



GAIL FARBER, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: CBA-1

November 14, 2016

### **NOTICE OF REQUEST FOR PROPOSALS FOR FIRE ALARM AND FIRE SPRINKLER SERVICES AT PUBLIC WORKS HEADQUARTERS (2016-AN012)**

PLEASE TAKE NOTICE that Public Works requests proposals for the contract for Fire Alarm and Fire Sprinkler Services at Public Works Headquarters (2016-AN012). This contract has been designed to have a potential maximum contract term of five years, consisting of an initial one-year term and four potential additional one-year option renewals. The total annual contract amount of this service is estimated to be \$200,000. The Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at <http://dpw.lacounty.gov/cbad/servicecontracts/> or may be requested from Ms. Jessica Chuang at (626) 458-4169 or [jchuang@dpw.lacounty.gov](mailto:jchuang@dpw.lacounty.gov), Monday through Thursday, 7 a.m. to 5 p.m.

**PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://dpw.lacounty.gov/cbad/servicecontracts>.**

#### **"Doing Business with DPW" Website Registration:**

All interested proposers for this RFP are strongly encouraged to register at <http://dpw.lacounty.gov/general/contracts/opportunities/>. Only those firms registered for this RFP through the DPW website will receive automatic notification when any update to this RFP is made. County does not have an obligation to notify any proposers other than through the DPW website automatic notification system.

#### **Doing Business with Local Small Business Enterprise (LSBE), Disabled Veterans Business Enterprise (DVBE), and Social Enterprise (SE)**

The County strongly encourages participation from firms, primes and subcontractors, which are certified in the County's LSBE, DVBE, and SE Programs. The County LSBE, DVBE, and SE Program require firms to complete a certification process to receive certain benefits allowed only for LSBE, DVBE, and SE's, such as a 15-percent price preference, when applicable, and LSBE Prompt Payment Program. The following link provides additional information on being a County certified LSBE, DVBE, and SE: <http://dcba.lacounty.gov>.

**Minimum Mandatory Requirements:** Proposers must meet all minimum requirements set forth in the RFP document including, but not limited to:

**No Subcontractors will be allowed to fulfill any of the following Minimum Requirements.**

1. Proposer or its managing employees must have a minimum of five years of experience providing maintenance, repairs, monitoring, inspection, certification and adjustments services for fire alarms and fire sprinklers and related electrical and plumbing systems.
2. Proposer must submit a copy of a valid and active State of California-issued Class C-10 Electrical Contractor License.
3. Proposer must submit a copy of a valid and active State of California-issued Class C-16 Fire Protection Contractor License.
4. The contracted work in this RFP constitutes "public works" as defined in the California Labor Code Section 1720, requiring payment of prevailing wages pursuant to Section 13, Prevailing Wages of the RFP. Please note that services requested in this contract may include both prevailing wage and non-prevailing wage work. Proposer and/or its subcontractor(s), if any, must submit proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. **Pending registrations will not be accepted.**

A Proposers' Conference will be held on **Tuesday, November 22, 2016, at 2:00 p.m.** at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room C. A walk-through will be conducted after the conference. **ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE AND WALK-THROUGH IS MANDATORY.** Public Works will reject proposals from those whose attendance at the conference and walk-through cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the conference, Proposers must submit questions in writing and request information for this solicitation within three business days from the date of the conference.

**The deadline to submit proposals is Tuesday, December 6, 2016, at 5:30 p.m.** Please direct your questions to Ms. Jessica Chuang at the number listed on the previous page.

November 14, 2016

Page 3

**Follow-us on Twitter:**

We encourage you to follow-us on Twitter [@LACoPublicWorks](https://twitter.com/LACoPublicWorks) for information on Public Works and instant updates on contracting opportunities and solicitations.



Individuals requiring reasonable accessibility accommodations may request written materials in alternate formats, physical accessibility accommodations, sign language interpreters, or other reasonable accommodations by contacting our departmental Americans with Disabilities Act Coordinator at (626) 458-4081, from 7:30 a.m. to 5 p.m., Monday through Thursday (excluding holidays). Persons who are deaf or hard of hearing may make contact by first dialing the California Relay Service at 7-1-1. Requests should be made at least one week in advance to ensure availability. When making a reasonable accommodation request, please reference CBA-1.

Very truly yours,

GAIL FARBER  
Director of Public Works

A handwritten signature in black ink, appearing to read 'ROSSANA D'ANTONIO'. The signature is stylized with a large 'R' and 'A'.

ROSSANA D'ANTONIO  
Deputy Director

JC

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Enc.

**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**FIRE ALARM AND FIRE SPRINKLER SERVICES AT**  
**PUBLIC WORKS HEADQUARTERS**  
**(2016-AN012)**



Approved 11/1, 2016  
Gail Farber  
Director of Public Works

By [Signature]  
Deputy Director

REQUEST FOR PROPOSALS  
FOR  
**FIRE ALARM AND FIRE SPRINKLER SERVICES AT PUBLIC WORKS  
HEADQUARTERS (2016-AN012)**

TABLE OF CONTENTS

PART I

SECTION 1 - INTRODUCTION

- A. Proposers' Conference
- B. Minimum Mandatory Requirements
- C. Contract Analyst
- D. Child Support Compliance Program
- E. County Rights and Responsibilities
- F. Defaulted Property Tax and Reduction Program
- G. GAIN and GROW Programs
- H. SPARTA Program
- I. Indemnification and Insurance
- J. Injury and Illness Prevention Program
- K. Interpretation of Request for Proposals
- L. Jury Service Program
- M. County's Preference Programs
- N. Notification to County of Pending Acquisitions/Mergers by Proposing/Bidding Company
- O. Prompt Payment Program
- P. Proposer's Charitable Contributions Compliance
- Q. Proposal Requirements and Contract Specifications
- R. Security and Background Investigations
- S. Vendor Registration
- T. Time off for Voting
- U. Local Small Business Enterprise Utilization
- V. Prevailing Wage
- W. Proposer's Acknowledgement of County's Commitment to Zero Tolerance Human Trafficking

SECTION 2 - PROPOSAL PREPARATION AND SUBMISSION

- A. Proposal Format and Content Requirements
- B. Proposal Submission

### SECTION 3 - GENERAL CONDITIONS OF REQUEST FOR PROPOSALS

- A. Acceptance or Rejection of Proposals
- B. Altering Solicitation Document
- C. County Responsibility
- D. Determination of Proposer Responsibility
- E. Disqualification of Proposers
- F. Gratuities
- G. Knowledge of Work to be Done
- H. Notice to Proposers Regarding the Public Records Act
- I. Notice to Proposers Regarding the County Lobbyist Ordinance
- J. Opening of Proposals
- K. Proposer Debarment
- L. Proposal Prices and Agreement of Figures
- M. Proposer's Safety Record
- N. Qualifications of Proposer
- O. Qualifications of Subcontractors
- P. Safely Surrendered Baby Law
- Q. Term of Proposals
- R. Truth and Accuracy of Representations
- S. Wages, Materials, and Other Costs
- T. Consultant Independent
- U. Acceptance of Terms and Conditions

### SECTION 4 - EVALUATION OF PROPOSALS; AWARD AND EXECUTION OF CONTRACT

- A. Award of Contract
- B. Final Contract Award by Board
- C. Evaluation of Proposals
- D. Pass/Fail Review
- E. Evaluation Criteria
- F. Negotiation

### SECTION 5 - PROTEST POLICY

- A. Protest Policy Review Process
- B. Grounds for Review
- C. Solicitation Requirements Review
- D. Place to Submit Requests for Review
- E. Disqualification Review
- F. Debriefing Process
- G. Proposed Contractor Selection Review
- H. County Independent Review Process

### FORMS

- PW-1 Verification of Proposal
- PW-2 Schedule of Prices

- PW-3 County of Los Angeles Contractor Employee Jury Service Program Application for Exception and Certification Form
- PW-4 Contractor's Industrial Safety Record
- PW-5 Conflict of Interest Certification
- PW-6 Proposer's Reference List
- PW-7 Proposer's Equal Employment Opportunity Certification
- PW-8 List of Subcontractors
- PW-9 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 RFP Solicitation Requirements Review
- PW-12 Charitable Contributions Certification
- PW-13 Proposer's List of Terminated Contracts
- PW-14 Proposer's Pending Litigations and Judgments
- PW-15 Proposer's Insurance Compliance Affirmation
- PW-16 Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- PW-17 Zero Tolerance Human Trafficking Policy Certification
- PW-18 Proposer's Compliance with the Minimum Requirements of the RFP

## ATTACHMENTS

- 1. County of Los Angeles Policy on Doing Business with Small Business
- 2. Debarred Vendors Report
- 3. County of Los Angeles Lobbyist Ordinance

## PART II

### SAMPLE AGREEMENT FOR FIRE ALARM AND FIRE SPRINKLER SERVICES AT PUBLIC WORKS HEADQUARTERS (2016-AN012)

## EXHIBITS

- A. Scope of Work
  - A.1 Schedule of Prices  
[Successful Proposer's Form PW-2, will be incorporated here]
- B. Service Contract General Requirements
  - Section 1 - Interpretation of Contract
  - Section 2 - Standard Terms and Conditions Pertaining to Contract Administration
  - Section 3 - Terminations/Suspensions
  - Section 4 - General Conditions of Contract Work
  - Section 5 - Indemnification and Insurance Requirements
  - Section 6 - Contractor Responsibility and Debarment

Section 7 - Compliance with County's Jury Service Program  
Section 8 - Safely Surrendered Baby Law Program  
Section 9 - Social Enterprise (SE) Preference Program  
Section 10 - Local Small Business Enterprise (SBE) Preference Program  
Section 11 - Compliance with County's Defaulted Property Tax Reduction Program  
Section 12 - Disabled Veteran Business Enterprise (DVBE) Preference Program  
Section 13 - Prevailing Wages

- C. Internal Revenue Service Notice 1015
- D. Safely Surrendered Baby Law Posters
- E. Defaulted Property Tax Reduction Program
- F. Performance Requirements Summary
- G. Safety Directive: G120 Lockout Blockout Procedure and Policy
- H. LA County Dept. of Public Works - HQ Complex Fire Life Safety Devices

## PART I

### REQUEST FOR PROPOSALS

#### SECTION 1

#### INTRODUCTION

##### A. Proposers' Conference

Each Proposer or an authorized representative must attend a Proposers' Conference and walk-through to be held at the place, date, and time announced in the Notice of Request for Proposals. **ALL INTERESTED PROPOSERS OR THEIR AUTHORIZED REPRESENTATIVE MUST ATTEND THIS CONFERENCE AND WALK-THROUGH.** Proposals received from Proposers not signed in as attending this conference and walk-through will be rejected as nonresponsive. Proposers are encouraged to be prepared to ask questions concerning the Request for Proposals (RFP), Contract requirements, specifications, terms, and conditions. For example, questions may address concerns, if any, that the application of minimum mandatory requirements, evaluation criteria, and/or business requirements would unfairly disadvantage Proposers or, due to unclear instructions, may result in the County not receiving the best possible responses from Proposers. Upon conclusion of the Proposers' Conference, Public Works will only provide further clarifications and/or answers concerning this solicitation through an addendum and/or informational update, to all who attended the conference.

##### B. Minimum Mandatory Requirements

Interested and qualified Proposers, who can demonstrate their ability to successfully provide the required services outlined in Exhibit A, Scope of Work, of this RFP are invited to submit a proposal, provided they meet the following requirements at the time of proposal submission:

**No Subcontractors will be allowed to fulfill any of the following Minimum Requirements.**

1. Proposer or its managing employees must have a minimum of five years of experience providing maintenance, repairs, monitoring, inspection, certification and adjustments services for fire alarms and fire sprinklers and related electrical and plumbing systems.
2. Proposer must submit a copy of a valid and active State of California-issued Class C-10 Electrical Contractor License.
3. Proposer must submit a copy of a valid and active State of California-issued Class C-16 Fire Protection Contractor License.

4. Proposer and/or its subcontractor(s), if any, must submit proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. **Pending registrations will not be accepted.**

C. Contract Analyst

Proposers are instructed not to contact any County personnel other than the Contract Analyst listed below regarding this solicitation. All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed, e-mailed, or sent via facsimile to:

County of Los Angeles Department of Public Works  
Contracts and Business Affairs Division - 8th Floor  
Attention Ms. Jessica Chuang  
P.O. Box 1460  
Alhambra, California 91802-1460

E-mail: [jchuang@dpw.lacounty.gov](mailto:jchuang@dpw.lacounty.gov)  
Telephone: (626) 458-4169

If it is discovered that a Proposer contacted and received material information from any County personnel, other than the Contract Analyst named in the Notice of Request for Proposals and above, regarding this solicitation, the County, in its sole determination, may disqualify their proposal from further consideration.

D. Child Support Compliance Program

Proposers shall: 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment, and continue to maintain compliance during the term of any Contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a Contract and/or initiation of debarment proceedings against the noncompliant Contractor (County Code, Chapter 2.202).

E. County Rights and Responsibilities

The County has the right to amend this RFP by written addendum prior to the proposal submission deadline. The County is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda. Addendums shall be made available to each person or organization that attended the Proposers' Conference. Should an addendum(s) require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

F. Defaulted Property Tax and Reduction Program

1. The resultant Contract from this RFP will be subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). The successful Contractors should carefully read the Defaulted Tax Program Ordinance, Exhibit E. Proposers should carefully read the pertinent Defaulted Tax Program provisions in Part II, Exhibit B, Service Contract General Requirements, Section 11, Compliance with County's Defaulted Property Tax Reduction Program. The Defaulted Tax Program applies to both Contractors and their Subcontractors, if any.
2. Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any Contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Certification of Compliance with The County's Defaulted Property Tax Reduction Program (Form PW-16). Failure to maintain compliance, or to timely cure defects, may be cause for termination of a Contract or initiation of debarment proceedings against the noncompliant Contractor (Los Angeles County Code, Chapter 2.202). Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered nonresponsive and excluded from further consideration.

G. GAIN and GROW Programs

As a threshold requirement for consideration for Contract award, Proposers shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Proposers shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Proposers who are unable to meet this requirement shall not be considered for Contract award. Proposers shall certify compliance on Form PW-10, GAIN and GROW Employment Commitment.

H. SPARTA Program

A County program, known as SPARTA (Service Providers, Artisan and Tradesman Activities) may be able to assist potential Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by the County's insurance broker, Merriwether & Williams. For additional information, Proposers may call Merriwether & Williams toll-free at (800) 420-0555 or can access their website directly at [www.2sparta.com](http://www.2sparta.com).

I. Indemnification and Insurance

The successful Contractor will be required to comply with the indemnification provisions contained in Exhibit B, Section 5, Indemnification and Insurance Requirements. The Contractor will be required to procure, maintain, and provide the County proof of insurance coverage for all programs of insurance along with associated amounts specified throughout the entire term of the proposed Contract without interruption or break in coverage.

J. Injury and Illness Prevention Program

The successful Contractor will be required to comply with the State of California's Cal/OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program that addresses hazards pertaining to the particular workplace covered by the program.

K. Interpretation of Request for Proposals

The definitions and other rules of interpretation set forth in Part II, Sample Agreement and Exhibit B, Section 1, Interpretation of Contract, also apply to interpretation of this RFP.

L. Jury Service Program

1. The resultant Contract from this RFP will be subject to the requirements of the County's Contractor Employee Jury Service Ordinance (Jury Service Program, Los Angeles County Code, Chapter 2.203). Proposers should carefully read the pertinent jury service provisions in the Part II, Exhibit B, Service Contract General Requirements, Section 7, Compliance with County's Jury Service Program. The Jury Service Program applies to both Contractors and their Subcontractors, if any. Proposals that fail to comply with the requirements of the Jury Service Program will be considered nonresponsive and excluded from further consideration.
2. The Jury Service Program requires Contractors and their Subcontractors, if any, to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor, and "full-time" means 40 hours or more worked per week or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County; or 2) the Proposer has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Contractor's full-time

California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

3. There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the Contractor does not fall within the Jury Service Program's definition of "Contractor." The Jury Service Program defines "Contractor" to mean a person, partnership, corporation, or other entity which has a Contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County Contracts or Subcontracts. The second is if the Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have: 1) ten or fewer employees; and 2) annual gross revenues in the preceding 12 months which, if added to the annual amount of this proposed Contract is less than \$500,000; and 3) is not an "affiliate or subsidiary of a business dominant in its field of operation." The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.
4. If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the Contractor Employee Jury Service Program Application for Exception and Certification Form (Form PW-3) and include with its submission all necessary documentation to support the claim, such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of "Contractor" or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

M. County's Preference Program

The County of Los Angeles has three preference programs. The Local Small Business Enterprise (LSBE), Disabled Veterans 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's (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 Veteran 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 Veteran 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>.

N. Notification to County of Pending Acquisitions/Mergers by Proposing/Bidding Company

The Proposer shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Proposer on Form PW-1, Verification of Proposal. The proposed Contract will only be awarded to the entity that submitted the proposal. Any acquisitions and merger will be handled pursuant to Exhibit B, Section 2.B, Assignment and Delegation, and evaluated in accordance with the Board's policy regarding Contractors engaged in mergers and acquisitions. Failure of the Proposer to provide this information may eliminate its proposal/bid from any further consideration.

O. Prompt Payment Program

It is the intent of the County that Certified Local SBEs receive prompt payment for services they provide to County departments. Prompt payment is defined as 15 calendar days after the receipt of an undisputed and approved invoice.

P. Proposer's Charitable Contributions Compliance

California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increases Charitable Purposes Act requirements. New rules cover California public benefit corporations, unincorporated associations, trustee entities, and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fundraising practices, and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

All prospective Contractors must determine if they receive or raise charitable contributions, which subject them to the Charitable Purposes Act and complete the certification form attached as Form PW-12. A completed Form PW-12 is a required part of any agreement with the County.

In Form PW-12, prospective Contractors certify either that:

1. They have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act

(including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County contract; or

2. They are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

Prospective County Contractors that do not complete Form PW-12 as part of the solicitation process may, in the County's sole discretion, be disqualified for Contract award. A County Contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either Contract termination or debarment proceedings or both (County Code, Chapter 2.202).

Q. Proposal Requirements and Contract Specifications

1. Persons who wish to Contract with the County may respond to this RFP by submitting a proposal in the form described in the following Sections and Attachments. Proposers are instructed to carefully read these Terms, Requirements, Specifications, Conditions, Attachments, and Exhibits.
2. Requirements for proposals are explained in Part I of this RFP.
3. The proposed Contract's specifications and requirements are fully described in Part II, Sample Agreement; any Exhibits; and Attachments. Proposers are also requested to review Attachment 1, Policy on Doing Business with Small Business; Attachment 2, Listing of Contractors Debarred in Los Angeles County; and Attachment 3, County of Los Angeles Lobbyist Ordinance.
4. Dates and times of the Proposers' Conference and for the submission of proposals are set forth in the Notice of Request for Proposals.

R. 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.

S. Vendor Registration

Proposers must register online with the County's web-based vendor registration system to facilitate the Contract award process. Registration can be accomplished online via the Internet by accessing the County's home page at <https://camisvr.co.la.ca.us/webven/default.asp> and click on "New Registration". Being registered will assist the Proposer in receiving notifications of the release of County solicitations that may be of interest to the Proposer.

T. Time Off for Voting

The Contractor shall notify its employees, and shall require each Subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code, Section 14000). Not less than ten days before every Statewide election, every Contractor and Subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

U. 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 (SBE), Disabled Veterans Enterprise (DBVE), 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.

V. Prevailing Wage

The Contractor and Subcontractors, if any, shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any Contract for public work, as defined in the Labor Code, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered Contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the Contractor is registered to perform public work pursuant to Section 1725.5 at the time the Contract is awarded.

The County shall not accept any proposal nor award any Contract to perform work without proof of the Proposer and Subcontractor's current DIR registration. A copy of the confirmed registration from the DIR must be attached to the proposal. Proposals submitted by an unregistered Contractor shall be a basis for considering the proposal nonresponsive with limited exceptions from this requirement for bid purposes only under applicable Labor Law.

An inadvertent error in listing an unregistered Subcontractor pursuant to Labor Code Section 1725.5 in a bid proposal shall be grounds for considering the bid nonresponsive, unless:

1. The Subcontractor is registered prior to the bid opening.
2. Within 24 hours after the bid opening, the Subcontractor is registered and has paid the penalty registration fee specified in subparagraph (E) of paragraph (2) of subdivision (a) of Section 1725.5.

The Director of the California Department of Industrial Relations has established the general prevailing rate of per diem wages for each craft, classification, type of worker, or mechanic needed to execute Public Works and improvements. The current general prevailing wage rate determinations are available at <http://www.dir.ca.gov/dlsr/pwd/index.htm>. The Contractor is required to pay its agents and employees the applicable, current prevailing wage rate and is responsible for selecting the classification of workers required to perform this service.

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.OO, 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.

## SECTION 2

### PROPOSAL PREPARATION AND SUBMISSION

#### A. Proposal Format and Content Requirements

Proposals shall be bound and presented in the sequence, with the content tabbed and paginated in the format stated below. Failure to provide the required information or to strictly comply with these guidelines may be a basis for rejection of the proposal as nonresponsive at the County's sole discretion:

1. Title page

The title page shall show the Proposer's name, title of the service requested, local address, telephone number, and date of submittal.

2. Table of Contents

A comprehensive table of contents shall list all material included in the proposal.

3. Letter of Transmittal

A person legally authorized to enter into Contracts for the Proposer shall sign the Letter of Transmittal. The letter must include a brief statement of the Proposer's understanding of the work to be accomplished and a list of names of individuals authorized to make representations for the Proposer, their titles, addresses, e-mail addresses, and telephone numbers.

4. Support Documents for Corporations and Limited Liability Companies

a. Corporations

Proposer must provide a copy of the corporation's "Certificate of Good Standing" with the State of California or state of incorporation and the most recent "Statement by Domestic (or Foreign) Stock Corporation" as filed with the California Secretary of State or state of incorporation. The "Statement of Information" must list the corporate officers. If Proposer's most recent Statement has only the "No change in information" box checked, the Proposer must also submit the most recent endorsed "Statement of Information," which includes a list of corporate officers.

b. Limited Liability Companies

Proposer must provide a copy of the most recent "Statement by Domestic (or Foreign) Stock Corporation" as filed with the California Secretary of State or state of incorporation. If Proposer's most

recent Statement has only the "No change in information" box checked, the Proposer must also submit the most recent endorsed "Statement of Information," which includes a list of corporate officers. The "Statement of Information" must list the corporate officers.

5. Experience

**FAILURE TO PREPARE AND INCLUDE AN EXPERIENCE SECTION MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.**

Proposer's capabilities and experience shall be described comprehensively in order to provide for a meaningful evaluation and assessment. The narrative should discuss each of the following subject areas:

- Background.
- Organization (provide a chart or outline of the firm's organizational structure showing the roles of all personnel involved with this Contract, if awarded, identifying each by name/position).
- Identify the roles of and submit resumes for the firm, principals, managing employees, on-site supervisors, other key staff, presenters, Subcontractors, and any other staff involved with this Contract, if awarded.
- Provide additional information for staff involved with this Contract, if awarded, with specific information regarding length and quality of experience providing similar services as described in Exhibit A, Scope of Work.
- Demonstrate how the Proposer complies with requirements outlined in Part I, Section 1.B, Minimum Mandatory Requirements.

6. Work Plan

**FAILURE TO PREPARE AND INCLUDE A WORK PLAN MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.**

Describe comprehensively and in detail how the service will be performed to meet or exceed the requirements of Exhibit A, Scope of Work. Prepare and include a staffing plan that specifically describes the number of staff who will be committed to the project and their qualifications. If possible, list them by name. Describe and include the schedules, procedures, techniques, and methods that will be employed in meeting the objectives outlined in the Scope of Work. These may include personnel management, training, subcontracting, emergency and contingency planning, recruitment and replacement, supervision, supplies, uniforms, identification badges, equipment, safety, communications, and quality control.

The County may award higher points to the proposers that successfully demonstrated the following in their proposal:

- a. Maintenance of Staffing Plan.
- b. Specific Fire Alarm and Sprinkler plan when modifications or replacement of existing systems are necessary.
- c. Specific plan for maintenance and inspection of fire alarm, fire sprinkler, and/or other equipment.
- d. Detailed list of Subcontractors and their roles to execute work plans.
- e. Specific work plan and method for abatement of any asbestos found in fire proofing material while installing fire sprinklers and or other equipment.
- f. Specific plan used to record changes and maintain records of drawings and inspection results.
- g. Detailed approach to doing work in an operational facility to minimize impact to the ongoing operation.

The staffing plan must designate a qualified quality control inspector (see Quality Assurance, Section 7 below).

7. Quality Assurance Program

Describe Proposer's Quality Assurance Program (Program) that will be utilized by the Proposer as a self-monitoring tool to ensure that these services are performed in accordance with the County's Contract requirements and recommendations. The Program must ensure service deliveries outlined in Exhibit A, Scope of Work, are completed in a timely manner, the services will be free of defects, and how those results will be achieved. The Program must comprehensively address the Proposer's organizational process for consistently delivering those requirements.

The Proposer's staffing plan must include a qualified inspector to monitor compliance with the Program and deal with customer complaints and inquiries.

At a minimum, the Program outlined in your proposal shall address in detail:

- a. Policies and Procedures - Quality control procedures for the Proposer, Subcontractors, if any, and suppliers must be described. If a Subcontractor is to perform work, the Program must detail how that Subcontractor will interface with the Proposer and how the Proposer will ensure that the Subcontractor complies with the Program.

- b. Inspection Fundamentals – The Proposer shall provide samples of forms that outline required operations and quality levels. The proposal must indicate the Proposer's inspection schedules, a methodology to correct deficiencies, level of supervision, and how the inspections are to be performed. The proposal shall document the name, authority, relevant experience, and qualifications of the person with overall responsibility for the inspection system.
- c. Quality Control Documentation, Review, and Reporting – The Program shall describe and list the records to be maintained. The Program shall detail how the Proposer will maintain inspection records and make them available to the County.

8. Subcontractors

If Subcontractors are to be used, submit a description of their proposed assignments, qualifications, experience, staffing, and schedules.

Please note that Subcontractors cannot be used to fulfill any of the minimum mandatory requirements of this solicitation.

9. Licenses and Certifications

Submit copies of the Proposer's and/or employees valid and active State of California-issued Class C-10 Electrical Contractor's License and Class C-16 Fire Protection Contractor's License, at the time of proposal submission, required to perform the work.

10. Insurance

Submit completed and signed Form PW-15, Proposer's Insurance Compliance Affirmation, acknowledging that the Proposer will comply with all provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements, of this Request for Proposals if awarded the Contract. In Form PW-15, Proposer affirms that the Proposer will procure, maintain, and provide the County with proof of insurance and coverage as specified by this Request for Proposals throughout the entire term of the proposed Contract, without interruption or break in coverage.

11. Forms List

Complete and submit the following forms, which are included in the RFP package:

- |      |   |
|------|---|
| PW-1 | Verification of Proposal  |
| PW-2 | Schedule of Prices  |
| PW-3 | County of Los Angeles Contractor Employee Jury Service Program Application for Exception and Certification Form |

Fire Alarm and Sprinkler

- PW-4 Contractor's Industrial Safety Record
- PW-5 Conflict of Interest Certification
- PW-6 Proposer's Reference List
- PW-7 Proposer's Equal Employment Opportunity Certification
- PW-8 List of Subcontractors
- PW-9 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 RFP 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 RFP to the listed Contract Analyst.)
- PW-12 Charitable Contributions Certification
- PW-13 Proposer's List of Terminated Contracts
- PW-14 Proposer's Pending Litigations and Judgments
- PW-15 Proposer's Insurance Compliance Affirmation
- PW-16 Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- PW-17 Zero Tolerance Human Trafficking Policy Certification
- PW-18 Proposer's Compliance with the Minimum Requirements of the RFP

(Proposer should note that any change, edit, deletion, etc., of these forms by the Proposer may subject the Proposer's Proposal to disqualification, at the sole discretion of the County.)

## 12. Subcontractors' Forms List

The County seeks diverse, broad-based participation in its contracting. Subcontractors, if any, shall be subject to all requirements set forth in the RFP that are applicable to Contractors in general. If Subcontractors are to be employed, Proposer must submit a statement of their proposed assignments, qualifications, experience, staffing, and schedules. In addition to this statement, the following forms must be completed and submitted for each Subcontractor contemplated:

PW-3	County of Los Angeles Contractor Employee Jury Service Program Application for Exception and Certification Form
PW-4	Contractor's Industrial Safety Record
PW-5	Conflict of Interest Certification
PW-7	Proposer's Equal Employment Opportunity Certification
PW-9	Request for County's Preference Program Consideration and CBE Firm/Organization Information Form
PW-10	GAIN and GROW Employment Commitment
PW-12	Charitable Contributions Certification
PW-17	Zero Tolerance Human Trafficking Policy Certification

13. Additional Information

Additional information that is not presented elsewhere and is essential to a fair evaluation must appear in the last section of the proposal and be labeled "Additional Information." If there is no additional information the Proposer wishes to present, this section will consist of the statement: "There is no additional information we wish to present."

