

PART II:

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BID OPENING CHECKLIST

DATE: _____

Project Name: _____

Project Site Address: _____

BID AMOUNT PROPOSED:		\$	\$	\$
	Name /Description of Required Document:	Bidder Name:	Bidder Name:	Bidder Name:
		License#:	License #	License #
1	Bid Proposal			
2	Scope of Work Write-up			
3	Schedule of Work and Prices			
4	Schedule of Values for Base Bid			
5	List of Subcontractors			
6	References and List of Projects			
7	Affidavit Regarding Bid Bond			
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BID PROPOSAL

Date: _____

To: (Owner) _____

From: Name of Contractor _____

The undersigned, having read the instructions and requirements and having personally visited and inspected the site of work, hereby propose to furnish materials and all workmanship required to complete the _____ in accordance with the plans and specifications, if any, within _____ () working days for the Base Bid Price of \$_____.

Schedule of Alternates and Prices

	<u>Item No.</u>	<u>Prices in Dollars</u>
BASE BID PRICE		\$ _____
Alternate #1	_____	\$ _____
Alternate #2	_____	\$ _____
Alternate #3	_____	\$ _____
Alternate #4	_____	\$ _____
Alternate #5	_____	\$ _____

TOTAL AMOUNT OF BID \$ _____

Alternates must be either additive or deductive.

NOTE: Contractor is advised that the owner reserves the right to waive any or all irregularities and to reject any or all bids.

Bid Proposal includes Addenda Number(s) _____

Signature: _____

Name & Title: _____

Name of Company: _____

SCHEDULE OF VALUES FOR BASE BID

	<u>Labor</u>	<u>Materials</u>
<u>Division 1 - General Requirements:</u>		
Permits and insurance	\$ _____	\$ _____
Testing and inspections	\$ _____	\$ _____
Equipment rentals	\$ _____	\$ _____
Site utilities	\$ _____	\$ _____
Security	\$ _____	\$ _____
Supervision and clerical	\$ _____	\$ _____
Parking	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total: General Requirements	\$ _____	\$ _____
 <u>Division 2 - Demolition and Site Work:</u>		
<u>Demolition:</u>		
Curb and sidewalk, etc.	\$ _____	\$ _____
<u>Site Work:</u>		
Foundation drainage	\$ _____	\$ _____
Sidewalks	\$ _____	\$ _____
Off-site improvements	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total: Demolition and Site Work	\$ _____	\$ _____
 <u>Division 3 - Concrete:</u>		
Cast-in-place concrete	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total: Concrete	\$ _____	\$ _____
<u>Division 4 - Masonry:</u>	\$ _____	\$ _____
<u>Division 5 - Metals:</u>	\$ _____	\$ _____
<u>Division 6 - Wood and Plastics:</u>	\$ _____	\$ _____
<u>Division 7 - Thermal & Moisture Protection:</u>	\$ _____	\$ _____
<u>Division 8 - Doors and Windows:</u>	\$ _____	\$ _____
<u>Division 9 - Finishes:</u>	\$ _____	\$ _____
<u>Division 10 - Specialties:</u>	\$ _____	\$ _____
<u>Division 11 - Equipment:</u>	\$ _____	\$ _____
<u>Division 12 - Furnishings:</u>	\$ _____	\$ _____

Division 13 - Special Construction: \$ _____ \$ _____

Division 14 - Conveying Systems: \$ _____ \$ _____

Division 15 - Mechanical: \$ _____ \$ _____

Division 16 - Electrical: \$ _____ \$ _____

Construction Subtotal \$ _____ \$ _____

Contractor's Overhead and Profit
(%) \$ _____ \$ _____

Construction Total \$ _____ \$ _____

100% Performance Bond
(%) \$ _____ \$ _____

100% Payment Bond
(%) \$ _____ \$ _____

10% Bid Bond
(%) \$ _____ \$ _____

Termite Treatment \$ _____ \$ _____

Asbestos Removal \$ _____ \$ _____

Lead Paint Removal \$ _____ \$ _____

Environmental Clean-up \$ _____ \$ _____

Others (Specify) \$ _____ \$ _____

Unit Costs:

Unit Cost A	Vinyl Composition Tile	\$ _____/SF
Unit Cost B	Gypsum Wall Board	\$ _____/SF
Unit Cost C	Exterior Cement Plaster	\$ _____/SF
Unit Cost D	Plywood Roof Sheathing	\$ _____/SF
Unit Cost E	Concrete Flatwork	\$ _____/SF
Unit Cost F	Exterior Paint	\$ _____/SF

LIST OF SUBCONTRACTORS

Note: Any substitution of subcontractors must be approved by the OWNER and the CITY OF LOS ANGELES.

