



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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November 22, 2016

IN REPLY PLEASE

REFER TO FILE:

CBA-1

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) – ADDENDUM 2 AS-NEEDED VEHICLE AND EQUIPMENT REPAIR AND TOWING SERVICES PROGRAM (2014-AN022)

Please take note of the following revisions to the Request for Statement of Qualifications (RFSQ). (Please note that the changes that have been added are in **boldface** and deleted languages are ~~strikethrough~~.)

Please note that an updated RFSQ that includes all modifications by this and previous addenda is available to be accessed at <http://dpw.lacounty.gov/cbad/servicecontracts/>

Addendum:

1. Table of Contents, Part I, Section 1 (page 1), has been revised to read as follows:

- N. ~~Local Small Business Enterprise Preference Program~~ **County's Preference Programs**
- O. Notification to County of Pending Acquisitions/Mergers by Proposing/Bidding Company
- P. Prompt Payment Program
- Q. Proposer's Charitable Contributions Compliance
- R. Statement of Qualifications Requirements and Contract Specifications
- S. Security and Background Investigations
- T. ~~Transitional Job Opportunities Preference Program~~
- U.T. Vendor Registration
- U. ~~Disabled Veteran Business Enterprise (DVBE) Preference Program~~
- W.U. Time Off for Voting
- V. **Local Small Business Enterprise (LSBE) Utilization**
- W. **Proposer's Acknowledgement of County's Commitment to Zero Tolerance Human Trafficking**

2. Table of Contents, Forms (page 3), has been revised to read as follows:

FORMS

- PW-8.1 List of Subcontractors
- PW-9.1 ~~Request for Local Small Business Enterprise (SBE) Preference Program Consideration and CBE Firm/Organization Information Form~~
Request for County's Preference Program Consideration and CBE Firm/Organization Information Form
- PW-10 GAIN and GROW Employment Commitment
- PW-11 Transmittal Form to Request an RFSQ Solicitation Requirements Review
- PW-12 Charitable Contributions Certification
- ~~PW-13 Transitional Job Opportunities Preference Application~~
- PW-14.1 ~~13.1~~ Proposer's List of Terminated Contracts
- PW-15.1 ~~14.1~~ Proposer's Pending Litigations and Judgments
- PW-16.1 ~~15.1~~ Proposer's Insurance Compliance Affirmation
- PW-17.1 ~~16.1~~ Certification of Compliance with County's Defaulted Property Tax Reduction Program
- PW-17.1 Zero Tolerance Human Trafficking Policy Certification**
- ~~PW-18 Request for Disabled Veteran Business Enterprise (DVBE) Preference Program Consideration Form~~
- PW-19.1 ~~18.1~~ Proposer's Compliance with the Minimum Requirements of the RFSQ

3. Table of Contents, Part II, Exhibits (pages 3 & 4), have been revised to read as follows:

EXHIBITS

- Section 9 - ~~Transitional Job Opportunities~~ **Social Enterprise (SE)** Preference Program
- Section 10 - Local Small Business Enterprise (LSBE) Preference Program
- Section 11 - Compliance with County's Defaulted Property Tax Reduction Program
- Section 12 - Disabled Veteran Business Enterprise (DVBE) Preference Program

4. Part I, Section 1.N (page 1.6), Local Small Business Enterprise Preference Program, has been deleted in its entirety and replaced with the below language:

N. County's Preference Programs

The County of Los Angeles has three preference programs. The Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE). The Board of Supervisors encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities. The Preference Programs (LSBE, DVBE, and SE) requires that a business must complete certification prior to requesting a preference in a solicitation. In no case shall the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.

1. Local Small Business Enterprise (LSBE) Preference Program

- a. To the extent permitted by State and Federal law and when the price category is scored, the County will give Local SBE preference during the solicitation process to businesses that meet the definition of a LSBE, consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. An LSBE is defined as a business: 1) certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one year; or 2) certified as a small business enterprise with other certifying agencies pursuant to the Department of Consumer and Business Affairs (DCBA) inclusion policy that: a) has its principal place of business located in Los Angeles County, and b) has revenues and employee sizes that meet the State's Department of General Services requirements. The business must be certified by the Department of Consumer and Business Affairs as meeting the requirements set forth above prior to requesting the LSBE Preference in a solicitation.