B. Proposal Submission

1. Proposals shall be submitted with **seven** complete sets of the proposal that includes all related information in the following formats:
  - Paper: One original and four copies.
  - Electronic: Two electronic copies on a CD or USB Drive in PDF format as follows:
    - One original electronic copy.
    - One redacted electronic copy - Proposer shall redact any trade secret, confidential, proprietary, or other personal information from the proposal such as Social Security numbers.

**Please note:** The two electronic copies of your proposal will **not** be used for evaluation purposes. The evaluators will evaluate the content of the original, hard copies of the submitted proposal only. Proposers are responsible to include paper copies of all information, including information on the electronic copies, to the hard copies of the proposal for such information to be evaluated.

Proposals received after the closing date and time specified in the Notice of Request for Proposals will be rejected by Public Works as nonresponsive.

2. Submit Proposals to the County of Los Angeles Department of Public Works Cashier, located on the Mezzanine Floor, 900 South Fremont Avenue, Alhambra, California 91803, in a package that clearly identifies the Proposer and this RFP. Proposals are received only when accepted and time stamped by the Cashier. All other indications of apparent timely delivery may be disregarded.
3. It is the responsibility of the Proposer to instruct delivery services, such as United Parcel Service and Federal Express, to deliver proposals directly to the Cashier. Proposals submitted via facsimile or e-mail will not be accepted.
4. Proposals delivered by other means, including United States Postal Service, may be delayed in Public Works' mail system, resulting in untimely delivery to the Cashier and possible failure to meet the proposal submission deadline. Delays and missed deadlines for submission of proposals not delivered in strict compliance with this RFP shall be the sole responsibility of the Proposer, not of the County, Public Works, or any Special District.

## SECTION 3

### GENERAL CONDITIONS OF REQUEST FOR PROPOSALS

#### A. Acceptance or Rejection of Proposals

The right is reserved to reject any or all proposals that, in the judgment of the Board or Director, are not in the best interests of the County/Public Works/Special Districts. The County further reserves the right to cancel this request for proposals at any time at its sole discretion. In the event of any such rejection of proposals or cancellation of this solicitation, the County will not be liable for any costs incurred in connection with the preparation and submittal of a proposal.

Proposals signed by an agent other than the president and secretary of a corporation or a member of a general copartnership must be submitted with a power of attorney or corporate resolution, certified by the secretary or assistant secretary, authorizing such signature; otherwise, the proposal may be rejected as unauthorized and nonresponsive.

No proposal will be considered unless the Proposer submits a proposal for all requested items. If the solicitation document requests multiple quotations, no Proposal will be considered unless the Proposer submits a price on all items within each category; however, the solicitation document may not require the Proposer to submit a price on all of the categories.

#### B. Altering Solicitation Document

The wording of the solicitation document shall not be changed. Any additions, conditions, limitations, or provisions inserted by the Proposer will render their Proposal irregular and may cause its rejection as nonresponsive.

#### C. County Responsibility

The County will not be responsible for representation made by any of its officers or employees prior to the execution of the proposed Contract unless such understanding or representation is included in the proposed Contract.

#### D. Determination of Proposer Responsibility

1. A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness as well as quality, fitness, capacity, and experience to satisfactorily perform the proposed Contract. It is the County's policy to conduct business only with responsible Contractors.
2. Proposers are hereby notified that, in accordance with Chapter 2.202 of the Los Angeles County Code, the County may determine whether the Proposer is responsible based on a review of the Proposer's performance on any Contracts including, but not limited to, County Contracts. Particular attention will be given to violations of labor laws related to employee

compensation and benefits and evidence of false claims made by the Proposer against public entities. Labor law violations which are the fault of Subcontractors and of which the Proposer had no knowledge shall not be the basis of a determination that the Proposer is not responsible.

3. The County may declare a Proposer to be nonresponsible for purposes of the proposed Contract if the Board, in its discretion, finds that the Proposer has done any of the following: (1) violated a term of a Contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness, or capacity to perform a Contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
4. If there is evidence that the highest-rated Proposer may not be responsible, Public Works will notify the Proposer in writing of the evidence relating to the Proposer's responsibility and its intention to recommend to the Board that the Proposer be found not responsible. Public Works will provide the Proposer and/or the Proposer's representative with an opportunity to present evidence as to why the Proposer should be found to be responsible and to rebut evidence, which is the basis for Public Works' recommendation.
5. If the Proposer presents evidence in rebuttal to Public Works, Public Works will evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board. The final decision concerning the responsibility of the Proposer will reside with the Board.
6. These terms shall also apply to any proposed Subcontractors of Proposer on County Contracts.

E. Disqualification of Proposers

More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one proposal for the work contemplated may cause the rejection of all proposals in which such Proposer has interest on the basis of nonresponsibility and/or nonresponsiveness. If there is reason for believing that collusion exists among the Proposers, such collusion by the participants may be cause for the rejection of their proposals or future proposals on the basis of nonresponsibility and/or nonresponsiveness and may subject such Proposers to debarment.

F. Gratuities

1. It is improper for any County officer, employee, or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion, or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the award of the proposed Contract or that the Proposer's failure to provide such consideration may negatively affect the County's consideration of the Proposer's submission. A Proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to a County officer, employee, or agent for the purpose of securing favorable treatment with respect to the award of the proposed Contract.
2. A Proposer shall immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Proposer's submission being rejected on the basis of nonresponsibility and/or nonresponsiveness.
3. Among other items, such improper consideration may take the form of cash; discounts; services; and the provision of travel, entertainment, or tangible gifts.

G. Knowledge of Work to be Done

By submitting a proposal, Proposer shall be held to have carefully read this RFP, all attachments, and exhibits; satisfied themselves before the delivery of their proposal as to their ability to meet all of the requirements and difficulties attending the execution of the proposed work; and agreed that if awarded a Contract, no claim will be made against the County based on this RFP including, without limitation, claims based on any ambiguity or misunderstanding. Furthermore, the Proposer has carefully examined the location(s) of the proposed work, and is familiar with all of the physical and climatic conditions, and makes this proposal solely upon the Proposer's own knowledge. The Proposer has carefully examined these specifications and requirements, both in general and in detail, any drawings attached, and any additional communications sent and makes their proposal in accordance therewith. If Proposer's proposal is accepted, the Proposer will enter into a written contract with the County for the performance of the proposed work and will accept payment based on the prices shown in Form PW-2, Schedule of Prices, as full compensation for work performed. It is understood and agreed that the quantities set forth in Form PW-2, Schedule of Prices, and this RFP are only estimates, and the unit prices will apply to the actual quantities, whatever they may be.

H. Notice to Proposers Regarding the Public Records Act

1. Responses to this solicitation shall become the exclusive property of the County. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when (1) Contract negotiations are complete; (2) Department receives a letter from the recommended Proposer's authorized officer that the negotiated Contract is the firm offer of the recommended Proposer; and (3) Department releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055. Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the Department's proposer recommendation appears on the Board agenda. Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by the Proposer as "Trade Secret," "Confidential," or "Proprietary."
2. The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The Proposers must specifically label only those provisions of their respective proposal which are "Trade Secret," "Confidential," or "Proprietary" in nature. Only those provisions labeled as "Trade Secret," "Confidential," or "Proprietary" in nature at the time of proposal submission will be accepted. The Proposers will not be granted opportunity to make any change or label any portion of their respective proposal as "Trade Secret," "Confidential," or "Proprietary" after the submission deadline of the proposals.
3. In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Trade Secret," "Confidential," or "Proprietary," Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in connection with any requested action or liability arising under the Public Records Act.

I. Notice to Proposers Regarding the County Lobbyist Ordinance

The Board has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance," defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in Los Angeles County Code, Chapter 2.160. In effect, each person, corporation, or other entity that seeks a County permit, license, franchise, or Contract must certify compliance with the ordinance. As part of this solicitation process, it will be the

responsibility of each Proposer to review the ordinance independently as the text of the ordinance is not contained in this RFP. Each person, corporation, or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code, Section 2.160.010, retained by the Proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each County Lobbyist is **not** on the Executive Office's List of Terminated Registered Lobbyist. The Proposer's signature on the Proposal submission is its certification that it is in full compliance with Los Angeles County Code, Chapter 2.160. See Attachment 3 regarding County Lobbyist.

J. Opening of Proposals

Proposals will not be publicly opened.

K. Proposer Debarment

1. The Proposer is hereby notified that, in accordance with Chapter 2.202 of the Los Angeles County Code, the County may debar the Proposer from bidding or proposing on, or being awarded, and/or performing work on other County Contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstance, and the County may terminate any or all of the Proposer's existing Contracts with County, if the Board finds, in its discretion, that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness, or capacity to perform a Contract with the County or any other public entity, or a nonprofit corporation created by the County or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
2. If there is evidence that the highest-rated Proposer may be subject to debarment, Public Works will notify the Proposer in writing of the evidence, which is the basis for the proposed debarment, and will advise the Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.
3. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Proposer and/or the Proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which will contain a recommendation regarding whether the Proposer should be debarred, and, if so, the appropriate length of time of the debarment. The Proposer and Public Works shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

4. After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
5. If a Proposer has been debarred for a period longer than five years, that Proposer may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Proposer has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
6. The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Proposer has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedure as for a debarment hearing.
7. The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
8. These terms shall also apply to proposed Subcontractors of Proposer on County Contracts.
9. Attachment 2 is the link to a Listing of Contractors Debarred in Los Angeles County.

L. Proposal Prices and Agreement of Figures

If the total amount arrived at by multiplying the unit price times the quantity does not agree with the total amount entered for the item or if the total amount is not entered, the unit price and the corrected total amount will be considered as representing the Proposer's intentions. If the total amount is entered for the

item, but not the unit price, the unit price will be that which is derived by dividing the total amount proposed for the item by the number of units in the item as representing the Proposer's intentions. If the items are incorrectly calculated, the corrected total will be considered as representing the Proposer's intentions.

M. Proposer's Safety Record

A review of the Proposer's safety record will be made before the award. Proposers are required to submit this information, with their proposal, on Form PW-4, Contractor's Industrial Safety Record form provided. Nonsubmission or an adverse finding as to the Proposer's safety record may be cause for rejection of the Proposal on the basis of nonresponsibility and/or nonresponsiveness.

N. Qualifications of Proposer

No award will be made to any Proposer who cannot give satisfactory assurance as to its ability to carry out the intended Contract, based both on financial strength and experience as a Contractor on work of the nature contemplated in the proposed Contract. Proposers are encouraged to submit records of work of similar nature, size, or extent to that proposed under these specifications and requirements. A reasonable inquiry to determine the responsibility of a Proposer will be conducted. The unreasonable failure of a Proposer to promptly supply information in connection with such inquiry including, but not limited to, information regarding past performance, financial stability, and ability to perform on schedule, may be grounds for a determination of nonresponsibility and/or nonresponsiveness with respect to such Proposer. Unfamiliarity with the type of work required by Public Works may be cause for rejection of the proposal on the basis of nonresponsibility and/or nonresponsiveness.

O. Qualifications of Subcontractors

Proposers shall list all Subcontractors, if any, to be used on the List of Subcontractors (Form PW-8). The use of Subcontractors shall be subject to Public Works' approval. Subcontractors shall be properly licensed under the laws of the State of California for the type of work, which they are to perform. Alternate Subcontractors shall not be listed for the same work.

P. Safely Surrendered Baby Law

The Proposer shall notify and provide to its employees, and shall require each Subcontractor, if any, to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Part II, Exhibit D, of this solicitation document and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

Q. Term of Proposals

All proposals shall be firm offers and may not be withdrawn for a period of 270 days following the deadline for submission of proposals.

R. Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal will be sufficient cause for the rejection of the proposal. The evaluation and determination in this area will be at the Director's sole judgment and the Director's judgment will be final.

S. Wages, Materials, and Other Costs

It is the responsibility of the Proposer to calculate the proposal price to take into consideration a possible escalation of wages, materials, and other costs during the Contract period. The Board, County, Public Works, District(s), or Director make no representations regarding future costs or the rate of wages that may become necessary to pay employees of the Contractor for the work performed during the Contract period.

T. Consultant Independent

Proposers that assisted the County in developing or preparing a solicitation document, pursuant to a consultant Contract, are precluded from subsequently being involved in the bidding process on that solicitation document.

U. Acceptance of Terms and Conditions

Each Proposer understands and agrees that submission of proposals in response to this RFP constitutes acknowledgment and acceptance of, and willingness to comply with, all terms and conditions of this RFP, including all addenda to the RFP.

## SECTION 4

### EVALUATION OF PROPOSALS; AWARD AND EXECUTION OF CONTRACT

#### A. Award of Contract

Subject to the right of the Board to make the ultimate decisions concerning the award of Contracts, the County intends to award a Contract to the highest-rated Proposer or Proposers based on the evaluation criteria in Part I, Section 4.E, Evaluation Criteria, whose proposal(s) provide(s) the most beneficial program and price, with all other factors considered. The County retains the right to select a proposal other than the proposal receiving the highest number of points, if County determines, in its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible, and in the best interest of the County. The recommended awardee shall sign and return the Agreement within 14 calendar days of its mailing to the recommended awardee for signature by Public Works. The recommended awardee shall submit copies of its proof of insurance coverage, within 14 days after Board approval of the proposed Contract or at least 14 days prior to the proposed Contract's start date, whichever occurs last. Work under the proposed contract cannot begin before proof of valid insurance coverage is submitted to Public Works.

#### B. Final Contract Award by Board

Notwithstanding a recommendation by Public Works, the Board retains the right to exercise its judgment concerning the selection of a proposal, the terms of any resultant Contract/agreement, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a Contract, or to award a Contract to a Proposer other than the highest-rated Proposer.

#### C. Evaluation of Proposals

1. All responses to this RFP become the property of the County. Upon receipt of the proposal as specified and evaluation of proposals in accordance with the evaluation criteria set forth below, Public Works may recommend the award of a Contract to one or more of those submitting proposals. The proposed Contract may be submitted to the Board for consideration and possible approval.
2. The County may require whatever evidence it deems necessary to determine the Proposer's overall and specific abilities to meet the requirements of proposed Contract over the entire Contract term. This determination will be based on, but not limited to, an evaluation of the Proposer's experience, personnel, financial stability and resources, work plan, cost to perform requested services, and staffing plan.

3. The County reserves the sole right to judge the Proposer's written and oral representations and to review, evaluate, and select the successful proposal(s).
4. The County may make on-site inspections of Proposer's current jobs and/or facilities.
5. The County, in its sole discretion, may elect to waive any error or informalities in the form of a proposal or any other disparity, if, as a whole, the proposal substantially complies with the RFP's requirements.
6. The County may utilize the services of appropriate experts to assist in the evaluation process.

D. Pass/Fail Review

Proposals will be reviewed on a Pass/Fail basis concerning the items listed below. Proposals not meeting all of these requirements may be rejected as nonresponsive:

1. Proposer is signed in as attending the Proposers' Conference and walk-through.
2. Proposal was time stamped by the Cashier prior to the deadline for submission of the proposal. Any proposal without a Public Works time stamp verifying that the deadline for submission has been met will be rejected.
3. Proposer has demonstrated that it complies with all minimum requirements as outlined in Part I, Section 1.B, Minimum Mandatory Requirements, and has submitted a completed and signed Form PW-18.
4. Proposer submitted information regarding Experience and Work Plan as outlined in Part I, Section 2.A
5. Proposer and Subcontractors, if any, have completed and signed all appropriate forms.

E. Evaluation Criteria

All proposals will receive a composite score (rating) and be ranked in numerical sequence from high to low based on the following criteria:

1. Proposed Price (50 points)

The proposed price should accurately reflect the Proposer's cost of providing the required products and services and any profit expected during the Contract term. Prior to scoring, the proposed prices must be adjusted in accordance with the Local Small Business Preference, Social Enterprise Preference, or the Disabled Veteran Business Enterprise Preference, as applicable.

- Local Small Business Enterprise (LSBE), Social Enterprise (SE), or Disabled Veteran Business Enterprise (DVBE) Preference. To the extent permitted by State and Federal law, should one or more of the Proposers qualify for the County's Preference Program stated in Part I of Form PW-9, Request for County's Preference Program Consideration and CBE Firm/Organization Information Form, the price component points will be adjusted prior to scoring as follows: 15 percent of the lowest price proposed will be calculated, which shall not exceed \$150,000, and that amount will be deducted from the prices submitted by all LSBE, SE, and DVBE Proposers who requested and were granted the LSBE, SE, and DVBE Preference. The LSBE, SE, and DVBE Preference will not reduce or change the Proposer's payment, which is based on the Proposer's bid amount.

Subject to such adjustment(s), the lowest Total Proposed Annual Price quoted in the Schedule of Prices (Form PW-2) will receive the full weight of this evaluated item. Other proposals will receive a prorated score calculated as follows: divide the lowest Total Proposed Annual Price by each other Proposer's Total Proposed Annual Price and multiply the result by the maximum possible points for this evaluation criterion. The proposal with the lowest Total Proposed Annual Price may not necessarily be awarded a Contract.

2. References (5 points)

a. Potential Points

Public Works will attempt to obtain the required number of Proposer's references for overall satisfaction with Proposer's services, with priority given to services provided in the following order: County of Los Angeles departments, other counties, cities, governmental entities, nonprofit entities, private companies, etc. Proposer may receive up to a maximum of 5/3 points for each responding reference up to a total of three responding references. On Form PW-6, Proposer's Reference List, Proposers must identify all Contracts with the County of Los Angeles during the previous three years and must identify County's Contacts for each Contract. Public Works reserves the right to utilize any reference of Proposer, County or other, listed or not listed. Proposer shall receive zero points for each of the minimum required references not received.

b. Potential Deductions

In addition to the references provided, the review will include the County's Contract Database and Contractor Alert Reporting Database (CARD), if applicable, reflecting past performance history on County or other Contracts. If references fail to substantiate Proposer's description of services provided; references fail to support that Proposer has a continuing pattern of providing capable,

Fire Alarm and Sprinkler

productive, and skilled personnel and services; or a significant unacceptable weakness in references may result in a low or zero score. Additionally, a Proposer's unacceptable performance on another County Contract(s), as documented by either the County's Contract Database or CARD by an unfavorable reference, may result in point deductions up to 100 percent of the total points awarded in this evaluation category. A score of zero in this evaluation category may result in rejection of the proposal as nonresponsive.

References may be contacted by telephone, facsimile, mail, express delivery, or e-mail. It is the Proposer's responsibility to ensure that accurate and timely contact information is included in the proposal. Public Works will ordinarily not make repeated attempts to contact references and will ordinarily not contact the Proposer to correct bad phone numbers, etc. It is the Proposer's responsibility to ensure that its references respond promptly to Public Works' requests for information.

3. Experience (25 points)

Proposers will be evaluated on the Experience submitted as part of Section 2.A.5 (Experience). The evaluators may give reduced scores to any Experience that omits or fails to sufficiently address any of the items specified in Section 2.A.5 of this RFP above. Failure to demonstrate the minimum lengths of experience performing the service may result in rejection of the proposal as nonresponsive.

The evaluators may award higher points for the higher quality and quantity of experience of the Proposer, its key personnel, supervising employees, and Subcontractors, if any, in providing the requested services to organizations. Greater weight will be given to services provided to agencies of similar size and nature. The evaluators may consider the Proposer's description of its capabilities, resumes of key personnel (Part I, Section 2.A.5), and any other relevant information including, but not limited to, pending litigation and judgments and a review of terminated Contract(s) reported on Form PW-13, Proposer's List of Terminated Contracts. The evaluators may consider the safety record of the Proposer and any Subcontractors to ensure that they have provided services in a safe manner. Significant unacceptable weakness in quality or quantity of experience may result in a low or zero score. A score of zero in this evaluation category may result in rejection of the proposal as nonresponsive.

4. Work Plan (20 points)

Proposers will be evaluated on the Work Plan submitted as part of Section 2.A.6 (Work Plan). The evaluators may give reduced scores to any Work Plan that omits or fails to sufficiently address any of the items specified in Section 2.A.6 of this RFP above. Evaluation and scoring of the Proposer's Work Plan will be based on the extent to which it demonstrates that the Proposer is likely to meet or exceed the performance requirements

set forth in Exhibit A, Scope of Work; to demonstrate creativity and innovation that exceed the minimum requirements of the Scope of Work; to render timely and responsive service to Public Works; to respond to contingencies and emergencies; and to provide a professional level of quality in the service and work product. The highest scores will be awarded to the most comprehensive and detailed work plans that are highly likely to lead the Contractor to exceed minimum work requirements.

The evaluators will award higher scores to work plans that commit to specific staffing levels and staff qualifications that exceed the requirements of the work.

Comprehensiveness of the Work Plan will be evaluated based on detailed, specific discussion of all issues relevant to the work. These may include personnel management, training, subcontracting, recruitment and replacement, supervision, supplies, identification badges, equipment, safety, communications, quality control, and other issues.

The evaluation committee may make these determinations from all relevant information presented in the proposal, which may include the work plan, staffing plan, quality assurance plan, schedules, and other documents. If an interview or presentation is scheduled, it may also be considered.

Significant unacceptable weakness in any of the Work Plan subject areas or omission of a Work Plan from the proposal at the time of submission may result in a low or zero score. A score of zero in this evaluation category may result in rejection of the proposal as nonresponsive.

5. Optional Interview/Clarification

The County may, at its option, invite one or more Proposers to make a written or verbal clarification, presentation, and/or participate in an interview before a final selection is made. Evaluation criteria for any additional information provided is the same as that for written proposals. A separate score will not be given for a presentation or interview, but the Proposer's performance may be considered as part of the overall evaluation. The evaluators may, in their sole discretion, limit the offer to give a presentation or interview, if any, to the one or more Proposers who receive the highest scores in a preliminary scoring of proposals in accordance with the evaluation criteria set forth in this Part I, Section 4.E, Evaluation Criteria.

6. Additional Criteria

These criteria are not exclusive. The County reserves the right to apply additional evaluation criteria.

F. Negotiation

The County reserves the right to negotiate the terms, conditions, and price of the Proposal, in the sole discretion of the County, to achieve the most beneficial program and price for the County. The County, in its sole discretion, may limit the negotiation, if any, to one or more responsive and responsible Proposers who receive the highest scores in a preliminary scoring of proposals in accordance with the evaluation criteria set forth in this Part I, Section 4.E, Evaluation Criteria. The negotiation with the Proposer(s) will not result in a change in the rating of the Proposers. If a satisfactory Contract cannot be negotiated, the County may, at its sole discretion, begin Contract negotiations with the next highest-rated Proposer who submitted a proposal, as determined by the County.

## SECTION 5

### PROTEST POLICY

#### A. Protest Policy Review Process

1. Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services Contract, as described in paragraph C, Solicitation Requirements Review, below. Any Proposer may request a review of a disqualification or of a proposed Contract award under such a solicitation, as described respectively in Sections below. Additionally, any Proposer may obtain copies of proposals and Public Works evaluation documents as provided in Part I, Section 3, paragraph H. Under any such review, it is the responsibility of the Proposer challenging the decision of Public Works to demonstrate that Public Works committed a sufficiently material error in the solicitation process to justify invalidation of a solicitation or a proposed Contract award as the case may be.
2. Throughout the review process, the County has no obligation to delay or otherwise postpone an award of Contract based on a Proposer protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

#### B. Grounds for Review

Unless State or Federal statutes or regulations otherwise provide, the grounds for review of a solicitation for Board-approved services Contract provided for under Board Policy No. 5.055 (Services Contract Solicitation Protest) are limited to the following:

- Review of the Solicitation Requirements
- Review of a Disqualified Bid/Proposal
- Review of the Proposed Contractor Selection

#### C. Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting a written request for review to Public Works conducting the solicitation as described in this paragraph. A Request for a Solicitation Requirements Review may be denied, in Public Works' sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is made within ten business days of the issuance of the solicitation document.

2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal.
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review.
4. The request for a Solicitation Requirements Review asserts either that:
  - a. Application of the minimum requirements, evaluation criteria, and/or business requirements unfairly disadvantages the person or entity; or,
  - b. Due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.
5. The Solicitation Requirements Review will be completed and Public Works' determination will be provided to the requesting person or entity, in writing, within a reasonable time prior to the bid/proposal due date.

D. Place to Submit Requests for Review

All Requests for Review shall be submitted to the Contract Analyst.

E. Disqualification Review

1. A bid/proposal may be disqualified from consideration because Public Works determined it was nonresponsive at any time during the review/evaluation process. If Public Works determines that a bid/proposal is disqualified due to nonresponsiveness, Public Works shall notify the Proposer in writing.
2. Upon receipt of the written determination of nonresponsiveness, the Proposer may submit a written request for a Disqualification Review within the time frame specified in the written determination.
3. A request for a Disqualification Review may, in Public Works' sole discretion, be denied if the request does not satisfy all of the following criteria:
  - a. The person or entity requesting a Disqualification Review is a Proposer.
  - b. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination).
  - c. The request for a Disqualification Review asserts that the determination of disqualification due to bid/proposal nonresponsiveness was erroneous (e.g., factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

4. The Disqualification Review shall be completed and the determination shall be provided to the requesting Proposer, in writing, prior to the conclusion of the evaluation process.

F. Debriefing Process

For solicitations where proposals are evaluated and scored in accordance to Section 4, Evaluation of Proposals, the following provisions shall apply:

1. Upon completion of the evaluation, Public Works will notify the remaining Proposers in writing that Public Works is entering negotiations with another Proposer. Upon receipt of the letter, any nonselected Proposer may submit a written request for a Debriefing within the time frame specified in the letter. A request for a Debriefing may, in Public Works' sole discretion, be denied if the request is not received within the specified time frame.
2. The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document with the evaluation document. The requesting Proposer shall be debriefed only on its response. Because Contract negotiations are not yet complete, responses from other Proposers shall not be discussed, although Public Works may inform the requesting Proposer of its relative ranking.
3. During or following the Debriefing, Public Works will instruct the requesting Proposer of the manner and time frame in which the requesting Proposer must notify Public Works of its intent to request a Proposed Contractor Selection Review, below, if the requesting Proposer is not satisfied with the results of the Debriefing.

G. Proposed Contractor Selection Review

Any Proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in paragraph F, above, may submit a written request for a Proposed Contractor Selection Review in the manner and time frame as specified by Public Works. For low-bid solicitations, where applicable, upon selection of the lowest-cost, responsive, and responsible bidder, Public Works will notify the remaining bidders in writing that Public Works is entering negotiations with another bidder. Public Works will instruct the remaining bidders of the manner and time frame in which each remaining bidder must notify Public Works of its intent to request a Proposed Contractor Selection Review, should such remaining bidder desire to have such a review performed.

A request for a Proposed Contractor Selection Review may, in Public Works' sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Proposed Contractor Selection Review is a Proposer.

2. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by Public Works).
3. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
  - a. Public Works materially failed to follow procedures specified in its solicitation document. This includes:
    - i. Failure to correctly apply the standards for reviewing the proposal format requirements.
    - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document
    - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
  - b. Public Works made identifiable mathematical or other errors in evaluating bids/proposals, resulting in the Proposer receiving an incorrect score, and not being selected as the recommended Contractor.
  - c. For applicable solicitations where responses are evaluated and scored, a member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
  - d. Another basis for review as provided by State or Federal law.
4. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for Public Works' alleged failure, the Proposer would have been the lowest-cost, responsive, and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, Public Works representative shall issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the Contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the Proposer of the manner and time frame for requesting a review by a County Independent Review, paragraph H, below.

#### H. County Independent Review Process

1. Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and time frame specified by

Public Works in Public Works' written decision regarding the Proposed Contractor Selection Review.

2. A request for a County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:
  - a. The person or entity requesting review by a County Independent Review is a Proposer.
  - b. The request for a review by a County Independent Review is submitted timely (i.e., by the date and time specified by Public Works).
  - c. The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from Public Works' written decision and (b) are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in paragraph G above.
3. Upon completion of the County Independent Review's, Internal Services Department will forward its report to Public Works, which will provide a copy to the Proposer.