NAME, BUSINESS ADDRESS, PHONE NUMBER	SPECIFY		CERT. AGENCY	DESCRIPTION OF WORK TO BE SUBCONTRACTED	AMOUNT
	MBE	WBE			
LICENSE # EXP. DATE				CONTRACT ITEM #	
LICENSE # EXP. DATE				CONTRACT ITEM #	
LICENSE # EXP. DATE				CONTRACT ITEM #	
LICENSE # EXP. DATE				CONTRACT ITEM #	
LICENSE # EXP. DATE				CONTRACT ITEM #	

REFERENCES: List of Current and Completed Projects

<u>Client's Name & Phone No.</u>	<u>Type of Project</u>	<u>Address of Project</u>	<u>Current or Completed</u>	<u>Total Cost of Project</u>

AFFIDAVIT REGARDING BOND

I (We), _____, agree to begin work and to complete it on or before the dates set forth in the specifications.

I (We), _____, agree furthermore, that in case of default in executing the required contract, with necessary bonds, the proceeds of the check or bond accompanying this bid shall become the property of the Owner, _____.

Name of Firm

Address

(Print Name of President/CEO/CFO)

(Signature)

(Date)

Contractor's State License # _____

Classification _____

Bond # _____

Payment Bond

KNOW ALL MEN BY THESE PRESENTS:

That I/We _____, as PRINCIPAL(S), AND
_____, as SURETY, are held and
firmly bound unto _____ a California, non-profit corporation, in the
just and full sum of _____ (\$ _____)
lawful money of the United States of America, for which, payment well and truly to be made, we bind ourselves, jointly
and severally, firmly by these presents.

Signed, sealed and dated _____, A.D., 2017

The conditions of the above obligation are such that, whereas said PRINCIPAL has been awarded and is
about to enter into a written contract with _____ (non-profit) _____ for

(Project Name and brief description of scope of work)

which is hereto attached, and to which reference is hereby made for all particulars, and is required by said city to give
this bond in connection with the execution of said contract: _____.

Now, therefore, if said PRINCIPAL as contractor in said contract, or
_____, subcontractor, fails to pay for
any materials, provisions, provender of other supplies or teams used in, upon, of, for or about the performance of
work contracted to be done, or for any work or labor done thereon of any amounts due under the Unemployment
Insurance Act with respect to such work or labor, or for any kind or for amounts required to be deducted, withheld,
and paid over to the Franchise Tax Board from the wages of employees of the PRINCIPAL and his subcontractors
pursuant to Section 18806 of the Revenue and Taxation Code of the State of California with respect to such work and
labor, said SURETY _____ will pay the same in an
amount not exceeding the sum set forth above, and also in case suit is brought upon this bond, a reasonable
attorney's fee to be fixed by the court. This bond shall inure to the benefit of any and all persons, companies and
corporations entitled to file claims under and by virtue of the applicable provisions of Division III, Part 4, Title 5
(commencing with Section No. 3082) of the Civil Code of the State of California, or their assigns.

Witness our hand this _____ day of _____, A.D., 2017.

(Principal)

(Principal)

(Principal)

(Principal)

(Surety)

(Attorney-in-Fact)

- *1. Corporate or Individual principal must be on Corporate Acknowledgement form.
- 2. Corporate Seal must be impressed hereon in case of corporation.

Bond # _____

Contractor's Performance Bond

KNOW ALL MEN BY THESE PRESENTS:

That I/We _____, as PRINCIPAL(S), AND _____, a corporation organized under the laws of the State of _____ and duly authorized to transact business under the laws of the State of California, as SURETY, are held and firmly bound unto _____ a California, non-profit corporation, as OBLIGEE, in the just and full sum of _____ Dollars (\$ _____) lawful money of the United States of America, for the payment whereof well and truly to be made said PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

The CONDITION of the forgoing obligation is such that, whereas the above bounded PRINCIPAL is about to enter into a contract, attached hereto, with said OBLIGEE to do and perform the following, to-wit:

(Project Name and brief description of scope of work)

as will more fully appear from said contract, reference to which is hereby made, and which said contract and all documents incorporated therein by reference are expressly made a part hereof.

The said SURETY, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract, or to the work to be performed hereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract of the work.

