supplies, or equipment received by any City office or department, and to approve demands before they are drawn on the Treasury.

SECTION 7 - NON-EXCLUSIVITY

RAP and the CONTRACTOR understand and agree that this is a non-exclusive Agreement to provide services to RAP and that RAP may contract with other contractors to provide similar services during the term of this Agreement.

SECTION 8 - RATIFICATION

At the request of RAP, and because of the urgent need therefore, CONTRACTOR may have begun performance of services required hereunder prior to the execution of this Contract. By its execution hereof, CONTRACTOR hereby accepts that such services are subject to all of the terms, covenants, and conditions of this Contract, and CONTRACTOR's performance of such service.

Section 9 - LIQUIDATED DAMAGES

Time is often of the essence in the performance of work for each Project. CITY relies upon CONTRACTORS to complete work according to the timeline provided in the Bid Documents and it would be extremely burdensome for the parties to ascertain the actual damages incurred by CITY and the general public from late performance by the CONTRACTOR. Therefore, if CITY determines that CONTRACTOR in performing services pursuant to Bid Documents, fails to perform by the timeline as set forth in the Bid Documents, the CONTRACTOR may be required to pay liquidated damages, at a rate as set forth in the Bid Documents, based on the CONTRACTOR's late performance.

SECTION 10 - INCORPORATION OF DOCUMENTS

This Contract and exhibits represent the entire integrated agreement of the Parties and supersedes all prior written or oral representations, discussions, and agreements. The following documents are incorporated and made a part hereof by reference:

- Appendix A. Standard Provisions for City Contracts (Rev.1.25 [v.2])
- Appendix B. Form 146 Insurance Requirements
- Appendix C. RFQ and Compliance Documents on file in Board Office as submitted by Responder

(Signature Page to Follow)

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be executed by their respective duly authorized representatives.

Executed this _____ day
of _____, 20____

THE CITY OF LOS ANGELES, a municipal
corporation, acting by and through its BOARD
OF RECREATION AND PARK
COMMISSIONERS

By signing below, the signatory attests that they have
no personal, financial, beneficial, or familial interest in
this Contract.

By _____
PRESIDENT

By _____
SECRETARY

Executed this _____ day
of _____, 20____

TBD

By _____
PRESIDENT

By _____
SECRETARY

Approved as to Form:

Date: _____

Hydee Feldstein Soto, City Attorney

By _____

Brendan Kearns, Deputy City Attorney

ATTACHMENT A

Standard Provisions for City Contracts (Rev. 1/25 [v.2])

STANDARD PROVISIONS FOR CITY CONTRACTS

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STANDARD PROVISIONS FOR CITY CONTRACTS

PSC-1. Construction of Provisions and Titles Herein

All titles, subtitles, or headings in this Contract have been inserted for convenience, and shall not be deemed to affect the meaning or construction of any of the terms or provisions of this Contract. The language of this Contract shall be construed according to its fair meaning and not strictly for or against **CITY** or **CONTRACTOR**. The word "**CONTRACTOR**" includes the party or parties identified in this Contract. The singular shall include the plural and if there is more than one **CONTRACTOR**, unless expressly stated otherwise, their obligations and liabilities shall be joint and several. Use of the feminine, masculine, or neuter genders shall be deemed to include the genders not used.

PSC-2. Applicable Law, Interpretation and Enforcement

Each party's performance shall comply with all applicable laws of the United States of America, the State of California, and **CITY**, including but not limited to, laws regarding health and safety, labor and employment, wage and hours and licensing. This Contract shall be enforced and interpreted under the laws of the State of California without regard to conflict of law principles. **CONTRACTOR** shall comply with new, amended, or revised laws, regulations, or procedures that apply to the performance of this Contract with no additional compensation paid to **CONTRACTOR**.

In any action arising out of this Contract, **CONTRACTOR** consents to personal jurisdiction, and agrees to bring all such actions, exclusively in state or federal courts located in Los Angeles County, California.

If any part, term or provision of this Contract is held void, illegal, unenforceable, or in conflict with any federal, state or local law or regulation, the validity of the remaining parts, terms or provisions of this Contract shall not be affected.

PSC-3. Time of Effectiveness

Unless otherwise provided, this Contract shall take effect when all of the following events have occurred:

- A. This Contract has been signed on behalf of **CONTRACTOR** by the person or persons authorized to bind **CONTRACTOR**;
- B. This Contract has been approved by the City Council or by the board, officer or employee authorized to give such approval;
- C. The Office of the City Attorney has indicated in writing its approval of this Contract as to form; and
- D. This Contract has been signed on behalf of **CITY** by the person designated by the City Council, or by the board, officer or employee authorized to enter into this Contract.

PSC-4. Integrated Contract

This Contract sets forth all of the rights and duties of the parties with respect to the subject matter of this Contract, and replaces any and all previous Contracts or understandings, whether written or oral, relating thereto. This Contract may be amended only as provided for in the provisions of PSC-5 hereof.

PSC-5. Amendment

All amendments to this Contract shall be in writing and signed and approved pursuant to the provisions of PSC-3.

PSC-6. Excusable Delays

Neither party shall be liable for its delay or failure to perform any obligation under and in accordance with this Contract, if the delay or failure arises out of fires, floods, earthquakes, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by the party or any of the party's Subcontractors), freight embargoes, terrorist acts, insurrections or other civil disturbances, or other similar events to those described above, but in each case the delay or failure to perform must be beyond the control and without any fault or negligence of the party delayed or failing to perform (these events are referred to in this provision as "Force Majeure Events").

Notwithstanding the foregoing, a delay or failure to perform by a Subcontractor of **CONTRACTOR** shall not constitute a Force Majeure Event, unless the delay or failure arises out of causes beyond the control of both **CONTRACTOR** and Subcontractor, and without any fault or negligence of either of them. In such case, **CONTRACTOR** shall not be liable for the delay or failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit **CONTRACTOR** to perform timely. As used in this Contract, the term "Subcontractor" means a subcontractor at any tier.

In the event **CONTRACTOR'S** delay or failure to perform arises out of a Force Majeure Event, **CONTRACTOR** agrees to use commercially reasonable best efforts to obtain the goods or services from other sources, and to otherwise mitigate the damages and reduce the delay caused by the Force Majeure Event.

PSC-7. Waiver

A waiver of a default of any part, term or provision of this Contract shall not be construed as a waiver of any succeeding default or as a waiver of the part, term or provision itself. A party's performance after the other party's default shall not be construed as a waiver of that default.

PSC-8. Suspension

At **CITY'S** sole discretion, **CITY** may suspend any or all services provided under this Contract by providing **CONTRACTOR** with written notice of suspension. Upon receipt of the notice of suspension, **CONTRACTOR** shall immediately cease the services

suspended and shall not incur any additional obligations, costs or expenses to **CITY** until **CITY** gives written notice to recommence the services.

PSC-9. Termination

A. Termination for Convenience

CITY may terminate this Contract for **CITY'S** convenience at any time by providing **CONTRACTOR** thirty days written notice. Upon receipt of the notice of termination, **CONTRACTOR** shall immediately take action not to incur any additional obligations, costs or expenses, except as may be necessary to terminate its activities. **CITY** shall pay **CONTRACTOR** its reasonable and allowable costs through the effective date of termination and those reasonable and necessary costs incurred by **CONTRACTOR** to effect the termination. Thereafter, **CONTRACTOR** shall have no further claims against **CITY** under this Contract. All finished and unfinished documents and materials procured for or produced under this Contract, including all intellectual property rights **CITY** is entitled to, shall become **CITY** property upon the date of the termination. **CONTRACTOR** agrees to execute any documents necessary for **CITY** to perfect, memorialize, or record **CITY'S** ownership of rights provided herein.

B. Termination for Breach of Contract

1. Except as provided in PSC-6, if **CONTRACTOR** fails to perform any of the provisions of this Contract or so fails to make progress as to endanger timely performance of this Contract, **CITY** may give **CONTRACTOR** written notice of the default. **CITY'S** default notice will indicate whether the default may be cured and the time period to cure the default to the sole satisfaction of **CITY**. Additionally, **CITY'S** default notice may offer **CONTRACTOR** an opportunity to provide **CITY** with a plan to cure the default, which shall be submitted to **CITY** within the time period allowed by **CITY**. At **CITY'S** sole discretion, **CITY** may accept or reject **CONTRACTOR'S** plan. If the default cannot be cured or if **CONTRACTOR** fails to cure within the period allowed by **CITY**, then **CITY** may terminate this Contract due to **CONTRACTOR'S** breach of this Contract.
2. If the default under this Contract is due to **CONTRACTOR'S** failure to maintain the insurance required under this Contract, **CONTRACTOR** shall immediately: (1) suspend performance of any services under this Contract for which insurance was required; and (2) notify its employees and Subcontractors of the loss of insurance coverage and Contractor's obligation to suspend performance of services. **CONTRACTOR** shall not recommence performance until **CONTRACTOR** is fully insured and in compliance with **CITY'S** requirements.

3. If a federal or state proceeding for relief of debtors is undertaken by or against **CONTRACTOR**, or if **CONTRACTOR** makes an assignment for the benefit of creditors, then **CITY** may immediately terminate this Contract.
4. If **CONTRACTOR** engages in any dishonest conduct related to the performance or administration of this Contract or violates **CITY'S** laws, regulations or policies relating to lobbying, then **CITY** may immediately terminate this Contract.
5. Acts of Moral Turpitude
 - a. **CONTRACTOR** shall immediately notify **CITY** if **CONTRACTOR** or any Key Person, as defined below, is charged with, indicted for, convicted of, pleads nolo contendere to, or forfeits bail or fails to appear in court for a hearing related to, any act which constitutes an offense involving moral turpitude under federal, state, or local laws ("Act of Moral Turpitude").
 - b. If **CONTRACTOR** or a Key Person is convicted of, pleads nolo contendere to, or forfeits bail or fails to appear in court for a hearing related to, an Act of Moral Turpitude, **CITY** may immediately terminate this Contract.
 - c. If **CONTRACTOR** or a Key Person is charged with or indicted for an Act of Moral Turpitude, **CITY** may terminate this Contract after providing **CONTRACTOR** an opportunity to present evidence of **CONTRACTOR'S** ability to perform under the terms of this Contract.
 - d. Acts of Moral Turpitude include, but are not limited to: violent felonies as defined by Penal Code Section 667.5, crimes involving weapons, crimes resulting in serious bodily injury or death, serious felonies as defined by Penal Code Section 1192.7, and those crimes referenced in the Penal Code and articulated in California Public Resources Code Section 5164(a)(2); in addition to and including acts of murder, rape, sexual assault, robbery, kidnapping, human trafficking, pimping, voluntary manslaughter, aggravated assault, assault on a peace officer, mayhem, fraud, domestic abuse, elderly abuse, and child abuse, regardless of whether such acts are punishable by felony or misdemeanor conviction.

- e. For the purposes of this provision, a Key Person is a principal, officer, or employee assigned to this Contract, or owner (directly or indirectly, through one or more intermediaries) of ten percent or more of the voting power or equity interests of **CONTRACTOR**.
- 6. In the event **CITY** terminates this Contract as provided in this section, **CITY** may procure, upon such terms and in the manner as **CITY** may deem appropriate, services similar in scope and level of effort to those so terminated, and **CONTRACTOR** shall be liable to **CITY** for all of its costs and damages, including, but not limited to, any excess costs for such services.
- 7. If, after notice of termination of this Contract under the provisions of this section, it is determined for any reason that **CONTRACTOR** was not in default under the provisions of this section, or that the default was excusable under the terms of this Contract, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to PSC-9(A) Termination for Convenience.
- 8. The rights and remedies of **CITY** provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
- C. In the event that this Contract is terminated, **CONTRACTOR** shall immediately notify all employees and Subcontractors, and shall notify in writing all other parties contracted with under the terms of this Contract within five working days of the termination.

PSC-10. Independent Contractor

CONTRACTOR is an independent contractor and not an agent or employee of **CITY**. **CONTRACTOR** shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of **CITY**.

PSC-11. Contractor's Personnel

Unless otherwise approved by **CITY**, **CONTRACTOR** shall use its own employees to perform the services described in this Contract. **CITY** has the right to review and approve any personnel who are assigned to work under this Contract. **CONTRACTOR** shall remove personnel from performing work under this Contract if requested to do so by **CITY**.

CONTRACTOR shall not use Subcontractors to assist in performance of this Contract without the prior written approval of **CITY**. If **CITY** permits the use of Subcontractors, **CONTRACTOR** shall remain responsible for performing all aspects of this Contract and paying all Subcontractors. **CITY** has the right to approve **CONTRACTOR'S** Subcontractors, and **CITY** reserves the right to request replacement of any

Subcontractor. **CITY** does not have any obligation to pay **CONTRACTOR'S** Subcontractors, and nothing herein creates any privity of contract between **CITY** and any Subcontractor.

PSC-12. Assignment and Delegation

CONTRACTOR may not, unless it has first obtained the written permission of **CITY**:

- A. Assign or otherwise alienate any of its rights under this Contract, including the right to payment; or
- B. Delegate, subcontract, or otherwise transfer any of its duties under this Contract.

PSC-13. Permits

CONTRACTOR and its directors, officers, partners, agents, employees, and Subcontractors, shall obtain and maintain all licenses, permits, certifications and other documents necessary for **CONTRACTOR'S** performance of this Contract. **CONTRACTOR** shall immediately notify **CITY** of any suspension, termination, lapses, non-renewals, or restrictions of licenses, permits, certificates, or other documents that relate to **CONTRACTOR'S** performance of this Contract.

PSC-14. Claims for Labor and Materials

CONTRACTOR shall promptly pay when due all amounts owed for labor and materials furnished in the performance of this Contract so as to prevent any lien or other claim under any provision of law from arising against any **CITY** property (including reports, documents, and other tangible or intangible matter produced by **CONTRACTOR** hereunder), and shall pay all amounts due under the Unemployment Insurance Act or any other applicable law with respect to labor used to perform under this Contract.