## **TABLE OF FORMS**

PW-1	VERIFICATION OF PROPOSAL
PW-2	SCHEDULE OF PRICES
PW-3	COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM APPLICATION FOR EXCEPTION AND CERTIFICATION FORM
PW-4	CONTRACTOR'S INDUSTRIAL SAFETY RECORD
PW-5	CONFLICT OF INTEREST CERTIFICATION
PW-6	PROPOSER'S REFERENCE LIST
PW-7	PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION
PW-8	LIST OF SUBCONTRACTORS
PW-9	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 RFP SOLICITATION REQUIREMENTS REVIEW (Submit only if requesting a review.)
PW-12	CHARITABLE CONTRIBUTIONS CERTIFICATION
PW-13	PROPOSER'S LIST OF TERMINATED CONTRACTS
PW-14	PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS
PW-15	PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION
PW-16	CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM
PW-17	ZERO TOLERANCE HUMAN TRAFFICKING POLICY CERTIFICATION
PW-18	PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFP

## **ATTACHMENTS**

1. COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS
2. DEBARRED VENDORS REPORT
3. COUNTY OF LOS ANGELES LOBBYIST ORDINANCE

## VERIFICATION OF PROPOSAL

<b>DATE:</b> , 2016		<b>THE UNDERSIGNED HEREBY DECLARES AS FOLLOWS:</b>	
1. This Declaration is given in support of a Proposal for a Contract with The County of Los Angeles. The 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 at the Director's sole judgment and his/her judgment shall be final.			
2. Name of Service:			
<b>DECLARANT INFORMATION</b>			
3. Name Of declarant:			
4. I Am duly vested with the authority to make and sign instruments for and on behalf of the Proposer(s).			
5. My Title, Capacity, Or Relationship to the Proposer(s) is:			
<b>PROPOSER INFORMATION</b>			
6. Proposer's full legal name:			Telephone No.:
Physical Address (NO P.O. BOX):			Mobile No.:
e-mail:			Fax No.:
County WebVen No.:		IRS No.:	Business License No.:
7. Proposer's fictitious business name(s) or dba(s) (if any):			
County(s) of Registration:		State:	Year(s) became DBA:
8. The Proposer's form of business entity is (CHECK ONLY ONE):			
<input type="checkbox"/> Sole proprietor	Name of Proprietor:		
<input type="checkbox"/> A corporation:	Corporation's principal place of business:		
	State of incorporation:		Year incorporated:
<input type="checkbox"/> Non-profit corporation certified under IRS 501(c) 3 and registered with the CA Attorney General's Registry of Charitable Trusts		President/CEO:	
		Secretary:	
<input type="checkbox"/> A general partnership:		Names of partners:	
<input type="checkbox"/> A limited partnership:		Name of general partner:	
<input type="checkbox"/> A joint venture of:		Names of joint venturers:	
<input type="checkbox"/> A limited liability company:		Name of managing member:	
9. The only persons or firms interested in this proposal as principals are the following:			
Name(s)	Title	Phone	Fax
Street	City	State	Zip
Name(s)	Title	Phone	Fax
Street	City	State	Zip
10. Is your firm wholly or majority owned by, or a subsidiary of another firm? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name of parent firm: _____ State of incorporation/registration of parent firm: _____			
11. Has your firm done business under any other name(s) within the last five years? <input type="checkbox"/> No <input type="checkbox"/> Yes   If yes, please list the other name(s): Name(s): _____   Year of name change: _____. Name(s): _____   Year of name change: _____. Name(s): _____			
12. Is your firm involved in any pending acquisition or merger? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, indicate the associated company's name: _____			
13. Proposer 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 the Director's judgment shall be final.			
14. I am making these representations and all representation contained in this proposal based on information that they are true and correct to the best of my information and belief.			
I declare under penalty of perjury under the laws of California that the above information is true and correct.			
Signature of Proposer or Authorized Agent:			Date:
Type name and title:			

**SCHEDULE OF PRICES  
FOR  
FIRE ALARM AND FIRE SPRINKLER SERVICES AT  
PUBLIC WORKS HEADQUARTERS (2016-AN012)**

The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

<b>CERTIFICATION AND REPORTS</b>					
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>TYPE</b>	<b>ESTIMATED NO. OF UNITS</b>	<b>PRICE PER UNIT</b>	<b>PROPOSED ANNUAL PRICE (PRICE PER UNIT X ESTIMATED NO. OF UNITS)</b>
1a	Quarterly Inspection Certification	Flat Rate	4		
1b	Annual Inspection Certification	Flat Rate	1		
1c	5-year Inspection Certification	Flat Rate	1		
2a	Quarterly Report	Flat Rate	4		
2b	Annual Report	Flat Rate	1		
2c	5-year Report	Flat Rate	1		

<b>MAINTENANCE, REPAIRS, AND UPGRADES</b>				
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>ESTIMATED NO. OF HOURS</b>	<b>PRICE PER HOUR</b>	<b>PROPOSED ANNUAL PRICE (PRICE PER HOUR X ESTIMATED NO. OF HOURS)</b>
3*	Preventative Maintenance	200		
4*	Electrical Repairs	150		
5*	Sprinkler / Plumbing Repairs	150		
6**	System Design (Plans for upgrades and changes)	100		

\*Work Description for Items 3-5: As defined in Exhibit A, Scope of Work, Section E, Work Description, pages A.1 - A.2.

\*\*Work Description for Item 6: As defined in Exhibit A, Scope of Work, Section P, Design Plans, page A.6.

**SCHEDULE OF PRICES  
FOR  
FIRE ALARM AND FIRE SPRINKLER SERVICES AT  
PUBLIC WORKS HEADQUARTERS (2016-AN012)**

<b>AFTER HOURS AND EMERGENCY WORK*</b>				
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>ESTIMATED NO. OF HOURS</b>	<b>PRICE PER HOUR</b>	<b>PROPOSED ANNUAL PRICE (PRICE PER HOUR X ESTIMATED NO. OF HOURS)</b>
7	Preventative Maintenance	50		
8	Electrical Repairs	75		
9	Sprinkler / Plumbing Repairs	75		

\*After Hours and Emergency Work: As defined in Exhibit A, Scope of Work, Section H, After Hours and Emergency Work, page A.3.

<b>TOTAL PROPOSED ANNUAL PRICE (Including Items 1a - 9)</b>	\$ _____
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LEGAL NAME OF PROPOSER		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON		
DATE	STATE CONTRACTOR'S LICENSE NUMBER	LICENSE TYPE
PROPOSER'S ADDRESS:		
PHONE	FACSIMILE	E-MAIL

**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM  
APPLICATION FOR EXCEPTION AND CERTIFICATION FORM**

This contract is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All contractors and subcontractors must complete this form to either (1) request an exception from the Program requirements or (2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

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

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

**Part I: Jury Service Program Is Not Applicable to My Business**

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

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

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

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

☐ My business is subject to a Collective Bargaining Agreement that expressly provides that it supersedes all provisions of the Program. **ATTACH THE AGREEMENT.**

**Part II: Certification of Compliance**

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

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

Print Name:	Title:
Signature:	Date:

# CONTRACTOR'S INDUSTRIAL SAFETY RECORD

PROPOSED CONTRACT FOR: \_\_\_\_\_  
 SERVICE BY PROPOSER: \_\_\_\_\_  
 PROPOSAL DATE: \_\_\_\_\_

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

## 5. CALENDAR YEARS PRIOR TO CURRENT YEAR

	2011	2012	2013	2014	2015	Total	Current Year to Date
1. Number of contracts.							
2. Total dollar amount of Contracts (in thousands of dollars).							
3. Number of fatalities.							
4. Number of lost workday cases.							
5. Number of lost workday cases involving permanent transfer to another job or termination of employment.							
6. Number of lost workdays.							

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

\_\_\_\_\_  
 Name of Proposer or Authorized Agent (print) Signature Date

## CONFLICT OF INTEREST CERTIFICATION

I, \_\_\_\_\_

- ☐ sole owner  
☐ general partner  
☐ managing member  
☐ President, Secretary, or other proper title) \_\_\_\_\_

 of \_\_\_\_\_  
 Name of proposer

make this certification in support of a proposal for a contract with the County of Los Angeles for services within the scope of Los Angeles County Code, Section 2.180.010, which provides as follows:

**Contracts Prohibited.** A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract.

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

I hereby certify I am informed and believe that personnel who developed and/or participated in the preparation of this contract do not fall within scope of the Los Angeles County Code, Section 2.180.010 as cited above. Furthermore, that no County employee whose position in the County enables him/her to influence the award of this contract, or any competing contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Contractor herein, or has or shall have any direct or indirect financial interest in this contract. I understand and agree that any falsification in this Certificate will be grounds for rejection of this Proposal and cancellation of any contract awarded pursuant to this Proposal.

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

**PROPOSER'S REFERENCE LIST****PROPOSER NAME:** \_\_\_\_\_**PROPOSED CONTRACT FOR:** \_\_\_\_\_

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

**A. COUNTY OF LOS ANGELES AGENCIES****All contracts with the County during the previous three years must be listed.**

SERVICE:	SERVICE DATES:
DEPT/ DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
DEPT/DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
DEPT/ DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
DEPT/DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

**B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES**

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

## PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Proposer's Name
Address
Internal Revenue Service Employer Identification Number

In accordance with Los Angeles County Code, Section 4.32.010, the Proposer certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all antidiscrimination laws of the United States of America and the State of California.

1.	The proposer has a written policy statement prohibiting any discrimination in all phases of employment.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	The proposer periodically conducts a self-analysis or utilization analysis of its work force.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Proposer	
Authorized representative	
Signature	Date

### 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.

☐ 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

**FORM PW-8**

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							

**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

**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:		
<b>Reviewer's Signature</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Date</b>

**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.

<b>Business Structure:</b>	<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):						
<b>Total Number of Employees</b> (including owners):						
<b>Race/Ethnic Composition of Firm.</b> 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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**GAIN and GROW EMPLOYMENT COMMITMENT**

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

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall email: [GAINGROW@dpss.lacounty.gov](mailto:GAINGROW@dpss.lacounty.gov).

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

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

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

\_\_\_\_\_ YES (subject to verification by County) \_\_\_\_\_ NO

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

\_\_\_\_\_ YES \_\_\_\_\_ NO

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

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A (Program not available)

Signature	Title
Firm Name	Date

## TRANSMITTAL FORM TO REQUEST AN RFP SOLICITATION REQUIREMENTS REVIEW

***A Solicitation Requirements Review must be received by the County  
within ten business days of issuance of the solicitation document***

Proposer Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- ☐ Application of **Minimum Requirements**
- ☐ Application of **Evaluation Criteria**
- ☐ Application of **Business Requirements**
- ☐ Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **ten business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review.  
*(Attach additional pages and supporting documentation as necessary.)*

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Request submitted by:

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Title)*

### For County use only

Date Transmittal Received by County: \_\_\_\_\_ Date Solicitation Released: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Results of Review - Comments:

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Date Response sent to Proposer: \_\_\_\_\_

**CHARITABLE CONTRIBUTIONS CERTIFICATION**

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Company Name

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Address

---

Internal Revenue Service Employer Identification Number

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California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act, which regulates those receiving and raising charitable contributions.

**CERTIFICATION****YES****NO**

Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed. ( ) ( )

**OR****YES****NO**

Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586. ( ) ( )

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Signature

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Date

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Name and Title (please type or print)

# **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:** \_\_\_\_\_

**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):

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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):

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Signature of Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE ALARM AND FIRE SPRINKLER SERVICES  
AT PUBLIC WORKS HEADQUARTERS (2016-AN012)**

**PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION**

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Proposer's Name

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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.
- ☐ 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. If you check this box, your proposal will be immediately disqualified as non-responsive.

Print Name:	Title:
Signature:	Date:

**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:

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*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:

**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.OO, 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:

**FIRE ALARM AND FIRE SPRINKLER SERVICES  
FOR PUBLIC WORKS HEADQUARTERS (2016-AN012)**

**MINIMUM REQUIREMENTS AFFIRMATION**

**PROPOSER MUST CHECK A BOX IN EVERY SECTION**

**Important Note:** The information on this form is subject to verification and may not be used for scoring purposes.

**Completing this form by itself without including detailed narrative(s) in your proposal to support the minimum mandatory requirement(s) of this RFP, any inconsistencies or inaccuracy in the information provided on this form, and/or your Proposal, may subject your Proposal to disqualification or other actions, at the sole discretion of the County.**

**At the time of proposal submission, Proposer must meet the following minimum requirements:**

1. Proposer or its managing employees must have a minimum of five years of experience providing maintenance, repairs, monitoring, inspection, certification and adjustments services for fire alarms and fire sprinklers systems and related electrical and plumbing systems. **Subcontractor is not allowed to meet this requirement.**

Proposer Name/ Name of Managing Employee	Dates of Experience (Mth/Yrs to Mth/Yrs)	Description of Services/Experience	Page Number*

\*List the page number in the proposal containing the proposer or its managing employee(s)' resume/experience. (Please attach additional pages if needed.)

- ☐ Yes. Proposer or its managing employee does meet the experience requirement 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 proposal to validate this minimum mandatory requirement.)
- ☐ No. Proposer or its managing employee(s) does not meet the experience requirement stated above.

**FIRE ALARM AND FIRE SPRINKLER SERVICES  
FOR PUBLIC WORKS HEADQUARTERS (2016-AN012)**

2. Proposer must submit a copy of a valid and active State of California-issued Class C-10 Electrical Contractor License. **Subcontractor is not allowed to meet this requirement.**

- ☐ Yes. Proposer has submitted a copy of a valid and active State Contractor's Class C-10, Electrical Contractor License. Please complete the chart below.

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

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

3. Proposer must submit a copy of a valid and active State of California-issued Class C-16 Fire Protection Contractor License. **Subcontractor is not allowed to meet this requirement.**

- ☐ Yes. Proposer has submitted a copy of a valid and active State Contractor's Class C-16, Fire Protection Contractor License. Please complete the chart below.

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

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

**FIRE ALARM AND FIRE SPRINKLER SERVICES  
FOR PUBLIC WORKS HEADQUARTERS (2016-AN012)**

4. Proposer and/or its subcontractor(s), if any, must submit proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. **Pending registrations will not be accepted.**

- ☐ Yes. Proposer and/or its Subcontractor(s) has submitted proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5

Name of Registration Holder	Registration No.	Registration Dates	Expiration Dates

- ☐ No. Proposer has NOT submitted proof of a valid and active State of California Department of Industrial relations Public Works Contractor Registration.

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 proposal are made, the proposal may be rejected at the sole discretion of the County.

Signature	Title
Firm Name	Date



## **COUNTY OF LOS ANGELES**

### ***Policy on Doing Business With Small Business***

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about 4 percent of businesses in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

#### **WE RECOGNIZE...**

##### **The importance of small business to the County:**

- In fueling local economic growth.
- Providing new jobs.
- Creating new local tax revenues.
- Offering new entrepreneurial opportunity to those historically under-represented in business.

##### **The County can play a positive role in helping small business grow:**

- As a multi-billion dollar purchaser of goods and services.
- As a broker of intergovernmental cooperation among numerous local jurisdictions.
- By greater outreach in providing information and training.
- By simplifying the bid/proposal process.
- By maintaining selection criteria which are fair to all.
- By streamlining the payment process.

#### **WE THEREFORE SHALL:**

1. Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.
2. Maintain a strong outreach program, fully coordinated among our departments and districts, as well as other participating governments to: (a) inform and assist the local business community in competing to provide goods and services; and, (b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.
3. Continually review and revise how we package and advertise solicitations, evaluate, and select prospective vendors, address subcontracting, and conduct business with our vendors, in order to: (a) expand opportunity for small business to compete for our business; and, (b) to further opportunities for all businesses to compete regardless of size.
4. Ensure that staff who manage and carry out the business of purchasing goods and services are well-trained, capable, and highly motivated to carry out the letter and spirit of this policy.

**Listing of Contractors Debarred in Los Angeles County**

**List of Debarred Contractors in Los Angeles County may be obtained by going to the following website:**

**[http://lacounty.info/doing\\_business/DebarmentList.htm](http://lacounty.info/doing_business/DebarmentList.htm)**

# County of Los Angeles *Lobbyist Ordinance*



**IT'S THE LAW**

## It may affect you!

Chapter 2.160 of the Los Angeles County Code requires Lobbyists, Lobbying Firms and Lobbyist Employers to register with the Executive Office of the Board of Supervisors. This ordinance imposes extensive reporting requirements on individuals, businesses and other organizations. It places restrictions on the activities of anyone seeking to influence an official action of the County of Los Angeles including actions of the Board of Supervisors or the granting or denial of County contracts, licenses, permits, grants and franchises.

### YOU MAY BE CONSIDERED A COUNTY LOBBYIST

If you are compensated to communicate directly (or through agents) with any County official for the purpose of influencing official action, then you may be required to register with the Executive Office of the Board of Supervisors. The requirement to register is the same whether you are an employee of, or on contract with, a firm or organization with business before the County. Additionally, an individual or business entity may be considered a County Lobbying Firm if it receives compensation to influence the County on behalf of any **other** persons or businesses. An individual, business entity or organization that employs or contracts with another individual or firm to represent or make contacts with a County agency on their behalf to influence County action may be considered a County Lobbyist Employer who must also register. If in doubt, it is best to register.

Furthermore, each person or entity who is not otherwise required to register as a County Lobbyist, Lobbying Firm or Lobbyist Employer, but who directly or indirectly expends \$5,000 or more during a calendar quarter to influence official action need not register BUT must report the expenditure to the Executive Office of the Board of Supervisors on a form available from the Executive Office.

### REGISTERING IS IMPORTANT

Failure to comply with the ordinance may subject offending Lobbyists, Lobbying Firms, and Lobbyist Employers to **serious penalties including fines up to \$2,000 and denial of contracts, licenses, permits, grants or franchises. Moreover, some violators may be refused permission to address the Board of Supervisors or any County commission.**

### HERE'S HOW TO COMPLY WITH THE LAW

Within 10 days of qualifying as a County Lobbyist, Lobbying Firm, or Lobbyist Employer as described in the ordinance, you must register with the Executive Office of the Board of Supervisors.

Registering with the County is easy. To receive a copy of the ordinance and registration forms, or to receive additional information or answers to specific questions, please contact the Executive Office of the Board of Supervisors at the following address or you may call one of the following telephone numbers:

Executive Office of the Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall Of Administration  
500 West Temple Street  
Los Angeles, California 90012

(213) 974-1093      (213) 974-1578

A copy of the ordinance is available for your review at this County facility or on the Internet.

**<http://bos.co.la.ca.us/>**

Thank you for your cooperation and attention.

# Part II

## Sample Agreement



BY AND BETWEEN

THE COUNTY OF LOS ANGELES,  
DEPARTMENT OF PUBLIC WORKS

AND

[NAME OF CONTRACTOR]

FOR

FIRE ALARM AND FIRE SPRINKLER SERVICES AT  
PUBLIC WORKS HEADQUARTERS (2016-AN012)

## TABLE OF CONTENTS

### AGREEMENT FOR

#### FIRE ALARM AND FIRE SPRINKLER SERVICES AT PUBLIC WORKS HEADQUARTERS (2016-AN012)

	PAGE
<b>SAMPLE AGREEMENT</b> .....	1-4
<b>EXHIBIT A Scope of Work</b> .....	A.1-11
<b>EXHIBIT A.1 Schedule of Prices</b> .....	1
<b>EXHIBIT B Service Contract General Requirements</b>	
Section 1 Interpretation of Contract	
A. Ambiguities or Discrepancies .....	B.1
B. Definitions .....	B.1
C. Headings .....	B.3
Section 2 Standard Terms and Conditions Pertaining to Contract Administration	
A. Amendments.....	B.4
B. Assignment and Delegation .....	B.4
C. Authorization Warranty .....	B.5
D. Budget Reduction .....	B.5
E. Complaints .....	B.6
F. Compliance with Applicable Laws .....	B.6
G. Compliance with Civil Rights Laws .....	B.7
H. Confidentiality.....	B.7
I. Conflict of Interest .....	B.8
J. Consideration of Hiring County Employees Targeted for Layoffs or Former County Employees on Reemployment List .....	B.8
K. Consideration of Hiring GAIN and GROW Participants.....	B.9
L. Contractor's Acknowledgment of County's Commitment to Child Support Enforcement .....	B.9
M. Contractor's Charitable Activities Compliance .....	B.9
N. Contractor's Warranty of Adherence to County's Child Support Compliance Program .....	B.9
O. Contractor Performance Evaluation/Corrective Action Measures.....	B.10
P. Damage to County Facilities, Buildings, or Grounds .....	B.10
Q. Employment Eligibility Verification .....	B.10
R. Facsimile Representations.....	B.11
S. Fair Labor Standards .....	B.11
T. Force Majeure.....	B.11
U. Governing Laws, Jurisdiction, and Venue.....	B.12
V. Most Favored Public Entity.....	B.12
W. Nondiscrimination and Affirmative Action.....	B.12
X. Nonexclusivity.....	B.14
Y. No Payment for Services Provided Following Expiration/Suspension/Termination of Contract.....	B.14

	Z.	Notice of Delays.....	B.14
	AA.	Notice of Disputes.....	B.14
	BB.	Notice to Employees Regarding the Federal Earned Income Credit.....	B.14
	CC.	Notices.....	B.14
	DD.	Publicity.....	B.15
	EE.	Public Records Act.....	B.15
	FF.	Record Retention and Inspection/Audit Settlement.....	B.16
	GG.	Recycled-Content Paper Products.....	B.17
	HH.	Contractor's Employee Criminal Background Investigation.....	B.17
	II.	Subcontracting.....	B.18
	JJ.	Validity.....	B.19
	KK.	Waiver.....	B.19
	LL.	Warranty Against Contingent Fees.....	B.19
	MM.	Time Off for Voting.....	B.19
	NN.	Local Small Business Enterprise Utilization.....	B.19
	OO.	Compliance with County's Zero Tolerance Human Trafficking.....	B.20
Section 3		Terminations/Suspensions	
	A.	Termination/Suspension for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program .....	B.21
	B.	Termination/Suspension for Convenience .....	B.21
	C.	Termination/Suspension for Default .....	B.22
	D.	Termination for Improper Consideration .....	B.23
	E.	Termination/Suspension for Insolvency .....	B.23
	F.	Termination for Nonadherence of County Lobbyists Ordinance .....	B.24
	G.	Termination/Suspension for Nonappropriation of Funds .....	B.24
Section 4		General Conditions of Contract Work	
	A.	Authority of Public Works and Inspection .....	B.25
	B.	Cooperation .....	B.25
	C.	Cooperation and Collateral Work .....	B.25
	D.	Equipment, Labor, Supervision, and Materials .....	B.25
	E.	Gratuitous Work .....	B.25
	F.	Jobsite Safety .....	B.25
	G.	Labor .....	B.26
	H.	Labor Law Compliance .....	B.26
	I.	Overtime .....	B.26
	J.	Permits/Licenses .....	B.26
	K.	Prohibition Against Use of Child Labor .....	B.26
	L.	Public Convenience .....	B.27
	M.	Public Safety .....	B.27
	N.	Quality of Work .....	B.27
	O.	Quantities of Work .....	B.27
	P.	Safety Requirements .....	B.27
	Q.	Storage of Materials and Equipment .....	B.28
	R.	Transportation .....	B.28
	S.	Work Area Controls .....	B.28
	T.	County Contract Database/CARD.....	B.28

Section 5	Indemnification and Insurance Requirements	
A.	Independent Contractor Status .....	B.29
B.	Indemnification .....	B.29
C.	Workplace Safety Indemnification .....	B.29
D.	General Insurance Requirements .....	B.30
E.	Compensation for County Costs .....	B.33
F.	Insurance Coverage Requirements .....	B.34
Section 6	Contractor Responsibility and Debarment	
A.	Responsible Contractor .....	B.35
B.	Chapter 2.202 of the County Code.....	B.35
C.	Nonresponsible Contractor .....	B.35
D.	Contractor Hearing Board .....	B.35
E.	Subcontractors of Contractor .....	B.36
Section 7	Compliance with County's Jury Service Program	
A.	Jury Service Program .....	B.37
B.	Written Employee Jury Service Policy .....	B.37
Section 8	Safely Surrendered Baby Law Program	
A.	Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law .....	B.39
B.	Notice to Employees Regarding the Safely Surrendered Baby Law.....	B.39
Section 9	Social Enterprise (SE) Preference Program.....	B.40
Section 10	County's Preference Program.....	B.41
Section 11	Compliance with County's Defaulted Property Tax Reduction Program.....	B.42
Section 12	Disabled Veteran Business Enterprise Preference Program.....	B.43
Section 13	Prevailing Wage.....	B.44

**EXHIBIT C Internal Revenue Service Notice 1015**

**EXHIBIT D Safely Surrendered Baby Law Posters**

**EXHIBIT E Defaulted Property Tax Reduction Program**

**EXHIBIT F Performance Requirements Summary**

**EXHIBIT G Safety Directive: G120 Lockout Blockout Procedure and Policy**

**EXHIBIT H LA County Dept. of Public Works – HQ Complex Fire Life Safety Devices**

SAMPLE AGREEMENT FOR  
FIRE ALARM AND FIRE SPRINKLER SERVICES AT PUBLIC WORKS  
HEADQUARTERS (2016-AN012)

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and [Name of CONTRACTOR], a [State of Incorporation] [Form of Entity] (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on \_\_\_\_\_, 2016, hereby agrees to provide services as described in this Contract for Fire Alarm and Fire Sprinkler Services at Public Works Headquarters (2016 –AN012).

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F, Performance Requirements Summary, Exhibit G, Safety Directive: G120 Lockout Blockout Procedure and Policy; and Exhibit H, LA County Dept. of Public Works – HQ Complex Fire Life Safety Devices; the CONTRACTOR'S Proposal, all attached hereto; the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Form PW-2, an amount not to exceed \$\_\_\_\_\_ per year or such greater amount as the Board may approve (Maximum Contract Sum).

FOURTH: This Contract's initial term shall be for a period of one year commencing on Board approval, and execution between both parties. The COUNTY shall have the sole option to renew this Contract term for up to four additional one-year periods and six month-to-month extensions, for a maximum total Contract term of five years and six months. Each such option shall be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to renew this Contract at least ten days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of renewing the Contract for the full one year, this Contract may be renewed on a month-to-month basis, upon written notice to the CONTRACTOR at least ten days prior to the end of a term. The Director will provide a written notice of nonrenewal at least ten days before the last day of any term, in which case this Contract shall expire as of midnight on the last day

of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

FIFTH: The CONTRACTOR shall bill upon completion, in arrears, for the work performed during the preceding month. Work performed shall be billed at the hourly rates quoted in Form PW-2, Schedule of Prices.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed and undisputed invoice. However, should the CONTRACTOR be certified by the COUNTY as a Local Small Business Enterprise, payment will be made in accordance with Board of Supervisors Policy No. 3.035, Small Business Liaison and Prompt Payment Program. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

County of Los Angeles Department of Public Works  
Attention Fiscal Division, Accounts Payable  
P.O. Box 7508  
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

TENTH: If requested by the Contractor, the contract (hourly, daily, monthly, etc.) amount may, at the sole discretion of the County, be increased at the time of contract renewal, if exercised by the County, based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the renewal date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each

**ELEVENTH:** In the event that terms and conditions, which may be listed in the CONTRACTOR'S Proposal, conflict with the COUNTY'S specifications, requirements, and terms and conditions as reflected in this AGREEMENT including, but not limited to, Exhibits A through H, inclusive, the COUNTY'S provisions shall control and be binding.

THIRTEENTH: This Contract constitutes the entire agreement between the COUNTY and the CONTRACTOR with respect to the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings.

Page 3 of 4

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Director of Public Works, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Director of Public Works

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By \_\_\_\_\_  
Deputy

[NAME OF CONTRACTOR]

By \_\_\_\_\_  
Its President

\_\_\_\_\_  
Type or Print Name

By \_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
Type or Print Name

SCOPE OF WORK

FIRE ALARM AND FIRE SPRINKLER SERVICES AT PUBLIC WORKS  
HEADQUARTERS (2016-AN012)

A. Public Works Contract Manager

Public Works Contract Manager (CM) will be Ms. Vikki Valles of Operational Services Division, who may be contacted at (626) 458-7393, or at [vvalles@dpw.lacounty.gov](mailto:vvalles@dpw.lacounty.gov), Monday through Thursday, 7:00 a.m. to 5:00 p.m. The CM is the only person authorized by Public Works to request work of the Contractor. From time to time, Public Works may change the CM. The Contractor will be notified in writing when there is a change in the CM.

B. Work Location

Public Works Headquarters Complex\*  
900 South Fremont Avenue  
Alhambra, CA 91803

\*The Headquarters Complex is defined as the tower (12-story high-rise building), the ancillary building (cafeteria, conference rooms, and the Annex 3-story building), the motor pool facility, the parking structure, and the surface parking area.

C. Request of Work from Contractor

The County reserves the right to determine if any work is or will be needed and/or requested under this Contract at the County's sole and absolute discretion. The Contractor waives all claims against the County for damages or loss of any nature resulting from the County's failure to use the Contractor's services including, but not limited to, lost profit.

At its sole and absolute discretion, County reserves the right to obtain services from other sources to acquire all services under this Contract.