- b. To apply for certification as an LSBE, businesses should contact the Department of Consumer and Business Affairs at <http://dcba.lacounty.gov>.
- c. Certified LSBEs may only request the preference if the certification process has been completed and certification is affirmed. Businesses must complete and submit Form PW-9, Request for County's Preference Program Consideration and CBE Firm/Organization Information Form and submit a letter of certification from the DCBA with their proposal.
- d. Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at <http://www.pd.dgs.ca.gov/smbus/default>.

2. Social Enterprise (SE) Preference Program

- a. The County will give preference during the solicitation process to businesses that meet the definition of a SE, consistent with Chapter 2.205 of the Los Angeles County Code. A SE is defined as:
 - i. A business that qualifies as a SE and has been in operation for at least one year (1) providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; and
 - ii. A business certified by the Department of Consumer and Business Affairs (DCBA) as a SE.
- b. Certified SEs may only request the preference if the certification has been completed and certification is affirmed. Businesses must complete and submit Form PW-9, Request for County's Preference Program Consideration and CBE Firm/Organization Information

Form and submit a letter of certification from the DCBA with their proposal.

- c. Further information on SEs also available on the DCBA's website at: <http://dcba.lacounty.gov>.**

3. Disabled Veteran Business Enterprise (DVBE) Preference Program

- a. The County will give preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with Chapter 2.211 of the Los Angeles County Code. A DVBE vendor is defined as:**
 - i. A business which is certified by the State of California as a DVBE; or**
 - ii. A business which is verified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) by the Veterans Administration.**
 - iii. A business certified as DVBE with other certifying agencies pursuant to the Department of Consumer and Business Affairs' (DCBA) inclusion policy that meets the criteria set forth by the agencies in 1 and 2 above.**
- b. The DCBA shall certify that a DVBE is currently certified by the State of California, by the U.S. Department of Veterans Affairs, or is determined by the DCBA' inclusion policy that meets the criteria set forth by the agencies above.**
- c. Certified DVBEs may only request the preference if the certification process has been completed and certification is affirmed. Businesses must complete and submit Form PW-9, Request for County's Preference Program Consideration and CBE Firm/Organization Information Form and submit a letter of certification from the DCBA with their proposal.**
- d. Information about the State's DVBE certification regulations is found in the California Code of**

Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.dgs.ca.gov/pd/Home.aspx>.

- e. Information on the Department of Veterans Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38CFR 74 and is also available on the Department of Veterans Affairs Website at: <http://www.vetbiz.gov>.**

- 5. Part I, Section 1.T (page 1.8), Transitional Job Opportunities Preference Program and Section 1.V (page 1.9), Disabled Veteran Business Enterprise (DVBE) Preference Program, have been deleted in their entirety and subsequent sections are renumbered respectively.
- 6. Part I, Section 1.S (page 1.8), Security and Background Investigations, has been deleted in its entirety and replaced with the below language:

S. Security and Background Investigations

Background and security investigations of Contractor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting Contract. The cost of background checks is the responsibility of the Contractor.

- 7. Part I, Section 1.V and W (page 1.10), have been added after, U. Time Off for Voting:

V. Local Small Business Enterprise Utilization

When requested by the County, the Contractor shall provide to the County via methods specified by the County, such as submission of electronic live (or dynamic) data on invoices for the prime and all subcontractors using County-designated third party software system or to a County approved website, or other means of submitting expenditure information on subcontractors, including but not limited to the following information: the name, business address and telephone number/email address of each subcontractor.

In addition, the Contractor shall be required to provide each of the specified subcontractor Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE) status (i.e., whether any of the listed subcontractors are Local SBE's) and the proposed monetary amount of the work the subcontractor will perform on each Notice to Proceed. At the time of submittal of each invoice, the Contractor shall indicate, via methods specified by the County, the actual dollar amounts paid to each listed subcontractor who performed work on the project. The subcontractor may be requested to confirm receipt of the actual payment to the subcontractor by the prime.

The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure to the Contractor to comply with this Section. The parties will agree that under the current circumstances a reasonable estimate of such damages is specified in Exhibit F, Performance Requirements Summary, and that the Contractor shall be liable to the County for said amount.

If in the judgment of the Director, or his/her designee, the Contractor is deemed to be in non-compliance with the terms and obligations, the Director or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided in Exhibit F, Performance Requirements Summary, may deduct and withhold liquidated damages from County's final payment to the Contractor.

