

REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NUMBER: 13088
(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: AUGUST 15, 2025

SUBMIT BID TO: Los Angeles Harbor Department Purchasing Office, 1st Floor 500 Pier A Street Wilmington, CA 90744-6433	SHIP TO ADDRESS: PORT OF LOS ANGELES C&P WAREHOUSE 500 PIER A STREET WILMINGTON, CA 90744
Buyer: Mark Martinez, Management Analyst <i>M.M.</i> (310) 732-3890	
ALL ITEMS REQUESTED MAY BE QUOTED AS OR EQUAL	

Please Email Bid to mmartinez@portla.org

RE-BID FROM BID NO. 13021 FOR AFTERMARKET AUTOMOTIVE SERVICES AND REPAIR PARTS

BIDS are requested for the annual requirements of the Los Angeles Harbor Department for **AFTERMARKET AUTOMOTIVE SERVICE AND REPAIR PARTS** to be furnished and delivered as may be required upon the execution of the contract for a period of one-year from the date of contract execution, including two, one-year renewal options, subject to the approval of the Executive Director.

Time of delivery: _____ days after receipt of order. Terms _____ % discount _____ days.

Affirmative Action – An approved AA plan or certification, if not on file, will be required prior to award of contract.

DECLARATION OF NON-COLLUSION The undersigned certifies (or declares) under penalty of perjury that this quotation is genuine and not sham or collusive, or made in the interest or on behalf of any person, firm or corporation not herein named, that the bidder has not directly or indirectly induced or solicited any other bidder to put up a sham bid, or any other person, firm or corporation to refrain from bidding, and the bidder has not in any manner sought by collusion to secure to himself any advantages over other bidders

NOTIFY:
REQ13613
M. Paredes
MM

Firm Name _____
Mailing Address _____ City _____ State _____ Zip _____
Phone No. _____ Fax No. _____

REMITTANCE ADDRESS - Unless bidder indicates otherwise the City will remit to the above address for items received.

The undersigned hereby agrees to furnish and deliver any or all items of goods or services in accordance with the terms, conditions, specifications and prices herein quoted, INCLUDING THE GENERAL CONDITIONS THAT FOLLOWS. **THIS BID MUST BE SIGNED.**

Authorized Signature

Print Name and Title

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Parts Automotive, Sedans and Light Trucks:

1. Parts Automotive Ignition, New, "Standard" List

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

One (1) copy must be submitted with the bid.

The Price Agreement Conditions herein shall apply to discounts quoted.

2. Ignition Wire, New "Standard"

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

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3. Caps and Thermostats – New Stant

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

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4. Hose Clamps – New Ideal Clamps

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Price List No.: _____

Applicable Price Column: _____

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5. Coolant / Antifreeze – Shellzone / Motorcraft

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

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State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

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6. Heating and Air Conditioning Four Seasons / Motorcraft / Delco

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

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Price List No.: _____

Applicable Price Column: _____

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7. Chassis and Steering Moog

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State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

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8. Chassis and Steering and Super Duty Brakes - Motorcraft

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

One (1) copy must be submitted with the bid.

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9. Motorcraft Fuel and Emission and Electrical / Spark Plugs (Ford / Motorcraft Only)

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

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State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

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10. Batteries Motorcraft for Police

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

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The Price Agreement Conditions herein shall apply to discounts quoted.

11. Shock Absorbers - Monroe

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

One (1) copy must be submitted with the bid.

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12. Reman, Power Steering pumps gears, CV Axles - Cardone

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

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13. Fuel Injectors and Emission AC Delco

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

One (1) copy must be submitted with the bid.

The Price Agreement Conditions herein shall apply to discounts quoted.

14. Spark Plugs – AC Delco

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

One (1) copy must be submitted with the bid.

The Price Agreement Conditions herein shall apply to discounts quoted.

15. Chemicals - CRC

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

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16. Belts and Hoses, fuel line heater hose: Gates

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

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State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

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17. Auto and Truck Filters - Wix

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

One (1) copy must be submitted with the bid.

The Price Agreement Conditions herein shall apply to discounts quoted.