D. Contract Cost

All services required in this Exhibit A, Scope of Work, shall be included in the price quoted by the Contractor in Form PW-2, Schedule of Prices, unless stated otherwise in the RFP.

E. Work Description

1. The work to be performed will consist of as-needed preventive maintenance and repair services; quarterly, annual, and five year certifications; inspections and testing for fire alarm, fire sprinkler, plumbing, and electrical related components as required to maintain the

-A.1-

Fire Alarm and Sprinkler  
(2016-AN012)

Headquarters Complex fire alarm and fire sprinkler systems in good working order.

2. Contractor shall provide quarterly, annual, and five year maintenance inspection and certification services for the equipment listed in Section J, Equipment to be Serviced. Contractor may perform work only with the prior written approval by the CM. All costs for the Inspection and Certification services shall be included in the rates for Items 1a through 1c, specified in Form PW-2, Schedule of Prices.
3. Contractor must provide CM a complete written report of recommendations and deficiencies found by documenting the inspection results for each quarterly, annual, and five year certification, within one week, at the end of each certification inspection. All costs for the reports shall be included in the rates for Items 2a through 2c, specified in Form PW-2, Schedule of Prices.
4. Contractor shall provide as-needed preventative maintenance, inspection, testing, and repair services for the equipment listed in Section J, Equipment to be Serviced. The services include equipment adjustments, inspections, maintenance, and repairs. Contractor will provide to CM a cost estimate which shall include scope of work, schedule, labor and parts, materials and equipment needed to perform the job. Contractor may perform work only with the prior written approval of the cost estimate by the CM. Hourly rates for Item 3, specified in Form PW-2, Schedule of Prices, shall apply.
5. Contractor shall provide as-needed electrical repairs or new electrical installations necessary for the fire panels and related auxiliary equipment listed in Section J, Equipment to be Serviced, such as, power supplies, smoke detectors strobes etc., to keep the fire alarm panels in a normal condition (no trouble or alarms present). Contractor shall provide the CM a cost estimate for approval for these repairs or installations. Contractor may perform work only with the prior written approval of the cost estimate by the CM. Hourly rates for Item 4, specified in Form PW-2, Schedule of Prices, shall apply.
6. Contractor shall provide as-needed fire sprinkler/plumbing repairs and alterations or new installations to the fire suppression system listed in Section J, Equipment to be Services, and Exhibit H, Headquarters Complex Fire Life Safety Devices spreadsheet, such as fire hoses, fire sprinkler piping and heads, and fire pumps. Contractor shall provide the CM a cost estimate for approval for these repairs or installations. Contractor may perform work only with the prior written approval of the cost estimate by the CM. Hourly rates for Item 5, specified in Form PW-2, Schedule of Prices, shall apply.

F. As-Needed and Emergency Repairs

1. At any time during the performance of this Contract, CM may request that the Contractor perform repair work that is not included in this Work Description, as indicated in Section E, on an as-needed or emergency basis. The health and safety of County employees and the public at the Headquarters Complex will be Public Works primary objective when requesting work. The CM or their designee will notify the Contractor of requested work via telephone, facsimile, or e-mail. The Contractor shall provide a written estimate, including labor and parts, materials, and equipment needed to perform the as-needed or emergency repairs at the hourly rates in Form PW-2, Schedule of Prices, that most closely correlates to the required work. With prior written approval from the CM, the Contractor shall perform the as-needed or emergency repairs.
2. In the event of an emergency, the CM will request work as After Hours or Emergency Work, as defined in Section H. Rates listed as Item 7 through 9 on Form PW-2 shall apply to After Hours or Emergency Work.

G. Hours and Days of Service

Hours of services shall be primarily performed within the 7:00 a.m. to 5:00 p.m. time period, Monday through Friday, each week, except County observed holidays, at which time the service shall be done before or after such holiday. Working hours may be altered, when necessary, with the approval of the CM.

Holidays Observed by the County of Los Angeles are:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Presidents' Day	Veterans Day
Cesar Chavez Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

H. After Hours and Emergency Work

1. After Hours work is defined as all working hours outside of 7 a.m. and 5 p.m., Monday through Friday, plus Saturday and Sunday, including County observed holidays.

2. Emergency Work is defined as work that requires a two-hour response time after initial contact by the CM. All Premium hours must be approved by the CM prior to commencement of work.

Rates listed as Item 7 through 9 on Form PW-2 shall apply to After Hours or Emergency Work.

I. Utilities

The County will provide at its own expense, fire suppression, water, and electricity for the operation of the fire alarm and fire sprinkler services.

J. Equipment to be Serviced

In addition to the equipment listed on Exhibit H, Headquarters Complex Fire Life Safety Devices spreadsheet, the following is a list of general equipment to be serviced, but is not limited to, the following:

- Main Fire Alarm Panel
- Fire Alarm Power Supplies
- Smoke Detectors
- Speakers
- Strobes
- Fire Pulls
- Exit Signage
- Fire Hoses
- Fire Extinguishers
- C.S.P. – combination stand pipe risers, valves, hoses
- F.A.S. – Fire Auto Sprinkler riser, valve (flow switch and tamper)
- Magnetic Door Holders
- Firemen Phones
- Sprinkler Piping
- Fire Pump and Jockey Pump
- Fire Audio Annunciation Devices
- Building Fire Emergency Voice Alarm Communication System
- Fan Shutdown Devices

K. Storage Facilities

The County will provide limited onsite storage for the Contractor to store only material, equipment, and supplies related to the performance of this Contract. The storage facilities provided will be one cabinet not to exceed 18 inches wide by 36 inches long by 72 inches in height. Cabinet will be located in the basement of the Public Works Headquarters building. Public Works will not be liable or responsible for any damage or theft of materials and equipment from the worksite.

L. Removal of Debris

All debris derived from these services shall be removed from Public Works property and become the property of the Contractor. The Contractor shall dispose of all debris from these services in a legally established area appropriate for type of debris being disposed. Disposal shall be at the Contractor's expense. The Contractor shall not allow any debris from its operations under this Contract to be deposited in the storm drains and/or gutters in violation of the National Pollutant Discharge Elimination System.

The Contractor is advised that due to the nature of this Contract, discarded hazardous waste may be encountered or created during the performance of this Contract. In the event an unknown substance or hazardous material is discovered, the Contractor shall immediately notify the CM. The Contractor shall NOT attempt to remove any hazardous waste or perform any type of hazardous waste remediation not included under the Scope of Work of this Contract, including identifying, containing, cleaning, moving, disposing, etc. The Contractor shall exercise extreme caution in the event unknown waste is encountered.

M. Special Safety Requirements

1. All Contractor's operators shall be expected to observe all applicable State of California Occupational Safety, Health Administration (Cal/OSHA), and Public Works' safety requirements while at Public Works' jobsites.
2. Hard hats will be worn at all times. Suitable clothing, gloves, and shoes that meet Cal/OSHA requirements are required.
3. Contractor shall inspect and identify any condition(s) that renders any portion of the premises unsafe. Contractor shall notify the CM immediately when a condition threatens imminent injury to the public or damage to property. The Contractor shall be responsible for blocking any unsafe areas by using barricades or traffic cones to alert County staff or the public of the existence of hazards, and to protect the public or County staff from injury. The Contractor shall cooperate fully with Public Works in the investigation of any accidental injury or death occurring on the premises, including providing a complete written report to the CM within five days following the occurrence.

N. Uniform Mechanical Code

The Contractor shall comply with the specifications in the Uniform Mechanical Code (UMC), which shall be considered part of these specifications. In the event that these Contract specifications and conditions conflict with the UMCs, the UMC specifications shall control and be binding.

O. Requirements of Regulatory Agencies

Contractor shall meet and their work on this Contract shall comply with all current State, local, and jurisdictional agencies' regulatory and statutory requirements including, but not limited to, the following agencies and codes:

ADA: American and Disabilities Act

Los Angeles County Building and Fire Codes

National Fire Protections Association (NFPA) codes and standards:

- a. NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- b. NFPA 72 – National Fire Alarm and Signaling Code
- c. NFPA 13 – Standard for the Installation of Sprinkler Systems (Optional)
- d. NFPA 20 – Standard for the Installation of Stationary Pumps for Fire Protection (Optional)
- e. NFPA 24 – Standard for the Installation of Private Fire Service Mains and Their Appurtenances (Optional)
- f. NFPA 70 – National Electrical Code (Optional)
- g. NFPA 101 – Life Safety Code (Optional)

P. Design Plans

Upon request of CM, Contractor shall create and submit new fire suppression or fire alarm design plans, with all jurisdictional approvals, for alterations or new installations. Contractor shall provide the CM a cost estimate for approval for these services. Contractor may perform work only with the prior written approval of the cost estimate by the CM. Hourly rates for Item 6, specified in Form PW-2, Schedule of Prices, shall apply.

Contractor shall arrange for and pay for all inspections, permits and plan submission approvals from the State and/or local regulatory agencies, for any as-needed modifications to the fire sprinkler system, when new walls or offices are added to the Public Works Headquarters Complex. Cost for inspections, permits, and plan check shall be included in the cost estimates submitted to the CM for approval.

Q. Parts and Materials

County recognizes that there are items not covered under this Contract for which the Contractor is not compensated under Form PW-2. County shall allow the Contractor to pass-through the amounts necessary to cover purchases approved by the CM. In order to be eligible for pass-through costs, the Contractor shall submit an invoice with attached applicable receipts of the equipment and cost for a particular job to the CM for consideration. The Contractor shall obtain CM's written approval of the equipment/parts and cost prior to the purchasing of the equipment. The County will reimburse the Contractor for the cost of parts and materials provided Contractor has obtained CM's prior written approval of Contractor's written estimate. No markups are allowed unless Contractor obtains prior written approval from CM. Claims for payment of pass-through costs shall include all supporting documentation of costs, approval, and copies of vendor invoices.

At its sole and absolute discretion, County reserves the right to purchase parts and materials for the work and upon County purchasing such parts and materials; the Contractor is to perform the installation at the labor rates in the Schedule of Prices, Form PW-2.

R. Responsibilities of the Contractor

At all times during the Contract Term, the Contractor shall:

1. Maintain the following valid and active State Contractor's License:
  - a. Class C-10, Electrical Contractor License.
  - b. Class C-16, Fire Protection Contractor License.
2. Comply with the National Fire Protection Association (NFPA) codes and standards, as indicated in Section N, Requirements of Regulatory Agencies.
3. Immediately notify Public Works of any changes in the Contractor's insurance, permits, and licenses. Failure to do so may result in immediate termination or suspension of this Contract.
4. Receive preapproval from CM for any inspection or testing activities that will impact employees in the buildings. For example, activation of sirens and/or strobes, or disruption of elevator usage.
5. Submit a list of materials and Material Safety Data Sheets upon request by CM.
6. Repair any damage to Public Works facilities resulting directly from the Contractor's work.

7. Perform any necessary cleaning of Public Works Facilities caused by contract work to restore them to a condition acceptable to CM.
8. Provide security for all equipment and material used at the jobsite during both working and nonworking hours.
9. Utilize protective clothing and equipment as required by CAL/OSHA and/or other regulatory agencies.
10. Provide transportation for Contractor's personnel and equipment to and from the jobsite and for travel around the jobsite, if required.
11. Obtain all necessary State, local, and jurisdictional agencies' regulatory permits and/or licenses for Contractor's activities at no cost to the County.
12. Maintain the required insurance and coverage as specified in Exhibit B, Section 5, Indemnification and Insurance Requirements during the entire term of this Contract. At any time during the term of this Contract if there is a lapse in insurance coverage the Contractor shall immediately suspend work and notify the CM.
13. Provide all labor, equipment, materials, tools, chemicals, and supervision required to perform these as-needed fire alarm and fire sprinkler, electrical, plumbing, and fire suppression designing services. All material, parts, and equipment shall be new, high grade, and free from defects. The Contractor shall submit an invoice for any parts, equipment, and/or materials for a particular job to Public Works for reimbursement. Such products shall conform to all Federal, State, and local regulations as they relate to Fire Alarm and Fire Sprinkler and related services.
14. Perform work only with written prior approval by CM.
15. Commence all work provided herein on the specified date established and shall proceed diligently to complete said work within the time allotted.

S. Responsibilities of Public Works

The County may perform periodic inspections of the work location(s) as determined necessary or requested by the Contract Manager. The Contract Manager or Public Works Representative may accompany the Contractor's crews conducting work and serve as an observer and quality control person at the jobsite.

T. Additional Work/Locations

1. Additional work/location(s) may be added during the Contract period. Upon request by the Contract Manager, the Contractor shall provide a written quotation for any additional work/location(s), based on the rates quoted in Form PW-2, Schedule of Prices. The Contractor shall be paid for additional work/locations based on the rates quoted in Form PW-2, Schedule of Prices.
2. Upon Contract Manager's negotiation and acceptance of the Contractor's written quotation, and subject to approval of the Contract Manager, the additional work/location(s) may be added to the Contract.

U. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices. The Contractor's Project Safety Official shall be available at all times to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

The Contractor shall comply with Public Works Administrative Directive G120, Lockout Blockout Procedure and Policy, as shown in Exhibit G, for the lockout blockout of equipment. The Contractor will be provided the hazardous materials survey for the facility, which locates any Asbestos Containing Materials (ACM). The Contractor shall provide staff trained at the asbestos awareness level to recognize the presence and health hazards associated with ACM. The Contractor and subcontractor (if any) must immediately stop work if asbestos is found and report the findings to CM. The Contractor will be responsible for any abatement of ACM necessary to complete any maintenance and repairs.

V. Liquidated Damages

1. In any case of the Contractor's failure to meet certain specified performance requirements, the County may, in lieu of other remedies provided by law or the Contract, assess liquidated damages in specified sums and deduct them from any regularly scheduled payment to the Contractor. However, neither the provision of a sum of liquidated damages for nonperformance or untimely or inadequate performance nor the County's acceptance of liquidated damages shall be construed to waive the County's right to reimbursement for damage to its property or indemnification against third-party claims.

2. The amounts of liquidated damages have been set in recognition of the following circumstances existing at the time of the formation of the Contract:
  - a. All of the time limits and acts required to be done by both parties are of the essence of the Contract.
  - b. The parties are both experienced in the performance of the Contract work.
  - c. The Contract contains a reasonable statement of the work to be performed in order that the expectations of the parties to the Contract are realized. The expectation of the County is that the work will be performed with due care in a workmanlike, competent, timely, and cost-efficient manner while the expectation of the Contractor is a realization of a profit through the ability to perform the Contract work in accordance with the terms and conditions of the Contract at the proposal price.
  - d. The parties are not under any compulsion to Contract.
  - e. The Contractor's acceptance of the assessment of liquidated damages against it for unsatisfactory and late performance is by agreement and willingness to be bound as part of the consideration being offered to the County for the award of the Contract.
  - f. It would be difficult for the County to prove the loss resulting from nonperformance or untimely, negligent, or inadequate performance of the work.
  - g. The liquidated sums specified represent a fair approximation of the damages incurred by the County resulting from the Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.
3. The Contractor shall pay Public Works, or Public Works may withhold and deduct from monies due the Contractor, liquidated damages in the amount shown in Exhibit F, Performance Requirements Summary, if the contractor fails to complete work within the time specified unless otherwise specified in this contract.
4. In addition to the above, Public Works may use Exhibit F, Performance Requirements Summary, to evaluate Contractor's performance.

5. Please note, should an inconsistency be determined between the Scope of Work and the Performance Requirements Summary (Exhibit F), the higher service level in the judgment of Public Works shall prevail.

**SCHEDULE OF PRICES**

[TO BE DETERMINED]

SERVICE CONTRACT GENERAL REQUIREMENTS

SECTION 1

INTERPRETATION OF CONTRACT

A. Ambiguities or Discrepancies

Both parties have either consulted or had the opportunity to consult with counsel regarding the terms of this Contract and are fully cognizant of all terms and conditions. Should there be any uncertainty, ambiguity, or discrepancy in the terms or provisions hereof, or should any misunderstanding arise as to the interpretation to be placed upon any position hereof or the applicability of the provisions hereunder, neither party shall be deemed as the drafter of this Contract and the uncertainty, ambiguity, or discrepancy shall not be construed against either party.

B. Definitions

Whenever in the Request for Proposals, Contract, Scope of Work, Specifications, Terms, Requirements, and/or Conditions the following terms are used, the intent and meaning shall be interpreted as follows:

Agreement. The written, signed accord covering the performance of the requested.

Board. The Board of Supervisors of County of Los Angeles and Ex-Officio Board of Supervisors of the Los Angeles County Flood Control District.

Contract. The written agreement covering the performance of the service and the furnishing of labor, materials, supervision, and equipment in the performance of the service. The Contract includes the Agreement, Exhibit A, Scope of Work (Specifications); Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; and other appropriate exhibits, amendments, and change orders. Included are all supplemental agreements amending or extending the service to be performed, which may be required to supply acceptable services specified herein.

Contractor. The person or persons, sole proprietor, partnership, joint venture, corporation, or other legal entity who has entered into an agreement with County to perform or execute the work covered by this Contract.

Contract Work or Work. The entire contemplated work of maintenance and repair to be performed, and services rendered as prescribed in this Contract.

County. Includes County of Los Angeles, County of Los Angeles Department of Public Works, Los Angeles County Road Department, and/or Los Angeles County Engineer.

Day. Calendar day(s) unless otherwise specified.

Direct Employee. Worker employed by Contractor under Contractor's State and Federal taxpayer identification.

Director. The Director of Public Works, County of Los Angeles, as used herein, includes the Road Commissioner, County of Los Angeles; County Engineer, County of Los Angeles; Chief Engineer, Los Angeles County Flood Control District; and/or authorized representative(s).

District. Los Angeles County Flood Control District, or Los Angeles County Waterworks Districts, or Los Angeles County Consolidated Sewer Maintenance District.

Employee Leasing. Any agreement to employ any worker, at any tier, that is neither a Subcontract nor a direct employee relationship.

Fiscal Year. The 12-month period beginning July 1 and ending the following June 30.

Maximum Contract Sum. The Maximum Contract Sum is the aggregate total amount of compensation authorized by the Board.

Proposal. The written materials that a Proposer submits in response to a solicitation document (Request for Proposals).

Proposer. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity submitting a Proposal for the work, acting directly or through a duly authorized representative.

Public Works. County of Los Angeles Department of Public Works.

Solicitation. Request for Proposals, Invitation for Bids, Request for Statement of Qualifications, or Request for Quotation.

Specifications. The directions, provisions, and requirements contained herein, as supplemented by such special provisions as may be necessary pertaining to method, manner, and place of performing the work under this Contract.

Subcontract. An agreement by the Contractor to employ a Subcontractor at any tier; to employ or agree to employ a Subcontractor, at any tier.

Subcontractor. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of the Contractor's performance of this Contract, at any tier, under oral or written agreement.

C. Headings

The headings herein contained are for convenience and reference only and are not intended to define or limit the scope of any provision thereof.

## SECTION 2

### STANDARD TERMS AND CONDITIONS PERTAINING TO CONTRACT ADMINISTRATION

#### A. Amendments

1. For any change which affects the Scope of Work, Contract sum, payments, or any term or condition included in this Contract, an amendment shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor.
2. The Board or County's Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in this Contract during the term of this Contract. County reserves the right to add and/or change such provisions as required by the Board or the Chief Executive Officer. To implement such changes, an amendment or a change order to this Contract shall be prepared by Public Works and signed by the Contractor.
3. County may, at its sole discretion, authorize extensions of time to this Contract's term. Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an amendment to this Contract shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor. To the extent that extensions of time for Contractor performance do not impact either scope or amount of this Contract, Public Works may, at its sole discretion, grant Contractor extensions of time, provided the aggregate of all such extensions during the life of this Contract shall not exceed 180 days.
4. For any change which does not materially affect the Scope of Work or any other term or condition included under this Contract, a change order shall be prepared by Public Works and signed by the Contractor. If the change order is prepared by the Contractor, it shall be approved by Public Works and signed by the Contractor and the County.

#### B. Assignment and Delegation

1. Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, County consent shall require a written amendment to this Contract, which is formally approved and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor. Any payments by County to any approved delegatee or assignee on any

claim under this Contract shall be deductible, at County's sole discretion, against the claims which Contractor may have against County.

2. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of this Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.
3. Any assumption, assignment, delegation, or takeover of any of Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than Contractor, whether through assignment, Subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of this Contract, which may result in the suspension or termination of this Contract. In the event of such a termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default of Contractor.

C. Authorization Warranty

Contractor represents and warrants that the person(s) executing this Contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of this Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.

D. Budget Reduction

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within 30 calendar days of the Board's approval of such actions.

E. Complaints

Contractor shall develop, maintain, and operate procedures for receiving, investigating, and responding to any complaints by any individual.

1. Within 12 business days after this Contract's effective date, Contractor shall provide County with Contractor's policy for receiving, investigating, and responding to any complaints by any individual.
2. County will review Contractor's policy and provide Contractor with approval of said plan or with requested changes.
3. If County requests changes in Contractor's policy, Contractor shall make such changes and resubmit the plan within five business days for County approval.
4. If, at any time, Contractor wishes to change Contractor's policy, Contractor shall submit proposed changes to County for approval before implementation.
5. Contractor shall preliminarily investigate all complaints and notify the Contract Manager of the status of the investigation within five business days of receiving the complaint.
6. When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
7. Copies of all written responses shall be sent to the Contract Manager within three business days of mailing to the complainant.

F. Compliance with Applicable Laws

1. In the performance of this Contract, Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, directives, guidelines, policies, procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
2. Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures as determined by County in its sole judgment. Any legal defense pursuant to

Contractor's indemnification obligations under this paragraph shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

G. Compliance with Civil Rights Laws

Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e)(1) through 2000 (e)(17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical disability, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Contractor shall comply with its EEO Certification (Form PW-7).

H. Confidentiality

1. Contractor shall maintain the confidentiality of all records obtained from County under this Contract in accordance with all applicable Federal, State, and local laws, ordinances, regulations, and directives relating to confidentiality.
2. Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with this paragraph, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this paragraph shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel including, without limitation, County Counsel, and to reimbursement from Contractor for all

such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

3. Contractor shall inform all of its officers, employees, agents, and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

I. Conflict of Interest

1. No County employee whose position with County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of Contractor who may financially benefit from the performance of the work hereunder shall in any way participate in County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence County's approval or ongoing evaluation of such work.
2. Contractor represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code, Section 2.180.010, "Certain Contracts Prohibited," and that execution of this Agreement will not violate those provisions. Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph shall be a material breach of this Contract subjecting Contractor to either Contract termination for default or debarment proceedings or both. Contractor must sign and adhere to the "Conflict of Interest Certification" (Form PW-5).

J. Consideration of Hiring County Employees Targeted for Layoffs or Former County Employee on Reemployment List

Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified, former County employees who are on a reemployment list during the life of this Contract.

K. Consideration of Hiring GAIN and GROW Participants

1. Should Contractor require additional or replacement personnel after the effective date of this Contract, Contractor shall give consideration for any such employment openings to participants in County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program who meet Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN and GROW participants by category to Contractor.
2. In the event that both laid-off County employees and GAIN and GROW participants are available for hiring, County employees shall be given first priority.

L. Contractor's Acknowledgment of County's Commitment to Child Support Enforcement

Contractor acknowledges that County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's L.A.'s Most Wanted: Delinquent Parents poster in a prominent position at Contractor's place of business. County's Child Support Services Department will supply Contractor with the poster to be used.

M. Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification (Form PW-12), County seeks to ensure that all County Contractors which receive or raise charitable contributions comply with California law in order to protect County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either Contract termination for default or debarment proceedings or both. (Los Angeles County Code, Chapter 2.202).

N. Contractor's Warranty of Adherence to County's Child Support Compliance Program

1. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through Contracts are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

2. As required by County's Child Support Compliance Program (Los Angeles County Code, Chapter 2.200), and without limiting Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Contract maintain compliance with the employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code, Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code, Section 5246(b).

O. Contractor Performance Evaluation/Corrective Action Measures

County or its agent will evaluate Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Contractor's compliance with all this Contract's terms and conditions and performance standards. Contractor deficiencies which County determines are severe or continuing and that may place performance of this Contract in jeopardy, if not corrected, will be reported to the Board. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may suspend or terminate this Contract for default or impose other penalties as specified in this Contract.

P. Damage to County Facilities, Buildings, or Grounds

1. Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by Contractor, employees, or agents of Contractor.
2. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than 30 days after the occurrence. If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand. County may deduct from any payment otherwise due Contractor for costs incurred by County to make such repairs.

Q. Employment Eligibility Verification

1. Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all of its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain, from all covered

employees performing services hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603), or as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

2. Contractor shall, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of Federal or State statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.

R. Facsimile Representations

At the discretion of County, County may agree to regard facsimile representations of original signatures of Contractor's authorized officers, when appearing in appropriate places on the change notices and amendments prepared pursuant to this Exhibit's Amendments, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to change notices and amendments to this Contract, such that the Contractor need not follow up facsimile transmissions of such documents with subsequent (nonfacsimile) transmission of "original" versions of such documents.

S. Fair Labor Standards

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law including, but not limited to, the Federal Fair Labor Standards Act, for work performed by Contractor's employees for which County may be found jointly or solely liable.

T. Force Majeure

1. Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's Subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such

party (such events are referred to in this subparagraph as "force majeure events").

2. Notwithstanding the foregoing, a default by a Subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such Subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for 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 meet the required performance schedule. As used in this subparagraph, the term "Subcontractor" and "Subcontractors" mean Subcontractors at any tier.
3. In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

U. Governing Laws, Jurisdiction, and Venue

This Contract shall be governed by, and construed in accordance with the laws of the State of California. To the maximum extent permitted by applicable law, Contractor and County agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes concerning this Contract and further agree and consent that venue of any action brought in connection with or arising out of this Contract, shall be exclusively in the County of Los Angeles.

V. Most Favored Public Entity

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

W. Nondiscrimination and Affirmative Action

1. Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations.
2. Contractor shall certify to, and comply with, the provisions of Contractor's EEO Certification (Form PW-7).

3. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations. Such action shall include, but not be limited to, employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.
4. Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
5. Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
6. Contractor shall allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this paragraph when so requested by County.
7. If County finds that any of the above provisions have been violated, such violation shall constitute a material breach of this Contract upon which County may terminate for default or suspend this Contract. While County reserves the right to determine independently that the antidiscrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated Federal or State antidiscrimination laws or regulations shall constitute a finding by County that Contractor has violated the antidiscrimination provisions of this Contract.
8. The parties agree that in the event Contractor violates any of the antidiscrimination provisions of this Contract, County shall, at its sole option, be entitled to a sum of \$500 for each violation pursuant to California Civil Code, Section 1671, as liquidated damages in lieu of terminating or suspending this Contract.

X. Nonexclusivity

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict County from acquiring similar, equal, or like goods and/or services from other entities or sources.

Y. No Payment for Services Provided Following Expiration/Suspension/Termination of Contract

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration, suspension, or other termination of this Contract. Should Contractor receive any such payment, it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/suspension/termination of this Contract shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration/suspension/termination of this Contract.

Z. Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one business day, give notice thereof, including all relevant information with respect thereto, to the other party.

AA. Notice of Disputes

Contractor shall bring to the attention of the Contract Manager any dispute between County and Contractor regarding the performance of services as stated in this Contract. If the Contract Manager is not able to resolve the dispute, the Director will resolve it.

BB. Notice to Employees Regarding the Federal Earned Income Credit

Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015 (Exhibit C).

CC. Notices

Notices desired or required to be given under these Specifications, Conditions, or Terms herein or any law now or hereafter in effect may, at the option of the party giving the same, be given by enclosing the same in a sealed envelope

addressed to the party for whom intended and by depositing such envelope with postage prepaid with the United States Post Office and any such notice and the envelope containing the same shall be addressed to Contractor at its place of business, or such other place as may be hereinafter designated in writing by Contractor. The notices and envelopes containing the same to County shall be addressed to:

Contracting Manager, Contracts & Business Affairs Division  
County of Los Angeles Department of Public Works  
P.O. Box 1460  
Alhambra, CA 91802-1460

In the event of suspension or termination of this Contract, notices may also be given upon personal delivery to any person whose actual knowledge of such suspension or termination would be sufficient notice to Contractor. Actual knowledge of such suspension or termination by an individual Contractor or by a copartner, if Contractor is a partnership; or by the president, vice president, secretary, or general manager, if Contractor is a corporation; or by the managing agent regularly in charge of the work on behalf of said Contractor shall in any case be sufficient notice.

DD. Publicity

Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing Contractor's need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publicizing its role under this Contract within the following conditions:

1. Contractor shall develop all publicity material in a professional manner.
2. During the term of this Contract, Contractor shall not, and shall not authorize another to, publish or disseminate commercial advertisements, press releases, feature articles, or other materials using the name of County without the prior written consent of the Contract Manager. County shall not unreasonably withhold such written consent.
3. Contractor may, without prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with County, provided that the requirements of this paragraph shall apply.