PSC-15. Current Los Angeles City Business Tax Registration Certificate Required

For the duration of this Contract, **CONTRACTOR** shall maintain valid Business Tax Registration Certificate(s) as required by **CITY'S** Business Tax Ordinance, Section 21.00 *et seq.* of the Los Angeles Municipal Code ("LAMC"), and shall not allow the Certificate to lapse or be revoked or suspended.

PSC-16. Retention of Records, Audit and Reports

CONTRACTOR shall maintain all records, including records of financial transactions, pertaining to the performance of this Contract, in their original form or as otherwise approved by **CITY**. These records shall be retained for a period of no less than three years from the later of the following: (1) final payment made by **CITY**, (2) the expiration of this Contract or (3) termination of this Contract. The records will be subject to examination and audit by authorized **CITY** personnel or **CITY'S** representatives at any time. **CONTRACTOR** shall provide any reports requested by **CITY** regarding

performance of this Contract. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

In lieu of retaining the records for the term as prescribed in this provision, **CONTRACTOR** may, upon **CITY'S** written approval, submit the required information to **CITY** in an electronic format, e.g. USB flash drive, at the expiration or termination of this Contract.

PSC-17. Bonds

All bonds required by **CITY** shall be filed with the Office of the City Administrative Officer, Risk Management for its review and acceptance in accordance with Los Angeles Administrative Code ("LAAC") Sections 11.47 *et seq.*, as amended from time to time.

PSC-18. Indemnification

Except for the active negligence or willful misconduct of **CITY**, or any of its boards, officers, agents, employees, assigns and successors in interest, **CONTRACTOR** shall defend, indemnify and hold harmless **CITY** and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by **CITY**, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including **CONTRACTOR'S** employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by **CONTRACTOR**, Subcontractors, or their boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of **CITY** provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract. This provision will survive expiration or termination of this Contract.

PSC-19. Intellectual Property Indemnification

CONTRACTOR, at its own expense, shall defend, indemnify, and hold harmless the **CITY**, and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by **CITY**, including but not limited to, costs of experts and consultants), damages or liability of any nature arising out of the infringement, actual or alleged, direct or contributory, of any intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity, and proprietary information: (1) on or in any design, medium, matter, article, process, method, application, equipment, device, instrumentation, software, hardware, or firmware used by **CONTRACTOR**, or its Subcontractors, in performing the work under this Contract; or (2) as a result of **CITY'S** actual or intended use of any Work Product (as defined in PSC-21) furnished by **CONTRACTOR**, or its Subcontractors, under this Contract. The rights and remedies of **CITY** provided in this section shall not be exclusive

and are in addition to any other rights and remedies provided by law or under this Contract. This provision will survive expiration or termination of this Contract.

PSC-20. Intellectual Property Warranty

CONTRACTOR represents and warrants that its performance of all obligations under this Contract does not infringe in any way, directly or contributorily, upon any third party's intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity and proprietary information.

PSC-21. Ownership and License

Unless otherwise provided for herein, all finished and unfinished works, tangible or not, created under this Contract including, without limitation, documents, materials, data, reports, manuals, specifications, artwork, drawings, sketches, blueprints, studies, memoranda, computation sheets, computer programs and databases, schematics, photographs, video and audiovisual recordings, sound recordings, marks, logos, graphic designs, notes, websites, domain names, inventions, processes, formulas, matters and combinations thereof, and all forms of intellectual property originated and prepared by **CONTRACTOR** or its Subcontractors under this Contract (each a "Work Product"; collectively "Work Products") shall be and remain the exclusive property of **CITY** for its use in any manner **CITY** deems appropriate. **CONTRACTOR** hereby assigns to **CITY** all goodwill, copyright, trademark, patent, trade secret and all other intellectual property rights worldwide in any Work Products originated and prepared under this Contract. **CONTRACTOR** further agrees to execute any documents necessary for **CITY** to perfect, memorialize, or record **CITY'S** ownership of rights provided herein.

CONTRACTOR agrees that a monetary remedy for breach of this Contract may be inadequate, impracticable, or difficult to prove and that a breach may cause **CITY** irreparable harm. **CITY** may therefore enforce this requirement by seeking injunctive relief and specific performance, without any necessity of showing actual damage or irreparable harm. Seeking injunctive relief or specific performance does not preclude **CITY** from seeking or obtaining any other relief to which **CITY** may be entitled.

For all Work Products delivered to **CITY** that are not originated or prepared by **CONTRACTOR** or its Subcontractors under this Contract, **CONTRACTOR** shall secure a grant, at no cost to **CITY**, for a non-exclusive perpetual license to use such Work Products for any **CITY** purposes.

CONTRACTOR shall not provide or disclose any Work Product to any third party without prior written consent of **CITY**.

Any subcontract entered into by **CONTRACTOR** relating to this Contract shall include this provision to contractually bind its Subcontractors performing work under this Contract such that **CITY'S** ownership and license rights of all Work Products are preserved and protected as intended herein.

PSC-22. Data Protection

- A. **CONTRACTOR** shall protect, using the most secure means and technology that is commercially available, **CITY**-provided data or consumer-provided data acquired in the course and scope of this Contract, including but not limited to customer lists and customer credit card or consumer data, (collectively, the “City Data”). **CONTRACTOR** shall notify **CITY** in writing as soon as reasonably feasible, and in any event within twenty-four hours, of **CONTRACTOR’S** discovery or reasonable belief of any unauthorized access of City Data (a “Data Breach”), or of any incident affecting, or potentially affecting City Data related to cyber security (a “Security Incident”), including, but not limited to, denial of service attack, and system outage, instability or degradation due to computer malware or virus. **CONTRACTOR** shall begin remediation immediately. **CONTRACTOR** shall provide daily updates, or more frequently if required by **CITY**, regarding findings and actions performed by **CONTRACTOR** until the Data Breach or Security Incident has been effectively resolved to **CITY’S** satisfaction. **CONTRACTOR** shall conduct an investigation of the Data Breach or Security Incident and shall share the report of the investigation with **CITY**. At **CITY’S** sole discretion, **CITY** and its authorized agents shall have the right to lead or participate in the investigation. **CONTRACTOR** shall cooperate fully with **CITY**, its agents and law enforcement.
- B. If **CITY** is subject to liability for any Data Breach or Security Incident, then **CONTRACTOR** shall fully indemnify and hold harmless **CITY** and defend against any resulting actions.

PSC-23. Insurance

During the term of this Contract and without limiting **CONTRACTOR’S** obligation to indemnify, hold harmless and defend **CITY**, **CONTRACTOR** shall provide and maintain at its own expense a program of insurance having the coverages and limits not less than the required amounts and types as determined by the Office of the City Administrative Officer of Los Angeles, Risk Management (template Form General 146 in Exhibit 1 hereto). The insurance must: (1) conform to **CITY’S** requirements; (2) comply with the Insurance Contractual Requirements (Form General 133 in Exhibit 1 hereto); and (3) otherwise be in a form acceptable to the Office of the City Administrative Officer, Risk Management. **CONTRACTOR** shall comply with all Insurance Contractual Requirements shown on Exhibit 1 hereto. Exhibit 1 is hereby incorporated by reference and made a part of this Contract.

PSC-24. Best Terms

Throughout the term of this Contract, **CONTRACTOR**, shall offer **CITY** the best terms, prices, and discounts that are offered to any of **CONTRACTOR’S** customers for similar goods and services provided under this Contract.

PSC-25. Warranty and Responsibility of Contractor

CONTRACTOR warrants that the work performed hereunder shall be completed in a manner consistent with professional standards practiced among those firms within **CONTRACTOR'S** profession, doing the same or similar work under the same or similar circumstances.

PSC-26. Mandatory Provisions Pertaining to Non-Discrimination in Employment

Unless otherwise exempt, this Contract is subject to the applicable non-discrimination, equal benefits, equal employment practices, and affirmative action program provisions in LAAC Section 10.8 et seq., as amended from time to time.

- A. **CONTRACTOR** shall comply with the applicable non-discrimination and affirmative action provisions of the laws of the United States of America, the State of California, and **CITY**. In performing this Contract, **CONTRACTOR** shall not discriminate in any of its hiring or employment practices against any employee or applicant for employment because of such person's race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender identity, age, disability, domestic partner status, marital status or medical condition.
- B. The requirements of Section 10.8.2.1 of the LAAC, the Equal Benefits Ordinance, and the provisions of Section 10.8.2.1(f) are incorporated and made a part of this Contract by reference.
- C. The provisions of Section 10.8.3 of the LAAC are incorporated and made a part of this Contract by reference and will be known as the "Equal Employment Practices" provisions of this Contract.
- D. The provisions of Section 10.8.4 of the LAAC are incorporated and made a part of this Contract by reference and will be known as the "Affirmative Action Program" provisions of this Contract.

Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-27. Child Support Assignment Orders

CONTRACTOR shall comply with the Child Support Assignment Orders Ordinance, Section 10.10 of the LAAC, as amended from time to time. Pursuant to Section 10.10(b) of the LAAC, **CONTRACTOR** shall fully comply with all applicable State and Federal employment reporting requirements. Failure of **CONTRACTOR** to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment or Notices of Assignment, or the failure of any principal owner(s) of **CONTRACTOR** to comply with any Wage and Earnings Assignment or Notices of Assignment applicable to them personally, shall constitute a default by the **CONTRACTOR** under this Contract. Failure of **CONTRACTOR** or principal owner to cure

the default within 90 days of the notice of default will subject this Contract to termination for breach. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-28. Living Wage Ordinance

CONTRACTOR shall comply with the Living Wage Ordinance, LAAC Section 10.37 *et seq.*, as amended from time to time. **CONTRACTOR** further agrees that it shall comply with federal law proscribing retaliation for union organizing. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-29. Service Contractor Worker Retention Ordinance

CONTRACTOR shall comply with the Service Contractor Worker Retention Ordinance, LAAC Section 10.36 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-30. Access and Accommodations

CONTRACTOR represents and certifies that:

- A. **CONTRACTOR** shall comply with the Americans with Disabilities Act, as amended, 42 U.S.C. Section 12101 *et seq.*, the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 701 *et seq.*, the Fair Housing Act, and its implementing regulations and any subsequent amendments, and California Government Code Section 11135;
- B. **CONTRACTOR** shall not discriminate on the basis of disability or on the basis of a person's relationship to, or association with, a person who has a disability;
- C. **CONTRACTOR** shall provide reasonable accommodation upon request to ensure equal access to **CITY**-funded programs, services and activities;
- D. Construction will be performed in accordance with the Uniform Federal Accessibility Standards (UFAS), 24 C.F.R. Part 40; and
- E. The buildings and facilities used to provide services under this Contract are in compliance with the federal and state standards for accessibility as set forth in the 2010 ADA Standards, California Title 24, Chapter 11, or other applicable federal and state law.

CONTRACTOR understands that **CITY** is relying upon these certifications and representations as a condition to funding this Contract. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-31. Contractor Responsibility Ordinance

CONTRACTOR shall comply with the Contractor Responsibility Ordinance, LAAC Section 10.40 *et seq.*, as amended from time to time.

PSC-32. Business Inclusion Program

Unless otherwise exempted prior to bid submission, **CONTRACTOR** shall comply with all aspects of the Business Inclusion Program as described in the Request for Proposal/Qualification process, throughout the duration of this Contract. **CONTRACTOR** shall utilize the Regional Alliance Marketplace for Procurement ("RAMP") at <https://www.rampla.org/s/>, to perform and document outreach to Minority, Women, and Other Business Enterprises. **CONTRACTOR** shall perform subcontractor outreach activities through RAMP. **CONTRACTOR** shall not change any of its designated Subcontractors or pledged specific items of work to be performed by these Subcontractors, nor shall **CONTRACTOR** reduce their level of effort, without prior written approval of **CITY**.

PSC-33. Slavery Disclosure Ordinance

CONTRACTOR shall comply with the Slavery Disclosure Ordinance, LAAC Section 10.41 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-34. First Source Hiring Ordinance

CONTRACTOR shall comply with the First Source Hiring Ordinance, LAAC Section 10.44 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-35. Local Business Preference Ordinance

CONTRACTOR shall comply with the Local Business Preference Ordinance, LAAC Section 10.47 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-36. Iran Contracting Act

In accordance with California Public Contract Code Sections 2200-2208, all contractors entering into, or renewing contracts with **CITY** for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit."

PSC-37. Restrictions on Campaign Contributions and Fundraising in City Elections

Unless otherwise exempt, if this Contract is valued at \$100,000 or more and requires approval by an elected **CITY** office, **CONTRACTOR**, **CONTRACTOR'S** principals, and **CONTRACTOR'S** Subcontractors expected to receive at least \$100,000 for performance

under the Contract, and the principals of those Subcontractors (the “Restricted Persons”) shall comply with Charter Section 470(c)(12) and LAMC Section 49.7.35. Failure to comply entitles **CITY** to terminate this Contract and to pursue all available legal remedies. Charter Section 470(c)(12) and LAMC Section 49.7.35 limit the ability of the Restricted Persons to make campaign contributions to and engage in fundraising for certain elected **CITY** officials or candidates for elected **CITY** office for twelve months after this Contract is signed. Additionally, a **CONTRACTOR** subject to Charter Section 470(c)(12) is required to comply with disclosure requirements by submitting a completed and signed Ethics Commission Form 55 and to amend the information in that form as specified by law. Any **CONTRACTOR** subject to Charter Section 470(c)(12) shall include the following notice in any contract with any Subcontractor expected to receive at least \$100,000 for performance under this Contract:

“Notice Regarding Restrictions on Campaign Contributions and Fundraising in City Elections

You are a subcontractor on City of Los Angeles Contract # _____ . Pursuant to the City of Los Angeles Charter Section 470(c)(12) and related ordinances, you and your principals are prohibited from making campaign contributions to and fundraising for certain elected City of Los Angeles (“**CITY**”) officials and candidates for elected **CITY** office for twelve months after the **CITY** contract is signed. You are required to provide the names and contact information of your principals to the **CONTRACTOR** and to amend that information within ten business days if it changes during the twelve month time period. Failure to comply may result in termination of this Contract and any other available legal remedies. Information about the restrictions may be found online at ethics.lacity.org or by calling the Los Angeles City Ethics Commission at (213) 978-1960.”