W. Proposer's Acknowledgement of County's Commitment to Zero Tolerance Human Trafficking

On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance human trafficking policy. The policy prohibits contractors engaged in human trafficking from receiving contract awards or performing services under a County contract.

Contractors are required to complete Form PW-17, Zero Tolerance Human Trafficking Policy Certification, certifying that they are in full compliance with the County's Zero Tolerance Human Trafficking provision as defined in Exhibit B, Section 1.00, Compliance with

County's Zero Tolerance Human Trafficking Policy. Further, contractors are required to comply with the requirements under said provision for the term of any contract awarded pursuant to this solicitation.

8. Part I, Section 2.A, Item 6 (pages 1.12 to 1.13), Forms List, have been revised to read as follows:

PW-8.1 List of Subcontractors

PW-9.1 ~~Request for Local Small Business Enterprise (SBE) Preference Program Consideration and CBE Firm/Organization Information Form (Attach Local SBE certification form if requesting SBE preference)~~ **Request for County's Preference Program Consideration and CBE Firm/Organization Information Form**

PW-10 GAIN and GROW Employment Commitment

PW-11 Transmittal Form to Request an RFSQ Solicitation Requirements Review (Submit only if requesting a review. If requesting a review, please submit form as early as possible but no later than ten business days of issuance of this RFSQ to the listed Contract Analyst.)

PW-12 Charitable Contributions Certification

~~PW-13 Transitional Job Opportunities Preference Application~~

~~PW-14~~**13.1** Proposer's List of Terminated Contracts

~~PW-15~~**14.1** Proposer's Pending Litigations and Judgments

~~PW-16~~**15.1** Proposer's Insurance Compliance Affirmation

~~PW-17~~**16.1** Certification of Compliance with the County's Defaulted Property Tax Reduction Program

PW-17.1 Zero Tolerance Human Trafficking Policy Certification

~~PW-18 Request for Disabled Veteran Business Enterprise (DVBE) Preference Program Consideration Form~~

~~PW-19~~**18.1** Proposer's Compliance with the Minimum Requirements of the RFSQ

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9. Part I, Section 2.A (page 1.14), Item 7, Subcontractors' Forms List, has been revised to read as follows:

PW-9.1 ~~Request for Local Small Business Enterprise (SBE) Preference Program Consideration and CBE Firm/Organization Information Form (Part II of form only)~~ **Request for County's Preference Program Consideration and CBE Firm/Organization Information Form**

10. Table of Forms have been revised to read as follows:

PW-8.1 List of Subcontractors

PW-9.1 ~~Request for Local Small Business Enterprise (SBE) Preference Program Consideration and CBE Firm/Organization Information Form~~
Request for County's Preference Program Consideration and CBE Firm/Organization Information Form

PW-10 GAIN and GROW Employment Commitment

PW-11 Transmittal Form to Request an RFSQ Solicitation Requirements Review

PW-12 Charitable Contributions Certification

~~PW-13 Transitional Job Opportunities Preference Application~~

PW-14 ~~13.1~~ Proposer's List of Terminated Contracts

PW-15 ~~14.1~~ Proposer's Pending Litigations and Judgments

PW-16 ~~15.1~~ Proposer's Insurance Compliance Affirmation

PW-17 ~~16.1~~ Certification of Compliance with County's Defaulted Property Tax Reduction Program

PW-17.1 Zero Tolerance Human Trafficking Policy Certification

~~PW-18 Request for Disabled Veteran Business Enterprise (DVBE) Preference Program Consideration Form~~

~~PW-19~~ **18.1** Proposer's Compliance with the Minimum Requirements of the RFSQ

11. The following forms in the Table of Forms of the RFSQ have been deleted in its entirety and replaced with revised forms, attached hereto as Enclosure A:

PW-8 List of Subcontractors

PW-9 Request for Local Small Business Enterprise (LSBE) Preference Program Consideration and CBE Firm/Organization Information Form

PW-13 Transitional Job Opportunities Preference Application

PW-14 Proposer's List of Terminated Contracts

PW-15 Proposer's Pending Litigations and Judgments

PW-16 Proposer's Insurance Compliance Affirmation

- PW-17 Certification of Compliance with County's Defaulted Property Tax Reduction Program
- PW-18 Request for Disabled Veteran Business Enterprise (DVBE) Preference Program Consideration Form
- PW-19 Statement of Equipment Form
- PW-20 Proposer's Compliance with the Minimum Requirements of the RFSQ

Replaced with the following:

- PW-8.1 List of Subcontractors**
- PW-9.1 Request for County's Preference Program Consideration and CBE Firm/Organization Information Form**
- PW-13.1 Proposer's List of Terminated Contracts**
- PW-14.1 Proposer's Pending Litigations and Judgments**
- PW-15.1 Proposer's Insurance Compliance Affirmation**
- PW-16.1 Certification of Compliance with County's Defaulted Property Tax Reduction Program**
- PW-17.1 Zero Tolerance Human Trafficking Policy Certification**
- PW-18.1 Proposer's Compliance with the Minimum Requirements of the RFSQ**

12. Part II, Sample Agreement, Table of Contents (page 2), Exhibit B, Section 2 and 9, have been revised to read as follows:

EXHIBIT B Service Contract General Requirements

Section 2

- MM. Time Off for Voting.....B.19
- NN. Local Small Business Enterprise Utilization.....B.20**
- OO. Compliance with County's Zero Tolerance Human Trafficking..B.20**

Section 9 ~~Transitional Job Opportunities~~ **Social Enterprise** Preference Program

13. Part II, Exhibit B, Section 2 (page B.17), Items HH. Contractor's Employee Criminal Background Investigation has been deleted in its entirety and replaced with the below language:

HH. Contractor's Employee Criminal Background Investigation

Each of Contractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.

If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be removed immediately from performing services under the Contract. Contractor shall comply with County's request at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation

County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

Disqualification of any member of Contractor's staff pursuant to this section shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

14. Part II, Exhibit B, Section 2 (page B.19), Items NN. Local Small Business Enterprise Utilization and OO. Compliance with County's Zero Tolerance Human Trafficking have been added with the below language:

NN. Local Small Business Enterprise Utilization

When requested by the County, the Contractor shall provide to the County via methods specified by the County, such as submission of electronic live (or dynamic) data on invoices for the prime and all subcontractors using County-designated third party software system

or to a County approved website, or other means of submitting expenditure information on subcontractors, including but not limited to the following information: the name, business address and telephone number/e-mail address of each subcontractor.

In addition, the Contractor shall be required to provide each of the specified subcontractor Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise status (i.e., whether any of the listed subcontractors are Local SBE's) and the proposed monetary amount of the work the subcontractor will perform on each Notice to Proceed. At the time of submittal of each invoice, the Contractor shall indicate, via methods specified by the County, the actual dollar amounts paid to each listed subcontractor who performed work on the project. The subcontractor may be requested to confirm receipt of the actual payment to the subcontractor by the prime.

The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure to the Contractor to comply with this Section. The parties will agree that under the current circumstances a reasonable estimate of such damages is specified in Exhibit F, Performance Requirements Summary, and that the Contractor shall be liable to the County for said amount.

If in the judgment of the Director, or his/her designee, the Contractor is deemed to be in non-compliance with the terms and obligations, the Director or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided in Exhibit F, Performance Requirements Summary, may deduct and withhold liquidated damages from County's final payment to the Contractor.

OO. Compliance with County's Zero Tolerance Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Human Trafficking Policy prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be

under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this paragraph shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

15. Part II, Exhibit B, Section 9 Transitional Job Opportunities Preference Program (page B.42) has been deleted in its entirety and replaced with the below language:

SOCIAL ENTERPRISE (SE) PREFERENCE PROGRAM

This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a SE.

Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a SE.

If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor shall:

- 1. Pay to the County any difference between the Contract amount and what the County's costs would have been if the Contract had been properly awarded.**
- 2. In addition to the amount described in subdivision (1), be assessed a penalty in the amount of not more than 10 percent of the amount of this Contract.**

3. **Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).**

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

16. Part II, Exhibit B, Section 10 Local Small Business Enterprise (LSBE) Preference Program (page B.43) Paragraph E has been deleted in its entirety and replaced with the below language:

~~E. The above penalties shall also apply if Contractor is no longer eligible for certification as a result of a change of its status and Contractor failed to notify the State and Internal Services Department of this information.~~

E. The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

17. Part II, Exhibit B, Section 12 Disabled Veteran Business Enterprise Preference Program (page B.45) Paragraph E has been deleted in its entirety and replaced with the below language:

~~E. The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and Public Works of this information prior to responding to a solicitation or accepting a contract award.~~

E. Notwithstanding any other remedies in this contract, the above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

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If you have questions concerning the above information, please contact Mr. Jairo Flores at (626) 458-4069, Monday through Thursday, 7 a.m. to 5 p.m.