EE. Public Records Act

1. Any documents submitted by Contractor; all information obtained in connection with County's right to audit and inspect Contractor's documents, books, and accounting records pursuant to this Exhibit's Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted

in response to the RFP used in the solicitation process for this Contract, become the exclusive property of County. All such documents become a matter of public record and shall be regarded as public records, except those documents that are marked "Trade Secret," "Confidential," or "Proprietary" and are deemed excluded from disclosure under Government Code 6250 et seq. (Public Records Act). County shall not in any way be liable or responsible for the disclosure of any such records including, with limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

2. In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Trade Secret," "Confidential," or "Proprietary," Contractor agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in connection with any requested action or liability arising under the Public Records Act.

FF. Record Retention and Inspection/Audit Settlement

Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. Contractor agrees that County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material including, but not limited to, all financial records, bank statements, cancelled checks, or other proof of payment, timecards, sign-in/sign-out sheets, and other time and employment records, and proprietary data and information shall be kept and maintained by Contractor and shall be made available to County during the term of this Contract and for a period of five years thereafter unless County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by Contractor at a location in County, provided that if any such material is located outside County, then, at County's option, Contractor shall pay County for travel, per diem, and other costs incurred by County to examine, audit, excerpt, copy, or transcribe such material at such other location.

1. In the event that an audit of Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by Contractor or otherwise, then Contractor shall file a copy of such audit report with County's Auditor-Controller within 30 days of Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

2. Failure on the part of Contractor to comply with any of the provisions of this paragraph shall constitute a material breach of this Contract upon which County may suspend or terminate for default or suspend this Contract.
3. If, at any time during the term of this Contract or within five years after the expiration or termination of this Contract, representatives of County conduct an audit of Contractor regarding the work performed under this Contract, and if such audit finds that County's dollar liability for any such work is less than payments made by County to Contractor, then the difference shall be either: a) repaid by Contractor to County by cash payment upon demand or b) at the sole option of County's Auditor-Controller, deducted from any amounts due to Contractor from County, whether under this Contract or otherwise. If such audit finds that County's dollar liability for such work is more than the payments made by County to Contractor, then the difference shall be paid to Contractor by County by cash payment, provided that in no event shall County's maximum obligation for this Contract exceed the funds appropriated by County for the purpose of this Contract.

GG. Recycled-Content Paper Products

Consistent with Board policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible under this Contract.

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.

II. Subcontracting

The requirements of this Contract may not be Subcontracted by Contractor without the advance written approval of County. Any attempt by Contractor to Subcontract without the prior written consent of County may be deemed a material breach of this Contract and the County may suspend or terminate for this Contract default.

1. If Contractor desires to Subcontract, Contractor shall provide the following information promptly at County's request:
  - a. A description of the work to be performed by the Subcontractor.
  - b. A draft copy of the proposed Subcontract.
  - c. Other pertinent information and/or certifications requested by County.
2. Contractor shall indemnify, defend, and hold County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were Contractor employees.
3. Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to Subcontract, notwithstanding County's approval of Contractor's proposed Subcontract.
4. County's consent to Subcontract shall not waive County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. Contractor is responsible to notify its Subcontractors of this County right.
5. County's Contract Manager is authorized to act for and on behalf of County with respect to approval of any Subcontract and Subcontractor employees.
6. Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding County's consent to Subcontract.
7. Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by County from each approved Subcontractor. Contractor shall ensure delivery of all

such documents to Contracts and Business Affairs Division, P.O. Box 1460, Alhambra, California 91802-1460, before any Subcontractor employee may perform any work hereunder.

8. Employee Leasing is prohibited.

JJ. Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

KK. Waiver

No waiver by County of any breach of any provision of this Contract shall constitute a waiver of any other breach of said provision or of any other provision of this Contract. Failure of County to enforce at anytime, or from time to time, any provision of this Contract shall not be construed as a waiver thereof.

LL. Warranty Against Contingent Fees

1. Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.
2. For breach of this warranty, County shall have the right, in its sole discretion, to suspend or terminate this Contract for default, deduct from amounts owing to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

MM. Time Off for Voting

The Contractor shall notify its employees, and shall require each Subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code, Section 14000). Not less than ten days before every Statewide election, every Contractor and Subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

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/email address of each subcontractor.

In addition, the Contractor shall be required to provide each of the specified subcontractor Local Small Business Enterprise (SBE), Disabled Veterans Enterprise (DBVE), 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.

## SECTION 3

### TERMINATIONS/SUSPENSIONS

A. Termination/Suspension for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of Contractor to maintain compliance with the requirements set forth in this Exhibit's Contractor's Warranty of Adherence to County's Child Support Compliance Program shall constitute a default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which the County may suspend or terminate this Contract pursuant to this Exhibit's Termination/Suspension for Default, and pursue debarment of Contractor pursuant to Los Angeles County Code, Chapter 2.202.

B. Termination/Suspension for Convenience

1. This Contract may be suspended or terminated, in whole or in part, from time to time, when such action is deemed by County, in its sole discretion, to be in its best interest. Suspension or termination of work hereunder shall be effected by notice of suspension or termination to Contractor specifying the extent to which performance of work is suspended or terminated and the date upon which such suspension or termination becomes effective. The date upon which such suspension or termination becomes effective shall be no less than ten days after the notice is sent.
2. After receipt of a notice of suspension or termination and except as otherwise directed by County, Contractor shall:
  - a. Stop work under this Contract on the date and to the extent specified in such notice.
  - b. Complete performance of such part of the work as shall not have been suspended or terminated by such notice.
3. All material including books, records, documents, or other evidence bearing on the costs and expenses of Contractor under this Contract shall be maintained by Contractor in accordance with this Exhibit's Record Retention and Inspection/Audit Settlement.
4. If this Contract is suspended or terminated, Contractor shall complete within the Director's suspension or termination date contain within the notice of suspension or termination, those items of work which are in various stages of completion, which the Director has advised the Contractor are necessary to bring the work to a timely, logical, and orderly

end. Reports, samples, and other materials prepared by Contractor under this Contract shall be delivered to County upon request and shall become the property of County.

C. Termination/Suspension for Default

1. County may, by written notice to Contractor, suspend or terminate the whole or any part of this Contract, if, in the judgment of the County:
  - a. Contractor has materially breached this Contract; or
  - b. Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Contract; or
  - c. Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five working days (or such longer period as County may authorize in writing) after receipt of written notice from County specifying such failure.
2. In the event County suspends or terminates this Contract in whole or in part pursuant to this paragraph, County may procure, upon such terms and in such manner, as County may deem appropriate, goods and services similar to those so suspended or terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of this Contract to the extent not suspended or terminated under the provisions of this paragraph.
3. Except with respect to defaults of any Subcontractor, Contractor shall not be liable for any excess costs of the type identified in subparagraph "2" above, if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of Contractor. Such causes may include, but are not limited to, acts of God or of the public enemy, acts of County in either its sovereign or contractual capacity, acts of the Federal or State government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both Contractor and Subcontractor, and without the fault or negligence of either of them, Contractor shall not be liable for any such excess costs for 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 meet the required delivery schedule.

4. If, after County has given notice of termination or suspension under the provisions of this paragraph, it is determined by County that Contractor was not in default under the provisions of this paragraph or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination or suspension had been issued pursuant to this Exhibit's Termination/Suspension for Convenience.
5. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
6. As used herein, the terms "Subcontractor" and "Subcontractors" mean Subcontractor at any tier.

D. Termination/Suspension for Improper Consideration

1. County may, by written notice to Contractor, immediately suspend or terminate the right of Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, extension of this Contract, or the making of any determinations with respect to Contractor's performance pursuant to this Contract. In the event of such termination or suspension, County shall be entitled to pursue those same remedies against Contractor as it could pursue in the event of default by Contractor.
2. Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
3. Among other items, such improper consideration may take the form of cash; discounts; services; the provision of travel, entertainment, or tangible gifts.

E. Termination/Suspension for Insolvency

1. County may suspend or terminate this Contract forthwith in the event of the occurrence of any of the following:
  - a. Insolvency of Contractor. Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least 60 days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy

Code, and whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code.

- b. The filing of a voluntary or involuntary bankruptcy petition relative to Contractor under the Federal Bankruptcy Code.
  - c. The appointment of a bankruptcy Receiver or Trustee for Contractor.
  - d. The execution by Contractor of a general assignment for the benefits of creditors.
2. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

F. Termination/Suspension for Nonadherence to County Lobbyists Ordinance

Contractor, and each County lobbyist or County lobbying firm as defined in Los Angeles County Code, Section 2.160.010, retained by Contractor, shall fully comply with County's Lobbyist Ordinance, Los Angeles County Code, Chapter 2.160. Failure on the part of Contractor or any County Lobbyists or County Lobbying firm retained by Contractor to fully comply with County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which County may in its sole discretion, immediately suspend or terminate for default of this Contract.

G. Termination/Suspension for Nonappropriation of Funds

Notwithstanding any other provision of this Contract, County shall not be obligated for Contractor's performance hereunder or by any provision of this Contract during any of County's future fiscal years unless and until the Board appropriates funds for this Contract in County's budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract may be suspended or terminated as of June 30 of the last fiscal year for which funds were appropriated. County will notify Contractor in writing of any such nonallocation of funds at the earliest possible date.

## SECTION 4

### GENERAL CONDITIONS OF CONTRACT WORK

A. Authority of Public Works and Inspection

The Director will have the final authority in all matters affecting the work covered by this Contract's Terms, Requirement, Conditions, and Specifications. On all questions relating to work acceptability or interpretations of these Terms, Requirements, Conditions, and Specifications, the decision of the Director will be final.

B. Cooperation

Contractor shall cooperate with Public Works' forces engaged in any other activities at the jobsite. Contractor shall carry out all work in a diligent manner and according to instructions of the Director.

C. Cooperation and Collateral Work

Contractor shall perform work as directed by the Director. The Director will be supported by other Public Works personnel in assuring satisfactory performance of the work under these Specifications and that satisfactory Contract controls and conditions are maintained.

D. Equipment, Labor, Supervision, and Materials

All equipment, labor, supervision, and materials required to accomplish this Contract, except as might be specifically outlined in other sections, shall be provided by Contractor.

E. Gratuitous Work

Contractor agrees that should work be performed outside the Scope of Work indicated and without Public Works' prior written approval in accordance with this Exhibit's Amendments, such work shall be deemed to be a gratuitous effort by Contractor, and Contractor shall have no claim against County.

F. Jobsite Safety

Contractor shall be solely responsible for ensuring that all work performed under this Contract is performed in strict compliance with all applicable Federal, State, and local occupational safety regulations. Contractor shall provide at its expense all safeguards, safety devices, and protective equipment and shall take any and all actions appropriate to providing a safe jobsite.

G. Labor

No person shall be employed on any work under this Contract who is found to be intemperate, troublesome, disorderly, or is otherwise objectionable to Public Works. Any such person shall be reassigned immediately and not again employed on Public Works' projects or providing services.

H. Labor Law Compliance

Contractor, its agents, and employees shall be bound by and shall comply with all applicable provisions of the Labor Code of the State of California as well as all other applicable Federal, State, and local laws related to labor including compliance with prevailing wage laws. The Contractor is responsible for selecting the classification of workers, which will be required to perform this service in accordance with the Contractor's method of performing the work and when applicable, is required to pay current prevailing wage rates adopted by the Director of the Department of Industrial Relations and will indemnify the County for any claims resulting from their failure to so comply. Contractor shall comply with Labor Code, Section 1777.5, with respect to the employment of apprentices.

I. Overtime

Eight hours labor constitutes a legal day's work. Work in excess thereof, or greater than 40 hours during any one week, shall be permitted only as authorized by and in accordance with Labor Code, Section 1815 et seq.

J. Permits/Licenses

Contractor shall be fully responsible for possessing or obtaining all permits/licenses, except as might be specifically outlined in other sections, from the appropriate Federal, State, or local authorities relating to work to be performed under this Contract.

K. Prohibition Against Use of Child Labor

1. Contractor shall:

- a. Not knowingly sell or supply to County any products, goods, supply, or other personal property manufactured in violation of child labor standards set by the International Labor Organization through its 1973 Convention Concerning Minimum Age for Employment.
- b. Upon request by County, identify the country/countries of origin of any products, goods, supplies, or other personal property Contractor sells or supplies to County.

- c. Upon request by County, provide to County the manufacturer's certification of compliance with all international child labor conventions.
  - d. Should County discover that any products, goods, supplies, or other personal property sold or supplied by Contractor to County are produced in violation of any international child labor conventions, Contractor shall immediately provide an alternative, compliant source of supply.
2. Failure by Contractor to comply with provisions of this paragraph will constitute a material breach of this Contract and will be grounds for immediate suspension or termination of this Contract for default.

L. Public Convenience

Contractor shall conduct operations to cause the least possible obstruction and inconvenience to public traffic or disruption to the peace and quiet of the area within which the work is being performed.

M. Public Safety

It shall be Contractor's responsibility to maintain security against public hazards at all times while performing work at contracted work locations. In the event Contractor determines a public hazard exists at a work location, Contractor shall immediately mark the location to prevent public access to the hazard and immediately notify the Contract Manager.

N. Quality of Work

Contractor shall provide the County high and consistent quality work under this Contract and which is at least equivalent to that which Contractor provides to all other clients it serves. All work shall be executed by experienced and well-trained workers. All work shall be under supervision of a well-qualified supervisor. Contractor also agrees that work shall be furnished in a professional manner and according to these Specifications.

O. Quantities of Work

Contractor shall be allowed no claims for anticipated profits or for any damages of any sort because of any difference between the work estimated by Contractor in responding to County's solicitation and actual quantities of work done under this Contract or for work decreased or eliminated by County.

P. Safety Requirements

Contractor shall be responsible for the safety of equipment, material, and personnel under Contractor's jurisdiction during the work.

Q. Storage of Material and Equipment

Contractor shall not store material or equipment at the jobsite, except as might be specifically authorized by this Contract. County will not be liable or responsible for any damage, by whatever means, or for the theft of Contractor's material or equipment from any jobsite.

R. Transportation

County will not provide transportation to and from the jobsite and will not provide travel around the limits of the jobsite.

S. Work Area Controls

1. Contractor shall comply with all applicable laws and regulations. Contractor shall maintain work area in a neat, orderly, clean, and safe manner. Contractor shall avoid spreading out equipment excessively. Location and layout of all equipment and materials at each jobsite will be subject to the Contract Manager's approval.
2. Contractor shall be responsible for the security of any and all of Public Works/County facilities in its care. Contractor shall provide protection against vandalism and accidental and malicious damage, both during working and nonworking hours.

T. County Contract Database/CARD

The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

## SECTION 5

### INDEMNIFICATION AND INSURANCE REQUIREMENTS

#### A. Independent Contractor Status

1. This Contract is by and between County and Contractor and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
2. Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.
3. Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of Contractor and not employees of County. Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of Contractor pursuant to this Contract.

#### B. Indemnification

Contractor shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Appointed Officers, Agents, Employees, and Volunteers ("County Indemnities"), from and against any and all liability including, but not limited to, demands, claims, actions, fees, costs, and expenses of any nature whatsoever (including attorney and expert witness fees), arising from or connected with Contractor's acts and/or omissions arising from and/or relating to this Contract except for loss or damage arising from the sole negligence or willful misconduct of the County Indemnities. This indemnification also shall include any and all intellectual property liability, including copyright infringement and similar claims.

#### C. Workplace Safety Indemnification

In addition to and without limiting the indemnification required by this Exhibit's Section 5.B (above), and to the extent allowed by law, Contractor agrees to defend, indemnify, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Appointed Officers, Agents, Employees, and Volunteers from and against any and all investigations, complaints, citations, liability, expense

(including defense costs and legal fees), claims, and/or causes of action for damages of any nature whatsoever including, but not limited to, injury or death to employees of Contractor, its Subcontractors or County, attributable to any alleged act or omission of Contractor and/or its Subcontractors which is in violation of any Cal/OSHA regulation. The obligation to defend, indemnify, and hold harmless County includes all investigations and proceedings associated with purported violations of Section 336.10 of Title 8 of the California Code of Regulations pertaining to multiemployer worksites. Contractor shall not be obligated to indemnify for liability and expenses arising from the active negligence of County. County may deduct from any payment otherwise due Contractor any costs incurred or anticipated to be incurred by County, including legal fees and staff costs, associated with any investigation or enforcement proceeding brought by Cal/OSHA arising out of the work being performed by Contractor under this Contract.

D. General Insurance Requirements

1. Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this paragraph and paragraph F of this Section. These minimum insurance coverage terms, types, and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.
2. Evidence of Coverage and Notice to County: A certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
  - a. Renewal Certificates shall be provided to County not less than ten days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.
  - b. Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance

Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding \$50,000, and list any County-required endorsement forms.

- c. Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a noncomplying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

- d. Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles  
Department of Public Works  
Contracts and Business Affairs Division  
P.O. Box 1460  
Alhambra, California 91802-1460  
Attention of: Contract Analyst (noted in the RFP Notice)

- e. Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third-party claim or suit filed against Contractor or any of its Subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

- 3. Additional Insured Status and Scope of Coverage: The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies

the Required Insurance provisions herein.

4. Cancellation of or Changes in Insurance: Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten days in advance of cancellation for nonpayment of premium and 30 days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.
5. Failure to Maintain Insurance: Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.
6. Insurer Financial Ratings: Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.
7. Contractor's Insurance Shall Be Primary: Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County-maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.
8. Waivers of Subrogation: To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.
9. Subcontractor Insurance Coverage Requirements: Contractor shall include all Subcontractors as insureds under Contractor's own policies, or shall provide County with each Subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall require that each Subcontractor name the County of

Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, Volunteers, and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

10. Deductibles and Self-Insured Retentions (SIRs): Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration, and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.
11. Claims Made Coverage: If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three years following Contract expiration, termination, or cancellation.
12. Application of Excess Liability Coverage: Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.
13. Separation of Insureds: All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.
14. Alternative Risk Financing Programs: The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements, and captive insurance to satisfy the Required Insurance provisions. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers shall be designated as an Additional Covered Party under any approved program.
15. County Review and Approval of Insurance Requirements: The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

E. Compensation for County Costs

In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any

costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

F. Insurance Coverage Requirements

1. Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

2. Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or nonowned autos, as each may be applicable.
3. Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor is a temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than 30 days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any Federal workers or workmen's compensation law or any Federal occupational disease law.

## SECTION 6

### CONTRACTOR RESPONSIBILITY AND DEBARMENT

A. Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is County's policy to conduct business only with responsible Contractors.

B. Chapter 2.202 of the County Code

Contractor is hereby notified that, in accordance with Chapter 2.202 of County Code, if County acquires information concerning the performance of Contractor on this or other Contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in this Contract, debar Contractor from bidding or proposing on, being awarded, and/or performing work on County Contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and suspend or terminate any or all existing Contracts Contractor may have with County.

C. Nonresponsible Contractor

County may debar a Contractor if the Board finds, in its discretion, that Contractor has done any of the following: (1) violated any term of a Contract with County or a nonprofit corporation created by County; (2) committed an act or omission which negatively reflects on Contractor's quality, fitness, or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.

D. Contractor Hearing Board

1. If there is evidence that Contractor may be subject to debarment, Public Works will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before Contractor Hearing Board.
2. Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, Contractor Hearing Board will prepare a tentative proposed decision, which shall contain a recommendation regarding whether Contractor should be debarred, and, if so,

the appropriate length of time of the debarment. Contractor and Public Works shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.
5. Contractor Hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by Contractor Hearing Board pursuant to the same procedure as for a debarment hearing.
6. Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.

E. Subcontractors of Contractor

These terms shall also apply to Subcontractors of County contractors.

## SECTION 7

### COMPLIANCE WITH COUNTY'S JURY SERVICE PROGRAM

#### A. Jury Service Program

This Contract is subject to the provisions of County's ordinance entitled Contractor Employee Jury Service (Jury Service Program) as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

#### B. Written Employee Jury Service Policy

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employee deposit any fees received for such jury service with Contractor or that Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Section, "Contractor" means a person, partnership, corporation, or other entity which has a Contract with County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County Contracts or Subcontracts. "Employee" means any California resident who is a full-time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such Subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
3. If Contractor is not required to comply with the Jury Service Program when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately

implement a written policy consistent with the Jury Service Program. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Jury Service Program.

4. Contractor's violation of this Section of this Contract may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

## SECTION 8

### SAFELY SURRENDERED BABY LAW PROGRAM

A. Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law

Contractor acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's "Safely Surrendered Baby Law" poster in a prominent position at Contractor's place of business. Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. County's Department of Children and Family Services will supply Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at [www.babysafela.org](http://www.babysafela.org).

B. Notice to Employees Regarding the Safely Surrendered Baby Law

Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit D of this Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

## SECTION 9

### 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.

SECTION 10

LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

- A. This Contract is subject to the provisions of County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.
- B. 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 Local Small Business Enterprise.
- C. 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 Local Small Business Enterprise.
- D. If Contractor has obtained County certification as a Local Small Business Enterprise 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, shall:
  - 1. Pay to County any difference between this Contract amount and what County's costs would have been if this Contract had been properly awarded.
  - 2. In addition to the amount described in subdivision (1), be assessed a penalty in an 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).
- 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.

## SECTION 11

### COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

A. Defaulted Property Tax Reduction Program

This Contract is subject to the provisions of County's ordinance entitled Defaulted Property Tax Reduction Program ("Defaulted Tax Program") as codified in Sections 2.206 of the Los Angeles County Code (Exhibit E).

B. Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through any Contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Contract will maintain compliance, with Los Angeles County Code, Chapter 2.206.

C. Termination for Breach of Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Failure of Contractor to maintain compliance with the requirements set forth in paragraph B, above, shall constitute default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within ten days of notice shall be grounds upon which County may terminate this Contract and/or pursue debarment of Contractor, pursuant to County Code, Chapter 2.206.

## SECTION 12

### DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM

- A. This Contract is subject to the provisions of the County's ordinance entitled Disabled Veteran Business Enterprise Preference (DVBE) Program, as codified in Chapter 2.211 of the Los Angeles County Code.
- B. 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 DVBE.
- C. 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 DVBE.
- D. If Contractor has obtained certification as a DVBE 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, shall:
  - a. 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.
  - b. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the Contract.
  - c. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).
- 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.

## SECTION 13

### PREVAILING WAGES

#### A. Prevailing Wages

The services provided in this Contract may consist of both prevailing wage and non-prevailing wage work. Prevailing wage work constitutes "public works" as defined in the California Labor Code, and is therefore subject to payment of prevailing wages, compliance monitoring and enforcement by the Department of Industrial Relations (DIR).

The Director of the DIR has established the general prevailing rate of per diem wages for each craft, classification, type of worker, or mechanic needed to execute public works and improvements. The current general prevailing wage rate determinations are available at [www.dir.ca.gov/dlsr/pwd/index.htm](http://www.dir.ca.gov/dlsr/pwd/index.htm). The Contractor is required to pay its agents and employees the applicable, current prevailing wage rate and is responsible for selecting the classification of workers required to perform this service.

The Contractor agrees to comply with the provisions of Section 1775 of the California Labor Code relating to the payment of prevailing wages, including the assessment of penalties determined by the California Labor Commissioner. Copies of the prevailing rate of per diem wages are on file at the County Department of Public Works, Construction Division, and will be made available for inspection by request to the Contract Manager. Pursuant to Labor Code Section 1773.2, the County has made these documents available for inspection by the Contractor in lieu of the County specifying the general rate of per diem wages for each craft, classification and type of worker needed to execute the contracted work. Future effective wage rates will be on file with the Department of Industrial Relations. The new wage rates shall become effective on the day following the expiration date of the current determinations and apply to the Contract in the same manner as if they had been included or referenced in the Contract.

#### B. Work Records

The Contractor shall comply with the requirements of Section 1812 of the Labor Code. The Contractor shall maintain an accurate written record of all employees working on the Project each calendar day. The record shall include each employee's name, Social Security number, job classification, and the actual number of hours worked.

C. Posting of Prevailing Wage Rates

The Contractor shall comply with the provisions of Section 1773.2 of the Labor Code. The Contractor shall post a copy of the prevailing wage rates at the worksite and comply with applicable law including posting of jobsite notices required by 8 Calif. Code Reg. §16451(d):

*"This public works project is subject to monitoring and investigative activities by the Compliance Monitoring Unit (CMU) of the Division of Labor Standards Enforcement, Department of Industrial Relations, State of California. This Notice is intended to provide information to all workers employed in the execution of the Contract for public work and to all Contractors and other persons having access to the jobsite to enable the CMU to ensure compliance with and enforcement of prevailing wage laws on public works projects.*

*The prevailing wage laws require that all workers be paid at least the minimum hourly wage as determined by the Director of Industrial Relations for the specific classification (or type of work) performed by workers on the project. These rates are listed on a separate jobsite posting of minimum prevailing rates required to be maintained by the public entity which awarded the public works Contract. Complaints concerning nonpayment of the required minimum wage rates to workers on this project may be filed with the CMU at any office of the Division of Labor Standards Enforcement (DLSE).*

*Local Office Telephone Number:*

*Division of Labor Standards Enforcement Office  
320 W. Fourth Street, Suite 450  
Los Angeles, CA 90013  
(213) 620-6330*

*Complaints should be filed in writing immediately upon discovery of any violations of the prevailing wage laws due to the short period of time following the completion of the project that the CMU may take legal action against those responsible.*

*Complaints should contain details about the violations alleged (for example, wrong rate paid, not all hours paid, overtime rate not paid for hours worked in excess of 8 hours per day or 40 hours per week, etc.) as well as the name of the employer, the public entity which awarded the public works Contract, and the location and name of the project.*

*For general information concerning the prevailing wage laws and how to file a complaint concerning any violation of these prevailing wage laws, you may contact any DLSE office. Complaint forms are also available at the Department of Industrial Relations website found at [www.dir.ca.gov/dlse/PublicWorks.html](http://www.dir.ca.gov/dlse/PublicWorks.html)."*

D. Certified Payroll Records

The Contractor shall comply with the requirements of Section 1776 of the Labor Code. Contractor and Subcontractors, if any, must furnish certified payroll records directly to the Labor Commissioner (a.k.a. Division of Labor Standards Enforcement) in a format prescribed by the Labor Commission.

E. Subcontractor

Subcontractors, if any, must comply with all prevailing wage requirements as provided in this Section.

F. Mental Health Services for Critical Incidents

In the event of a serious accident on the Project site, the Los Angeles County Department of Mental Health (DMH) will, if requested, respond. The response may be within a few hours or as long as a few days after the incident, depending on when the request was made. The services DMH will provide include crisis intervention, normalization of the stress response that survivors may be experiencing, and stress management techniques and resources if the stress reactions increase in frequency or intensity. Requests for services may be made by calling the DMH Emergency Outreach Bureau Deputy Director, (213) 738-4924, during normal business hours or the ACCESS Center, (800) 854-7771, evenings, holidays, and weekends.



Department of the Treasury  
Internal Revenue Service

## Notice 1015

(Rev. December 2015)

### Have You Told Your Employees About the Earned Income Credit (EIC)?

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#### What is the EIC?

The EIC is a refundable tax credit for certain workers.

#### Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whose wages you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

**Note:** You are encouraged to notify each employee whose wages for 2015 are less than \$53,267 that he or she may be eligible for the EIC.

#### How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you give an employee a Form W-2 on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If you give an employee a substitute Form W-2, but it does not have the required information, you must notify

the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 8, 2016.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can download copies of the notice at [www.irs.gov/formspubs](http://www.irs.gov/formspubs). Or you can go to [www.irs.gov/orderforms](http://www.irs.gov/orderforms) to order it.