PSC-38. Contractors’ Use of Criminal History for Consideration of Employment Applications

CONTRACTOR shall comply with the City Contractors’ Use of Criminal History for Consideration of Employment Applications Ordinance, LAAC Section 10.48 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-39. Limitation of City’s Obligation to Make Payment to Contractor

Notwithstanding any other provision of this Contract, including any exhibits or attachments incorporated therein, and in order for **CITY** to comply with its governing legal requirements, **CITY** shall have no obligation to make any payments to **CONTRACTOR** unless **CITY** shall have first made an appropriation of funds equal to or in excess of its obligation to make any payments as provided in this Contract. **CONTRACTOR** agrees that any services provided by **CONTRACTOR**, purchases made by **CONTRACTOR** or expenses incurred by **CONTRACTOR** in excess of the appropriation(s) shall be free and without charge to **CITY** and **CITY** shall have no obligation to pay for the services, purchases or expenses. **CONTRACTOR** shall have no obligation to provide any services,

provide any equipment or incur any expenses in excess of the appropriated amount(s) until **CITY** appropriates additional funds for this Contract.

PSC-40. Compliance with Identity Theft Laws and Payment Card Data Security Standards

CONTRACTOR shall comply with all identity theft laws including without limitation, laws related to: (1) payment devices; (2) credit and debit card fraud; and (3) the Fair and Accurate Credit Transactions Act (“FACTA”), including its requirement relating to the content of transaction receipts provided to Customers. **CONTRACTOR** also shall comply with all requirements related to maintaining compliance with Payment Card Industry Data Security Standards (“PCI DSS”). During the performance of any service to install, program or update payment devices equipped to conduct credit or debit card transactions, including PCI DSS services, **CONTRACTOR** shall verify proper truncation of receipts in compliance with FACTA.

PSC-41. Compliance with California Public Resources Code Section 5164

California Public Resources Code Section 5164 prohibits a public agency from hiring a person for employment or as a volunteer to perform services at any park, playground, or community center used for recreational purposes in a position that has supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes as referenced in the Penal Code, and articulated in California Public Resources Code Section 5164(a)(2).

If applicable, **CONTRACTOR** shall comply with California Public Resources Code Section 5164, and shall additionally adhere to all rules and regulations that have been adopted or that may be adopted by **CITY**. **CONTRACTOR** is required to have all employees, volunteers and Subcontractors (including all employees and volunteers of any Subcontractor) of **CONTRACTOR** working on premises to pass a fingerprint and background check through the California Department of Justice at **CONTRACTOR’S** sole expense, indicating that such individuals have never been convicted of certain crimes as referenced in the Penal Code and articulated in California Public Resources Code Section 5164(a)(2), if the individual will have supervisory or disciplinary authority over any minor.

PSC-42. Possessory Interests Tax

Rights granted to **CONTRACTOR** by **CITY** may create a possessory interest. **CONTRACTOR** agrees that any possessory interest created may be subject to California Revenue and Taxation Code Section 107.6 and a property tax may be levied on that possessory interest. If applicable, **CONTRACTOR** shall pay the property tax. **CONTRACTOR** acknowledges that the notice required under California Revenue and Taxation Code Section 107.6 has been provided.

PSC-43. Confidentiality

All documents, information, City Data (as that term is defined in PSC-22), and materials provided to **CONTRACTOR** by **CITY** or developed by **CONTRACTOR** pursuant to this Contract (collectively “Confidential Information”) are confidential. **CONTRACTOR** shall not provide, and shall prohibit its employees and subcontractors from providing or disclosing, any Confidential Information or their contents or any information therein either orally or in writing, to any person or entity, except as authorized by **CITY** or as required by law. **CONTRACTOR** shall immediately notify **CITY** of any attempt by a third party to obtain access to any Confidential Information. This provision will survive expiration or termination of this Contract.

PSC-44. Contractor Data Reporting

If Contractor is a for-profit, privately owned business, Contractor shall, within 30 days of the effective date of the Contract and on an annual basis thereafter (i.e., within 30 days of the annual anniversary of the effective date of the Contract), report the following information to City via the Regional Alliance Marketplace for Procurement (“RAMP”) or via another method specified by City: Contractor’s and any Subcontractor’s annual revenue, number of employees, location, industry, race/ethnicity and gender of majority owner (“Contractor/Subcontractor Information”). Contractor shall further request, on an annual basis, that any Subcontractor input or update its business profile, including the Contractor/Subcontractor Information, on RAMP or via another method prescribed by City.

EXHIBIT 1

INSURANCE CONTRACTUAL REQUIREMENTS

CONTACT For additional information about compliance with City Insurance and Bond requirements, contact the Office of the City Administrative Officer, Risk Management at (213) 978-RISK (7475) or go online at www.lacity.org/cao/risk. The City approved Bond Assistance Program is available for those contractors who are unable to obtain the City-required performance bonds. A City approved insurance program may be available as a low-cost alternative for contractors who are unable to obtain City-required insurance.

CONTRACTUAL REQUIREMENTS

CONTRACTOR AGREES THAT:

1. Additional Insured/Loss Payee. The CITY must be included as an Additional Insured in applicable liability policies to cover the CITY'S liability arising out of the acts or omissions of the named insured. The CITY is to be named as an Additional Named Insured and a Loss Payee As Its Interests May Appear in property insurance in which the CITY has an interest, e.g., as a lien holder.

2. Notice of Cancellation. All required insurance will be maintained in full force for the duration of its business with the CITY. By ordinance, all required insurance must provide at least thirty (30) days' prior written notice (ten (10) days for non-payment of premium) directly to the CITY if your insurance company elects to cancel or materially reduce coverage or limits prior to the policy expiration date, for any reason except impairment of an aggregate limit due to prior claims.

3. Primary Coverage. CONTRACTOR will provide coverage that is primary with respect to any insurance or self-insurance of the CITY. The CITY'S program shall be excess of this insurance and non-contributing.

4. Modification of Coverage. The CITY reserves the right at any time during the term of this Contract to change the amounts and types of insurance required hereunder by giving CONTRACTOR ninety (90) days' advance written notice of such change. If such change should result in substantial additional cost to CONTRACTOR, the CITY agrees to negotiate additional compensation proportional to the increased benefit to the CITY.

5. Failure to Procure Insurance. All required insurance must be submitted and approved by the Office of the City Administrative Officer, Risk Management prior to the inception of any operations by CONTRACTOR.

CONTRACTOR'S failure to procure or maintain required insurance or a self-insurance program during the entire term of this Contract shall constitute a material breach of this Contract under which the CITY may immediately suspend or terminate this Contract or, at its discretion, procure or renew such insurance to protect the CITY'S interests and pay any and all premiums in connection therewith and recover all monies so paid from CONTRACTOR.

6. Workers' Compensation. By signing this Contract, CONTRACTOR hereby certifies that it is aware of the provisions of Section 3700 *et seq.*, of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake

self-insurance in accordance with the provisions of that Code, and that it will comply with such provisions at all time during the performance of the work pursuant to this Contract.

7. California Licensee. All insurance must be provided by an insurer admitted to do business in California or written through a California-licensed surplus lines broker or through an insurer otherwise acceptable to the CITY. Non-admitted coverage must contain a **Service of Suit** clause in which the underwriters agree to submit as necessary to the jurisdiction of a California court in the event of a coverage dispute. Service of process for this purpose must be allowed upon an agent in California designated by the insurer or upon the California Insurance Commissioner.

8. Aggregate Limits/Impairment. If any of the required insurance coverages contain annual aggregate limits, CONTRACTOR must give the CITY written notice of any pending claim or lawsuit which will materially diminish the aggregate within thirty (30) days of knowledge of same. You must take appropriate steps to restore the impaired aggregates or provide replacement insurance protection within thirty (30) days of knowledge of same. The CITY has the option to specify the minimum acceptable aggregate limit for each line of coverage required. No substantial reductions in scope of coverage which may affect the CITY'S protection are allowed without the CITY'S prior written consent.

9. Commencement of Work. For purposes of insurance coverage only, this Contract will be deemed to have been executed immediately upon any party hereto taking any steps that can be considered to be in furtherance of or towards performance of this Contract. The requirements in this Section supersede all other sections and provisions of this Contract, including, but not limited to, PSC-3, to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

Required Insurance and Minimum Limits

Name: _____ Date: _____

Agreement/Reference: _____

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

	Limits
Workers' Compensation (WC) and Employer's Liability (EL)	
☐ Waiver of Subrogation in favor of City	☐ Longshore & Harbor Workers ☐ Jones Act
	WC _____ Statutor y EL _____
General Liability	
☐ Products/Completed Operations ☐ Fire Legal Liability ☐	☐ Sexual Misconduct _____
Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)	
Professional Liability (Errors and Omissions)	
Discovery Period _____	
Property Insurance (to cover replacement cost of building - as determined by insurance company)	
☐ All Risk Coverage ☐ Flood ☐ Earthquake	☐ Boiler and Machinery ☐ Builder's Risk ☐
Pollution Liability	
☐	
Surety Bonds - Performance and Payment (Labor and Materials) Bonds	
Crime Insurance	
Other: _____	

Required Insurance and Minimum Limits

Name: _____

Date: _____

Agreement/Reference: _____

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation (WC) and Employer's Liability (EL)
WC Statutory

EL _____

☐ Waiver of Subrogation in favor of City☐ Longshore & Harbor Workers☐ Jones Act

General Liability
☐ Products/Completed Operations☐ Sexual Misconduct _____☐ Fire Legal Liability _____☐ _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

Professional Liability (Errors and Omissions)

Discovery Period _____

Property Insurance (to cover replacement cost of building - as determined by insurance company)
☐ All Risk Coverage☐ Boiler and Machinery☐ Flood _____☐ Builder's Risk☐ Earthquake _____☐ _____

☐ _____

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

Crime Insurance

Other:

**City of Los Angeles
Department of Recreation and Parks**



**Figueroa Plaza
221 North Figueroa St., Suite 300
Los Angeles, CA 90012**

**REQUEST FOR
QUALIFICATIONS**

**AS-NEEDED SPECIAL EVENT PLANNING AND
PRODUCTION SERVICES**

RFQ Release Date:	April 22, 2025
Mandatory Pre-Submission Meeting:	May 7, 2025
Submission Deadline:	May 20, 2025

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City of Los Angeles
Request for Qualifications**

AS-NEEDED SPECIAL EVENT PLANNING AND PRODUCTION SERVICES

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ATTACHMENTS

Attachment 1 – Instructions to all Respondents

Attachment 2 – Compliance Documents

Attachment 3 – Standard Provisions for all City Contracts (Rev. 1/25)[v.2]

I. INTRODUCTION

Firms interested in providing as-needed **Special Event Planning and Production Services** are invited to submit a Statement of Qualifications (SOQ) to the City of Los Angeles Department of Recreation and Parks (RAP) in response to this Request for Qualifications (RFQ). This RFQ is the first of a two-phase procurement process to prequalify a bench of contractors to be placed under as-needed contracts for a three year term. The as-needed contracts will have an annual cap not to exceed Three Million Dollars (\$3,000,000.00), with no minimum guaranteed compensation. All prequalified contractors will compete for RAP projects on an as-needed basis.

The purpose of this RFQ is to prequalify contractors that can provide **Special Event Planning and Production Services**, on an as-needed basis, for **event planning**, including but not limited to planning and promotional activities, as well as **event production** including event management and other services related to event production. RAP will evaluate SOQs submitted in response to this RFQ based on evaluation criteria identified herein and will recommend the responder(s) it deems both responsive and qualified. Events could include such types as festivals, viewing parties, and bandshell activations among others.

II. ORGANIZATIONAL BACKGROUND

The City of Los Angeles (City) spans 469 square miles across Southern California with a population of approximately four million people located in the heart of Los Angeles County. RAP presides over 16,000 acres of parkland throughout the City, offering recreational, social, and cultural programs. RAP manages and maintains parks, playgrounds, recreation centers, pools, monuments, museums, cultural venues, wilderness areas, beaches, child care centers, meal programs, youth sports programs and golf courses. Along with these facilities and park land, RAP's assets also include substantial equipment, diverse and varied programs as well as capable and dedicated staff.

RAP is proud to be one of the City's most comprehensive social service providers, offering an array of diverse, interesting and enriching recreational, educational, and cultural programs that serve youth, adults and seniors. RAP is responsible for providing events in safe, clean, and well-maintained parks, facilities, and programs to City residents and visitors. RAP has a diverse program of festivals and events including but not limited to the Summer Concert Series in Pershing Square, the Lotus Festival, and Summer Light the Nights programs, as well as being the host facilities for various sports leagues.

Additionally, RAP is committed to enriching community life through a diverse array of special events that celebrate the vibrancy and inclusivity of the City. Events, ranging from large-scale festivals and concerts to intimate neighborhood gatherings, are designed to unite residents, foster community spirit, and provide memorable experiences for all. With a focus on accessibility and cultural diversity, RAP creates events that reflect the unique character of the City while engaging and inspiring participants from all backgrounds. Through thoughtful planning and dynamic programming, RAP ensures that each event not only entertains but also strengthens the fabric of our community and that our community stakeholders are aware of and encouraged to participate in our events. RAP events goals are to promote community engagement, participation and to bring our community together through the celebration of cultural diversity, music and entertainment.

III. SCOPE OF SERVICES

Under the direction of RAP's General Manager or designee, the awarded contractor(s) shall provide the following **Special Event Planning and Production Services**, on an as-needed basis, including but not limited to event planning and promotional activities, as well as event production including event management and other production-related services as further described below.

A. Event Planning and Promotion services including event marketing, advertising and branding, event-related community outreach and other activities necessary to carry out the planning and promotion of RAP events as further detailed below.