18. Auto and Truck Filters – Motorcraft for Police and Fire

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

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19. Gaskets – Fel Pro

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer’s Nationally Published Price List.

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State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

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20. Bearings - BCA

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer’s Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

One (1) copy must be submitted with the bid.

The Price Agreement Conditions herein shall apply to discounts quoted.

21. Lighting, Wagner Lighting

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer’s Nationally Published Price List.

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22. Misc. Catalog 3/M

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

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State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

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23. Wagner Brakes

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

One (1) copy must be submitted with the bid.

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24. Trico Products

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... _____%

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Accessories and Supplies, Lubricant Equipment:

25. Accessories and Supplies, Lubrication Equipment, "Plew / Lubrimatic"

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... %

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

One (1) copy must be submitted with the bid.

The Price Agreement Conditions herein shall apply to discounts quoted.

26. Accessories and Supplies, Lubrication Equipment, "Plews and Edelman"

BIDS are requested in the form of a **DISCOUNT** vendor will allow the Harbor Department from Manufacturer's Nationally Published Price List.

State PERCENTAGE DISCOUNT allowed the Harbor Department..... %

State Manufacturer: _____

Price List No.: _____

Applicable Price Column: _____

One (1) copy must be submitted with the bid.

The Price Agreement Conditions herein shall apply to discounts quoted.

WORKSHEET. (Attachment A) Bidder must complete the attached Worksheet showing net prices to the City of Los Angeles Harbor Department. As applicable, net prices are to reflect the discount quoted above. The Worksheet is for evaluation purposes only and is not intended to be restrictive in any way. Failure to complete and return the Worksheet with the bid may void bid.

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SUPPLIER CONTACT INFORMATION:

Contact Person: _____

Title: _____

Telephone No.: _____

Fax No.: _____

E-Mail Address: _____

24 Hour Contact No.: _____

REQUEST FOR QUOTATION BIDDER RESPONSIVENESS. In order to be responsive, bidders shall complete and return all Quotation documents requested by the Port, including addenda, specifications, drawings and all forms.

The Purchasing Agent may deem a bidder non-responsive if the bidder fails to provide all Quotation documents requested by the Port at the Quotation closing date and time.

ADDENDUMS. From time to time, the Harbor Department may deem it necessary to issue an addendum(s) to modify or cancel a Bid Request. Such addendum(s) will be available on the Port of Los Angeles internet website – www.portoflosangeles.org and the Regional Alliance Marketplace for Procurement website – www.rampla.org. It is the responsibility of the bidder to be aware of and respond to any such addendum(s) before the deadline of the applicable bid request. Failure to do so may deem the bid non-responsive.

BID SUBMITTAL TIMELINESS. Bidders solely are responsible for the timeliness of their submittals. As such, bidders are cautioned to budget adequate time to ensure that their bids are delivered at the location designated at or before the deadline set forth above. Bidders are cautioned that matters including, but not limited to, traffic congestion, security measures and/or events in or around the Harbor Department, may lengthen the amount of time necessary to deliver the bid, whether the bid is submitted in person or by mail.

AWARD. The Harbor Department reserves the right to reject any or all Bids, award Bid as a whole, split award or delete line items as it may deem necessary, unless otherwise stated herein.

ESTIMATED EXPENDITURE. Total expenditures under this contract are estimated to be **\$40,000** annually. No guarantee can be given that this total will be reached or that it will not be exceeded. Vendor agrees to furnish more or less at the unit prices quoted in accordance with actual requirements throughout the contract period, however, this amount may not be exceeded without prior written approval from the Board of Harbor Commissioners in the event the amount exceeds \$150,000.

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MISCELLANEOUS PURCHASES. The Harbor Department requests the option to purchase miscellaneous related parts and supplies, in conjunction with the purchase of items covered by the contract, under the condition that such items may be purchased in amounts not to exceed \$500.00 per order, per invoice.

Check one:

Option Granted: _____ Option Not Granted: _____

AUTHORIZED DISTRIBUTOR/DEALER.

Bidder must indicate if it is an authorized factory distributor/dealer for the manufacturer being quoted (please initial).