NOW, THEREFORE, if the above bounden PRINCIPAL shall well and truly perform the work contracted to be done under said contract, and shall fully and faithfully carry out and perform all of the terms, covenants and conditions of said contract upon its or his part to be performed, then this obligation to be null and void, otherwise to remain in full force and effect.

No right of action shall accrue under this bond to or for the use of any person other than the OBLIGEE named herein.

Signed and sealed the _____, A.D., 2017

(Principal)

(Principal)

(Principal)

(Principal)

(Surety)

(Attorney-in-Fact)

- *1. Corporate or Individual principal must be on Corporate Acknowledgement form.**
2. Corporate Seal must be impressed hereon in case of corporation.

Dual Obligee Rider

(To be executed concurrently with and attached to bond at time of issuance)

THIS DUAL OBLIGEE RIDER IS TO BE ATTACHED AND BECOME PART OF BOND

NO. _____, dated _____ issued by,
_____, a corporation
organized under the laws of the State of _____, as SURETY on behalf of
_____, as PRINCIPAL, and
in favor of the City of Los Angeles, a municipal corporation of the State of California, as co-
obligees.

The Surety shall not be liable under this bond to the Obligees, or either of them, unless the said Obligees, or either of them, shall make payments to the Principal or to the Surety, should it arrange for or undertake the completion of the contract upon default of the Principal, strictly in accordance with the terms of said contract; and shall otherwise satisfy all terms and conditions and perform all other obligations set forth in said contract at the time and in the manner provided therein.

In no event shall the aggregate liability of the Surety to either or both Obligees exceed the penal sum of this Performance and Payment Bonds, nor shall the Surety be liable except for a single payment for each single breach or default. At the Surety's election, any payment due to either Obligee may be made by its check issued jointly to both.

IT IS FURTHER UNDERSTOOD AND AGREED that nothing herein contained shall be held to change, alter or vary the terms of the above described bond(s) except as hereinbefore set forth.

In witness to and in acknowledgement whereof the Principal, Surety and Obligees hereunto affixed their signatures and seals this _____ day of _____
A.D. 20 ____.

OBLIGEE

PRINCIPAL

By _____

By:

CITY OF LOS ANGELES, OBLIGEE

SURETY

By _____

BY:

NON COLLUSION DECLARATION

The undersigned declares:

I, _____ is authorized to make the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____
(Date)

at _____
(City) (State)

Name of Company

Signature of Bidder Representative

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS**

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature/Authorized Certifying Official

Typed Name and Title

Applicant/Organization

Date Signed

State and City Licenses
Dept. of Industrial Relations Registration

	License	Check Box
1	Submit photocopy of your Contractor's License Number obtained Pursuant to Article 5, Chapter 9, Division III of the Business and Professional Code of the State of California (http://www.cslb.ca.gov/Contractors/).	
2	Submit photocopy of Los Angeles City Business License (http://finance.lacity.org/) or provide signed Business Tax Registration Certificate affidavit herein.	
3	Provide State Department of Industrial Relations (DIR) Public Works Contractor registration number (see http://www.dir.ca.gov/Public-Works/Contractors.html):	

BUSINESS TAX REGISTRATION CERTIFICATE (BTRC)

Note: This form must be submitted with bid, if the bidder has no BTRC number.

The City of Los Angeles requires all entity that has business activity within the City of Los Angeles to pay City business taxes. Each firm or individual that pays the business tax received a Business Tax Registration Certificate Number.

Beginning October 14, 1987, payments for goods or services will be withheld unless proof of tax compliance is provided to the City. All firms and individuals that do business with the City of Los Angeles will be required to provide a BTRC Number or an exemption number as proof of compliance with Los Angeles City Business tax requirements in order to receive payment for goods or services.

The bidder represents that it has or will obtain, upon award, the Business Tax Registration Certificate(s) required by the Los Angeles City's Business Tax Ordinance (Article 1, Chapter 2, Section 21.00 and following, of the Los Angeles Municipal Code). The Contractor shall maintain or obtain, as necessary, all such Certificates required of it under said Ordinance and shall not allow any such Certificate to be revoked or suspended.

The City Finance Office has the sole authority to determine whether a firm is covered by business tax requirements. Those firms not required to pay will be given an exemption number.

If you do not have a BTRC Number, contact the Office of Finance at (844) 663-4411, by email at Finance.CustomerService@lacity.org or by visiting their website at <http://finance.lacity.org/>.