1. **Event Promotional Advertising** including the following services:

- a) **Event Marketing and Branding Plan Development:** Secure media buys in English and in other languages as directed by RAP staff, coordinate with local media to include media pitches for free and paid placement in various media (local newspapers, magazines, radio, internet-based, etc.), design and produce banners, flyers, and promotional giveaways, and monitor media coverage; provide digital and outdoor production (benches, bus stops, etc.) and social media ad buys. All media buys will include design, provision and installation of marketing assets where applicable. Designing and producing banners, flyers and other printed materials for RAP's programs and functions.
- b) **Event-branded Promotional Materials Planning** Formulating ideas, designs and providing promotional giveaways ("swag") for special events as well as other marketing opportunities. Advise and provide unique, trend-sensitive items (that is, currently popular and in line with current trends) items consistent with RAP's brand.
- c) **Event Promotional Assets Creation:** Create and design event branding and promotional materials for events including press releases, flyers, social media posts, news ads, or other forms of branding or marketing that reflect the latest industry trends and best practices for events of the type of the particular RAP event. Ensure accessibility by providing materials that can be translated into various languages as necessary and adhering to best practices for individuals with special needs.
- d) **Media Coordination:** Monitoring media and coordinating relevant event coverage with an eye for raising positive awareness of event
- e) **Spokesperson Management:** Secure and train spokespeople representing RAP's diverse communities for events.
- f) **Video Production:** Create promotional and compilation videos for social media, including scripting, filming, editing, and producing. Produce compilation videos as requested highlighting RAP's events. Produce high-quality videos of RAP events as required.
- g) **Sponsorship** Find and vet sponsorship opportunities for various events
- h) **Emergency Action Plans** Development of EAPs for events.

2. **Special Event Community Outreach and Engagement including:**

- a) **Community Recruitment:** Promote RAP special events to diverse communities, including non-English speaking populations, youth, and other demographic groups.
- b) **Relationship Building:** Develop connections with local organizations, schools, community groups, corporations, industry contacts, and government agencies/officials as required to promote RAP special events.
- c) **Outreach Materials:** Create and distribute outreach materials through various channels including online media. Creation of project materials for community outreach and notification for events including for online media (email blasts, social media posts, YouTube), creation of dedicated event websites, materials for local media outreach (newsletter, newspapers, radio/TV), and grassroots outreach (distribution of flyers or other printed materials, creation and distribution of mailers); creations of surveys;
- d) **Event Participation:** Identify and participate in cross promotion community events, host public meetings/workshops, and manage outreach campaigns.
- e) Providing ongoing strategic advice on all areas that require the integration of communications and marketing, including community outreach and recruitment, and ADA compliance especially inclusive materials for individuals who are differently abled.

3. **Talent Acquisition/Buying Services**

- a) Acquire talent that meet RAP's requirements for performances and other RAP special events.
- b) Perform outreach to various talent agencies to research talent booking availability and book and contract with talent.
- c) Ensure talent possesses and maintains all appropriate licenses, certificates and permits and follows all insurance requirements set forth by the venue and RAP.
- d) Review all marketing/promotional materials to meet the goals of the talent and RAP.

B. Event Management and Production including any services that take place in order to carry out production of a live event such as but not limited to DJ/MC services, production services, operation services, security as detailed below, comprehensive event logistics including snacks, beverages, audio/visual equipment, rentals, signage, and permits, providing event timelines, management of speakers, ticketing, concessions and hospitality services, and securing photography and film services as further detailed below:

1. **Comprehensive Event logistics:** Assist with the following for the special events.
 - a) Providing snacks and light beverages, audio/visual equipment, and event rentals including but not limited to tables, chairs, event space decor, stages, souvenirs wearables and giveaways (SWAG), tents, entertainment, portable toilets and hand washing stations for events.
 - b) Providing and installing event signage.
 - c) Securing event permits and other applicable clearances.
 - d) Producing timelines, run of shows, plot plans, and other logistical details.
 - e) Coordinating with RAP staff and other key stakeholders as needed.
 - f) Inviting, engaging, and organizing speakers and/or entertainment for the events.
 - g) Securing and providing photography and film, drones and videography production services as needed.
2. **Manage Volunteer Coordination:** Assist with volunteer recruitment and management for special events.
3. **Entertainment and Music:** Provide music, DJ/MC services and live entertainment options:
 - a) **DJ Services:** Provide music, special effects, and DJ services (preparing and playing of appropriate amplified music for an audience) for diverse events. Create appropriate playlists for various audiences including but not limited to young children, teens, families, seniors, government officials, etc.
 - b) **MC Services:** Provide MC (Master of Ceremonies) services for events, assist with event runs, and management and completion of equipment setup and breakdown including provision of all necessary equipment.
 - c) Assist staff with the run of shows and/or introducing speakers, entertainment, announcements, etc.
 - d) Conduct and participate in pre-event meetings, as determined by RAP, to discuss details of services before events.

- e) Assure that any performer possesses and maintains all public performance and other required licenses and maintains permission to perform, on RAP property, any and all licensed material in compliance with applicable laws to avoid any liability for RAP for copyright infringement or other infringement of rights related to intellectual property.

4. Security Management and Staffing Services

- a) Facilitation of planning and analysis of forthcoming events by RAP; which may include security dot maps, recruiting personnel, assessing site plans for potential weaknesses and emergency management protocols.
- b) Facilitation of crowd control within the event site and traffic control of surrounding streets and neighborhoods.
- c) Training staff with incident procedures specific for each event based on the event grounds.

5. Stage, Sound, Lighting, and Visual Production Services

- a) Management and staffing resources to build production elements including staging and audio-visual equipment on the event grounds.
- b) Identify, provide, prepare, set-up, and program all necessary equipment required for the events based on the site plan and needs of the talent performing and event space requirements.
- c) Acquire all necessary performance related staffing, including but not limited to, audio and visual engineers, lighting designers, et al.
- d) Ensure all permits, rules, regulations, guidelines and ordinances are adhered to as per the request and guidance of governing agencies.

6. Site Operations Management and Staffing Services

- a) Facilitation of planning with blueprint designs of the entire scope of the event grounds.
- b) Provision and presentation of all production elements in CAD-specific drawings for certification and inspection procedures.
- c) Management of the entire production process, including the load-in of perimeter fencing, safety platforms, staging, and all audio-visual equipment.
- d) Provision of staffing resources, including skilled labor and technicians required to operate heavy machinery, telecommunications equipment, and more.
- e) General management of all departments and their needs during load-in, the event, and load-out.

IV. MINIMUM QUALIFICATIONS:

Years in Business: All respondents must have a minimum of three (3) years of experience that demonstrate the capacity to manage and perform functions contained in the aforementioned scope of work for such categories.

A company seeking to respond to this RFQ that lacks three (3) years of experience may impute the experience of contractor's key employee(s) such as corporate officers in order to meet this requirement provided the following criteria are met:

- The relevant experience involved the type(s) of expertise listed in the Scope of Services,
- The key employee(s) provided the services required to prequalify pursuant to this RFQ,
- The new company was not created for a fraudulent purpose, to avoid a denial of government licensure, or for any reason that would give rise to an inference of collusion. The company seeking to impute the experience of another company must provide with its response a written explanation of the reasons for the creation of the company lacking the requisite experience.

Office Locations: Respondents must have an established office(s) in Southern California (Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura counties).

Relevant Background and Experience:

- Demonstrated experience in Section A (**Event Planning and Promotion**) and Section B (**Event Management and Production**) (Categories of the aforementioned Scope of Services). Provide as much relevant information for as many sub-areas within Sections A and B as possible that you have delivered as part of the project.
- Two Letters of Reference, dated and signed with name and title from the past 3 years. Letters of Reference from organizations that are comparable in size and type of operations to RAP.
- Demonstrated experience in Event Planning and Promotion and Event Management and Production of at least five (5) similar projects as described in the Scope of Services in this RFQ, completed within the last 3 years.

V. EVALUATION, SELECTION, AND AWARD OF WORK

The intent of this RFQ is to produce a list of pre-qualified consultants that will be eligible to compete for work projects on an as-needed basis. RAP will evaluate each SOQ received and make recommendations to the Board regarding the selected Respondents with whom to enter into contracts for the provision of these as-needed services. RAP may recommend the execution of contracts with multiple Respondents for inclusion on the list. Contracts will be awarded based on the completeness of the SOQ and the Respondent's qualifications.

The Respondent's qualifications will be evaluated based on the minimum qualification criteria identified herein. All qualifications MUST be provided on the Project Qualification Submission Form which is in Attachment I to this RFQ. Complete additional Project Qualification Submission Forms as necessary to meet the minimum number of projects required in each area of the RFQ. See the form for details. Respondents must meet all of the minimum requirements in order to qualify for an as-needed contract award. If acceptable proof of qualifications is not provided, the Response will be considered non-responsive.

All Responses submitted will undergo a two-level review. The Level I review will focus on whether the Respondent submitted a complete SOQ package as required. All required forms will be reviewed for context and required signatures. If Respondent did not provide a complete SOQ package, they may be deemed non-responsive and may not proceed to a Level II review.

A Level II review will focus on the actual qualifications provided by the Respondent on the required licenses and/or certifications, minimum work experience, membership in professional organizations, and the presentation of the qualifying projects performed as required in the minimum qualifications section. All projects submitted will be reviewed and, if necessary, all references may be contacted to verify accuracy of information provided by the Respondent. If Respondent passes both the Level I and Level II review, the Respondent may be recommended to the Board for a three-year contract for as-needed services.

The City reserves the right to add contractors during the term of any contract/s awarded as a result of this RFQ process.

This is a prequalified contract. RAP may recommend multiple pre-qualified Respondents for this contract. All pre-qualified Respondents will compete for projects issued by RAP on an as-needed basis. The award of this contract will be based on the Respondent's qualifications, which will be evaluated based on the information provided in the Response.

Attachment I

Instructions to All Respondents

City of Los Angeles Request for Qualifications

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QUALIFICATIONS ARE REQUESTED FOR
AS-NEEDED SPECIAL EVENT PLANNING AND PRODUCTION SERVICES

MINIMUM QUALIFICATIONS

Years in Business: All respondents must have a minimum of three (3) years of experience that demonstrate the capacity to manage and perform functions contained in the aforementioned scope of work for such categories.

A company seeking to respond to this RFQ that lacks three (3) years of experience may impute the experience of contractor's key employee(s) such as corporate officers in order to meet this requirement provided the following criteria are met:

- The relevant experience involved the type(s) of expertise listed in the Scope of Services,
- The key employee(s) provided the services required to prequalify pursuant to this RFQ,
- The new company was not created for a fraudulent purpose, to avoid a denial of government licensure, or for any reason that would give rise to an inference of collusion. The company seeking to impute the experience of another company must provide with its response a written explanation of the reasons for the creation of the company lacking the requisite experience.

Office Locations: Respondents must have an established office(s) in Southern California (Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura counties).

Relevant Background and Experience:

- Demonstrated experience in Section A (**Event Planning and Promotion**) and Section B (**Event Management and Production**) (Categories of the aforementioned Scope of Services). Provide as much relevant information for as many sub-areas within Sections A and B as possible that you have delivered as part of the project.
- Two Letters of Reference, dated and signed with name and title from the past 3 years. Letters of Reference from organizations that are comparable in size and type of operations to RAP
- Demonstrated experience in Event Planning and Promotion and Event Management and Production of at least five (5) similar projects as described in the Scope of Services in this RFQ, completed within the last 3 years.

IMPORTANT DATES

MANDATORY PRE-QUALIFICATION MEETING:

A **Mandatory** pre-qualification meeting will be conducted at **1:30 p.m. on May 7, 2025** via Zoom at the following link:

<https://us02web.zoom.us/j/9586218654>

Or telephonically at +1 (669) 444-9171

NON-MANDATORY PRE-QUALIFICATION MEETING:

A **Non-mandatory** Technical Review meeting will be conducted at **11 a.m. on May 13, 2025** via Zoom at the following link:

<https://us02web.zoom.us/j/9586218654>

Or telephonically at +1 (669) 444-9171

DEADLINE AND DELIVERY INFORMATION:

Responses must be received no later than **1:00 p.m. on May 20, 2025**

No hard copy or hand delivery of responses will be accepted.

The preferred method of submission is for responses to be submitted via Dropbox. Dropbox submissions must be received by the deadline stated above and uploaded onto the following link:

<https://www.dropbox.com/request/MFtkZtX1nY08ibm0Jtba>

For submissions using only Dropbox, the maximum file size is 2 GB. Please indicated your company name in the title of the filename of your submission.

Responses may also be received by the deadline stated above delivered via email to:
rap.commissioners@lacity.org

Each submission file must be 20 megabytes (MB) or smaller or broken up into multiple files not to exceed 20MB each. The response must have in its subject line the solicitation to which the submission is in response. If more than one file is sent in response, each email must be noted as part number of a series of how many in number total included in the subject line with the response title for the solicitation (for example part one of X number total).

Responses must be submitted via email as outlined above, clearly marked as follows:

- RFQ for AS-NEEDED SPECIAL EVENT PLANNING AND PRODUCTION SERVICES – RESPONSE ENCLOSED
- Name and Address of Firm

Responses opening: May 20, 2025 at 1:00 p.m.

Those wishing to observe the response opening may do so by joining the meeting using the following information:

Please use this link to join the meeting:

<https://us02web.zoom.us/j/84906361729>

Or telephone call +1 (669) 444-9171

Facsimile Responses or telegraphic modification of any RFQ document will not be considered. Late submittals will not be accepted. No means of response other than via Dropbox or email will be accepted. Any other means of submission may deem the submission non-responsive.

GENERAL DOCUMENTATION AND REQUIREMENTS FOR ALL RESPONDENTS:

A. Introductory/Cover Letter (Maximum Length: Three (3) Pages)

- 1) Provide a brief narrative on the firm's history, organizational structure and years in business;
- 2) Discuss the firm's ability to provide the scope of services or range of services identified in this RFQ;
- 3) Identify the locations and sizes of the corporate headquarters and branch offices;
- 4) Identify which office(s) will have the primary responsibility for providing client services and provide the name and phone number of the principal office manager(s).

B. Professional Experience and Qualifications

- 1) Provide a brief summary of key personnel, including any sub-consultants/subcontractors, citing their education, work experience, and professional registrations, certifications and affiliations as applicable.
- 2) Work experience should identify the year, job title, and the name of the employer at the time the work was performed (If résumés are included as part of this Response, they should be limited to two (2) pages for each person).
- 3) Include a statement that the firm possesses the personnel necessary to provide the scope of work or services identified in this RFQ and meet the minimum certification requirements. Proof of these certifications / licenses / degrees must be provided as part of this SOQ and attached to Qualification Submission Form for the specific corresponding applicable discipline.