Yes: _____ No: _____

If bidder is not an authorized distributor/dealer, the bidder shall submit with its Quotation a formal Letter of Certification from the manufacturer, stating that the manufacturer will honor any warranty claims by the City for equipment, parts, and/or materials provided by the bidder.

The manufacturer will be responsible for any default of the supplier that is not corrected by the supplier in a timely and efficient manner. This responsibility includes replacing incorrect or defective parts, trouble shooting, and correcting problems that are traceable to the manufacturer.

NEW AND UNUSED. The equipment furnished shall be new and unused, current model.

WARRANTY. Terms of warranty on equipment offered. Free PARTS & SERVICE (LABOR) for defective parts and workmanship for the following time period after equipment has been accepted:

RENEWAL OPTION. State if you will grant the Harbor Department the option to extend any contract awarded hereunder for a period of one or two years, from the date of expiration, under the same terms and conditions, and at the same percentage discount off the applicable manufacturer's price list as stated herein. Option(s) granted will not be considered as a factor in awarding contracts.

_____ (Yes, No) Option granted for one additional year.

_____ (Yes, No) Option granted for second additional year.

If any renewal option granted herein is exercised the Harbor Department will so notify the Contractor, in writing, prior to the expiration date.

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DEVIATION FROM SPECIFICATIONS. Specifications contained herein are to describe the construction, design, size, and quality of the desired product and are not intended to be restrictive to any particular product. If bidder proposes to furnish another product equal in quality and purpose, such bids will be considered as long as they materially comply with the specifications. Each deviation from the specifications must be stated in a letter, attached to bidder's submittal. Failure to do so may void bid.

SPECIFICATION CHANGES. If provisions of the Specifications preclude bidder from submitting bid, the bidder may request in writing that the specifications be modified. Such request must be received by the Purchasing Officer at least five (5) working days before bid opening date. All bidders will be notified by Addendum of any approved changes in the specifications.

SAFETY AND HEALTH REQUIREMENTS. All equipment, materials, procedures and services furnished and/or used by the Contractor shall comply with applicable current requirements of OSHA and CAL-OSHA. Contractor agrees to indemnify and hold harmless Los Angeles City, The Harbor Department, and agents, officers and employees thereof, for all damages assessed against them as a result of Contractor's failure to comply with said safety and health requirements.

DELIVERY POINT. Prices to include all delivery charges, F.O.B. Port of Los Angeles, Contracts & Purchasing Warehouse, 500 Pier A Street, Wilmington, CA 90744.

DELIVERY. Delivery is requested **within 3 days** after vendor receives order. If this time cannot be met, show in the space provided on the Bid Sheet the best delivery time you can guarantee. The Harbor Department reserves the right to make award based on delivery time quoted.

DELIVERY POINT, WILL CALL. Location where material may be picked up on a "Will Call" basis:

Company: _____

Address: _____

City: _____

BILLING DISCOUNT TERMS. Billing Discount terms offering 20 days or more will be considered in making evaluation for award.

SALES TAXES. Do not include Sales Taxes in your Bid. Sales Taxes will be added at time of order.

SALES TAX PERMIT. Vendor's California State Board of Equalization Permit No. required to collect California State Sales Tax. Permit Number: _____.

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FEDERAL EXCISE TAX. The City of Los Angeles Harbor Department is exempt from payment of Federal Excise Taxes, and will furnish vendor with a Tax Exemption Certificate. **PRICING NOT TO INCLUDE ANY FEDERAL EXCISE TAX.**

VENDOR PAYMENT. Please note. Vendor name and address must be submitted exactly as it will appear on the invoice. If invoice remit to (remittance) name and address are different from the bid name and address, please indicate:

REMIT TO: NAME: _____

ADDRESS: _____

CITY: _____

Invoices submitted for payment where the invoice name and address does not match the name as it appears on the purchase order or as indicated in the space above, will not be processed and will be returned to the vendor.

TAXPAYER IDENTIFICATION NUMBER. Contractor declares that it has an authorized Taxpayer Identification Number (TIN), which must be indicated on all invoices. No payments will be made under this agreement without a valid TIN number.