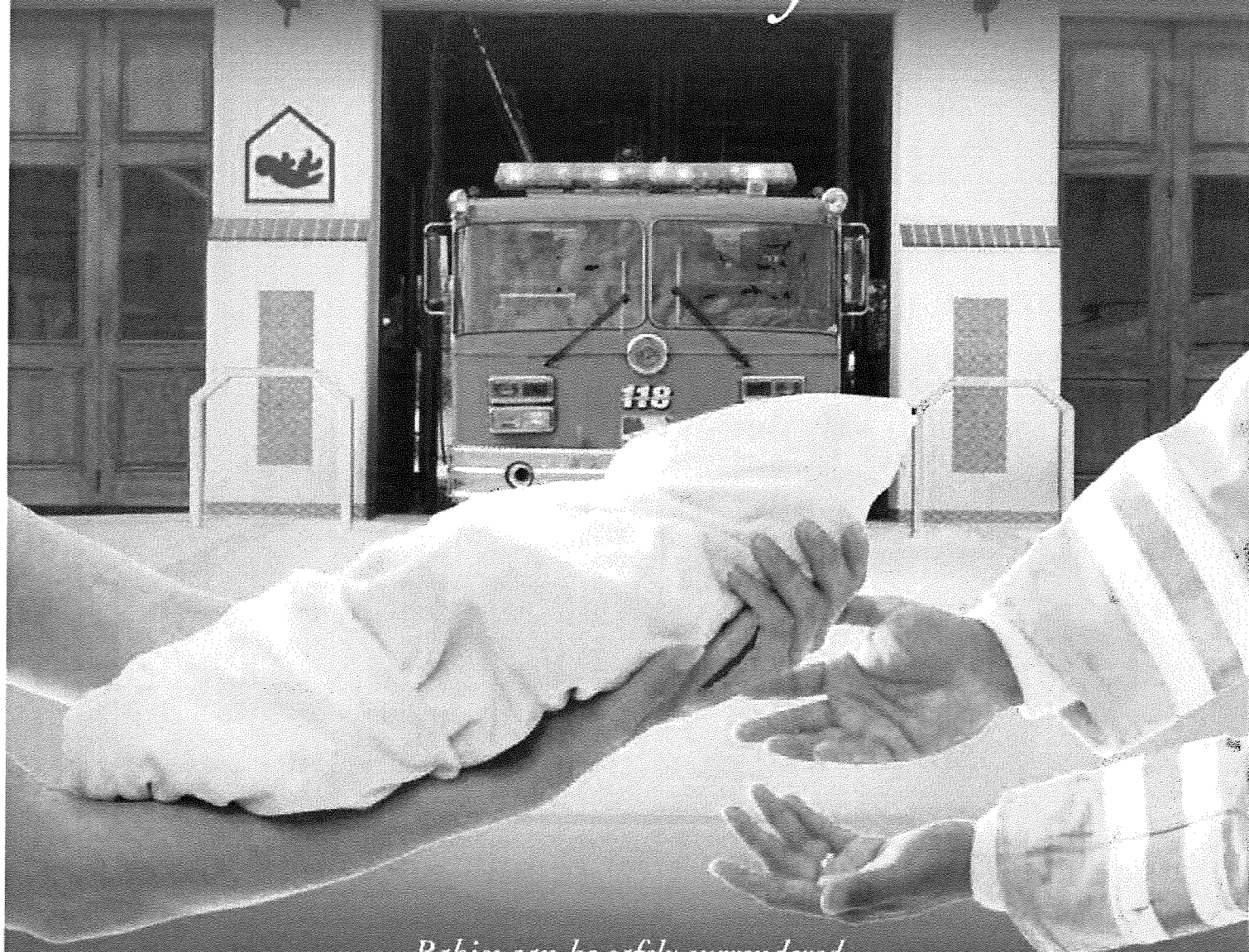
#### How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

#### How Do My Employees Claim the EIC?

An eligible employee claims the EIC on his or her 2015 tax return. Even an employee who has no tax withheld from wages and owes no tax may claim the EIC and ask for a refund, but he or she must file a tax return to do so. For example, if an employee has no tax withheld in 2015 and owes no tax but is eligible for a credit of \$800, he or she must file a 2015 tax return to get the \$800 refund.

# *Safely* Surrendered *Baby Law*



*Babies can be safely surrendered  
to staff at any hospital or fire station in Los Angeles County*

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



# Safely Surrendered Baby Law

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

*Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.*

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

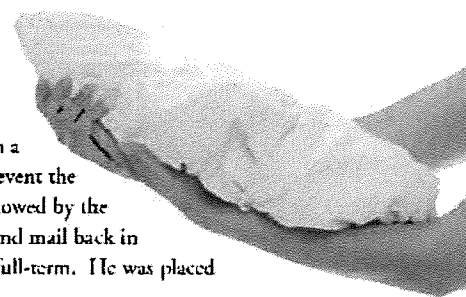
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



# *Ley de* Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



# Ley de Entrega de Bebés Sin Peligro

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

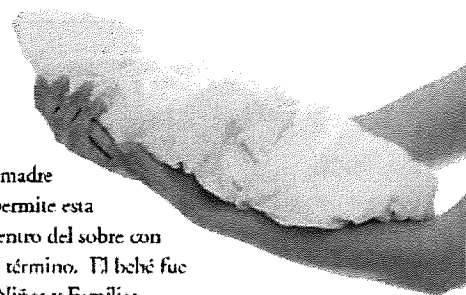
Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impulsa que vuelva a suceder esta tragedia en California.

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



**Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

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

**2.206.010 Findings and declarations.**

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

**2.206.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a Contract or agreement with the County.
- B. "County" shall mean the County of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the Contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.

- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.030 Applicability.**

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

**2.206.040 Required solicitation and Contract language.**

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

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

**2.206.050 Administration and compliance certification.**

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.
- B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new Contract, or renewal, extension or amendment of an existing Contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in

payments due under any approved payment arrangement (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.060 Exclusions/Exemptions.**

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

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

12. A nonagreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
  13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual Section P-0900 or a successor provision;
  14. Other Contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.070 Enforcement and remedies.**

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.
- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County Contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the Contract may do one or more of the following:
1. Recommend to the Board of Supervisors the termination of the Contract; and/or,
  2. Pursuant to Chapter 2.202, seek the debarment of the Contractor; and/or,
  3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.080 Severability.**

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

## PERFORMANCE REQUIREMENTS SUMMARY

EXHIBIT F

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through H, inclusive, of this Contract (Exhibits A-H) and this PRS, Exhibits A-H shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-H, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
<b>A. SCOPE OF WORK</b>				
1. Fines by Regulatory and Governmental Agencies	Fined by a local, regional, State, or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements.	\$500 per occurrence plus any fine(s) charged to the County by a regulatory or governmental agency; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Violation of the National Pollutant Discharge Elimination System	Discharge of debris into storm drains and/or gutter.	\$500 per occurrence plus any fines by regulatory and governmental agencies plus any remediation cost; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>B. REPORTS/DOCUMENTATIONS</b>				
1. Daily/Weekly/Monthly/ Quarterly Reports	Submitted to Contract Manager daily/weekly/monthly report.	\$50 per day per report that is late or not submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Special Reports As Needed	Filed within time frame requested.	\$50 per day per report that is late or not submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

\*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

## PERFORMANCE REQUIREMENTS SUMMARY

## EXHIBIT F

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through H, inclusive, of this Contract (Exhibits A-H) and this PRS, Exhibits A-H shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-H, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
<b>C. EMPLOYEES</b>				
1. Contractor's Employee Criminal Background Investigation	Prior to the start of the contract and continuation of the contract the contractor shall certify all employees who are in a designated sensitive position has passed a fingerprints background check submitted to the California Department of Justice to include State and local-level review, as required by the Contract.  Employees who <u>do not</u> pass or is not certified shall be immediately removed.	\$100 per employee per day who is not certified as passing the background check.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Employees Well Oriented To Job	Employees must have thorough knowledge of facility and its needs.	\$50 per error resulting from lack of orientation; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Staffing	Staffing levels are equal or exceed contract requirements.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Photo I.D. Badges	Photo I.D. Badges worn by all employees on the job at all times.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Training program	Document training of each employee.	\$250 per untrained employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

\*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

## PERFORMANCE REQUIREMENTS SUMMARY

### EXHIBIT F

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through H, inclusive, of this Contract (Exhibits A-H) and this PRS, Exhibits A-H shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-H, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
6. Maintain Knowledge of Safety Requirements	Completion of training of all accepted standards for safe practices related to the work.	\$50 per employee, per occurrence.	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>D. SUPERVISOR/MANAGERS</b>				
1. Change in Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Respond to complaints, requests, and discrepancies.	Respond within the time frame outlined in the Contract.	\$50 per complaint not responded to within the time frame outlined in the specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Makes Site Inspections	Facility inspected each shift or as required by Contract.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Competent Supervisory Staff	Responsiveness to complaints and requests; maintain good work records, and acceptable level of service.	\$200 per occurrence; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Provide Adequate Supervision and Training	Contract specifications met.	\$50 per occurrence; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

\*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

## PERFORMANCE REQUIREMENTS SUMMARY

**EXHIBIT F**

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through H, inclusive, of this Contract (Exhibits A-H) and this PRS, Exhibits A-H shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-H, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
6. Project Safety Official	Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices.	\$200 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7. Supervisors speak, read, write, and understand English	On-site supervisor can communicate in English with County Contract Manager.	\$100 per day for use of non English-speaking supervisor; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>E. CONTRACT ADMINISTRATION</b>				
1. Insurance Certifications	Certifications submitted before implementation of contract and on a timely basis there-after.	\$200 per day; work/contract; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Record Retention & Inspection/Audit Settlement	Maintain all required documents as specified in contract.	\$200 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Use of Subcontractor without Approval and/or Authorization.	Obtain County's written approval prior to subcontracting any work.	\$500 per occurrence; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. License and Certification	All license and certifications required to perform the work, if any.	\$200 per day; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Assignment and Delegation	Contractor shall not assign its rights or delegate its duties	\$200 per day the County is not informed of this	<input type="checkbox"/> Yes <input type="checkbox"/> No	

\*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

## PERFORMANCE REQUIREMENTS SUMMARY

EXHIBIT F

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through H, inclusive, of this Contract (Exhibits A-H) and this PRS, Exhibits A-H shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-H, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
	under this Contract, or both, whether in whole or in part, without the prior written consent of County.	change; possible suspension; possible termination for default of contract.	<input type="checkbox"/> N/A	
6. Safety Requirements	Comply with all applicable State of California Occupational Safety and Health Administration (Cal/OSHA).	\$500 per occurrence; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

\*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

## SAFETY



## DIRECTIVE

## LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

G120

Page 1 of 45

Date: 09/11/00

Approved:

## LOCKOUT BLOCKOUT PROCEDURE AND POLICY

Harry W. Stone  
Director of Public Works

## G120.1

## PURPOSE

The purpose of this Lockout/Blockout (LO/BO) Procedure and Policy is to provide the Department of Public Works with the safe control of hazardous energy through locking, tagging, and/or blocking of equipment, machinery, and systems to comply with Cal/OSHA Regulations Title 8, Section 3203 and all other applicable regulations.

This program applies to all Public Works' employees who are authorized to perform operation, maintenance, repair, cleaning, servicing, and/or adjusting of equipment or processes which present hazards, and/or any employee who may be exposed to, or be in the vicinity of these activities.

The following standards and procedures will be utilized to develop the fundamental concepts required for protecting employees from the hazards of unexpected release of hazardous energy. It will require the use of LO/BO locks, danger tags, and/or blocking devices to isolate equipment and systems from mechanical, hydraulic, pneumatic, chemical, electrical, thermal, and other energy sources.

The standards outlined within this manual are considered to be department-wide procedures. The guidelines should be considered as the minimum safety requirements for LO/BO. Some divisions will have requirements specifically addressed for their operations in the Division-Specific Procedures. More stringent procedures may be necessary where Written Energy Control Procedures are required for an activity not addressed, or when a complex work process involves several divisions, and/or employs multiple isolation devices and techniques.

These procedures must be reviewed periodically to confirm that requirements are current with changing processes, operating practices, equipment, and/or personnel.

## G120.2

## DEFINITIONS

Authorized Employee

An employee who operates, services, modifies, maintains, or repairs equipment/systems requiring LO/BC of hazardous energy and has received LO/BO training on identifying, locking, blocking, and tagging of hazardous energy related to such equipment/systems.

Bleeding

Relieving pressure in a closed system.

Blockout

The use of an isolating device to prevent the unexpected release of energy by blocking a component in a safe configuration.

Capable of Being Locked Out

An energy-isolating device where lockout can be achieved without the need to dismantle, rebuild, replace the energy-isolation device, or permanently alter its energy control capability. Equipment may need to be modified to achieve lockout.

Complex LO/BO Activities

Work which involves multiple isolation devices in a system and/or multiple employee exposure. A Written Energy Control Procedure is required for these activities.

Contractors, Vendors, and Other Personnel

Service organizations that repair or maintain equipment/systems at a facility or location that are not part of the staff that normally occupy the facility. These organizations may be from inside the department or from private industry.

De-energized

Disconnected from an energy source with all residual or stored energy bled off.

Designated Employee

An employee who has had the same level of LO/BO training as a Supervisor, and who is acting on behalf of the Supervisor with the same responsibilities for LO/BO activities.

Energized

Connected to an energy source or containing residual or stored energy.

Energy-Isolating Device

A mechanical device that physically prevents the transmission or release of energy, including, but not limited to, the following: a manually-operated electrical circuit breaker, a disconnect switch, a slide gate, a blind flange, a valve, a block, and any similar device used to block or isolate energy.

Energy Source

Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

G 120

Page 3 of 45 Pages

Date: 09/11/00

## G120.2

## DEFINITIONS (Cont.)

Engineered Controls

Physical barriers or controls used without any special training or knowledge on the part of the employee to abate workplace hazards.

Exposed Employee

An employee whose job requires him/her to be exposed to hazards from the unexpected operation of systems or equipment under lockout, tagout, or blockout conditions.

Isolation Points

Points on a piece of equipment or vehicle that can be used to control hazardous energy. Shop equipment isolation points may be at the electrical disconnect switch, or compressor. For the control of suspended loads or loads held under hydraulic pressure, isolation points may be where a jack stand or other blockout can be safely used.

LO/BO Control Locks

Locks used directly on energy-isolating device(s) which must be the first applied (on) and the last removed (off) from the equipment/system.

When used to represent multiple employee exposures, a LO/BO lock box system must be used in conjunction with any control locks.

LO/BO Danger Tags

Tags used exclusively for personnel protection during LO/BO procedures.

LO/BO Kit

A portable "toolbox" type kit containing necessary LO/BO devices required by field personnel for LO/BO protection.

LO/BO Lock Box

A box or cabinet used for holding control lock keys, designed to accept multiple employee locks. The box will prevent the use of the keys contained inside until all employee locks are removed.

LO/BO Log

A log kept at a centrally located LO/BO Station, or by a Supervisor, or designee for the purposes of identifying LO/BO's in use, and inspection. The log must contain the exposed employee's name, phone number, date/time the LO/BO was applied and removed, and the equipment or system the LO/BO was applied to.

LO/BO Station

A permanently mounted and clearly identified cabinet containing LO/BO locks, tags, hardware, LO/BO Log, and checklists for LO/BO activities. A copy of the Site-specific Written Energy Control Procedures shall be filed in the LO/BO Station.

Lockout

The act of locking and tagging a switch or other energy-isolation device in the "off" or "safe" position. In cases where more than one employee is involved, provisions shall be made for multiple use of locks and LO/BO Danger Tags by each exposed employee.

## G120.2

## DEFINITIONS (Cont.)

Lockout Device

A device for the protection of personnel that utilizes a positive means such as a lock, to hold an energy isolating device in the "safe" position, and prevent the energizing of a machine or equipment.

Mobile Operations

Work activities in facilities or locations where equipment/systems are normally controlled by divisions or supervisors other than that of the employee.

Multiple Locking Device

A device that utilizes a positive means to prevent operation of an energy-isolating device and allow more than one lock to be applied.

Normal Production Operation

The utilization of a machine or equipment to perform its intended production function.

Operational Energy Check

Attempting to "start" the machine prior to LO/BO to verify that the energy sources are present.

Personal LO/BO Lock

A LO/BO lock, or group of locks, assigned to an individual.

RED LO/BO Lock

Department-approved LO/BO locks are red in color.

Safety Grounding

The application of properly-rated, safety-grounding cables to de-energized high voltage (over 600 VAC electrical circuits). Safety grounding assures transient voltages or accidental contact with an energized conductor will not energize the circuit. Safety grounding also gives the exposed employee a visual assurance that the circuit is not energized, and dissipates the development of any potential differences in the system that could discharge unexpectedly, such as that caused by line capacitance.

Security/Equipment Lock

A lock used solely for the reasons of preventing intrusion, or for the protection of equipment/systems from use by unauthorized individuals.

These locks are not to be used for LO/BO protection of personnel. LO/BO locks are the only locks to be used for LO/BO purposes (see LO/BO Control Locks).

Servicing and/or Maintenance

Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming, and making adjustments or tool changes, where the employee may be exposed to the unexpected energizing or startup of equipment; or release of hazardous energy.

Setting Up

Any work performed to prepare a machine or equipment to perform its normal production operation.



**G120.2****DEFINITIONS (Cont.)**Simple LO/BO

LO/BO activity involving a single employee working with a maximum of two isolation devices on a single system/equipment.

Supervisor/Designee

An employee trained at the Supervisor-level training on LO/BO with the necessary process or equipment knowledge to identify adequate isolation points. This person must have the authority to direct work activities and stop work should hazardous conditions arise.

Tagout

The act of placing a switch, lever, valve, gate, or other isolating device in the "off" or "safe" position and tagging it with a LO/BO Danger Tag to prevent operation until the LO/BO Danger Tag is removed. Tagout without a lockout requires a Written Energy Control Procedure.

Written Energy Control Procedure

Written procedures used for simple and complex LO/BO activities. These should be kept in a LO/BO Station.

Zero-Energy Check

The act of operating controls, testing circuits, or using equivalent methods to determine whether the appropriate disconnect or isolation device has been successfully used to de-energize an energy source.

**G120.3****RESPONSIBILITIES****G120.3.1**Employees

Employee(s) involved in LO/BO activities shall evaluate the potential for hazardous energy contact, the need for additional personal protection, and other safety precautions before beginning work of any kind. All aspects of the job at hand, planned or unplanned, should be questioned for the potential of unexpected release of energy.

Employee(s) shall be trained and knowledgeable of the Department's LO/BO procedures as well as the division's specific LO/BO procedures. When working with other divisions, the employee(s) shall refer to that division's specific LO/BO procedures.

Employees shall inform their Supervisor/Designee of any LO/BO issues prior to starting work. This includes the condition of safety equipment, level of their training and understanding of this procedure, and any specific concerns associated with the job.

Employees are responsible for full compliance with all safe-work practices outlined by site-specific conditions, work rules, prejob briefings, training, or other requirements of this procedure within the employee's control.

**G120.3.2**Supervisor/Designee

The Supervisor/Designee, who supervises any LO/BO activities, shall be trained in the requirements of this procedure. The Supervisor/Designee shall be knowledgeable of the applicable Cal/OSHA standards and the potential energy hazards of the equipment/systems under the Supervisor/Designee's responsibility.

G120.3.2 Supervisor/Designee (Cont.)

The Supervisor/Designee shall assign personal protective equipment, select energy-isolation devices, and work procedures to be used, and assist in developing proper Written Energy Control Procedures as an integral part of prejob planning.

The Supervisor/Designee shall maintain the requirements of this procedure which include the following:

1. Ensure that LO/BO Log is completed for the area/employees under the Supervisor/Designee's control and forward the log to Divisional Safety Coordinator annually.
2. Ensure LO/BO inspections are conducted as required (minimum of once a year).
3. Ensure exposed employees under Supervisor/Designee's direction have been trained in this procedure and applicable Division-Specific Procedures.
4. Furnish properly maintained equipment for the job including, but not limited to, personal protective equipment, and hardware-like tags, locks, chains, blinds, self-locking fasteners, test equipment, and so forth.
5. Develop Written Energy Control Procedures with the help of Divisional Safety Coordinators.
6. Identify and maintain an inventory of all energy source of the facility. This needs to be done by physical inspection and where necessary, should be accompanied by a study of drawings and equipment manuals.
7. Identify and maintain an inventory of all energy-isolation devices for the equipment/systems under Supervisor/Designee's control. Conduct quarterly inventory checks of the LO/BO locks/hardware assigned to the area/employees under Supervisor/Designee's control and replace any missing locks/hardware.

G120.3.3 Risk Management

The Department's Risk Management Section shall have responsibility for the oversight of the LO/BO Procedures Policy Manual and the procedures recorded therein.

Risk Management shall work with the LO/BO Subcommittee to ensure that the LO/BO procedures evolve with the changing needs of the Department.

G120.3.4 Divisional Safety Coordinators

The Divisional Safety Coordinators of each division required to use LO/BO procedures shall have responsibility of their division's LO/BO program. They shall conduct annual inspections, assist in development of inventory of all energy source and Written Energy Control Procedures for equipment, and retain inspection records and documentation, as detailed in this manual.

G120.3.5 Contractors, Vendors, and Other Personnel

All contractors, vendors, or similar personnel working on equipment/systems owned/operated by the Department shall adopt and adhere to these procedures while exposed to energy control hazards.

#### G120.4 ENERGY CONTROL PROGRAM

The major components of an effective LO/BO program consists of:

1. Pre-work survey to identify all necessary isolation points
2. Notifying all personnel involved of reason for LO/BO
3. Shutting down equipment by de-energizing the equipment
4. Isolating energy sources from effected equipment/system also releasing any stored energy and then apply LO/BO devices
5. Verifying isolation of equipment/system using Zero-energy check to make sure that the equipment will not operate
6. Restoring equipment/systems

##### G120.4.1 Pre-Work Survey

The supervisor/exposed employee(s) in charge of the equipment or facility shall review the proposed work activity and determine adequate isolation points for protection from hazards associated with the unexpected release of energy. The LO/BO Checklist, in Appendix E, should be used as an aid in this process. Where specific system knowledge is required to determine adequate isolation points, those divisions with the necessary expertise shall be summoned to assist in determining those points.

For routine operations (such as changing blades in a table saw, performing maintenance on a pump, and so forth) isolation points should be identified and documented in a Written Energy Control Procedure and where feasible identified with a permanent sticker or label.

Simple and complex LO/BO work activities shall require Written Energy Control Procedures. (See Section G120.8.4)

##### G120.4.1.1. Identification of Isolation Points

At all facilities, isolation points for equipment shall be identified in the following manner:

For equipment with a nearby disconnect switch, label the switches with permanent adhesive stickers that identify the corresponding piece of equipment.

For equipment not presently wired through a disconnect switch, label the equipment with the location of the controlling circuit breaker and corresponding distribution panel.

Cord and plug connected equipment shall be exempt from labeling.

Keep a written inventory in the facility's LO/BO Station for energy-isolation points of equipment/systems that will not accept an adhesive label, or where it is not feasible to use a label.

G120.4.2 De-energizing Equipment or Systems

Once the isolation points for equipment/system has been identified, all personnel involved shall be notified prior to engaging a LO/BO device by the LO/BO Supervisor/Designee. Stored energy such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, must be dissipated or restrained prior to engaging a LO/BO device.

G120.4.2.1 Locking Out

Each exposed employee shall lock all valves, switches, blockouts, or other isolating devices that prevent the unexpected release of energy in the "safe" position prior to commencing work on equipment or systems. The employee placing the LO/BO lock shall maintain control over the key.

Employees involved in LO/BO activities shall check out locks and tags from that facility's LO/BO Station and make the appropriate log entry. The employee with the Personal LO/BO Lock shall complete the LO/BO Log kept at that facility.

Personal LO/BO Locks can be used to perform a simple lockout. A log entry shall be completed at the appropriate LO/BO Station.

Where complex systems that involve multiple energy-isolation points must be locked and tagged/blockout by more than one employee, a Written Energy Control Procedure is required for these activities. Personal LO/BO Locks shall be used on Control LO/BO Lock Boxes.

G120.4.2.2 Blocking Out

If an isolation device cannot physically be locked, or is configured in such a way not to permit a locking device, the same level of protection must be achieved with a blocking device. Each exposed employee shall tagout the blocking device and complete the corresponding LO/BO Log entry.

G120.4.2.3 Tagging

A LO/BO Danger Tag shall be placed on all locked isolation devices. The LO/BO Danger Tag shall include the name and work phone number of the employee placing the LO/BO, the date/time on, the date/time off and purpose for isolating the equipment or system.

Tagout, by using a LO/BO Danger Tag alone, shall only be permitted when a Supervisor/Designee has determined there is no feasible method to physically lock or block isolation devices in a "safe" position. A Written Energy Control Procedure shall be developed for the activity (see Section G120.8.4).

**NOTE:** *With the exception of a senior division supervisor or Designee using the lock removal procedure any employee that removes a LO/BO Danger Tag other than their own is subject to disciplinary action.*

G 120

Page 9 of 45 Pages

Date: 09/11/00

#### G120.4.3 Zero-Energy Check

After LO/BO, and prior to work, an attempt must be made to operate the equipment or system. The exposed employee must try the start controls, verify de-energization with test equipment, or physically verify the placement of blockouts by doing a Walk around of the system.

It is preferable, if possible, to operate the equipment/system before LO/BO. This will help to confirm that the LO/BO activity was successful when the required procedure to operate after LO/BO is attempted.

When more than one employee is required to lockout, tagout, or blockout, a designated employee may perform the Zero-Energy Check providing all exposed employees are available to witness the check, or afforded an opportunity to perform their own check.

#### G120.4.4 Restoration of Equipment or Process

Each employee shall remove his/her LO/BO lock and LO/BO Danger Tag when an agreement has been reached that the work is complete.

If a LO/BO Control Lock was used as part of a complex LO/BO activity, remove it only after each exposed employee lock has been removed. LO/BO Control Locks must always be the FIRST ON, AND THE LAST OFF, during the LO/BO procedure.

Employees are prohibited from removing any LO/BO Danger Tag or LO/BO lock other than their own.

- If an employee leaves the job site before work is complete, and another employee will be completing the repair, he/she should remove their LO/BO lock and LO/BO Danger Tag only after the next employee has applied a LO/BO device, or a control lock and LO/BO Danger Tag has been applied. This procedure will insure that the inadvertent operation of the equipment or system will not pose a hazard or cause damage.
- Where equipment or systems will be out of service for an extended period of time, the LO/BO Control Lock and LO/BO Danger Tag shall remain in place and the estimated length of time noted in the LO/BO Log.

#### G120.4.4.1 LO/BO Removal for Missing/Absent Employees

When an exposed employee(s) who applied the lockout or tagout device is not available to remove it, that device may be removed only under the direction of a senior division supervisor or Designee, and only after completing the Emergency LO/BO Lock/Tag Removal Form in Appendix F and performing the following steps:

Have another employee assist with the following steps, if available.

(1) Verify that the re-energization of the equipment/system is necessary and poses no additional safety hazards.

(2) Contact the employee, or otherwise verify his/her location.

G120.4.4.1 LO/BO Removal for Missing/Absent Employees (Cont.)

(3) Do walk around of the equipment or system to verify that any exposed employee is removed from the hazardous area.

(4) Remove the LO/BO device.

(5) Ensure a method has been provided to notify the absent/missing employee of the LO/BO removal.

After removing the LO/BO, restore the equipment to service or notify the proper supervisor the work is complete. Unless a Personal LO/BO Lock has been used, return the LO/BO lock and LO/BO Danger Tag to the LO/BO Station and complete the LO/BO Log entry.

Any time the exposed employee cannot be located or informed of his/her LO/BO removal, place a warning tag at the location from which the LO/BO was removed and make an entry in the log. The exposed employee shall return the warning tag to his/her supervisor and complete the log entry indicating the hazard has been communicated.

**G120.5      HARDWARE, TAGS, AND LO/BO STATIONS**

All LO/BO devices/equipments shall be inventoried and accounted for on an annual basis. Lost LO/BO devices shall be reported immediately to the supervisor.

G120.5.1 Locks/Keys

Existing LO/BO locks will be allowed as long as they are identified with a standard department-approved LO/BO lock sticker labeled with "Danger, Do Not Remove This Lock".

ALL Existing LO/BO Danger Tags shall be replaced with the department-approved LO/BO Danger Tags in order to maintain a highly recognizable LO/BO program.

All LO/BO Station LO/BO locks must be individually keyed, numbered, and uniquely distinguishable from LO/BO locks for personnel protection per Department Directives.

LO/BO locks issued to a specific LO/BO Station and Personal LO/BO Locks may be adapted to accept a master key, providing the master is controlled by a senior division-designated supervisor or Designee, and is used in conjunction with the removal procedure referenced in Section 4.4.1.

Each exposed employee issued a Personal LO/BO Lock(s)/key(s) or LO/BO locks shall be responsible for the lock(s) under his/her control. Personal LO/BO Locks are to be kept with the employee and must be readily available for use. Personal LO/BO Locks shall be identified with the employee's name, may be keyed alike, and shall be distinguishable from locks used for other purposes.

LO/BO Control Locks may be keyed alike if used on only one specific piece of equipment when used for complex LO/BO activity.

G 120

Page 11 of 45 Pages

Date: 09/11/00

G120.5.2 Hardware

Each division shall determine the number of locks, tags, chains, wedges, key blocks, types of devices, and so forth, needed for the isolation of equipment and systems under their control.

The lockout and tagout devices and attachments must be durable to withstand the environmental conditions to which they are exposed. They must be constructed to prevent removal without excessive force or special tools.

Blockout devices shall be engineered to withstand the forces they may be subjected to. Use manufacturer's data or engineered data to document compliance.

G120.5.3 LO/BO Danger Tags

Use tags imprinted with the word "DANGER" to provide personal protection. Attach LO/BO Danger Tags to isolation devices in conjunction with a LO/BO lock or block out. Use only permanent marker to write on the LO/BO Danger Tags. LO/BO Danger Tags shall be used only once.