C. Office Locations:

Respondent must have an established office(s) within one of the following Southern California counties: Los Angeles, Orange, Riverside, San Bernardino, San Diego, or Ventura (designate the office address and key personnel who will be responsive to RAP's task order solicitations).

D. Compliance Documents and Business Identification Forms (Section II):

This is a new RFQ for a new contract. Previous compliance document submittals and/or waivers do not apply.

New forms and new compliance documents must be completed, submitted with the response to this opportunity, and processed.

E. Performance Bond

Respondents MUST have the ability to secure a Performance Bond for a minimum of Five Hundred Thousand Dollars (\$500,000.00). Please note that some City projects may require a higher bonding level. Such determination is on a case-by-case basis.

If a Performance Bond is required, full details of how and when to submit will be incorporated into the task order solicitation.

F. Relevant Project Experience

All qualifications MUST be provided on Project Qualification Forms attached to this document. Print out additional Forms as necessary. Respondents must meet the minimum requirements in order to be qualified.

G. Accessibility Requirements

In order to improve accessibility of existing technology, and therefore increase the successful employment of individuals with disabilities, particularly blind and visually impaired and deaf and hard-of-hearing persons, please ensure that your programs comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations, and the Web Content Accessibility Guidelines (WCAG) 2.0, Level AA.

All qualifications MUST be provided on the PROJECT QUALIFICATION FORMS for the qualifier for which the Respondent is seeking qualification. Use additional Project Qualification Forms as necessary. Respondents must meet the minimum requirements as written in order to be qualified.

RAP CONTACT FOR INFORMATION AND ASSISTANCE

Questions, requests for clarification of conflicts and/or omissions from the RFQ and/or contract documents shall be addressed in writing **via email only** to RAP Contracts:

E-mail: rap-contracts@lacity.org

All questions must be in writing and sent by email with the subject line **As-Needed Special Event Planning and Production Services – RESPONSE ENCLOSED – Questions**.

Responses to questions will be posted to the Department's website and to <https://www.rampla.org/s/>. It is recommended that questions be submitted as soon as possible in order to provide the Department sufficient time to post written responses prior to the deadline to submit a response. Questions will be deemed late and may not be answered after **3:00 p.m., on May 15, 2025**.

STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL ITEMS

THE SOQ MUST INCLUDE THE FOLLOWING:

- Respondent Contact Information And Signature Page in Attachment I
- General Documentation and Requirements for all Respondents in Attachment I
- All Qualification references as detailed in the Minimum Qualifications Section, submitted and covered by the Project Qualification Form(s) in Attachment I
- Attachment II Compliance Documents (all forms signed, notarized as required, and submitted)
- All online documentation including ebidding compliance documents, BIP, EBO/FSHO, and DISCLOSURE ORDINANCE must be completed on RAMP before the bid due date
- City of Los Angeles Business Tax Registration Certificate (BTRC)
- W-9 Tax Form
- Additional information as detailed in the body of the Introduction Section (if any)

Failure to submit a complete original response as required may result in your Response being deemed non-responsive.

USE OF CITY-ISSUED FORMS

Respondents must complete and submit the forms provided. Any alteration or modification of the forms is prohibited. Any unauthorized conditions, limitations or provisions attached to an RFQ Response *may* be cause for rejection of the Response.

SIGNATORIES AND SIGNATURE BLOCKS

Respondents must provide a sample signature block that includes the proper signatories and signatures as outlined below. Failure to provide the required signatories/signature(s) for contract documents with bid may render the Response non-responsive):

If the Respondent is:

An Individual (Individual DBA [Name of Company] Etc.): Individual must sign, using full name.

A Partnership: One (1) general partner must sign.

A Joint Venture: All parties to the Joint Venture must sign.

A **non-LLC** Corporation: The following signatories must sign and the corporate seal must be attached to such signatures:

- Two (2) signatures: One (1) President or Chief Executive Officer and one (1) by Secretary, Assistant Secretary, Chief Financial Officer or an Assistant Treasurer. OR
- One (1) signature by a Corporate-Designated Individual together with the properly attested resolution of the Board of Directors authorizing the person to sign on behalf of the corporation. An authorized agent may sign for a corporation provided the City is furnished a certified copy of the Board of Directors Resolution authorizing such person to execute the documents on behalf of the corporation. Minutes of the Board of Directors authorizing such person to execute the documents on behalf of the corporation. This certified copy must be certified by the Secretary or Assistant Secretary of the Corporation and the signature of the Secretary or Assistant Secretary must be affirmed by a notary jurat.
- **Please note that for an LLC, you must provide signatures for all managing members of the LLC and the correct corporate title must be used in the signature block for each member.**

LOS ANGELES REGIONAL ALLIANCE MARKETPLACE FOR PROCUREMENT (RAMP) MANDATORY DOCUMENTS TO BE COMPLETED ONLINE (EBO WITH FSHO AFFIDAVIT & DOIDBWCO - DISPLAYED ON RAMP AS DISCLOSURE ORDINANCE):

EQUAL BENEFITS ORDINANCE AND FIRST SOURCE HIRING ORDINANCE FORMS

Bidders/Proposers/Respondents are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO) AND First Source Hiring Ordinance (FSHO).

All Bidders/Proposers/Respondents shall complete and electronically sign the EBO and FSHO Affidavit (two [2] pages) available on www.rampla.org prior to award of a City contract, the value of which exceeds One Thousand Dollars (\$1,000.00). The EBO and FSHO Affidavit shall be effective for a period of thirty-six (36) months from the date it is first verified completed on RAMP. Bidders/Proposers/Respondents do not need to submit supporting documentation with their bids, proposals or responses. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the EBO and FSHO Benefits Ordinance Affidavit.

Please refer to the Equal Benefits Ordinance and First Source Hiring Ordinance for information regarding the City's requirements. Bidders/Proposers/Bidders seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

SLAVERY DISCLOSURE ORDINANCE / BORDER WALL DISCLOSURE ORDINANCE (DISCLOSURE ORDINANCE)

Unless otherwise exempt, in accordance with the provisions of the DO/DBWCO, any contract awarded pursuant to this RFB will be subject to the DO/DBWCO, Section 10.41 of the Los Angeles Administrative Code.

Respondents seeking additional information regarding the requirements of the DO/DBWCO may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

Disclosure of Border Wall Contracting Ordinance (DBWCO)

The DBWCO requires that City Contractors disclose all contracts, bids or proposals to provide goods or services for the design, construction, operation or maintenance of a federally funded wall, fence or other barrier along the border between the United States and Mexico. For more details, see the link below: <https://bca.lacity.org/Disclosure-of-Border-Wall-Contracting-Ordinance>

Slavery Disclosure Ordinance (SDO)

The SDO requires that City Contractors disclose whether their company had any participation, investments, or profits derived from slavery during the Slavery Era (prior to 1865). <https://bca.lacity.org/slavery-disclosure-ordinance-sdo>.

All Bidders/Proposers/Respondents shall electronically sign and complete the Slavery/Border Wall Disclosure Ordinance Affidavit available on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) residing at www.rampla.org.

RESPONDENT QUALIFICATIONS/EVALUATION

The intent of this RFQ is to produce a list of pre-qualified contractors that will be eligible to submit proposals for projects on an as-needed basis. RAP will evaluate the Responses received and make recommendations to the Board regarding the selected Respondents with whom to enter into contracts for the provision of as-needed services. RAP may recommend the execution of contracts with multiple Respondents for inclusion on the list. Contracts will be awarded based on the completeness of the Response and the Respondent's qualifications.

The Respondent's qualifications will be evaluated based on the minimum qualification criteria below. All qualifications MUST be provided on Project Qualification Submission Form of this RFQ. Use additional Project Qualification Submission Forms as necessary. Respondents must meet minimum

requirements in order to qualify for a contract award. If acceptable proof of qualifications is not provided, the Response will be considered non-responsive.

All Responses submitted will have a two-level review. The Level I review will focus on whether the Respondent submitted a completed SOQ package as required. All required forms will be reviewed for context and required signatures. If Respondent did not provide a completed SOQ package, they may be deemed non-responsive and may not proceed to a Level II review.

A Level II review will focus on the actual qualifications provided by the Respondent on the required minimum work experiences, membership of professional organization, professional liability insurance minimum levels and the presentation of the minimum projects performed as required in the qualification section. All projects submitted will be reviewed and if necessary, all references may be contacted to verify accuracy of information provided by the Respondent. If Respondent passes both the Level I and Level II review, the Respondent may be recommended to the Board for a three-year as-needed services, unless otherwise specified.

This is a pre-qualified contract. RAP may recommend multiple pre-qualified Respondents for this contract. All pre-qualified Respondents will compete for projects issued by RAP on an as-needed basis. The award of this contract will be based on the Respondent's qualifications, which will be evaluated based on the information provided in the Response.

REVIEW OF RESPONSES

After the due date, City staff will review each SOQ and MAY make recommendations to the Board at a date to be determined regarding the successful Respondents (if any) and the award of one or more as-needed contracts. The Respondent's history will be reviewed. If the City determines that additional information is required, the City will request it.

REJECTION OF RESPONSES

In accordance with Los Angeles City Charter section 371(c), "The City shall reserve the right to reject any and all bids or proposals and to waive any informality in the bid or proposal when to do so would be to the advantage of the City. The City may also reject the bid or proposal of any bidder or proposer who has previously failed to timely and satisfactorily perform any contract with the City."

RESPONDENT ERRORS/WITHDRAWAL OF RESPONSES

In general, a Respondent will not be released on account of errors. After Responses have been opened and declared, no Responses shall be withdrawn, except with the consent of the Board and only under the following conditions:

The Respondent sends within five (5) calendar days after the opening of the Responses, an email notice of a material error in the Response to the Board Secretary at the following address:

Board of Recreation and Park Commissioners
Attention: Board Secretary
rap.commissioners@lacity.org

In the notice, the Respondent:

- A. Specifies that the error results in a Response that is materially different than intended and describes in detail how the error occurred;
- B. Provides supporting documentation, including original material (should RAP require additional clarification, information and/or documentation, the Respondent must respond within two (2) working days after receiving notification from the Board Office);
- C. Acknowledges that should their request to withdraw be granted by the Board, it is with the understanding that the Board will not accept a Response from them for this contract should there be a need to re-issue this RFQ.

Errors involving substitution of the listed Subcontractors are detailed elsewhere in this RFQ under the section entitled Subletting and Subcontractors.

EXPEDITED AWARD AND EXECUTION OF CONTRACT

Due to RAP's need to complete the contract work associated with this RFQ as expeditiously as possible, the Board has requested that all Respondents be advised of the following:

1. It is the intention of the Board to award an as-needed pre-qualified contract to the Respondent(s) who meet the minimum qualifications outlined in this document. All pre-qualified Respondents will compete for projects issued by RAP on an as-needed basis.
2. All Respondents are requested to cooperate to the fullest extent possible by submitting all

required documentation, and any additional documentation requested by staff, as expeditiously as possible. Failure of any Respondent to comply with the submittal requirements as defined in this RFQ or to submit any required additional documentation by the date and time specified by staff may render the Response non-responsive, making the Respondent ineligible for any future contract awards under this RFQ.

3. It is the intention of the Board to award this contract as expeditiously as possible.
4. Any respondent unable to meet the deadline requirements specified herein may be subject to rescission of the contract award by virtue of being declared non-responsive by the Board. At minimum, failure to submit additional documentation requested upon award of contract will render the contractor non-compliant, which results as no contract will be awarded, no work will be performed, and no payments until all required forms are submitted.

PROTEST PROCEDURES

The purpose of these procedures is to provide a method for resolving, prior to award, protests regarding the award of contracts by the City, by and through its Board. These procedures are for the benefit of the City and are not intended to establish an administrative requirement that must be exhausted by the protesting Respondent prior to pursuing any legal remedy which may be available. For this reason, no Respondent shall have any right to due process, should the City fail to follow these procedures for any reason within its discretion. However, failure by a Respondent to follow the protest procedures as discussed below will create the presumption that any subsequent legal action in a court of competent jurisdiction is of no merit. These procedures will enable the Board to ascertain all of the facts necessary to make an informed decision regarding the award of the contract.

It is the policy of the Board that:

1. Officially signed and dated protests must be received prior to the Board's award of any contract in response to this RFQ.
2. Protests are transmitted via email to:

Board of Recreation and Park Commissioners
Attention: Board Secretary
rap.commissioners@lacity.org
3. If filing a protest against another Respondent, the Board will only consider such protests if it appears that either Respondent may have a substantial and reasonable prospect of receiving an award if the protest is denied or sustained.
4. Protests from agencies concerned with contract compliance matters may be considered by the Board beyond the protest period. These protests will receive due consideration if the agency submits the protest in a timely period and such protest affects a Respondent who appears to have a substantial and reasonable prospect of receiving an award if the protest is denied or accepted.
5. Protests meeting the above criteria will be evaluated by staff and any recommended actions will be presented in a written report to the Board. Protesting parties and firms protested against will be notified of the time and date that the written report will be discussed in a public session of the Board. Protesting parties and firms protested against will be given the opportunity to present

their arguments at the public session.

Prime Contractors are requested to advise their potential Subcontractors of this protest period policy. In addition, protests against a Prime Contractor by a Subcontractor with a direct financial interest that may be adversely affected by the determination of the protest may be considered by the Board beyond the protest period.

OFFICE OF CONTRACT COMPLIANCE FORMS

The following documents must be submitted to the Department of Public Works Bureau of Contract Administration's Office of Contract Compliance (OCC) at the address listed in this section:

1. The "Ethnic Composition of Work Force Report" shall be submitted monthly for all time worked on the project.
2. Certified payrolls of the Prime Contractor and all Subcontractors performing work on the project shall be submitted upon OCC's request, regardless of the dollar amount or type of contract. The forms will be supplied to the successful Bidder. The period covered shall be from the time work commences until all project work is completed. Failure to submit certified payrolls within the required time frame may result in the withholding of progress or retention payments to the Prime Contractor.