REGIONAL ALLIANCE MARKETPLACE FOR PROCUREMENT (RAMP). **PRIOR TO BEING AWARDED A CONTRACT** with the Harbor Department, all vendors must be registered on the City's Contracts Management and Opportunities Database, Regional Alliance Marketplace for Procurement (RAMP), at <http://www.RAMPLA.org>.

Respondents are advised, pursuant to Executive Directive 35, if a bidder is selected and awarded a contract, and if the vendor is a for-profit company or corporation, the vendor shall, within 30 days of the effective date of the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to City via the Regional Alliance Marketplace for Procurement ("RAMP") or via another method specified by City: vendor's and any subcontractor's annual revenue, number of employees, location, industry, race/ethnicity and gender of majority owner ("contractor/subcontractor Information"). On an annual basis, the vendor shall further request that any subcontractor input or update its business profile, including the vendor/subcontractor information, on RAMP or via another method prescribed by City.

Vendors who are already registered may look up their RAMP ID at: <https://www.rampla.org/s/regional-profiles>.

RAMP ID Number: _____

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EQUAL BENEFITS POLICY. The Board of Harbor Commissioner of the City of Los Angeles adopted Resolution No. 6328 on January 12, 2005, agreeing to adopt the provisions of Los Angeles City Ordinance 172,908, as amended, relating to Equal Benefits (Section 10.8.2 et seq. of the Los Angeles Administrative Code) as a policy of the Harbor Department. Bidder shall comply with the policy whenever applicable. Violation of the policy shall entitle the City to terminate any agreement with Bidder and pursue any or all other legal remedies that may be available.

SMALL & LOCAL BUSINESS (SLB) PROGRAM

Is your company Certified as an SLB by the City of Los Angeles? Yes No

Companies certified as a Small Local Business with the City of Los Angeles are given a preference applied to bid contracts of \$100,000.00 or less. A 10% preference (discount) is given to the bids of SLB certified companies. The preference is determined by taking 10% of the lowest bid that is proposed by a non-certified SLB company, and subtracting that amount from the bid of the SLB certified company. If after the preference the SLB's bid is less than or equal to the lowest non-certified company's bid, the SLB will be awarded the contract.

In order to be given the bid preference as a certified SLB, your SLB application must be received at the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section no later than five (5) calendar days prior to the last day for submission of the bid or proposal and approved prior to the award date as stated on the RFB.

The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section is located at:

Office of Contract Compliance, Centralized Certification:
1149 S. Broadway, Suite 300, Los Angeles, CA 90015
(213) 847-2684

Certification as a Small & Local Business is valid for one calendar year from the date of approval. Applicant firms must be recertified on an annual basis with the Office of Contract Compliance, Centralized Certification Section. For questions concerning the Small Local Business Program, contact the Office of Contract Compliance, Centralized Certification Section at (213) 847-2684 or at <https://bca.lacity.org/certification>

SMALL BUSINESS, MINORITY-OWNED, WOMEN-OWNED, DISABLED VETERAN-OWNED AND ALL OTHER BUSINESS ENTERPRISES. It is the policy of the Department to provide Small Business, Minority-Owned, Women-Owned, Disabled Veteran-Owned and all Other Business Enterprises (SBE/MBE/WBE/DVBE/OBE) an equal opportunity to participate in the performance of all Department contracts. Bidders are encouraged to continue assisting the Department in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including SBEs, MBEs, WBEs, DVBEs, and OBEs, have an equal opportunity to compete for and participate in Department contracts.

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BUSINESS TAX REGISTRATION CERTIFICATE (BTRC). In accordance with the City of Los Angeles Municipal Code, a Business Tax Registration Certificate may be required of persons engaged in business activity within the City. The Office of Finance, Tax and Permit Division, (844) 663-4411, has sole authority in determining a firm's tax requirements and in issuing Business Tax Registration Certificates or Business Tax Exemption Numbers. Accordingly, firm's current Business Tax Registration Certificate or Business Tax Exemption Number must be clearly shown on all invoices submitted for payment. Bidder, in submitting this bid, acknowledges and accepts the above requirements and recognizes that no invoice will be processed for payment without inclusion of the Business Tax Registration Certificate or Business Tax Exemption Number.