Tagout devices and attachments must be durable and capable of preventing inadvertent or accidental removal.

Each LO/BO Danger Tag must contain the following information:

- Employee's name
- Employee's work phone number
- Date and time applied and removed
- Purpose of the LO/BO

G120.5.4 LO/BO Stations

Each facility or location where LO/BO activities take place shall establish a LO/BO Station(s) unless the division has determined that one is not necessary. At a minimum, the LO/BO Station shall:

- Be visibly labeled to identify it as a LO/BO Station.
- Contain a LO/BO Log (Refer to Appendix G) indicating the exposed employee's name and work phone number, the equipment/system affected, the lock number, the date and time LO/BO was applied and removed, and reason for LO/BO.
- Contain an adequate number of locks, and the necessary hardware to implement LO/BO for the facility or location when established for multiple users.
- Contain equipment inventory records, checklists, and Written Energy Control Procedures including diagrams or other facility-specific information.

Where divisions or locations exclusively use Personal LO/BO Locks, the log may be kept at a central location by the Supervisor/Designee.

All LO/BO Logs must be turned in to Divisional Safety Coordinator on an annual basis.

## G120.6 COMPLIANCE INSPECTION

Divisional Safety Coordinators shall conduct an annual inspection of the LO/BO Procedures in their division to insure compliance with the Program requirements. (See Appendix H for a sample LOBO Inspector Checklist.) Additionally an inspection shall be conducted after each accident, near miss, or change in conditions.

Appendix H must be completed during the inspection and maintained for documentation for three years.

All deficiencies found during the inspection must be corrected. Any necessary changes to the procedure shall be forwarded to Risk Management.

## G120.7 TRAINING

All Department employees shall be trained in LO/BO training according to the following levels:

- Supervisor/Designee (8 Hours) - shall receive the highest level of training.
- Authorized/Exposed Employee (2 Hours) - shall receive the next highest level of training
- Awareness (½ Hour) - all other employees shall receive awareness training.

Divisional Safety Coordinators will be responsible for coordinating the completion of their employees' training at the appropriate levels with their supervisors. Refresher training shall be conducted when the results of inspections, audits, observations, or accidents/incidents indicate a lack of understanding or compliance.

## G120.8 ENERGY CONTROL PROCEDURES

### G120.8.1 LO/BO Procedures for Electrically-Powered Equipment

For Electrical LO/BO Procedures—Refer to Division-Specific Operational Services Division LO/BO Plan.

**NOTE: Only qualified electrical or other specifically authorized personnel shall open an enclosure to test or operate a disconnect device on the electrical system. THIS PROCEDURE IS ONLY TO BE DONE BY A QUALIFIED INDIVIDUAL!**

Use the following sequence for routine operational adjustments:

- A) Determine adequate energy-isolation points and necessary hardware as per Section 4.1 of this procedure. Review the LO/BO procedure with the Supervisor in charge of the equipment or facility. Make the appropriate entries in the LO/BO Log.
- B) Perform operational energy check by operating the machine "start" control whenever possible.
- C) Use normal "stop" procedures to shut down equipment (depress stop buttons, open toggle switch and so forth).

G 120

Page 13 of 45 Page

Date: 09/11/00

G120.8.1 LO/BO Procedures for Electrically-Powered Equipment (Cont.)

- D) Stand to the side of the disconnect switch(es) or circuit breaker(s) for your safety and shutoff power.
- E) Lock and tag the switch in the "off" or "safe" position. Each exposed employee must attach his/her own LO/BO device, even if another person has taken the equipment out of service.
- F) Test the electrical disconnect switch handle after lockout to make certain it cannot be moved to the "on" position.
- G) Perform a Zero-Energy Check by operating the machine "start" controls after LO/BO to make sure that the main energy-isolation device is open or in the "safe" position.

When more than one exposed employee is required to LO/BO a system/equipment, one individual may perform the Zero-Energy Check. This procedure is valid provided that all of the exposed employees are available to witness the check.

G120.8.2 LO/BO Procedures for Mechanically-Powered Equipment

Equipment powered by internal-combustion engines, air, gas, water, steam, and so forth, are examples of this category. Use the following procedures:

1. Determine adequate isolation points per Section G120.4.1. Review proposed work with the Supervisor in charge of the equipment or facility. Evaluate LO/BO hardware intended for use as block outs and ensure blanks and/or blinds are of sufficient strength for the potential pressures to be applied to them. Make the appropriate entries in the LO/BO Log.
2. Perform operational energy check by operating the machine "start" control whenever possible.
3. Use normal "stop" procedures to shut down equipment (depress stop button, shift lever, operate valve, and so forth).
4. Operate mechanical energy-isolating device such as a valve, or lever, to the "safe" position. (State operators may be required to perform this function.)
5. Bleed any stored gas, steam, hydraulic pressure/fluid, and so forth that remains under pressure in piping, accumulators, and cylinders.
6. Lock and tag the mechanical isolating device in the "safe" or "off" position. Always attempt to apply the LO/BO to the energy-isolation device nearest the work area. Each person must perform his/her own LO/BO, even if another has taken the equipment out of service.

G120.8.2 LO/BO Procedures for Mechanically-Powered Equipment (Cont.)

7. Perform a Zero-Energy Check by insuring that the isolation device has provided a complet shutdown. Be sure all controls and combination of controls are tested to verify that devices are se into position.

After completion of work, restore the equipment or system per Section G120.4.4

G120.8.3 LO/BO Procedures for Penstocks and Pipelines

Locking and blocking out these systems require identification of all methods that may cause a release c water or material into the Penstock or the pipeline. For more information about the particular facility, refe to the Division-Specific Procedure.

G120.8.4 Procedures for Complex LO/BO Activities

Complex LO/BO activities normally include more than one employee exposures to systems with multipl energy-isolation points. Supervisor in charge of work activity shall use the following procedure for writt Written Energy Control Procedure with Divisional Safety Coordinators:

1. Determine adequate isolation points per Section G120. 4.1.
2. Assign one LO/BO lock and LO/BO Danger Tag to each exposed employee (Personal LO/BO Lock may be designated for this purpose) and complete the LO/BO Log.
3. The Supervisor/Designee will be assigned LO/BO locks and LO/BO Danger Tags, one for eac energy-isolation device, with the words "LO/BO Control Lock" written in the space normall designated for employees' names in the log. Record the lock number.
4. When possible, conduct operational energy check. Use normal stop procedures to shut dow equipment (depress stop buttons, open toggle switches, and so forth).
5. Using a LO/BO Control Lock and LO/BO Danger Tag for each energy-isolation device. Th Supervisor/Designee shall LO/BO the devices in the "off" or "safe" position. Each LO/BO Dange Tag used must be labeled "Control Lock," and include the Supervisor/Designee's name and phon number, the time and date applied, and its purpose.
  - (A) Place the LO/BO Control Lock keys in a LO/BO Control Lock box.
  - (B) Each exposed employee shall place his/her Personal LO/BO Lock and LO/BO Danger T on the LO/BO Control Lock Box.
  - (C) Perform a Zero-Energy Check by operating the machine "start" controls after LO/BO t make sure that the main isolation device is open or in the "safe" position.

G 120

Page 15 of 45 Pages

Date: 09/11/00

After completion of work, restore the equipment or system per Section G120.4.4

**G120.8.5**      Power System Utilization, Distribution and Transmission Applications

Refer to Operational Services Division-Specific Plan.

*NOTE: Only qualified electrical or other specifically authorized personnel shall open an enclosure to test or operate a disconnect device on the electrical system. THIS PROCEDURE IS ONLY TO BE DONE BY A QUALIFIED INDIVIDUAL!*

**G120.8.6**      Storm Drains, Channels

These systems cannot be isolated with blockout devices. Therefore, the work needs to be planned accordingly and caution should be exercised by employees when entering them to perform work. Refer to Division-Specific LO/BO sections.

Before personnel other than Flood Maintenance Division employees enter Flood Control Channels, they shall contact Water Resources Conservation Division, Operations Section to:

**G120.8.6.1**      Verify that no water releases are planned for that day that affect the specific channel they are entering. These water releases may be in the form of valve releases at dams, changes made at spreading grounds, or by changes made to rubber dams, and rainfall in mountains or higher areas.

**G120.8.6.2**      Alert Water Resources Division that Department personnel will be in a specific channel in case a water release is planned or otherwise made that would affect the channel.

**G120.8.7**      Sewer Lines

Refer to Waterworks and Sewer Maintenance Division-Specific section for more information.

**G120.9**      **Special Testing, Troubleshooting, or Positioning of Machines**

In situations in which lockout or tagout devices must be temporarily removed from the energy-isolating device and the machine or equipment energized to test or position the machine, equipment, or component thereof, the following sequence of actions shall be followed:

1. The Supervisor/Designee shall develop a (Written Energy Control Procedure) for the work activity and review with all exposed employees during a prejob safety meeting.
2. Ensure personnel involved in the activity are trained and qualified. (Only qualified electrician shall open an enclosure to test or only authorized personnel operate a disconnect device on the electrical system. Refer to Operational Services Division-Specific Plan for more detail.)

**G120.9 Special Testing, Troubleshooting, or Positioning of Machines (Continued)**

3. Establish communications among all involved participants (line-of-sight hand signals, radio, and so forth).
4. Clear the machine or equipment of tools and materials.
5. Remove employees from the machine or equipment.
6. Place warning signs and/or barricades to restrict access by unauthorized individuals.
7. Remove the lockout or tagout devices.
8. Only qualified electricians shall determine what hazard controls will be needed to safely test or troubleshoot the equipment live and implement those controls. (Generally not permitted if greater than 600 volts alternating current.) Hazard controls for troubleshooting may include:
  - The use of insulating gloves or other protective equipment (for example, insulated sleeves, fire retardant clothing, and so forth) approved for the exposure or voltage involved, and
  - Insulating blankets, mats, or other nonconductive barriers to prevent contact with live exposed conductors or parts, and/or,
  - Insulated tools, and/or,
  - Other special precautionary techniques approved by the division.
9. Energize and proceed with testing or positioning.
10. De-energize all systems and reapply LO/BO before continuing the servicing and/or maintenance.

**G120.10 CONTRACTED SERVICES AND OTHER OUTSIDE PERSONNEL**

The contractor shall be provided with a copy of the Department's Lockout/Blockout Policy prior to any work being done on the system requiring LO/BO activities.

G 120

Page 17 of 45 Pages

Date: 09/11/00

**G120.11 ENGINEERING AND SPECIAL WORK PRACTICES****G120.11.1 Engineering Practices**

Energy equipment isolation devices shall be designed, procured, and installed to accept a lockout device on major replacement, repair, renovation, or modification of machines or equipment. Refer to Appendix I for bid specifications.

If equipment or systems do not presently afford a local disconnect switch or isolation device, the supervisor shall evaluate and determine the feasibility of installing such a device. If it is determined to be infeasible, a Written Energy Control Procedure must be developed for all associated LO/BO activities.

Main disconnect devices and branch circuits feeding equipment in the facility shall be clearly identified and labeled.

Complex equipment and systems may have several devices located in remote locations or on master panels. Equipment records such as circuit or machine drawings shall be revised promptly to reflect changes in the operations of these devices.

**G120.11.2 Special Work Practices**

When conducting complex LO/BO activities, Written Energy Control Procedures for control of hazardous energy sources must be well established before the work begins. Last-minute work decisions should be avoided. Written Energy Control Procedures should be developed and supplemented by specially marked-up drawings that cover the scope of the work. The following shall be addressed in the Written Energy Control Procedures:

1. A description of the job to be done and its location.
2. Identification of the LO/BO Supervisor in charge and other employee(s) who need to be informed throughout the job.
3. The work steps, hazards involved, and the control measures necessary to abate those hazards.
4. What communications have taken place and what will continue to take place to maintain safe working conditions.
5. A review of the LO/BO methods, available prints for the job, and additional information as required.
6. Special safety procedures and practices that apply, for example, the installation of grounding circuits, entry into confined spaces, and so forth.

G120.11.2 Special Work Practices (Cont.)

7. Special LO/BO Devices

- a. Emergency procedures to be used and the location of equipment that has been provided for these procedures.
- b. Time for additional questions from employees.

Notices that communicate starting times, temporary feeds, restricted areas, and equipment to be affected shall be utilized for all complex LO/BO activities.

**G120.12 NORMAL PRODUCTION OPERATIONS**

Activities that are routine, repetitive, and integral to the use of equipment for production are not covered by this procedure if alternate measures that provide effective worker protection are provided.

**G120.13 DIVISIONAL LO/BO PLANS**

All employees shall follow the Division-Specific Plans.

The following Divisions shall also comply with the Divisional LO/BO Instructions included in this procedure

- Fleet Management Group
- Flood Maintenance
- Operational Services
- Waterworks and Sewer Maintenance

**TABLE OF CONTENTS - Lockout/Blockout Procedure and Policy****1.0 Purpose****2.0 Definitions****3.0 Responsibilities**

## 3.1 Employees

## 3.2 Supervisor/Designee

## 3.3 Risk Management

## 3.4 Divisional Safety Coordinators

## 3.5 Contractors, Vendors, and Other Personnel

**4.0 Energy Control Program**

## 4.1 Pre-Work Survey

## 4.2 De-energizing Equipment of Systems

## 4.3 Zero-Energy Check

## 4.4 Restoration of Equipment or Process

**5.0 Hardware, Tags, and LOBO Stations**

## 5.1 Locks/Keys

## 5.2 Hardware

## 5.3 LOBO Danger Tags

## 5.4 LOBO Stations

**6.0 Compliance Inspection****7.0 Training****8.0 Energy Control Procedures**

## 8.1 LOBO Procedures for Electrically-Powered Equipment

## 8.2 LOBO Procedures for Mechanically-Powered Equipment

## 8.3 LOBO Procedures for Penstocks and Pipelines

## 8.4 Procedures for Complex LOBO Activities

## 8.5 Power System Utilization, Distribution and Transmission Applications

## 8.6 Storm Drains, Channels

## 8.7 Sewer Lines

**9.0 Special Testing, Troubleshooting, or Positioning of Machines****10.0 Contracted Services and Other Outside Personnel****11.0 Engineering and Special Work Practices**

## 11.1 Engineering Practices

## 11.2 Special Work Practices

**12.0 Normal Production Operations****13.0 Divisional LOBO Instructions**

## Table of Contents

## Appendix

**TABLE OF CONTENTS - Lockout/Blockout Procedure and Policy (Cont.)**

- A. Fleet Management Group LO/BO Plan
- B. Flood Maintenance Division LO/BO Plan
- C. Operational Services Division LO/BO Plan
- D. Waterworks Sewer Maintenance Division LO/BO Plan
- E. LOBO Checklist
- F. Emergency LOBO Lock/Tag Removal Form
- G. Lockout/Blockout Log
- H. LOBO Inspection Check List
- I. Standard Wording for Equipment/Component Purchase Specifications

G 120

Page 21 of 45 PagesDate: 09/11/00

**G120 Appendix A**  
**FLEET MAINTENANCE GROUP**  
**LO/BO PLAN**

**G120.A.1**      **Scope**

This specific Division Instruction is intended as a procedure for implementing the LO/BO requirements of the general department procedure. However, it is not intended to replace those requirements. In the event a conflict arises between this set of instructions and the general requirements, the more stringent shall apply.

**G120.A.2**      **Definitions**

See section 2.0 of general procedure.

**G120.A.3**      **Responsibilities**

See section G120.3 of general procedure.

**G120.A.3.1**      **Employees**

In addition to the responsibilities found in the general department procedure, Group employees shall be responsible for understanding the type of energy control method applicable to their intended work activities.

**G120.A.3.2**      **Shop Superintendent and Designees: No additional requirements**

**G120.A.3.3**      **Risk Management**

No additional requirements

**G120.A.3.4**      **Contractors, vendors and Other Personal**

No additional requirements

**G120.A.4**      **Energy Control Program:**

No additional requirements

**G120.A.5**      **Hardware, Tags, and LO/BO Stations**

No additional requirements

**G120.A.6**      **Compliance Inspection**

No additional requirements

**G120.A.7**      **Training**

No additional requirements

**G120.A.8 Energy Control Procedures**

- G120.A.8.1 When working on Motorized Vehicles or Construction Equipment which require raising of the unit by means of a floor jack or overhead crane Jack Stands of the appropriate weight rating for that unit must be used to support the unit while work is being performed to prevent any personal injury LO/BO
- G120.A.8.2 When working on Motorized Vehicles or Construction Equipment that have hydraulic systems for the dump body or bed which require raising of the dump body or bed, the blocking device equipped with the vehicle must always be used to secure the dump body or bed prior to performing any work. In addition, when removing or replacing hydraulic cylinders, lines or valves blocks must be used at both sides of the hinge points and additional stands used to prevent the dump body or bed from falling and causing personal injury.
- G120.A.8.3 When working on Motorized Vehicles or Construction Equipment which articulates, each exposed employee shall perform a zero energy check as described in Section 4.3 of the LO/BO Procedures Policy. The steering valves and controls shall be operated to release residual or static pressure. The locking devices (if equipped with the unit to prevent it from articulating shall be used to prevent personal injury.
- G120.A.8.4 When working on Motorized Vehicles or Construction Equipment which articulate. Each exposed employee shall perform a zero energy check. Operate steering valves and controls to release residual or static pressure. Use the locking device equipped with the unit to prevent it from articulating and causing personal injury.
- G120.A.8.5 When working on Motorized Vehicles or Construction Equipment which have snow plow blades or bucket that must be raised to perform services, repairs or replacements, a blocking device must be used to prevent the unit from falling and causing personal injury.
- G120.A.8.6 When inspection or repair work is being performed on the overhead shop crane by a contract vendor, the Shop Superintendent, Shop Supervisor or his designee will instruct the vendor where the Lock Out energy control device is located. This will ensure that the contractor installs a Lock Out lock to prevent an accidental activation of an overhead shop crane during inspection or repair work to prevent any personal injury.
- G120.A.8.7 When routine inspections of the overhead shop crane are performed by shop employees, it is the responsibility of the Shop Superintendent, Shop Supervisor or his designee to ensure that the employee doing the inspection has complete control of the overhead shop crane at all times during the inspection. This will prevent any personal injury.

G 120  
Page 23 of 45 Pages  
Date: 09/11/00

- G120.A.9      **Special testing, Troubleshooting, or Positioning of Machines**  
No additional requirements
- G120.A.10     **Contracted Services and Other Outside Personnel**  
No additional requirements
- G120.A.11     **Engineering and Special Work Practices**  
No additional requirements
- G120.A.11     **Normal Production Operations**  
No additional requirements

**G120 Appendix B**  
**FLOOD MAINTENANCE DIVISION**  
**LO/BO INSTRUCTIONS**

**Introduction:**

The lockout/blockout activities in Flood Maintenance Division are unique to Public Works. The various equipment to LO/BO involves not only the usual electrical equipment and panels, but also valves at dams (while employees are inside the penstocks), a hydro-electric plant, a filtration plant, engines, motors, pumps at Pump Plants, and drum gates at Spreading Grounds.

**G120.B.1      Scope**

These specific Division Instructions are intended as a procedure for implementing the requirements of the general department procedure as they apply to Flood Maintenance Division's specific LO/BO needs. These procedures serve as a supplement to the Department general procedures. In the event a conflict arises between this set of instructions and the general requirements, the more stringent shall apply.

**G120.B.1      Definitions**

Contractors, vendors, and other personnel (service/repair organizations that do not work for Flood Maintenance that repair or maintain equipment or systems at a Flood Maintenance facility):

These organizations or personnel may work for other Divisions or be hired outside the Department.

Field Operations (work at locations or facilities where there is not a LO/BO station):


This work will require checking out LO/BO devices from the tool room at the yard or using assigned personal LO/BO devices.

**Check-out LO/BO Hardware**

LO/BO hardware such as locks, tags and devices that are stored at the yards in the tool rooms and issued when employees need to perform lockout/blockout activities at locations that do not have fixed LO/BO stations.

**Personal LO/BO devices**

These are LO/BO devices issued to a Superintendent, Foreman or other employee with the need for carrying devices around in their vehicle.



G 120

Page 25 of 45 Pages

Date: 09/11/00

**G120.B.3 Responsibilities****G120.B.3.1 Employees**

In addition to the responsibilities found in the general department procedure, division employees shall be responsible for understanding the type of energy control method applicable to their intended work activities.

The exposed employee is responsible for inquiring about any Special Written Procedures developed for LO/BO activities they may be involved in, and for ensuring his/her compliance to those procedures and all other related safety requirements.

**G120.B.3.2 Supervisors and designees:**

In addition to the responsibilities found in the general department procedure, supervisors and their designees shall be responsible for the following:

1. Maintain an inventory of isolation points for all equipment/systems found in facilities under their control.
2. Establish central LO/BO stations as needed at each facility under their control.
3. Assign check-out locks and equipment for employees needing LO/BO equipment.
4. Coordinate contractor, vendor, or other personnel LO/BO within facilities under their control, when they have FMD employees exposed to hazards that are locked or blocked out of service.
5. Affix LO/BO controlling locks as described in the department procedures.

The following shall act as supervisors or designees:

- Superintendents
- Foreman
- Dam Operators
- Assistant Dam Operators
- Employees identified and trained at such a level for LO/BO purposes

**G120.B.3.3 Risk Management**  
No additional responsibilities**G120.B.3.4 Divisional Safety Coordinator**  
No additional responsibilities.**G120.B.3.5 Contractors, Vendors, and other Personnel**

In addition to the responsibilities found in the general department procedure, all contractors, vendors and others exposed to energy control hazards while working in Flood Maintenance are responsible for complying with the supervisor's or designee's instructions.

#### G120.B.4 Energy Control Program

##### G120.B.4.1 Pre-work survey

In addition to the requirements of the general department procedure, isolation points for equipment and systems shall be identified by using one of the following methods:

##### G120.B.4.1.1 FLOOD MAINTENANCE FACILITIES

At all Flood Maintenance facilities, isolation points for equipment shall be identified in the following manner

- For equipment with a nearby disconnect switch, label the switches with adhesive stickers that identify the corresponding piece of equipment.
- For equipment not presently wired through a disconnect switch, label the equipment with the location of the controlling circuit breaker and corresponding distribution panel.
- Cord and plug connected equipment shall be exempt from labeling.
- Keep a written inventory in the facility's LO/BO Station for energy isolation points on equipment/systems that will not accept an adhesive label, or where it is infeasible to use a label.

##### G120.B.4.1.2. NON FLOOD MAINTENANCE FACILITIES

At facilities or locations that are not Flood Maintenance, the supervisor of the Flood Maintenance crew shall identify all isolation points to shut down the equipment before employees start work. Isolation points may be determined in one of the following methods:

- Look for disconnect switches labeled as a lockout point, or;
- If work is for another Division, ask for a procedure for locking and blocking out, or;
- Consult with someone in charge of the facility who is familiar with the equipment.

##### G120.B.4.2 Locking, Tagging, and Blocking out

##### G120.B.4.2.1 At facilities with LO/BO stations:

At these locations, FMD employees working on the equipment shall check out locks and tags from the station and make the appropriate entry into the LO/BO station log.

G120.B.4.2.1 At facilities with LO/BO stations (Cont.)

Contractors, vendors and other Department personnel must either use the locks from the LO/BO station or use personal LO/BO locks assigned to them. Contractors and vendors should use their own locks.

A LO/BO tag shall be placed on all locked isolation devices. The tag shall include the name and phone number of the exposed employee, the time and date the LO/BO was applied, and the purpose for isolating the equipment or system.

All other provisions of the general procedure will apply.

G120.B.4.2.2 At facilities and locations without a LO/BO stations:

For locations that do not have a LO/BO station, the supervisor shall do one of two things:

- a. The supervisor may check out the needed LO/BO hardware from the tool room LO/BO station at the yard. The number of locks and required devices issued shall be determined by the supervisor.
- b. The supervisor may use personal LO/BO locks and devices that he or she has been issued.

When working at these facilities or locations specific LO/BO procedures may be developed and should be shared with exposed employees who shall abide by those provisions if applicable.

Each exposed employee shall lock all valves, switches, blockouts, or other isolating devices that prevent the unexpected release of energy in the safe position prior to commencing work on equipment or systems.

A LO/BO tag shall be placed on all locked isolation devices. The tag shall include the name and phone number of the exposed employee, the time and date the LO/BO was applied, and the purpose for isolating the equipment or system.

G120.B.4.2.3 When blockout devices are used, each exposed employee shall tagout the blockout. The tag shall include the name and phone number of the exposed employee, the time and date the Blockout was applied, and the purpose for isolating the system.

G120.B.4.3 Zero Energy Check

Each exposed employee shall perform a zero energy check or observe another employee perform the check, per the requirements of Section G120.4.3 of the LO/BO Procedures Manual.

**G120.B.4.4 Restoration of Equipment or Process**

Each exposed employee shall remove his/her lock and tag per the department procedure in Section 4.4 of the LO/BO Procedure Manual.

- G120.B.4.4.1 When an exposed employee(s) who applied the lockout or tagout device is not available to remove it, the device may be removed by following section 4.4.1 of the Department general procedures.

**G120.B.5 Hardware, Tags, and LO/BO Stations**

**G120.B.5.1 Locks**

- G120.B.5.1.1 Locks used in LO/BO stations shall be individually keyed and have the ability to accept a master key.

Master keys shall be kept by the Superintendent or Foreman responsible for the facility and be used only in conjunction with Section 4.4.1 of the general department procedure.

- G120.B.5.1.2 Personal LO/BO locks shall be individually keyed for the employee. A group of locks issued to an exposed employee may have the ability to accept a common key, providing that the employee maintains exclusive control over their use, and does not re-assign those locks to other personnel.

Personal locks may also have the ability to accept a master key for a group of personal locks assigned to a specific crew.

Master keys shall be kept by the Superintendent or Foreman and be used only in conjunction with Section G120.4.4.1 of the general department procedure.

**G120.B.5.2 Hardware**

All hardware shall comply with the requirements in the general department procedure.

**G120.B.5.3 Tags**

All tags shall comply with the requirements in the general department procedure.

G 120

Page 29 of 45 Pages

Date: 09/11/00

## G120.B.5.4 LO/BO Stations

LO/BO stations will be found at the following locations:

1. All main yards and subyards
2. At the larger, manned Dams where frequent LO/BO activities occur and special LO/BO procedures are needed
3. At Pump Plants, as determined by need
4. At Spreading Grounds (as determined by need) such as Rio Hondo and San Gabriel.

The need for fixed LO/BO stations at the above facilities will be made by Flood Maintenance Division and these locations are subject to change based upon need, use and maintenance.

G120.B.5.4.1 Facilities with a LO/BO station:

LO/BO stations shall be mounted in a central location where they are accessible to all exposed employees

All LO/BO Stations shall comply with the requirements in the general department procedure.

G120.B.5.4.2 Facilities without a LO/BO station:

At facilities that do not have a LO/BO station, employees shall use personal LO/BO devices or check them out from the yard's LO/BO station. The tags shall be returned to the supervisor at the end of the LO/BO activity for entry into the log.

## G120.B.6 Compliance Inspection

No additional requirements

## G120.B.7 Training

The following is a guideline to who receives the training at what levels in the division. The primary guideline is what level of responsibility the employee will have in the LO/BO activity.

Supervisor Level:

Designated superintendents, foreman, crew leaders, dam operators, assistant dam operators who meet the requirements of a Supervisor / Designee as stated within Section 120.4.4 of the LO/BO Procedure Manual

Exposed Employee Level:

Employees that work at dams, pump plants, spreading grounds, including confined space crews, LO/BO whose job requires him/her to be exposed to hazards from the unexpected operation of systems or equipment under lockout, tagout, or blockout conditions

Awareness Level:

Other employees in the division who may come across a LO/BO device in use.


**G120.B.8 Energy Control Procedures****G120.B.8.1 Complex LO/BO Activities**

A complex LO/BO activity is when there are multiple employee exposures, either department personnel or with a contractor, and there are multiple energy isolation points. In these cases it may be easier to use LO/BO Control Locks and LO/BO Lock Boxes. Refer to the procedures under section 8.4 of the general Department procedures for the correct method of locking out complex LO/BO activities.

**G120.B.8.2 Storm Drains and Channels**

These systems cannot be isolated with block out devices. Therefore, the work needs to be planned accordingly and caution should be exercised by employees when entering them to perform work. When possible, work shall be scheduled during low flow periods. Many of these facilities except channels in Flood Maintenance are considered confined spaces.

When working in channels that take water flows from the following:

- 
1. valve releases made at dams
  2. spreading ground radial gate changes or other activities
  3. rubber dam changes such as deflating the dam:


The supervisor should let either the FMD Scheduler or Water Resources Division, Operations section know that a crew is working in the particular channel. When a change is made and water is to be released, the crew can then be notified to clear the channel prior to the water reaching them.