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Very truly yours,

GAIL FARBER
Director of Public Work



for

JOSE M. QUEVEDO
Assistant Deputy Director
Contracts & Business Affairs Division
JF

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Enc.

LIST OF SUBCONTRACTORS			
Proposer is required to complete the following. Any Subcontractors listed must be properly licensed under the laws of the State of California for the type of service that they are to perform, AND THEIR LICENSE NUMBERS MUST BE LISTED HEREIN. Failure to do so may result in delay of the award of contract. Do not list alternate subcontractors for the same service.			
<input type="checkbox"/> Proposer in providing the requested services will not utilize Subcontractors. Proposer will perform all required services.			
Name Under Which Subcontractor Is Licensed	License Number	Address	Specific Description of Subcontract Service
Note: The use of subcontractors is prohibited for this service			

FORM PW-8.1

Certification as Minority, Women, Disadvantaged, and Disabled Veteran Business Enterprises: If any of your subcontractor is currently certified as Minority, Women, Disadvantaged, and Disabled Veteran Business Enterprises by a public agency, complete the following and attach a copy of the proof of certification. All Subcontractors listed in the bid/proposal shall be listed below. (make copy of this form, if necessary)

	Subcontractor Name	Local SBE	SBE	Minority	Women-Owned	Disadvantaged Business	Disabled Veteran
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: The use of subcontractors is prohibited for this service

Declaration: I declare under penalty of perjury under the laws of the State of California that the above information is true and accurate.

Print Name:	Authorized Signature	Title	Date

FORM PW-9.1

**County of Los Angeles
Request for County's Preference Program Consideration and
CBE Firm/Organization Information Form**

I. INSTRUCTIONS: Businesses requesting preference consideration must complete and return this form for proper consideration of the proposal. Businesses may request consideration for one or more preference programs. Check all certifications that apply.*

I MEET ALL OF THE REQUIREMENTS AND REQUEST THIS PROPOSAL BE CONSIDERED FOR THE PREFERENCE PROGRAM(S) SELECTED BELOW. A COPY OF THE CERTIFICATION LETTER ISSUED BY THE DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS (DCBA) IS ATTACHED.

☐ **Request for Local Small Business Enterprise (LSBE) Program Preference**

- ☐ Certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one (1) year; **or**
- ☐ Certified as a LSBE with other certifying agencies under DCBA's inclusion policy that has its principal place of business located in Los Angeles County and has revenues and employee sizes that meet the State's Department of General Services requirements; **and**
- ☐ Certified as a LSBE by the DCBA.

☐ **Request for Social Enterprise (SE) Program Preference**

- ☐ A business that has been in operation for at least one year providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; **and**
- ☐ Certified as a SE business by the DCBA.

☐ **Request for Disabled Veterans Business Enterprise (DVBE) Program Preference**

- ☐ Certified by the State of California, **or**
- ☐ Certified by U.S. Department of Veterans Affairs as a DVBE; **or**
- ☐ Certified as a DVBE with other certifying agencies under DCBA's inclusion policy that meets the criteria set forth by: the State of California as a DVBE or is verified as a service-disabled veteran-owned small business by the Veterans Administration; **and**
- ☐ Certified as a DVBE by the DCBA.

***BUSINESS UNDERSTANDS THAT ONLY ONE OF THE ABOVE PREFERENCES WILL APPLY. IN NO INSTANCE SHALL ANY OF THE ABOVE LISTED PREFERENCE PROGRAMS PRICE OR SCORING PREFERENCE BE COMBINED WITH ANY OTHER COUNTY PROGRAM TO EXCEED FIFTEEN PERCENT (15%) IN RESPONSE TO ANY COUNTY SOLICITATION.**

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

- ☐ **DCBA certification is attached.**

Name of Firm	County Webven No.		
Print Name:	Title:		
Signature:	Date:		
Reviewer's Signature	Approved	Disapproved	Date

FORM PW-9.1

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME:
My County (WebVen) Vendor Number:

- II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation, or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners):						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino						
Asian or Pacific Islander						
American Indian						
Filipino						
White						

- III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

- IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

- V. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.**

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

Authorized Signature:	Title:	Date:
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FORM PW-13.1

PROPOSER'S LIST OF TERMINATED CONTRACTS

PROPOSER'S NAME: _____

☐ Proposer has not had any contracts terminated in the past three years.