AUTHORIZED SIGNATURE:

Company

Name and Title

(Signature)

Date

**AFFIRMATION of Section 3 Good Faith Effort Outreach
(Businesses and Residents)**

By checking any applicable boxes below, I affirm my compliance with the Section 3 Good Faith Effort Outreach:

Contracting and Sub-contracting (Good Faith Effort Outreach to Businesses)

- ☐ No Good Faith Effort Outreach required; no new businesses are needed to complete the contract scope of work or all work to be completed by City forces.
- ☐ A Good Faith Effort Outreach has been conducted for all contractors and sub-contractors identified on the Subcontractor List.

Hiring (Good Faith Effort Outreach to Residents)

- ☐ No new hires are needed to complete the scope of work (estimated current number of employees of subrecipient and all contractors and sub-contractors working on this job is _____).
- ☐ New hires will be needed to complete the scope of work. A notice of all anticipated job opportunities will be posted as required by the City's Section 3 Guidelines; and bulletins for all individual jobs will be listed as required.
- ☐ A copy of the notice is attached. This notice will be sent to each labor organization with which we have a collective bargaining agreement; posted in conspicuous places at the work sites; sent to all HACLA housing projects in the Service Area; and sent to the City's network of WorkSource Centers.

Project Name: _____

Non-Profit Name: _____

Managing City Department: _____

Signatory Name (Print): _____

Signature: _____

**CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS**

FEDERALLY ASSISTED PROJECTS

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The ☐bidder/☐proposed subcontractor hereby certifies that he ☐has/☐ has not participated in a previous contract or subcontract subject to the equal opportunity clauses, as required by Executive Orders 10925, 11114, or 11246, and that, where required, he has filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Note: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts, which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

EQUAL EMPLOYMENT OPPORTUNITY OFFICER

Project Title: _____

OCC No.: _____ Work Order No.: _____

Please be advised that _____ hereby appoints _____
Company Name

as its Equal Employment Opportunity Officer. The Officer may be contacted at _____

or _____ concerning matters related to this firm's efforts to administer and
e-mail Phone Number

promote an active Equal Employment Opportunity Program. Upon signing below, the Contractor declares under penalty of perjury that the information contained hereon is true and correct.

Signature

Date

CERTIFICATION OF NON-SEGREGATED FACILITIES

(Applicable to federally assisted construction contracts and related subcontracts exceeding \$10,000 which are not exempt from the Equal Opportunity clause).

The federally assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. The federally assisted construction contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

(Signature)

(Date)

(Type or Print Name and Title of Signer)

The above certification is required by the **Equal Employment Opportunity Regulations of the Secretary of Labor 41 CFR 60-1.8(b)**, and must be submitted by the Bidder and proposed Subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only Contracts or Subcontracts of \$10,000 or under are exempt.)

NOTE: The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

Each member of a Joint Venture must submit this form. Additionally, previous certifications under the present Joint Venture shall be submitted upon request of the City.

BIDDER/CONTRACTOR AFFIRMATIVE ACTION DECLARATION

In pursuit of accomplishing the intent of the City's Affirmative Action Program, the bidder/contractor certifies and agrees to immediately implement good faith efforts, measures to recruit and employ minority, women, and other potential staff in a nondiscriminatory manner including, but not limited to, the following actions. The bidder/contractor shall:

- (a) Recruit and make efforts to obtain such employees.
- (b) Continually evaluate personnel practices to assure that hiring, upgrading, promotions, transfers, demotions and layoffs are made in a nondiscriminatory manner so as to achieve and maintain a diverse work force.
- (c) Utilize training programs and assist minority, women and other employees in locating, qualifying for and engaging in such training programs to enhance their skills and advancement.
- (d) Maintain such records as are necessary to determine compliance with equal employment and affirmative action obligations, and making such records available to City, State and Federal authorities upon request.
- (e) Said policies shall be provided to all employees, subcontractors, vendors, unions and all others with whom the contractor may become involved in fulfilling any of its contracts.

Construction contractors are additionally subject to all provisions contained in LAAC Section 10.13 et. seq. which can be found at <http://bca.lacity.org>. As part of these provisions, construction contractors are required to:

1. Submit an **Anticipated Employment Utilization Report (AEUR)** for purposes of effectuating this Affirmative Action Plan for the specific project. The AEUR can be found at <http://bca.lacity.org/site/pdf/aa/anticipated%20employment%20utilization%20report.pdf>
2. Establish a person at the management level of the contracting entity to be the Equal Employment Opportunity (EEO) Officer. Such individual must have the authority to disseminate and enforce the company's Equal Employment and Affirmative Action Policies.