COMPLIANCE WITH LAWS. Vendor shall comply with all applicable Ordinances, laws, Rules and Regulations of the City and of any County, State or Federal Government, or subdivision thereof.

DEFAULT BY SUPPLIER. In case of default by Vendor, the City reserves the right to procure the articles or services from other sources and to hold the vendor responsible for any excess costs occasioned to the City thereby.

SPECIAL NOTE. If you are not in agreement, please state reason for not agreeing and return bid to the Purchasing Office:

Worksheet
Bid No. 13088

Aftermarket Automotive Parts Worksheet

BID NO. 13088

WORKSHEET A. Bidder must complete this Worksheet showing net prices to the City of Los Angeles Harbor Department. As applicable, net prices are to reflect the discount(s) quoted in the Bid Request. This Worksheet by reference, is made a part of Bid No. 13088 and any subsequent contract. The Worksheet is for evaluation purposes only and is not intended to be restrictive in any way. Failure to complete the Worksheet with the bid may void bid.

MANUFACTURER	DESCRIPTION	PART NUMBER	MANUFACTURER PRICE LIST	DISCOUNT (%)	PRICE
A/C DELCO	BRAKES	17D273C			
A/C DELCO	BRAKES	17D370CH			
A/C DELCO	BRAKES	17D785CH			
A/C DELCO	BRAKES	171-0894			
A/C DELCO	FUEL PUMPS	MU1739			
A/C DELCO	FUEL PUMPS	MU1745			
CRC	CHEMICALS	3020			
CRC	CHEMICALS	95050			
CRC	CHEMICALS	5006			
CRC	CHEMICALS	5381			
MOTORCRAFT	BATTERIES	BXT-65-85-PLUS			
MOTORCRAFT	BRAKES	BR1068			
MOTORCRAFT	BRAKES	BRSD756			
MOTORCRAFT	BRAKES	BRSD931			
MOTORCRAFT	BRAKES	BRRF403			
MOTORCRAFT	COIL	DG508			
MOTORCRAFT	SWITCH	SW5219			
MOTORCRAFT	SPARKPLUG	SP459			
MOTORCRAFT	SPARKPLUG	SP479			
MOTORCRAFT	AIR FILTER	FA1928			
MOTORCRAFT	AIR FILTER	FP92			
MOTORCRAFT	AIR FILTER	FA1947			
WAGNER	BRAKES	MX702			
WAGNER	BRAKES	MX756			
WAGNER	BRAKES	QC784			
WAGNER	BRAKES	QC785			
WAGNER	BRAKES	QC1084			
TRICO	WIPER BLADES	16-1			
TRICO	WIPER BLADES	19-1			
TRICO	WIPER BLADES	21-1			
TRICO	WIPER BLADES	24-1			
TRICO	WIPER BLADES	26-1			
WIX	FILTERS	24073			
WIX	FILTERS	33791			
WIX	FILTERS	42725			
WIX	FILTERS	46213			
WIX	FILTERS	46671			
WIX	FILTERS	51372			
LIGHTS	BULBS	WST90			
LIGHTS	BULBS	WST1157			
LIGHTS	BULBS	WST9006			
LIGHTS	BULBS	WST3157			

REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NUMBER: 13088
(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: AUGUST 15, 2025

GENERAL CONDITIONS READ CAREFULLY

1. **FORM OF BID AND SIGNATURE.** The Bid must be made on this form only, and is limited to the Terms and Conditions contained herein, unless expressly agreed otherwise in writing by the City. No telephonic or facsimile bid is acceptable, unless otherwise indicated. Bid should be enclosed in a sealed envelope, showing the Bid No. in the lower left corner, and addressed to the Port of Los Angeles Contracts and Purchasing Division, 500 Pier "A" Street, Wilmington, CA 90744. Bids must be signed with the firm's corporate name or DBA and by a responsible officer or authorized employee. In case of error in extension of prices, unit price will govern. All prices must be firm unless the specification provides for adjustment.