Proposer must list all contracts that have been terminated within the past three years. Terminated contracts are those contracts terminated by an agency or firm before the contract's expiration date. If a contract(s) was terminated, please attach an explanation on a separate sheet, whether the termination was at the fault of the Proposer or not. Any and all terminated contracts should be accompanied with an explanation. It should be noted that contracts that naturally expired need not be listed. The County is only seeking information on contracts that were terminated prior to expiration.

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SIGNATURE _____

DATE: _____

FORM PW-14.1

PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: _____

- ☐ Proposer and/or principals are **not** currently involved in any pending litigation; are not aware of any threatened litigation where they would be a party; and have not had any judgments entered against them within the last five years as of the date of proposal submission.

Proposer and/or principals of the Proposer must list below (use additional pages if necessary) all pending litigation, threatened litigation, and/or any judgments entered against them within the last five years as of the date of proposal submission.

A. ☐ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

- 1. Against ☐ Proposer; ☐ Principal; ☐ Both (check as appropriate)
- 2. Name of Litigation/Judgment: _____
- 3. Case Number: _____
- 4. Court of Jurisdiction: _____
- 5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

B. ☐ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

- 1. Against ☐ Proposer; ☐ Principal; ☐ Both (check as appropriate)
- 2. Name of Litigation/Judgment: _____
- 3. Case Number: _____
- 4. Court of Jurisdiction: _____
- 5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Signature of Proposer: _____ **Date:** _____

FORM PW-15.1

**AS-NEEDED VEHICLE AND EQUIPMENT REPAIR AND TOWING SERVICES
PROGRAM (2014-AN022)**

PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION

Proposer's Name

Address

- ☐ If awarded the contract: Proposer will comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements, of this Request for Proposals, and Proposer will procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5, throughout the entire term of the proposed contract, without interruption or break in coverage.
- ☐ If you check this box, your proposal will be determined nonresponsive and your proposal will be disqualified. Proposer will not comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements, of this Request for Proposals, and Proposer will not procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5, throughout the entire term of the proposed contract, without interruption or break in coverage.

Signature of Proposer: _____ Date: _____

FORM PW-16.1**CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S
DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

The Proposer certifies that:

- ☐ It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206.

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

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

-OR-

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

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

Print Name:	Title:
Signature:	Date:

FORM PW-17.1**ZERO TOLERANCE HUMAN TRAFFICKING POLICY CERTIFICATION**

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

PROPOSER CERTIFICATION

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

Proposer acknowledges and certifies compliance with Exhibit B, Section 1.00, Compliance with County's Zero Tolerance Human Trafficking Policy, of the proposed Contract and agrees that proposer or a member of his staff performing work under the proposed Contract will be in compliance. Proposer further acknowledges that noncompliance with the County's Zero Tolerance Human Trafficking Policy may result in rejection of any proposal, or cancellation of any resultant Contract, at the sole judgment of the County.

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

Print Name:	Title
Signature:	Date:

FORM PW-18.1

**AS-NEEDED VEHICLE AND EQUIPMENT REPAIR AND TOWING SERVICES
PROGRAM (2014-AN022)**

PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFSQ

At the time of Statement of Qualifications submission, Proposer must meet the following minimum requirements:

1. MINIMUM EXPERIENCE

- Proposer must have one year of experience providing the type of service(s) for which the Proposer has provided a price(s).
- ☐ Yes. Proposer's does meet the minimum experience requirement as stated above. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your Statement of Qualifications to validate this minimum mandatory requirement for scoring of your Statement of Qualifications in this category.)

No. of Years	Description of Service

- ☐ No. Proposer does not meet the minimum experience requirement stated above. **If you check this box, your SOQ will be immediately disqualified as nonresponsive.**

2. LICENSE

- Proposer must submit a copy of the appropriate active and valid license(s)/certificate(s) to perform the type of service(s) for which the Proposer has provided a price(s).
- ☐ Yes. Please complete the chart below.

Type of License/Certificate	License No.	Name of License/Certificate Holder	Valid/Active Dates

- ☐ No. Proposer does not have the license as stated above. **If you check this box, your SOQ will be immediately disqualified as nonresponsive.**

Proposer declares under penalty of perjury that the information stated above is true and accurate. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this Statement of Qualifications are made, the Statement of Qualifications may be rejected at the sole discretion of the County.

Signature	Title
Firm Name	Date