NAME OF EEO: _____ TITLE: _____
E-MAIL: _____ PHONE: _____

By its execution hereof, the contractor accepts and submits the foregoing as its Affirmative Action Plan. I certify under penalty of perjury under the laws of the State of California that I have read and understood the foregoing requirements of LAAC Section 10.8 et seq. and agree to comply with them while under contract as set forth therein.

Executed this day of _____, in the year 20____, at (CITY)_____, (STATE)_____.

COMPANY NAME: _____

TELEPHONE: _____

E-MAIL: _____

AUTHORIZED SIGNATURE: _____

NAME AND TITLE (TYPE OR PRINT): _____

ADDRESS: _____

ANTICIPATED EMPLOYMENT UTILIZATION REPORT

<input type="checkbox"/> PRIME <input type="checkbox"/> SUB Contractor		Project Title		OCC File #	
Contractor Address		City:	State:	E-mail:	

CONSTRUCTION PROJECTS FOR WHICH THE CONSIDERATION IS \$25,000 OR MORE

As part of the Affirmative Action Program Provisions (10.13B), the Awarding Authority or the Designated Administrative Agency may request that your company set forth anticipated minority, women, and all other staffing utilization by the contractor and all subcontractors on each project constructed by the City. Complete this form and use those trades within the area of jurisdiction of the Los Angeles Building and Construction Trades Council within the City of Los Angeles in each work class and at all levels in terms of STAFF HOURS. Submit this form directly to the Requesting Party.

(Note: J - Journeyman, A - Apprentice, T - Trainee, F - Female, M - Male)

(L.A. County Only)

[illegible]

Employment statistics were obtained from:

☐ Available Records ☐ Visual Check ☐ Other (Specify) _____

Prepared by: _____

Title: _____

Date: _____

**AFFIDAVIT RE COMPLIANCE WITH
BUSINESS OUTREACH/INCLUSION PROGRAM REQUIREMENTS**

The undersigned hereby swears or affirms that the following statements are true and correct to the best of his or her knowledge and that he or she is a representative of the bidder or proposer and is authorized to make these statements:

That the bidder or proposer made the following efforts in a good faith attempt to comply with the MBE/WBE AND OTHER BUSINESS OUTREACH/INCLUSION PROGRAM REQUIREMENTS as indicated by the initials in the places provided:

- (1) The bidder's or proposer's efforts to obtain participation by MBEs, WBEs and other business enterprises could reasonably be expected by the CITY OF LOS ANGELES to produce a level of participation by interested sub-contractors, including MBE/WBEs as established by the CITY.

Initial

- (2) The bidder or proposer attended pre-solicitation or pre-bid meetings, if any, to inform all bidders or proposers of the requirements for the project for which the contract will be awarded.

Initial

- (3) The bidder or proposer identified and selected specific items of the project for which the contract will be awarded to be performed by sub-contractors to provide an opportunity for participation by MBEs, WBEs and other business enterprises. The bidder or proposer shall, when economically feasible, divide total contract requirements into small portions or quantities to permit maximum participation of MBEs, WBEs and other business enterprises.

Initial

- (4) The bidder or proposer advertised for bids or proposals from interested business enterprises not less than ten (10) calendar days prior to the submission of bids or proposals, in one or more daily or weekly newspapers, trade association publications, minority or trade-oriented publications, trade journals, or other media.

Initial

- (5) The bidder or proposer provided written notice of its interest in bidding on the contract to those business enterprises, including MBEs and WBEs, having an interest in participation in such contracts. All notices of interest shall be provided not less than ten (10) calendar days prior to the date the bids or proposals were required to be submitted. In all instances, the bidder or proposer must document that invitations for sub-contracting bids were sent to available MBEs, WBEs and other business enterprises for each item of work to be performed.

Initial

- (6) The bidder or proposer documented efforts to follow up initial solicitations of interest by contacting the business enterprises to determine with certainty whether the enterprises were interested in performing specific portions of the project.

Initial

- (7) The bidder or proposer provided interested enterprises with information about the plans, specifications and requirements for the selected sub-contracting work.

Initial

- (8) The bidder or proposer requested assistance from organizations that provide assistance in the recruitment and placement of MBEs, WBEs and other business enterprises not less than 15 days prior to the submission of bids or proposals.