Upon RAP's request, certified payrolls shall be submitted to the RAP address listed on the cover page of this RFQ.

The above forms shall be submitted to:

Department of Public Works, Bureau of Contract
Administration Office of Contract Compliance
1149 South Broadway, Suite
300 Los Angeles, CA 90015
Fax: (213) 847-2777

The Office of Contract Compliance may be reached at (213) 847-1922.

CONTRACTOR PARTICIPATION

A Prime Contractor shall perform 100% of the total project awarded with its own organization unless otherwise authorized by the Contract Administrator. Subcontracting may be allowed on a case-by-case basis.

COMMENCEMENT AND COMPLETION OF WORK

The work must be completed within the allowed number of days as specified in each individual project's specifications. RAP will determine the number of days required to complete each project. The Contractor will be responsible for completing the project's scope of work within the required project schedule. Counting of calendar days will commence on the actual date work begins. It is the Contractor's responsibility to request extensions to the contract completion date in writing, and RAP will determine whether an extension is justified and appropriate.

SAFETY ORDERS

The Contractor will be responsible for all safety requirements and certifications in accordance with CAL-OSHA rules and regulations. It will be the Contractor's responsibility to assess the work location and implement safety controls and procedures, as appropriate, which are compliant with Title 8 of the California Code of Regulations. All projects will be awarded to the Contractor as a "Single Employer" environment in accordance with CAL-OSHA classifications. The Contractor will be responsible and have full control over all activities in relation to the scope of work and/or services detailed in this RFB and the resultant as-needed contract, as well as any safety requirements thereof.

If required, the Contractor shall complete the Competent Person Trench/Excavation Certification Form provided by the Bureau of Contract Administration before the end of the first (1st) day of work and prior to any workers entering a trench or excavation, if applicable.

CALIFORNIA STATE BILL (SB) 854 (IF APPLICABLE)

SB 854 took effect in the beginning 2015. All Respondents/Bidders responding to this RFQ must be in compliance with SB 854. Among other requirements of this law, all Respondents/Bidders, Contractors and Sub-contractors bidding on public works projects must be registered with the State of California and pay the required annual fee to the Department of Industrial Relations (DIR). All Respondents/Bidders, Contractors and Sub-contractors must be in compliance with SB 854 and remain current during the terms of the awarded pre-qualified contract. If awarded Contractor and/or Sub-contractor does not remain current with SB 854, their contract with the City of Los Angeles is subject to cancellation. More information on SB 854 can be found at the following website: <http://www.dir.ca.gov/public-works/PublicWorksSB854FAQ.html>.

PREVAILING WAGES

Any contract awarded hereunder will require the Contractor to comply with the applicable provisions of the Labor Code of the State of California relating to Public Works wages. These provisions require the Contractor to pay no less than the "General Prevailing Wage Rates" to all workers employed in the execution of the contract and the projects awarded in connection thereto and to post a copy of the "General Prevailing Wage Rates" at the job site, in a conspicuous place available to all employees and applicants for employment.

The "General Prevailing Wage Rates" shall be those rates as determined by the Director of the Department of Industrial Relations of the State of California. Information regarding prevailing wage rates, please contact the Division of Labor Statistics and Research, Prevailing Wage Unit, P.O. Box 420603, San Francisco, CA 94142, (415)703-5070.

In accordance with the California Labor Code, Section 1771.5 (b) 1, 2, 3, 4, 5, 6, the Labor Compliance Section of the Department of Public Works Office of Contract Compliance may conduct pre-construction conferences with both the Prime Contractor and its Subcontractors listed in the proposal prior to the commencement of work, at which time Federal and State prevailing wage determinations and applicable reporting requirements will be discussed.

LIVING WAGE ORDINANCE/SERVICE CONTRACTOR WORKER RETENTION ORDINANCE

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure in excess of Twenty-Five Thousand Dollars (\$25,000.00) and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to the [Living Wage Ordinance](#) and [Service Contractor Worker Retention Ordinance](#) for further information regarding the City's requirements.

Bidders/Proposers who believe that they meet the qualifications for one (1) of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption (Form OCC/LW-10), the Non-Profit/One-Person Contractor Certification of Exemption (Form OCC/LW-13), or the Small Business Exemption Application (Form OCC/LW-26A). These exemption forms are available on the Bureau of Contract Administration website at <http://bca.lacity.org/index.cfm>. The List of Statutory Exemptions is included in the Attachment/Appendix. (LWO/SCWRO RFB/RFP/RFQ Language, Rev. 08/12).

SECURITY GUARD SERVICES

In the event the successful contractor elects to provide a security guard at a project site, the contractor will guarantee that the security personnel are properly trained, qualified and certified and meet the minimum requirements and Bids and have the following licenses and permits in the files:

1. All current and required licenses, certificates and/or permits, permanent "Guard Card" and permanent "Gun Card" (when the site or assignment requires armed security).
2. Permits and/or licenses to carry and use pepper spray, handcuffs, solid PR-24 baton, firearms/weapons.
3. Certificate of Knowledge and Powers of Arrest for private persons.
4. Special Officer Permits from the LAPD. (L.A.M.C Sect. 52.34, LAPD Special Officer's Permit).
5. Valid Class C California Driver's License and/or California I.D.
6. Authorization for release of all Security Officer and Field Supervisor file information to the Contract Administrator.

In addition, security officers/guards who have been involved in any of the following will not be accepted for assignment to City owned project sites:

1. Any felony conviction.
2. Any high-grade misdemeanor.
3. Any sex crime conviction.
4. Any military conduct that involved dishonorable discharge, bad conduct or an undesirable discharge.

Verification for above violations, military conduct, and crime will be done through California Department of Justice, DMV and/or FBI.

Presentation of Documents:

All Contract Security Officers and Field Supervisors shall present all required identification, certificates, permits, etc. upon demand of Contract Administrator or authorized designee/officer. Failure of any Security Officer and/or Field Supervisor to comply will result in immediate removal from all City Facilities.

INSURANCE REQUIREMENTS

Evidence of sufficient insurance as specified on the 146 Insurance Requirements Form (see attached at the back of this section) must be provided and approved prior to contract execution, and must be maintained throughout the contract term. The selected Contractor must instruct their insurance broker or agent to submit the appropriate proof of insurance to the City by accessing KwikComply at <https://kwikcomply.org/>. Additional instructions and information on complying with City insurance requirements can be found at: http://cao.lacity.org/risk/Submitting_proof_of_Insurance.pdf.

TAXES

Contractor shall cooperate with the City, State, and Federal Government in all matters relating to taxation and the collection and or payment thereof.

STANDARD PROVISIONS FOR CITY CONTRACTS

By submitting a response to this RFQ, Respondents acknowledge and agree that the Standard Provisions for City Contracts (Rev.1.25 [v.2]) which is attached as Attachment III to this RFQ shall be incorporated into the contract awarded as part of this RFQ.

PUBLIC RECORDS ACT

All proposals submitted in response to this RFQ shall become the property of the City of Los Angeles and will be a matter of public record, subject to the State of California Public Records Act (California Code Sections 6250 et seq.). Proposers must identify in writing all copyrighted material, trade secrets, or other proprietary information that the proposers' claim are exempt from disclosure under the California Public Records Act (CPRA). Any Proposer claiming such exemption must identify the specific provision of the CPRA that provides an exemption from disclosure for each item that the proposer claims is not subject to disclosure under the CPRA. Please note that the wholesale use of headers/footers bearing designations such as "confidential," "proprietary," or "trade secret" on all or nearly all of a proposal is not acceptable and may be deemed by the City as a waiver of any exemption claim. The identification of exempt information must be more specific. In addition to the requested proposal copies listed in Section C.I., all proposers must supply one complete duplicate copy of its proposal, in Portable Document Format (PDF), with those specific items claimed as exempt clearly marked (redacted). This copy must identify what specific information (if any) in their proposal that they claim, in good faith, is exempt from disclosure under the CPRA. Any proposer claiming such exemption must also state in the proposal the following: "The proposer agrees to indemnify the City and its officers, employees, and agents and hold them harmless from any claim or liability and will defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request therefor."

RESPONDENT CONTACT INFORMATION AND SIGNATURE

LEGAL NAME OF BUSINESS

As Registered with the California Secretary of State (<https://bizfileonline.sos.ca.gov/search/business>)

RESPONDENT'S ADDRESS

STREET _____

CITY _____ STATE _____ ZIP CODE _____

A. RESPONDENT'S TELEPHONE NUMBER _____

B. RESPONDENT'S EMAIL ADDRESS _____

C. BUSINESS TAX REGISTRATION CERTIFICATE NUMBER (BTRC) # _____

D. RESPONDENT'S LICENSE AND / OR CERTIFICATE #

BY: (Signature)

Date _____

PRINT NAME:

TITLE OR POSITION:

If the Respondent is:

An Individual (Individual DBA [Name of Company] Etc.): Individual must sign, using full name.

A Partnership: One (1) general partner must sign.

A Joint Venture: All parties to the Joint Venture must sign.

A Corporation: The following signatories must sign and the corporate seal must be attached to such signatures:

- Two (2) signatures: One (1) by the Chairman of the Board of Directors, President, or a Vice President and one (1) by Secretary, Assistant Secretary, Chief Financial Officer or an Assistant Treasurer. OR

One (1) signature by a Corporate-Designated Individual together with the properly attested resolution of the Board of Directors authorizing the person to sign on behalf of the corporation. An authorized agent may sign for a corporation provided the City is furnished a certified copy of the Board of Directors Resolution authorizing such person to execute the documents on behalf of the corporation. Minutes of the Board of Directors authorizing such person to execute the documents on behalf of the corporation. This certified copy must be certified by the Secretary or Assistant Secretary of the Corporation and the signature of the Secretary or Assistant Secretary must be affirmed by a notary jurat.

PROJECT QUALIFICATION SUBMISSION FORM

AS-NEEDED SPECIAL EVENT PLANNING AND PRODUCTION SERVICES

PROJECT EXAMPLE: You must detail at least Five (5) examples of projects between the time periods of December 1, 2021 to December 1, 2024.

Project _____ of Five (5)

Project Type:

Project Address/Location: _____

Customer Contact Name: _____

Customer Contact Phone Number & e-mail address:

County: _____

Project Start Date: _____ **Project Completion Date:** _____

Project Summary: Attach up to 1 page of written text. You may also include additional pictures up to 10 relevant pictures. Written text must detail evidence of strong, applicable experience with both sections of the Scope of Work (**Section A Event Planning and Promotional**) and (**Section B Event Management and Production**). Projects that do not show experience in both sections will not be counted towards the total number of required projects. For each Section, show exactly which areas of the scope were delivered as part of the project. (For example, a firm might cite Section A and state Event Marketing, Talent Acquisition, etc. including any other sections that apply and for Section B state Security Management, Event, Sound, Lights, etc. as applicable.) Details such as the venue size, venue type, and budget are helpful as well.

Duplicate this page for each relevant project

Attachment II

COMPLIANCE PACKAGE

REQUEST FOR
PROPOSALS/BIDS/QUALIFICATIONS

Los Angeles Department of Recreation and Parks
Contracts Unit
RAP-CONTRACTS@lacity.org

SECTION A

NON-COLLUSION AFFIDAVIT AND RESPONDENT'S SIGNATURE DECLARATION AND TO ACCOMPANY PROPOSALS / BIDS / SUBMISSIONS OF QUALIFICATIONS

With each Response, a statement shall be submitted and signed by the respondent under penalty of perjury that: The response is genuine, not a sham or collusive; the response is not made in the interest or behalf of any person not named therein; the respondent has not directly or indirectly induced or solicited any person to submit a false or sham response or to refrain from responding; and the respondent has not in any manner sought by collusion to secure an advantage over any other respondent.

INSTRUCTIONS:

- a. Sign and Notarize the Document
- b. Submit with the Response

Signatures:

Individual:(e.g., Individual dba [Name or Company], etc.) – Individual must sign affidavit.

Partnership:At least ONE General Partner must sign the affidavit.

Corporation: It is preferred that the PRESIDENT and SECRETARY of the corporation sign the affidavit on behalf of the corporation, but a VICE-PRESIDENT may sign in the absence of the President and an Assistant Secretary or Treasurer may sign in the absence of the Secretary.

Note: An Authorized Agent may sign for a Corporation, provided the City is furnished a certified copy of the Board of Directors Resolution authorizing such person to execute the document on behalf of the Corporation. An acknowledgement at the base of the Resolution must state it is unchanged, in force, and be signed by the Corporate Secretary with the current date.

AFFIDAVIT TO ACCOMPANY PROPOSALS/BIDS/SUBMISSIONS OF QUALIFICATIONS

I/We, _____
being first duly sworn, deposes and states: That the undersigned

(Insert "Sole Owner", "General Partner", "President", "Secretary", or other proper title)

Is of

(Name of form business entity)

Who submits herewith to City of Los Angeles the attached proposal/bid/submission of qualification:

Affiant deposes and states: That said proposal/bid/submission of qualification is genuine; that the same is not sham or collusive; that all statements of fact therein are true; that such proposal/bid/submission of qualification was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not therein named or disclosed.

Affiant deposes and states: That the 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 proposer, or anyone else interested in the proposed contract: that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer.

Affiant further deposes and states that prior to the public opening and reading of proposals/bids/submissions of qualification the said proposer:

- (a) Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal/bid/submission of qualification;
- (b) Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said proposer or anyone else or fix the proposal/bid/submission of qualification price of said proposer or of anyone else, or to raise or fix any overhead, profit or cost element of its price or of that of anyone else;
- (c) Did not, directly or indirectly, submit its proposal/bid/submission of qualification price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, proposal/bid/submission of qualification 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 persons who have a partnership or other financial interest with said proposer in its business.

I understand and agree that any falsification in the affidavit will be grounds for rejection of this proposal/bid/submission of qualification or cancellation of any concession contract awarded pursuant to this proposal/bid/submission of qualification.