**G120.B.8.3 Valves and penstocks at Dams**

Operations of valves and related controls at dams should be under the control of the Dam Operator, or Assistant Dam Operator, an employee trained as relief or a trained supervisor. This will ensure that anyone operating the controls of dams are trained in the proper operation of the controls.

In Flood Maintenance Division, locks and/or chains with locks have been placed on manually operated valve controls. These prevent unauthorized operation of the equipment, and provide a measure of security. They are not for personnel protection during a LO/BO activity.

Locking and Blocking out valves require identification of all methods that may cause a release of water into the penstock. The controls of the valves will vary depending on the valve type at individual dams. All identified controls shall be locked out of service to prevent their operation. In some cases, blocks may be needed to prevent the operation of valves. After the control methods are identified, they shall be locked out following the Energy Control Procedure (i.e. electrical, hydraulic, mechanical etc.) which involves locking the control out of service, placing LO/BO tags and performing a Zero Energy Check.



G 120Page 31 of 45 PagesDate: 09/11/00

#### G120.B.8.3 Valves and penstocks at Dams (Cont')

Leakage into the penstock through the valve(s) may not be prevented or stopped in some cases. The leakage shall be dealt with to prevent a buildup of water that can pose a hazard to the employees. In some cases this may involve using pumps or allowing the water to flow through open hatches. All other lines that flow into the penstock shall be locked or blocked out of service when employees are working inside the penstock.

These systems are confined spaces and the supervisor shall refer to the Flood Maintenance Confined Space Manual for more details.

#### G120.B.8.4 Spreading Grounds

The controls of spreading grounds should be operated by an employee trained in the proper operation of the equipment. The operator, or their designee, must control operation of all equipment and systems that have a potential for the sudden release of energy.

Equipment found at spreading grounds will need to be locked or blocked out of service when employees are working on or near the equipment that if the equipment should be operated, it would injure an employee. The supervisor is responsible for ensuring that proper LO/BO Energy Control procedures are followed.

#### G120.B.8.5 Hydro-electric plant at San Gabriel Dam

The hydro-electric plant and its equipment shall be locked out of service when maintenance or repairs are done on it. This work will usually involve a contractor or personnel from other divisions.

#### G120.B.8.6 Filtration plant at Cogswell Dam

When servicing the filters in the filtration plant, the incoming water line must be locked in a closed position. The drain is to be opened to allow the existing water to flow out of the chamber.

This area is a confined space and supervisors shall refer to, and follow, the requirements in the Flood Maintenance Confined Space Manual.

#### G120.B.8.7 Pump Plants

There are numerous pieces of equipment to lockout or blockout at pump plants. The engines/motors are powered by natural gas, diesel or electricity. Each presents a separate method to lockout the engine/motor when servicing and repairs are performed.

Pumps or their components may have to be removed and the equipment must all be locked or blocked out of service following the Energy Control procedures found in the general department procedure manual or by specific LO/BO guidelines developed for the particular pump plant or equipment type.

The sump area of pump plants is considered a confined space and supervisors shall refer to, and follow the requirements of the Flood Maintenance Confined Space Manual.

#### G120.B.8.8 Overhead cranes, jib cranes, cableway hoists and the stiff leg derricks

Each of these pieces of equipment will need to be locked out for service or repair. Cranes located at pump plants and dams will have isolation points determined and the LO/BO isolation points shall be identified and clearly marked for personnel to locate. Procedures established regarding locks, tags, and zero energy checks shall all be followed. In some cases LO/BO stations will be found at the pump plant or dam. In other cases personal LO/BO devices or checked-out LO/BO equipment will be used.

The cranes and jib cranes located at dams are often wired with dual pendants. When locking jib cranes out of service, both pendants should be tried for a zero energy check to be sure all isolation points have been locked out and the crane will not operate unexpectedly.

The cableway hoists are powered by engines and the stiff leg derrick is powered by a motor. Each has the ability to be shut down for maintenance and repair on the engine or motor. Prior to an employee placing his hands into any pinch point area near the drums, the drums should be "dogged" (already standard practice) and brakes set if applicable to prevent movement.

#### G120.B.8.9 Rubber Dams

Rubber dams can be found in several channels. They are operated primarily by air compressors that blow them up. Appropriate Energy Isolation procedures shall be followed depending on the type of lockout being conducted.

#### G120.B.9 Special testing, Troubleshooting, or Positioning of Machines

The supervisor or designee will evaluate equipment, systems and situations that may be unique or that may require Written Energy Control Procedures.

G 120

Page 33 of 45 Pages

Date: 09/11/00

**G120.B.10 Contracted Services and Other Outside Personnel**

Refer to the Department general procedures for LO/BO procedures involving contractors under section 10.0.

**G120.B.10.1 LO/BO involving contractors and Flood Maintenance personnel**

When contractors, vendors or other personnel are working in Flood Maintenance facilities and Flood Maintenance has exposed employees, the supervisor shall be sure that FMD is involved in the LO/BO of the equipment. The contractor should use their own locks, tags and other devices to ensure their employee protection. FMD personnel may use LO/BO equipment from the LO/BO station, personal LO/BO devices assigned to them or from LO/BO devices checked out of the tool room at the yard.

**G120.B.10.2 LO/BO involving contractors and no Flood Maintenance personnel**

When contractors, vendors or other personnel are working in Flood Maintenance facilities and Flood Maintenance has NO personnel exposed to the hazards, LACDPW does not participate in the LO/BO of the equipment. If we have employees that enter the facility and will be exposed working around the equipment that is locked/blocked out of service, then the exposed employees shall attach their LO/BO lock and tag from the LO/BO station.

**G120.B.11 Engineering and Special Work Practices**

No additional requirements

**G120.B.12 Normal Production Operations**

No additional requirements

**G120 Appendix C**  
**OPERATIONAL SERVICES DIVISION**  
**LO/BO PLAN**


**G120.C.1 Scope**

These Division Specific Procedures are intended to be used to assist in the implementing of the Departments General LO/BO Procedures. However, it is not intended to replace those requirements. In the event a conflict arises between this set of instructions and the general requirements, the more stringent shall apply. These Division Specific Procedures will clarify the General LO/BO Procedures as they pertain to this Divisions work activities.

- The Operational Services Division's unique applications for LO/BO include:
- Electrical construction, maintenance, and repair
- Overhead power system construction, maintenance and repair
- Traffic Signal construction, maintenance and repair
- Facility construction, maintenance and repair

**G120.C.2 Definitions**

See section G120.2 of General Procedure



**G120.C.3 Responsibilities**

**G120.C.3.1 Employees:**


This Division's employees shall be responsible for understanding the type of energy control methods applicable to their intended work activities. Exposed employees are responsible for inquiring about, and using, other Division's Specific LO/BO Procedures when they pertain to equipment and/or systems that they may encounter.

**G120.C.3.2 Supervisor/Designees:**

In addition to the responsibilities found in the Department's General LO/BO Procedures, Division Supervisor's/Designee's shall be responsible for the following:

Establish and Maintain an inventory of equipment/systems energy isolation points for all equipment/systems found in the shops and fixed locations under their direct supervision.

Establish and maintain LO/BO stations in the shops and fixed locations under their direct supervision.



G 120

Page 35 of 45 Pages

Date: 09/11/00

## G120.C.3.2 Supervisor/Designees (Cont.)

Assign personal LO/BO locks/hardware and maintain a LO/BO log for employees who may become exposed to energy hazards during mobile operations.

Coordinate with contractor/vendor, or other personnel during LO/BO activities within the shops and fixed locations under their direct supervision.

## G120.C.3.3 Risk Management

No additional requirements.

## G120.C.3.4 Divisional Safety Coordinator

Shall be responsible to assist in writing and cataloging the Written Energy Control LO/BO procedures needed to perform effective LO/BO by Division employees.

## G120.C.3.5 Contractors/Vendors and other Personnel

No additional requirements

**G120.C.4 Energy Control Program**

## G120.C.4.1 Pre-work survey

In addition to the requirements of the Departments General LO/BO procedures, energy isolation points for equipment and systems shall be identified by using the following steps:

## G120.C.4.1.1 In Shops

Supervisor/designees shall identify equipment and process system energy isolation points in the following manner:

Permanently and clearly label disconnect switches to identify the corresponding piece of equipment that it supplies/isolates.

Permanently and clearly label equipment not presently provided with a local disconnect switch to identify the location of the corresponding distribution panel. and circuit breaker/isolation point.

Cord and plug connected equipment is not required to be labeled as long as the plug is within sight of the equipment.

Where it is not feasible to use permanent labeling. Prepare and maintain a written inventory of fixed equipment/systems energy isolation points. This information shall be made available at the LO/BO Station.

#### G120.C.4.1.2 Field Operations

The Supervisor/Designee and the exposed employees shall have access to and use the Department LO/BO Procedures required to safely perform their work activities. To help fulfill this requirement, a date copy of the "Operational Services LO/BO Procedures Manual" (OSLPM) shall be assigned to each exposed employee.

Each manual shall contain written LO/BO procedures for common or typical equipment/systems that the field employee may become exposed to. Examples include; Traffic signal systems, street lighting systems, highway safety lighting, illuminated street name signs, tunnel lighting systems, air compressors, pumps, generators, transfer switches, shop equipment, emulsion tanks, electrical panels and disconnects, lighting systems, engine driven pumps, air conditioners, heaters, fans, etc. This manual shall be kept up to date and accurate.

The "OSLPM" and a copy of the DPW General LO/BO Procedure Manual shall be carried in each field service vehicle in order to be available at field work locations where potential exposure to energy hazard may be encountered.

\*\*\*The Operational Services LO/BO Procedure Manual does not contain ALL of the Departments specific LO/BO procedures. When this manual does not provide procedures for the specific equipment or system to be worked on, Written Energy Control LO/BO Procedures are required before work commences.

Employee's performing the work activity shall identify all equipment and process system isolation points prior to commencing a LO/BO in the following manner:

Consult the Departments General LO/BO Procedures and the "OSLPM" related to the equipment/system involved in the work activity. Review of another Division's Specific LO/BO Procedures may be required.

Where energy hazards exist that are not under the direct control of the Department of Public Works, consult with the Utility Company or private owner responsible for that hazard to effectively protect personnel from hazardous energy.

Review Written Energy Control LO/BO Procedures in the LO/BO Station.

#### G120.C.4.1.3 Consulting With Other Divisions

Some Journeyman level personnel within the Operational Services Division are uniquely qualified to determine adequate energy isolation points for the control of hazardous electrical energy, and may act as LO/BO supervisor/designees for the purpose of providing consultation to other divisions. Journeyman level personnel in the following crews may qualify:

1. Operational Services Power Linemen
2. Signal Construction Crew Electricians
3. Traffic Signal Electricians
4. Other Journeyman Electricians

G 120

Page 37 of 45 PagesDate: 09/11/00

## G120.C.4.1.3 Consulting With Other Divisions (Cont.)

Those designated employees shall receive Supervisor/Designee level LO/BO training.

## G120.C.4.2 Locking, Tagging, and Blocking Out

1. In shops and buildings where LO/BO activities will occur often, LO/BO Stations shall be installed and used.
2. In any field or shop locations where LO/BO Stations exist, the LO/BO Log shall be completed for any LO/BO even though only assigned Personal LO/BO Locks were used.
3. Each exposed employee shall be protected by his personally applied LO/BO lock(s)/tag(s) prior to commencing work on equipment or systems. This protection shall be provided by either of two acceptable methods:
  - a. Use of Personal LO/BO locks/tags and hardware directly on isolation points.
  - b. Use of a LO/BO Control lock/tag system and related procedures.

## G120.C.4.2.1 For field operations, Supervisors/Designees shall assign personal LO/BO locks to any employees who may be exposed to energy hazards during their field work activities. The number of locks issued shall be determined by the employee's Supervisor/Designee.

When performing LO/BO in other Divisions, the Supervisor/Designee in control of the facility/location may require all exposed employees to utilize LO/BO station hardware and control locks in place of assigned personal LO/BO locks.

## G120.C.4.3 Zero Energy Check

Each exposed employee shall perform/witness a ZERO ENERGY CHECK per the Departments LO/BO procedures prior to the work activity.

## G120.C.4.4 Restoration of Equipment or Process

Each exposed employee shall remove his/her personally applied LO/BO lock/tags per the Departments LO/BO procedures in Section G120.4.4 of the LO/BO Procedures Manual.

**G120.C.5 Hardware, Tags, and LO/BO Stations**

G120.C.5.1 Locks  
No additional requirements

G120.C.5.2 Hardware  
No additional requirements

G120.C.5.3 Tags  
No additional requirements

G120.C.5.4 LO/BO Stations

G120.C.5.4.1 At shops and buildings where regular use of LO/BO procedures are required, LO/BO stations shall be established. More than one LO/BO station may be used at a facility, yard or shop for convenience.

All LO/BO Stations shall comply with the requirements in the Departments General LO/BO Procedures. Temporary LO/BO Stations may be setup for seldom repeated work activities.

G120.C.5.4.2 For mobile operations, the supervisor shall keep a LO/BO log for all LO/BO activities performed by crews. All completed LO/BO tags shall be returned to the supervisor at the end of the LO/BO activity for the purpose of logging the activity. Completed and returned LO/BO tags may be saved by the supervisor in place of filling out a log. All LO/BO tags are to only be used once, then returned to the supervisor at the end of the LO/BO.

**G120.C.6 Compliance Inspection**  
No additional requirements

**G120.C.7 Training**  
No additional requirements

G 120

Page 39 of 45 Pages

Date: 09/11/00

**G120.C.8 Energy Control Procedures****G120.C.8.1 Traffic signal systems:**

When isolating a signal phase in a pull box so that work can be done at another location, the ends of the opened conductors shall be insulated and tagged with a LO/BO tag.

**G120.C.8.2 Street lighting Systems:**

While Relamping, repairing, and/or maintaining medium voltage street lighting systems, the circuit shall be isolated and LO/BO shall be applied at the Disconnect switch (Oil Switch).

**G120.C.8.3 Safety Grounding:**

Safety grounding shall be applied when there is a possibility of transient voltage hazards. This includes but is not limited to, standby generator fed systems, long overhead power lines, and some street lighting systems.

**G120.C.8.4 Safety grounding by DPW employees is required when LO/BO can not be directly applied by the exposed DPW employee. Do not rely on Utility Companies or others LO/BO for hazardous energy protection of LACDPW employees. Safety Grounding shall only be applied by trained Operational Services personnel.****G120.C.8.5 Each exposed employee shall lockout and/or tagout the Safety Grounds and witness a Zero Energy Check before performing their work activity.****G120.C.9 Special Testing, Troubleshooting, or Positioning of Machines**

No additional requirements

**G120.C.10 Contracted Services and Other Outside Personnel**

No additional requirements

**G120.C.11 Engineering and Special Work Practices**

No additional requirements

**G120.C.12 Normal Production Operations**

No additional requirements

**G120 Appendix D**  
**WATER WORKS / SEWER MAINTENANCE DIVISION**  
**LO/BO PLAN**

**G120.D.1 Scope**

This specific Division Instruction is intended as a procedure for implementing the LO/BO requirements of the general department procedure. However, it is not intended to replace those requirements. In the event a conflict arises between this set of instructions and the general requirements, the more stringent shall apply.

The Water Works / Sewer Maintenance Division has unique applications for LO/BO. Crews in this division are both highly mobile —working in the field, and also report to fixed locations in shops. Sewer Maintenance also operates a wastewater treatment facility. This Division Instruction will outline the use of central LO/BO stations and personal LO/BO locks as two energy control methods for specific use by division employees.

**G120.D.2 Definitions**

Safe Work Boundary:

The portion of a system that has been isolated from the process by valves, switches, blanks, etc. to prevent the unexpected release of hazardous energy.

**G120.D.3 Responsibilities**

**G120.D.3.1 Employees:**

In addition to the responsibilities found in the general department procedure, division employees shall be responsible for understanding the type of energy control method applicable to their intended work activities.

**G120.D.3.2 Supervisors and designees:**

In addition to the responsibilities found in the general department procedure, division supervisors and the designees shall be responsible for the following:

- Maintain a running inventory of isolation points for all equipment/systems found in shops and fixed locations under their control.
- Assign personal LO/BO locks and maintain a log for employees involved in mobile operations.
- Coordinate contractor, vendor, or other personnel LO/BO within the shops and fixed locations under their control.

G 120

Page 41 of 45 Pages

Date: 09/11/00

**G120.D.3.3 Wastewater Treatment Operators:**

Operators shall not allow any contractor, vendor, or other personnel to operate plant systems. When performing LO/BO with other personnel, operators shall coordinate the configuration of valves, switches, etc., necessary to provide a safe work boundary.

**G120.D.3.4 Risk Management**  
No additional responsibilities**G120.D.3.5 Contractors, Vendors, and other Personnel**

In addition to the responsibilities found in the general department procedure, all contractors, vendors and others exposed to energy control hazards while working in the division are responsible for complying with the Department's LO/BO Policy and instructions from the operator and division supervisor or designee.

**G120.D.4 Energy Control Program****G120.D.4.1 Pre-work survey**

In addition to the requirements of the general department procedure, isolation points for equipment and systems shall be identified by using the following steps:

**G120.D.4.1.1** The following employees shall inventory each pump station and reservoir to identify isolation points for the systems in each location. These points may be documented as a list, on schematic diagrams, or located on drawings. The attached LOBO Checklist (Appendix E) shall be used to document the inventory:

- Water Works Electro-Mechanic Supervisor/Designee  
Sewer Maintenance Electro-Mechanic supervisor and
- Wastewater Treatment Plant supervisor/Designee shall coordinate with Electro-Mechanic Supervisors

**G120.D.4.2 Locking, Tagging, and Blocking out**

**G120.D.4.2.1** At shops, a LO/BO station or LO/BO kit shall be used. Mobile operation may use a LO/BO kit.

**G120.D.4.2.2** Employees and Contractors/Vendors working on shop equipment shall check out locks and tags from the station or kits and make the appropriate log entry.

#### G120.D.4 Energy Control Program (Cont.)

- G120.D.4.2.3 Waterworks and Sewer Maintenance LO/BO Supervisor/Designee shall then lock all valves, switches, blockouts, or other isolating devices that prevent the unexpected release of energy in the safe position, prior to commencing work on equipment or systems. Written Energy Control Procedures shall be available listing the detail of the LO/BO for each system. The LO/BO Supervisor/Designee will ensure when multiple personnel are involved, that proper LO/BO procedures are followed for exposed personnel under his direction.

As an alternative, it is permissible for the LO/BO Supervisor to apply lockout blockout for the entire work crew when the work involves a time-sensitive operation. In such cases, it is the responsibility of the supervisor/designee to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the supervisor/designee shall not remove the lockout device until it has been verified that all individuals are clear

#### G120.D.4.2.4 Wastewater Treatment Plant

The LO/BO Supervisor/Designee shall issue personal locks to exposed employees. The following sequences shall be used:

- A) The plant operator shall coordinate with LO/BO Supervisor/Designee to configure the system to provide a safe work boundary.
- B) From the LO/BO station, the plant operator shall check out the necessary number of locks and tags to secure the system and apply a control lock, tag, and multiple locking device on each isolation point. The tag shall be identified as a "Control Lock". The operator shall include his/her name, and telephone number on the tag.
- C) A log entry shall be made for the control locks.
- D) Each exposed employee shall check out a lock and tag from the LO/BO station, make the appropriate log entries, and apply the lock and tag on the multiple locking device after the plant operator has applied the control lock.

#### G120.D.4.3 Zero Energy Check

Each exposed employee shall perform a zero energy check per the department procedure.

#### G120.D.4.4 Restoration of Equipment or Process

Each exposed employee shall remove his/her lock and tag per the department procedure.

G 120Page 43 of 45 Page:Date: 09/11/00**G120.D.5 Hardware, Tags, and LO/BO Stations****G120.D.5.1 Locks**

G120.D.5.1.1 Master keys shall be kept by the senior division supervisor and be used only in conjunction with Section G120.4.4.1 of the general department procedure.

G120.D.5.1.2 Personal LO/BO locks used for mobile operations shall be individually keyed. A group of locks issued to an exposed employee may have the ability to accept a common key, providing that employee maintains exclusive control over their use, and does not re-assign those locks to other personnel.

Personal LO/BO locks may also have the ability to accept a master key for a group of personal locks assigned to a specific crew.

Master keys shall be kept by the senior division supervisor and be used only in conjunction with Section G120.4.4.1 of the general department procedure.

**G120.D.5.2 Hardware**

All hardware shall comply with the requirements in the general department procedure.

**G120.D.5.3 Tags**

All tags shall comply with the requirements in the general department procedure.

**G120.D.5.4 LO/BO Stations**

G120.D.5.4.1 Each supervisor shall have access to a LO/BO station/kit which shall be established within the designated yard/location. The stations shall be readily accessible to all exposed employees working in the location. Where the supervisor is responsible for multiple shops in a yard, a central location may be established.

All LO/BO Stations shall comply with the requirements in the general department procedure.

G120.D.5.4.2 A LO/BO station/kit shall be established at Water Works pump station and reservoir as determined by the Division. The station shall include a copy of the isolation point inventory for that location.

G120.D.5.4.3 For Sewer Maintenance, the supervisor shall keep a log on file for all LO/BO activities performed by the crew. All tags shall be returned to the supervisor at the end of the LO/BO activity for the purpose of recording the activity in the log.

**G120.D.6 Compliance Inspection**  
 No additional requirements

**G120.D.7 Training**  
 No additional requirements

**G120.D.8 Energy Control Procedures**

**G120.D.8.1** LO/BO Supervisor/Designee and Contractors/Vendors working on shop equipment shall check out locks and tags from the station and make the appropriate log entry.

LO/BO Supervisor/Designee shall then lock all valves, switches, blockouts, or other isolating devices that prevent the unexpected release of energy in the safe position prior to commencing work on equipment or systems. The Written Energy Control Procedures will explain in details the steps taken during the LO/BO to ensure employee safety at all times.

**G120.D.8.2** Valves located in streets, which are unable to accept a lock, shall be blocked out by the use of an adequate length of two by four-inch lumber inserted in the can to prevent valve operation. The blockout shall be tagged.

**G120.D.8.3**  
 BOOSTER PUMP AND CONTROL VALVE REPAIR  
 WELL MOTOR AND PUMP PULLING  
 PRESSURE REGULATOR / RELIEF VALVE REPAIR  
 RESERVOIR REPAIR / SHUTDOWN

Above operations shall follow the procedures listed below:

1. The LO/BO Supervisor/Designee shall assign a qualified person to perform the lockout/ blockout of equipment.
2. The qualified person shall use approved LO/BO locks to lock open identified fuses or circuit breakers and install approved tags and complete according to Department's General LO/BO Policy.
3. Only the qualified person and his supervisor shall possess a key to the locks used.
4. The suction and discharge valves shall be tagged and locked in the closed positions with approved LO/BO device. If the valves are underground, a red painted LO/BO two by four block shall be placed in the valve can to identify that the valve is off as part of a LO/BO shutdown.
5. LO/BO log shall be completed.
6. After repairs are complete, all tags and locks shall be removed by the qualified person and equipment restored to its normal operating position according to the general policy recommendation.
7. The LO/BO log book shall be completed.

G 120

Page 45 of 45 Page:

Date: 09/11/00

**G120.D.8.4 Sewer Lines**

These systems are impractical to isolate with blockout devices. Written Energy Control Procedures shall be written and followed at all times. Therefore, the work needs to be planned with caution should be exercised by employees when entering them to perform work. The LO/BO Supervisor/Designee shall be responsible for monitoring the safety of the job during any LO/BO activities involved in maintenance/repair of the sewer lines.

**G120.D.9 Special testing, Troubleshooting, or Positioning of Machines**

No additional requirements

**G120.D.10 Contracted Services and Other Outside Personnel**

LO/BO for contractors, vendors, and other personnel must adhere to Department's LO/BO General and WW/SM Division-Specific LO/BO Policy. They must use the Department's LO/BO device with the assistance of the LO/BO Supervisor/Designee during any activities involving LO/BO.

LO/BO for contractors, vendors, and other personnel performing work in shops or at the wastewater treatment plant shall be accomplished using the following steps:

**G120.D.10.1** The supervisor, designee, or operator shall identify the isolation points for the contractor or vendor, and position the identified isolation device in the safe configuration.

**G120.D.10.2** The supervisor, designee, or operator shall apply a control lock, tag, and multiple locking device on the isolation device. The tag shall be identified as a "Control Lock". The supervisor or designee shall include name, and telephone number on the tag.

**G120.D.10.3** The contractor or vendor shall apply locks and tags, and make the appropriate log entries. The tag shall be identified with the contractor/vendor employee's name, telephone number, the time and date the LO/BO was applied, and the purpose for the LO/BO.

**G120.D.10.4** The LO/BO shall be removed at the completion of work in the reverse order it was applied. The control lock and tags shall be the first on and last off.

**G120.D.11 Engineering and Special Work Practices**

No additional requirements

**G120.D.12 Normal Production Operations**

No additional requirements

		LA Co. Dept of Public Works - HQ Complex - Fire Life Safety Devices																
Floor		*Fire Pump	*Jockey Pump	* Main Fire Panels	* Aux. Fire Panels	Power Supply	Smoke Detectors	Ducted Smoke Detectors	Pull Stations	Speaker / Strobe Combo.	Strobes	Speakers	Fireman Phones	Magnetic Door Holders	Riser Flow Switch	Riser Tamper Switch	Fire Hoses	Fire Sprinkler Heads
Headquarters Building	Penthouse	-	-	-	-	-	5	2	-	-	-	7	1	-	1	1	4	8
	12th	-	-	-	-	1	16	-	2	12	15	9	3	7	1	1	7	279
	11th	-	-	-	-	1	9	-	2	10	-	13	3	7	1	1	7	251
	10th	-	-	-	-	-	8	-	3	-	-	19	3	7	1	1	7	246
	9th	-	-	-	-	-	8	-	3	-	-	22	3	7	1	1	7	239
	8th	-	-	-	-	-	8	-	3	-	-	21	3	7	1	1	7	243
	7th	-	-	-	-	-	8	-	3	-	-	22	3	7	1	1	7	243
	6th	-	-	-	-	-	9	-	3	-	-	26	3	7	1	1	7	221
	5th	-	-	-	-	1	10	-	3	-	33	20	3	7	1	1	7	222
	4th	-	-	-	-	-	10	-	3	-	-	24	3	7	1	1	7	252
	3rd	-	-	-	-	-	10	-	3	-	-	20	3	7	1	1	5	252
	2nd	-	-	-	-	2	20	1	2	16	15	30	3	8	2	2	5	239
	Mez	-	-	-	-	-	22	1	4	9	2	14	2	9	1	1	2	216
	1st	-	-	1	1	2	18	2	3	20	5	5	2	-	1	1	2	123
	Basement	1	1	-	-	2	20	2	2	6	7	42	3	6	1	12	6	435
	Ancillary (East)	-	-	-	-	1	8	-	1	3	1	23	-	-	1	-	3	241
	Ancillary (West)	-	-	-	-	1	9	-	2	5	0	40	-	-	1	-	5	272
Totals		1	1	1	1	11	198	8	42	81	78	357	41	93	18	27	95	3982
Annex	Annex 3rd	-	-	-	-	-	8	-	3	-	2	13	3	2	-	-	-	116
	Annex 2nd	-	-	-	-	-	7	-	3	-	2	12	3	4	-	-	-	100
	Annex 1st	-	-	0	2	1	52	-	10	-	23	23	3	-	-	-	-	139
	Annex Basement	-	-	1	-	1	5	-	1	-	-	1	1	-	1	1	-	21
Totals		0	0	1	2	2	72	0	17	0	27	49	10	6	1	1	0	376
Grand Totals		1	1	2	3	13	270	8	59	81	105	406	51	99	19	28	95	4358

\* **Building Fire System Info**

**Headquarters "HQ" Building:**

Fire Panel w/Annunciator - Honeywell Notifier NFS2-3028

Fire Pump - Patterson 23001014

Fire Pump Controller - Firetrol FTA1930 & FTA950 ATS

Jockey Pump - Grundfos ML90CC-H3

Jockey Pump Controller - Firetrol FTA550F

**Annex building:**

Fire Panel w/Annunciator - Honeywell Notifier AFP-400

**HQ Automatic Smoke Control Sequence of Operation**

*Shown in Emergency Operation Mode*

Equipment Name	Switch-OFF	Equipment Name	Switch-ON
Supply Fan -1	X	Exhaust Fan - 5	X
Supply Fan -2	X	Exhaust Fan - 6	X
Supply Fan -3	X	Smoke Fan - 9	X
Supply Fan -4	X	Smoke Fan - 10	X
Supply Fan -5	X		
Supply Fan -6	X		
Supply Fan -7	X		
Supply Fan -13	X		

\* 1st floor VRV HVAC system to be Added to Seq. of Ops.