Initial

- (9) The bidder or proposer negotiated in good faith with interested MBEs, WBEs and other business enterprises and did not unjustifiably reject as unsatisfactory bids or proposals prepared by any enterprise. As documentation, the bidder or proposer must submit a list of all sub-bidders for each item or work solicited, including dollar amounts of potential work for MBEs, WBEs and other business enterprises.

Initial

- (10) The bidder or proposer documented efforts to advise and assist interested MBEs, WBEs and other business enterprises in obtaining bonds, lines of credit, or insurance required by the Department or contractor.

Initial

That, upon being requested to do so, the bidder or proposer will provide documentation of the efforts made as indicated above, within three (3) days of such request.

I declare under penalty of perjury that I have read and understand the Business Inclusion Program and that the foregoing information is true and correct.

Type or Print Name of Person Legally
Authorized to Sign for Bidder

Title

Signature

Bidder Name

**CONTRACTOR'S ACKNOWLEDGMENT OF RECEIPT
OF HUD 4010 (Federal Labor Standards Provisions)**

http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12586.pdf)

The Contractor certifies receipt of HUD 4010: "Federal Labor Standards Provisions".

The Contractor agrees to abide by the requirements set forth therein in connection with any funds that may be made by the Government pursuant to the Contractor for Construction.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT. U.S.C. TITLE 18, SEC. 1001, provides:

"whoever, in any matter within jurisdiction of any department or agency of the United State knowingly and willfully falsifies . . . or makes any false, fictitious, or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000, not imprisoned not more than five years or both."

Project Name: _____

Project Address: _____

Name of Contractor

Signature of Authorized Representative

Address

Date

City/State/Zip

Name/Title

Telephone Number

License Number

**CERTIFICATION BY CONTRACTOR/SUBCONTRACTOR
COMPLIANCE WITH FEDERAL & STATE WAGE DETERMINATION**

Project Name: _____

Project Address: _____

Owner's Name: _____

The Contractor certifies that not less than the higher of prevailing wages, for journey and apprentice classifications as determined by the Federal Wage Determination Number _____ with Modification Numbers _____ and the State of California general Prevailing Wage Determination issued by the Department of Industrial Relation Basic Trade Rate Index: _____ will be paid on the above referenced project. The contractor also agrees that only journeyman and apprentice classification rates will be used to pay construction workers, as defined by the Federal government, on this project.

The Contractor further certifies that the above referenced Wage Determination and modifications have been provided to me and that, it is understood that if any changes to the wage decisions or modifications occur before ten (10) days of the date of bid closing, that such changes will be effective on this project. Also, if contract award and/or execution of contract agreement and issuance of a Notice to Proceed does not occur within ninety (90) days of opening of bids, all changes to the wage decisions and modifications up to the time of start of work will be effective for this project.

For projects on which contracts are negotiated, the above wage decisions and modifications are used only as a guidance, and the Contractor certifies that all changes to the wage decisions and/or modifications that may occur up to the time of starting of work will be effective.

Name of Contractor

Signature of Authorized Representative

Address

Telephone Number

License Number

Date

PROJECT WAGE RATE SHEET

Project Name: _____ Project Address: _____

Bid Open Date: _____ City Contract No.: _____

Federal Wage Determination #: _____ State Wage Determination #: _____

[illegible]

APPRENTICE UTILIZATION ON PUBLIC WORKS

Any contract awarded hereunder will require the contractor to comply with the provision of Labor Code, State of California, Section 1777.5, relating to apprentice employment and training; and that the prime contractor will assume full responsibility for compliance to said section for all apprenticeable occupations on the project period. Compliance with said Section 1777.5 of Labor Code is not required for public works contracts involving less than \$30,000 or twenty working days.

Contractor or Company Name

Name

Title

Signature

Date

**CERTIFICATION BY CONTRACTOR
COMPLIANCE WITH CLEAN AIR AND WATER ACTS**

(Applicable to federally assisted construction contracts and related subcontracts exceeding \$100,000)

During the performance of this contract, the contractor and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 USC 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the owner, the following:

- (1) A stipulation by the contractor or subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR 15.20.
- (2) Agreement by the contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 USC 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 USC 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- (3) A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPS, indicating that a facility utilized, or to be utilized for the contract, is under consideration to be listed on the EPA List of Violating Facilities.
- (4) Agreement by the contractor that he will include, or cause to be included, the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the contractor will take such action as the government may direct as a means of enforcing such provisions.

AUTHORIZED SIGNATURES:

(Name)

(Company)

(Title)

(Address)

(Signature)

(Date)