I hereby certify or declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

STATE OF CALIFORNIA COUNTY OF
LOS ANGELES

Subscribed and sworn to before me this day of

(Signature)

(Month/Year)(Date)

**PROPOSALS/BIDS/SUBMISSIONS OF QUALIFICATIONS WILL NOT BE CONSIDERED UNLESS THE
AFFIDAVIT HEREON IS FULLY EXECUTED, INCLUDING THE CERTIFICATE OF THE NOTARY AND THE
NOTARIAL SEAL**

SECTION B

DISPOSITION OF PROPOSALS/BIDS/SUBMISSIONS OF QUALIFICATIONS

All Responses submitted in response to the RFP/RFB/RFQ shall become the property of the City of Los Angeles and a matter of public record. Respondents must identify all copyrighted material, trade secrets, or other proprietary information that they claim are exempt from disclosure under the Public Records Act, and indemnify and defend the City of Los Angeles for its refusal to disclose such material from person making a request therefore.

INSTRUCTIONS:

- a. Sign the Document
- b. Submit with the Response

Signatures:

The person signing must be authorized to bind the Respondent.

DISPOSITION OF PROPOSALS/BIDS/SUBMISSIONS OF QUALIFICATIONS

All proposals/bids/submissions of qualification submitted in response to the RFP shall become the property of the City of Los Angeles and a matter of public record. Proposers must identify all copyrighted materials, trade secrets, or other proprietary information that they claim are exempt from disclosure under the Public Records Act (California Code, Section 6250 et seq.)

In the event such an exemption is claimed, the proposer must state in the proposal/bid/submission of qualification that the proposer will defend any action brought against the City for its refusal to disclose such material, trade secret, or other proprietary information to any party making such a request. The proposer is required to state in the proposal/bid/submission of qualification that:

“The proposer will indemnify the City or Agency and hold it harmless from any claim or liability and defend any action brought against the City of Los Angeles for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any persons making a request therefore.”

Proposer’s obligations herein include, but are not limited to, all attorney’s fees (both in house and outside counsel), costs of litigation incurred by the City or its attorneys (including all actual costs incurred by the City, not merely those costs recoverable by a prevailing party, and specifically including costs of experts and consultants) as well as all damages or liability of any nature whatsoever arising out of any such suits, claims, and causes of action brought against the City, through and including any appellate proceedings. Proposer’s obligations to the City under this indemnification provision shall be due and payable on a monthly, on-going basis within thirty (30) days after each submission to Proposer of the City’s invoices for all fees and costs incurred by the City, as well as all damages or liability of any nature.

“I have read and understand the Disposition of Proposals/Bids/Submissions of Qualifications and agree that the City of Los Angeles may release any materials and information contained in the proposal/bid/submission submitted by the undersigned’s firm in the event that the required hold harmless statement is not included in the Proposal/Bid/Submission of Qualification.”

Signature of person authorized to bind proposer

Date

SECTION C CONTRACTOR WORKFORCE INFORMATION (LOS ANGELES RESIDENCE INFORMATION)
--

All Respondents must complete the Los Angeles Residence Information form in order to be considered for a contract award. An important policy goal of the City is to encourage businesses to locate or remain in the City. To track that goal effectively, the Los Angeles City Council, on January 7, 1992, adopted a motion (Council File 92-0021) that requires all City departments to gather various information on contractors who conduct business with the City and all respondents to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles.

The following information is to be included in each proposal:

- a) The headquarters address of the firm and the total number of employees, regardless of work location;
- b) The percentage of the firm's total work force employed within the City and the percentage residing within the City; and,
- c) The address(es) of any branch office(s) located within the City and the total number employed in each Los Angeles branch office, the percentage of the work force in each Los Angeles branch office that is employed within the City, and the percentage residing within the City.

INSTRUCTIONS

All Respondents **MUST complete and submit** the enclosed City of Los Angeles Contractor Business Locations and Workforce Information Form and include in their response.

Responses submitted without a completed City of Los Angeles Contractor Business Locations and Workforce Information Form **WILL** be deemed non-responsive and disqualified from being considered.

CONTRACTOR BUSINESS LOCATIONS AND WORKFORCE INFORMATION

The City Council in consideration of the importance of preserving and enhancing the economic base and well-being of the City encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires bidders to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles.

Organization: _____

I. Corporate or Main Office Information:

Address	Workforce in Organization:		
	Total Number of Employees	Percentage Working* within City of Los Angeles	Percentage Residing in City of Los Angeles

* i.e. working for any customer located within the geographical boundaries of the City of Los Angeles

II. City of Los Angeles Branch Offices Information:

Note: If there are no Los Angeles Branch offices, mark N/A on first line.

Address	Workforce in Los Angeles Branch Office:		
	Total Number of Employees	Percentage Working* within City of Los Angeles	Percentage Residing in City of Los Angeles

* i.e. working for any customer located within the geographical boundaries of the City of Los Angeles

SECTION D CHILD CARE POLICIES

Any Responders who have an employee need of child care and who have adopted a stated policy on child care shall receive preference in contracting with the City of Los Angeles. In order to determine which firms qualify for contract preference, all Respondents must complete and return with their response the Vendor Child Care Policy Program – Child Care Declaration Statement. Failure to return the signed and completed declaration **(must be signed in two [2] places)** may result in your response being deemed non-responsive.

INSTRUCTIONS:

1. Complete and sign the document in two (2) places.
2. Submit with the Response

CHILD CARE POLICIES

This Contract is subject to the policy of the City of Los Angeles regarding City Child Care Policies and Vendor System as adopted by City Council. CONTRACTOR is required to complete the Child Care Declaration statement which is attached hereto as Form D and Form E.

- I. City Child Care Policy and Vendor System – On February 24, 1987, the City Council adopted the Child Care Policy for the City of Los Angeles. This policy acknowledges the importance of quality, affordable, accessible child care to the individual, family, work place and community. The City further recognizes that existing child care services and facilities are not adequate to meet current demand, and that such demand is increasing. Failure to address this critical unmet need will have serious, detrimental effects on the physical, social and economic life of Los Angeles. Thus, the City Child Care Policy was adopted, committing the City to use its resources as educator, employer, model and facilitator to act as a catalyst in expanding the supply of quality, affordable child care in Los Angeles.

The City Child Care Policy includes an item specifically designed to address the development and implementation of child care policies and practices by vendors, as follows:

THE CITY OF LOS ANGELES SHALL ENCOURAGE ALL ITS VENDORS TO ADOPT A STATED POLICY ON CHILD CARE. TO THE EXTENT PERMITTED BY LAW, VENDORS WITH STATED CHILD CARE POLICIES SHALL RECEIVE PREFERENCE IN CONTRACTING WITH THE CITY OF LOS ANGELES.

It is the goal of the City to promote and facilitate the establishment and implementation of child care policies and practices which address the critical unmet local need for quality, affordable child care services.

A company may, after a review and due consideration, determine that child care is not an employee need or that a child benefit/service cannot feasibly be offered by the company. In this case, a written policy statement to this effect would also qualify a company for the vendor preference.

- II. Request Child Care Policy Information from Vendors – All vendor applicants should complete the “Child Care Declaration Statement” form, declaring whether the business has a stated child care policy and/or offers any form of child care assistance to employees. Those vendors indicating they have a stated child care policy for employees should file a copy of said policy along with the “Declaration Form”.
- III. Definition of a Stated Child Care Policy – A “Stated Child Care Policy” is a written statement of intent and/or attitude by an employer regarding the provision of child care assistance to employees.
- IV. Definitions of Child Care Assistance – The following definitions apply to the various forms of child care assistance listed on the “Child Care Declaration Statement.”
 - A. EMPLOYER SUBSIDIZED CHILD CARE CENTER(S) –
Group care for children (may range from twelve [12] to three hundred [300] children), in a licensed setting such as a preschool or other center, which may serve infants,

toddlers, preschoolers or school-age children; the center receives funds, goods and/or services from an employer which thus subsidizes part or all of the child care center operating costs, and employees of the subsidizing employer may enroll dependents in this center.

B. EMPLOYER SUBSIDIZED CHILD CARE HOME(S)

Care for up to fourteen (14) children in the home of a licensed caregiver; may include one (1) home or a network of two (2) or more family day care homes, which receive funds, goods and/or services from an employer who thus subsidizes part of all of the home operating costs; employees of the subsidizing employer may enroll dependents in this care home.

C. CHILD CARE REIMBURSEMENT IN ADDITION TO OTHER BENEFITS Employer helps employees pay for child care expenses by reimbursing the employee or his/her care provider for all or part of the cost of child care; allows employee to select the child care provider, or employer may designate providers or conditions (e.g. only reimburse licensed providers); such reimbursement is provided to the employee in addition to the other employee benefits.

D. CHILD CARE REIMBURSEMENT IN A FLEXIBLE BENEFIT PACKAGE System which allows employees to make individual choices among a range of benefits provided by the employer (e.g., health, dental, retirement, etc.) and child care is included as a benefit choice.

E. PAID PARENTAL LEAVE

Employees are given paid time off work due to childbirth or adoption, with a guaranteed return to the same or a comparable job and seniority status.

F. PURCHASE OF SERVICES FOR EMPLOYEES IN A COMMUNITY CHILD CARE PROGRAMS Company contributes funds, goods and/or services to a child care program in the community (center or family day care home), for the purpose of preferential consideration for use by employees.

G. SALARY SET-ASIDE/FLEXIBLE SPENDING ACCOUNT FUNDED WITH EMPLOYEE SALARY DOLLARS

Employer has set up a qualified Dependent Care Assistance Plan under IRS Section 125 and 129, which allows employees to designate an amount up to Five Thousand Dollars (\$5,000.00) per year to be set aside from their salaries to pay for dependent care; since such a salary set aside is not taxed, both employee and employer receive financial benefits.

H. CHILD CARE REFERRAL SERVICES

A service to employees which provides information, referrals and consultation regarding local child care services (e.g., locations, hours, rates).

I. PARENTING SEMINARS

Company offers workshops, educational presentations, and related activities to provide information and support in such areas as parenting skills, work-family relations, child development, and related topics; may be provided by in-house staff or by contracted services.

J. COUNSELING OF A SELF-SUPPORTING CENTER

Company provides (through in-house or contracted services) group, family or individual counseling services to support employees in the resolution of work/family issues.

K. START-UP OF A SELF-SUPPORTING CENTER

Company has provided funds, goods and/or services to directly assist in the land acquisition, design, construction, renovation, equipment, furnishing or other costs

associated with starting a child care program; this was one-time-only assistance for start-up, with the center now operating on a self-supporting basis.

L. START-UP CONTRIBUTIONS TO A CONSORTIUM CENTER

Company has provided funds, goods and/or services to a child care center, working in cooperation to develop and support a child care service available to employees of contributing companies.

M. FLEXIBLE WORK HOURS

Employees are allowed to make choices about work schedules, with such possible options as 5-day/40-hour vs. 4-day/40-hour work weeks or flexible hours scheduled within a day; may include establishment of “core” working hours during which an employee must be present at the work site.

N. FLEXIPLACE/WORK-AT-HOME

Company offers employees the option to work in their homes; may be available part- or full-time.

O. PERMANENT PART-TIME/JOB SHARING

Company offers job opportunities in which employees may work less than full-time while retaining permanent employment status, and/or two employees may share a single full-time position with salary and benefits prorated between the two employees.

P. WORK-AT-HOME FOLLOWING MATERNITY LEAVE

Employees are offered the option to perform their jobs at home for a period following leave for childbirth or adoption.

Q. UNPAID PARENTAL LEAVE

Employees are allowed unpaid time off due to childbirth or adoption, with a guaranteed return to the same or a comparable job and seniority status.

R. DONATION TO ENHANCE AN EXISTING CHILD CARE PROGRAM

Company has contributed funds, goods and/or services to a child care program, for the purpose of improving the quality, affordability, or accessibility of said program.

All Requests for Proposals/Bids/Submissions of Qualifications, Invitations for Bids, advertisements for bids, and other similar documents must give notice of these provisions to those who bid on or submit proposals/bids/submissions of qualifications for prospective contracts with the City. **All bidders and proposers are required to complete the attached Certification of Compliance with Child Support Obligations. Failure to return the completed certification as part of the proposal/bid/submission of qualification will result in the proposal/bid/submission of qualification being deemed unresponsive and being rejected.**

CITY OF LOS ANGELES

VENDOR CHILD CARE POLICY PROGRAM

CHILD CARE DECLARATION STATEMENT

The business concern listed below declares the following status on the “Child Care Policy of the City of Los Angeles, XI. Vendors” as defined in the attached supplementary instructions to bidders. It is incumbent upon the concern to notify the City of any changes applicable to this declaration.

Business Name	Telephone No.
Business Address	
Signature	Title

Note: A “stated child care policy” may include services and/or benefits for employees and their families, including infants through school- age child care centers or family day care homes, before and after school programs, day camps, and services for ill children with special needs, family leave, and more. Please refer to the attached instructions for definitions. Please check ALL items on the form that apply to your business concern.

	YES	NO
Part One		
DOES YOUR BUSINESS HAVE A STATED CHILD CARE POLICY?	☐	☐
If YES, please attach a copy		
Part Two		
DOES YOUR BUSINESS PROVIDE CHILD CARE ASSISTANCE?	☐	☐
If YES, please check which from(s) of assistance		
Level I Assistance	☐	☐
Subsidized company child care center	☐	☐
Subsidized Network of child care homes	☐	☐
Child care reimbursement in addition to other benefits	☐	☐
Child care reimbursement in a flexible benefit package	☐	☐
Paid parental leave	☐	☐
Purchase of spaces for employees in community child care program(s) (centers or homes)	☐	☐
Level II Assistance	☐	☐
Salary set aside/flexible spending account funded with employee salary dollars/Section 125	☐	☐
Child care referral services	☐	☐
Parenting seminars	☐	☐
Counseling on work/family issues	☐	☐
Start-up of a self-supporting center	☐	☐
Start-up contributions to a “consortium center”	☐	☐
Level III Assistance	☐	☐
Flexible work hours	☐	☐
Flex-place/work-at-home	☐	☐
Permanent part-time/job sharing	☐	☐
Work-at-home following maternity leave	☐	☐
Unpaid parental leave	☐	☐
Donations to enhance child care programs	☐	☐
Other: (Describe) _____		

I HAVE READ AND COMPLETED:

(Signed)	(Date)
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For additional information on child care options and benefits for employees, please contact the City Child Care Coordinator’s Office, 333 South Spring Street, Los Angeles, CA 90013.

Do not write in this space	
Date Filed:	Expiration Date:

SECTION E
OUT-OF-STATE BIDDERS

OUT-OF-STATE BIDDERS

Out-of-State of California bidders or any bidder with a remittance address outside the State of California that has a California State Board of Equalization permit to collect California sales tax shall enter the permit number in the space provided.

Permit Number: _____

If Bidder has no permit number, check box below and sign.

No Permit Number: ☐ _____

Signature: _____

Date: _____

SECTION F
INFORMATION RELEASE FORM

DEPARTMENT OF RECREATION AND PARKS

INFORMATION RELEASE FORM

By signing below, I hereby authorize, without any reservations, any person or company I have listed as a reference in my Bid to disclose in good faith any information they may have regarding my Bids for contracting. All information obtained will be in connection with Bids for contracted work. My authorization releases the Company, its agents, and all those who have provided information from any and all liability for damages arising from the investigation and disclosure of the requested information.

By signing below, I agree not to assert any claims or causes or action of any kind against the City of Los Angeles. I further release and discharge the City of Los Angeles from any and all claims, demands, damages, actions, cause of action, or suits of any kind or nature arising from the City's investigations.

I hereby acknowledge that I have read the above disclosure statement and have understood it.

Name: _____ Title: _____

Signature: _____ Date: _____

Firm's Name: _____ Phone: _____

Firm's Address: _____
Street, City, State, Zip

SECTION G SLAVERY DISCLOSURE ORDINANCE
--

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

Respondents seeking additional information regarding the requirements of the DO may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

Slavery Disclosure Ordinance (SDO)

The SDO requires that City Contractors disclose whether their company had any participation, investments, or profits derived from slavery during the Slavery Era (prior to 1865). <https://bca.lacity.org/slavery-disclosure-ordinance-sdo>

INSTRUCTIONS:

The selected Respondent shall electronically sign and complete the Slavery Ordinance Affidavit (one [1] page) available on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMPLA) residing at www.rampla.org prior to the award of a City contract. If the respondent is exempt from this requirement, then the DO form shall be completed and submitted with the response.

DO/DBWCO COMPLIANCE

CITY OF LOS ANGELES - DISCLOSURE ORDINANCES

This Affidavit must only be submitted once on LABAVN (www.labavn.org), but contractors are responsible for updating their Affidavit if changes occur to any information contained therein.

Questions regarding this Affidavit may be directed to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance. Website: <http://bca.lacity.org/index.cfm>; Phone: (213) 847-2625; E-mail: bca.eeoe@lacity.org.

AFFIDAVIT DISCLOSING SLAVERY ERA PARTICIPATION, INVESTMENTS OR PROFITS

1. I, [name] _____ am authorized to bind contractually the Company identified below.

2. Information about the Company entering into a Contract with the City is as follows:

[company id]	[tax id]		
BAVN Company Id	EIN/TIN		
[company name]			
Company Name			
[company address]	[city]	[state]	[zip]
Street Address	City	State	Zip
[phone]	[email]		
Phone	Email		

3. The company came into existence in [year] _____ (year).

4. The Company has searched its records and those of any Predecessor Companies for information relating to Participation or Investments in, or Profits derived from Slavery or Slaveholder Insurance Policies. Based on that research, the Company represents that: (mark only the option(s) that apply):

The Company found no records that the Company or any of its Predecessor Companies had any Participation or Investments in, or derived Profits from, Slavery or Slaveholder Insurance Policies during the Slavery Era.

The Company found records that the Company or its Predecessor Companies Participated or Invested in, or derived Profits from Slavery during the Slavery Era. A description of the nature of that Participation, Investment, or Profit is required and should be sent to bca.eeoe@lacity.org.

The Company found records that the Company or its Predecessor Companies bought, sold, or derived Profits from Slaveholder Insurance Policies during the Slavery Era. A list of names of any Enslaved Persons or Slaveholders under the Policies is required and should be sent to bca.eeoe@lacity.org.

5. The Person/Company has searched its records for information relating and based on that research, the Person/Company represents that (mark only the option(s) that apply):

The Person/Company found no records that the Company has participated in contracts, bids, or proposals to provide goods or services for the design, construction, operation, or maintenance of a federally funded wall, fence or other barrier, including prototypes of a wall, fence or other barrier along the border between the United States and Mexico on or after March 17, 2017.

The Person/Company found records that the Company has participated in contracts, bids, or proposals to provide goods or services for the design, construction, operation, or maintenance of a federally funded wall, fence or other barrier, including prototypes of a wall, fence or other barrier along the border between the United States and Mexico on or after March 17, 2017. A description of the nature of that Participation is required and should be sent to bca.eeoe@lacity.org.

TERMS OF ACCEPTANCE AND SIGNATURE:

I, [name], the requestor for this "DO Affidavit", warrant the truthfulness of the information provided in the document.

Electronic Signature:

[name]

[date]

Signature

Date

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above
Terms of Acceptance.

Execution of document by E-signature. By clicking on the check box it indicates an electronic signature. This is considered the legal equivalent of a manual or "wet" signature. Once signed electronically, this document is considered original and legally binding.

DEFINITIONS

Affidavit means the form developed by the DAA and may be updated from time to time. The Affidavit need not be notarized but must be signed under penalty of perjury.

Company means any person, firm, corporation, partnership or combination of these.

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 rendering of any service to the City of Los Angeles or the public, which is let, awarded or entered into with or on behalf of the City of Los Angeles or any Awarding Authority of the City.

Enslaved Person means any person who was wholly subject to the will of another and whose person and services were wholly under the control of another and who was in a state of enforced compulsory service to another during the Slavery Era.

Investment means to make use of an Enslaved Person for future benefits or advantages.

Participation means having been a Slaveholder during the Slavery Era.

Predecessor Company means an entity whose ownership, title and interest, including all rights, benefits, duties and liabilities were acquired in an uninterrupted chain of succession by the Company.

Profits means any economic advantage or financial benefit derived from the use of Enslaved Persons.

Slavery means the practice of owning Enslaved Persons.

Slavery Era means that period of time in the United States of America prior to 1865.

Slaveholder means holders of Enslaved Persons, owners of business enterprises using Enslaved Persons, owners of vessels carrying Enslaved Persons or other means of transporting Enslaved Persons, merchants or financiers dealing in the purchase, sale or financing of the business of Enslaved Persons.

Slaveholder Insurance Policies means policies issued to or for the benefit of Slaveholders to insure them against the death of, or injury to, Enslaved Persons.

SECTION H

EQUAL BENEFITS ORDINANCE COMPLIANCE AFFIDAVIT/ FIRST SOURCE HIRING ORDINANCE

Equal Benefits Ordinance

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

The selected Respondent shall electronically sign and complete the Equal Benefits Ordinance Affidavit (two (2) pages) available on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMPLA) residing at www.rampla.org prior to award of a City contract valued at \$5,000. The Equal Benefits Ordinance Affidavit shall be valid for a period of twelve months from the date it is first uploaded onto the City's RAMPLA Bidders/Proposers do not need to submit supporting documentation with their proposal/bid/submission of qualification. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

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

First Source Hiring Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which exceeds Twenty-Five Thousand Dollars (\$25,000.00) with a term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO). Bidders/Proposers shall refer to the "First Source Hiring Ordinance" for further information regarding the requirements of the Ordinance.

All Bidders/Proposers shall complete and upload the First Source Hiring Ordinance Affidavit (two [2] pages) available on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMPLA) residing at www.rampla.org prior to award of a City contract. The First Source Hiring Ordinance Affidavit shall be valid for a period of twelve months from the date it is first uploaded onto the City's RAMPLA.

Bidders/Proposers seeking additional information regarding the requirements of the First Source Hiring Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>. The Anticipated Job Opportunities Form (FSH0-1) shall only be required if there are anticipated job opportunities; this document is only required of the award proposer.

INSTRUCTIONS:

- a. All proposers: Complete and upload the First Source Hiring Ordinance Affidavit at www.rampla.org.
- b. Awarded proposer: Complete the Anticipated Job Opportunities Form (FSH0-1) ONLY if there are anticipated job opportunities.

EBO/FSHO COMPLIANCE

City of Los Angeles
Department of Public Works
Bureau of Contract Administration
Office of Contract Compliance
1149 S. Broadway, Suite 300, Los Angeles, CA 90015
Phone: (213) 847-2625 E-mail: hca.esos@lacity.org

EQUAL BENEFITS ORDINANCE COMPLIANCE AFFIDAVIT

Prime contractors must certify compliance with Los Angeles Administrative Code (LACC) Section 10.8.2.1 et seq. prior to the execution of a City agreement subject to the Equal Benefits Ordinance (EBO).

SECTION 1. CONTACT INFORMATION

BAVN Company Id: 10786 EIN/TIN: _____
Company Name: J and Y Inc - ITA TEST COMPANY
Company Address: 1234 N Main St
City: Los Angeles State: AL Zip: 70012
Contact Person: Jon Doe Phone: 2135551888 E-mail: test@email.com
Approximate Number of Employees in the United States: 10
Approximate Number of Employees in the City of Los Angeles: 3

SECTION 2. EBO REQUIREMENTS

The EBO requires City Contractors who provide benefits to employees with spouses to provide the same benefits to employees with domestic partners. Domestic Partner means any two adults, of the same or different sex, who have registered as domestic partners with a governmental entity pursuant to state or local law authorizing this registration, or with an internal registry maintained by the employer of at least one of the domestic partners.

Unless otherwise exempt, the contractor is subject to and shall comply with the EBO as follows:

- A. The Contractor's operations located within the City limits, regardless of whether there are employees at those locations performing work on the City Contract; and
- B. The Contractor's operations located outside of the City limits if the property is owned by the City or the City has a right to occupy the property, and if the contractor's presence at or on the property is connected to a Contract with the City and
- C. The Contractor's employees located elsewhere in the United States, but outside of the City Limits, if those employees are performing work on the City Contract.

A Contractor must post a copy of 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 will provide equal benefits to its employees with spouses and its employees with domestic partners."

SECTION 3. COMPLIANCE OPTIONS

I have read and understand the provisions of the Equal Benefits Ordinance and have determined that this company will comply as indicated below:

- ☐ I have no employees.
- ☐ I provide no benefits.
- ☐ I provide benefits to employees only. Employees are prohibited from enrolling their spouse or domestic partner.
- ☒ I provide equal benefits as required by the City of Los Angeles EBO.
- ☐ I provide employees with a "Cash Equivalent." Note: 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.
- ☐ All or some employees are covered by a collective bargaining agreement (CBA) or union trust fund. Consequently, I will provide Equal Benefits to all non-union represented employees, subject to the EBO, and will propose to the affected unions that they incorporate the requirements of the EBO into their CBA upon amendment, extension, or other modification of the CBA.
- ☐ Health benefits currently provided do not comply with the EBO. However, I will make the necessary changes to provide Equal Benefits upon my next Open Enrollment period which begins on (Date) _____.

- ☐ Our current company policies, i.e., family leave, bereavement leave, etc., do not comply with the provisions of the EBO. However, I will make the necessary modifications within three (3) months from the date of this affidavit.

FIRST SOURCE HIRING ORDINANCE COMPLIANCE AFFIDAVIT

Contractors (including loan or grant recipients) participating on a City contract that is subject to the First Source Hiring Ordinance (FSHO) are required to certify their compliance prior to contract execution.

As part of their obligations under the FSHO, Contractors must provide the Awarding Department a list of anticipated employment opportunities that they and their subcontractors expect to fill in order to perform the services under the contract. The FSHO-1 form (available at <http://bca.lacity.org>) should be utilized to inform the Awarding Authority of any such opportunities. If no opportunities are anticipated, contractors do not need to submit the FSHO-1 form prior to contract award, but must report any subsequent employment opportunities on the FSHO-3 form (available at <http://bca.lacity.org>) as described below.

During the term of the contract, the contractor and their subcontractors shall:

1. At least seven business days prior to making an announcement of a specific employment opportunity, provide notification of that employment opportunity by submitting the FSHO-3 form to the Community Development Department;
2. Interview qualified individuals referred by the City's referral resources; and
3. Prior to filling any employment opportunity, inform the Office of Contract Compliance of the names of the referral resources used, the names of the individuals referred, and the names of the referred individuals who were interviewed. If the referred individuals were not hired, the contractor should also provide the reasons they were not hired.

DECLARATION UNDER PENALTY OF PERJURY

I understand that I am required to permit the City of Los Angeles access to and upon request, must provide certified copies of all company records pertaining to benefits, policies and practices for the purpose of investigation or to ascertain compliance. Furthermore, I understand that failure to comply may be deemed a material breach of any City contract by the Awarding Authority. The Awarding Authority may cancel, terminate or suspend in whole or in part, the contract; monies due or to become due under a contract may be retained by the City until compliance is achieved. The City may also pursue any and all other remedies at law or in equity for any breach. The City may use the failure to comply as evidence against the Contractor in actions taken pursuant to the provisions of the LAAC Section 10.40, et seq., Contractor Responsibility Ordinance.

TERMS OF ACCEPTANCE AND SIGNATURE:

I, Jon Doe, the requestor for this "EBO/FSHO Affidavit", warrant the truthfulness of the information provided in the document.

Electronic Signature:*

Jon Doe

Signature

26 July, 2016

Date

☒ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

Execution of document by E-signature. By clicking on the check box it indicates an electronic signature. This is considered the legal equivalent of a manual or "wet" signature. Once signed electronically, this document is considered original and legally binding.

SECTION I E-BIDDING COMPLIANCE DOCUMENTS
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All Compliance Documents listed in the 'Compliance Document List' must be submitted via RAMP for this opportunity by the bid due date.

INSTRUCTIONS:

Refer to the link below on 'How to Successfully Submit Your Proposal on RAMP.' This step-by-step guide will assist you through the submission process, ensuring your proposal is complete, compliant, and submitted on time.

<https://www.youtube.com/watch?v=mgCUq8c4IIA>