Prepaid charges for transportation must be accompanied by original expense bill marked paid and is not subject to transportation tax, due to the exemption permitted municipalities as indicated.

Materials shall be listed separately on invoices covering repairs or installation service. The Harbor Department will not be responsible for services, materials, or supplies furnished without prior authorization from the Director of Contracts and Purchasing.

This contract must not be assigned or transferred to anyone without the written approval of the Director of Contracts and Purchasing.

Discount period to be computed from date of receipt of invoice, or complete acceptance of goods or services, whichever is the later date.

In case of delay of payment beyond 30 days after acceptance of goods or services or date of invoice, whichever is later, please write the Harbor Department Accounting Section giving the contract number, stating to which division and on what date delivery was made.

Harbor Department may pay on partial deliveries, but right is reserved by the Director of Contracts and Purchasing to require complete delivery before payment.
2. **TAXES:** Do not include any Sales or Federal Excise Tax in prices unless the specifications specifically require that they be included. Sales tax will be added by the City at time of award. The City will furnish Federal Excise Tax Exemption Certificate to Supplier. Any other taxes must be included in bid prices.
3. **SPECIFICATION CHANGES.** Vendor may request in writing that specifications be modified if its provisions restrict vendor from bidding. Such request must be received by the Director of Purchasing at least five (5) working days before bid opening date. All vendors will be notified by Addendum of any approved changes in the specifications.
4. **BRAND NAMES AND SPECIFICATIONS.** The detailed specifications and/or brand name references are descriptive and indicate quality, design, and construction of items required. Offers will be considered to supply articles substantially the same as those described therein but with minor variations. Vendor must describe variations in their Bid.
5. **AWARD OF CONTRACT.** Bid shall be subject to acceptance by the City for a period of three (3) months unless a lesser period is prescribed in the quotation by the vendor. The City may make combined award of all items complete to one vendor or may award separate items to various vendors. Vendors may submit alternate prices, a lump sum or a discount conditional on receiving an award for two or more items. The right is reserved to reject any, or all, bids and to waive informality in bids.
6. **PURCHASE AGREEMENT.** A copy of the Bid, Specifications and General Conditions will remain on file in the Purchasing Office. All material or services supplied by the Contractor shall conform to the applicable requirements of the City Charter, City Ordinances, and all applicable State and Federal Laws, as well as conforming to the Specifications, Terms and Conditions contained herein.
7. **PRICE GUARANTEE.** If during the term of any agreement awarded pursuant to this Bid, the supplier sells the same materials or services under similar quantity and delivery conditions, at prices below those stated herein, such lower prices are to immediately be extended to the City.
8. **DEFAULT BY SUPPLIER.** In case of default by supplier, the City reserves the right to procure the articles or services from other sources and to hold the supplier responsible for any excess costs incurred by the City.
9. **DELIVERY:** If delivery of the commodity or service cannot be made exactly as specified and at the price shown, notify the Director of Contracts and Purchasing immediately. Do not make delivery without his approval. Any correspondence, other than invoices, relating to this order must be sent to the Director of Contracts and Purchasing.
10. **INSPECTION:** All materials furnished on this order will be subject to test and inspection and, if rejected, will be held subject to order of shipper and subject to accrued charges.
11. **INVOICING:** The point of free delivery, terms, contract number, name and address of department must appear on all invoices.

All materials must be marked and tagged with the Contract number and be accompanied by packing list in detail. Material must be packed and shipped in conformity with tariff or classification requirements.

Prices on the contract include delivery to the division within building unless otherwise specified on the contract.
12. **TIME AND MATERIALS WITH NO FIXED FEES:** ALL INVOICES WITH PAYMENTS FOR TIME AND MATERIALS MUST BE SUPPORTED / BACKED UP BY TIME SHEETS.

NOTE: THOSE INVOICES WITH FIXED FEE RATES DO NOT REQUIRE TIME SHEETS.
13. **CITY OF LOS ANGELES MUNICIPAL CODE:** All items must meet the requirements of the City of Los Angeles Municipal Code.
14. **PAYMENTS.** Payment terms are NET 30 days unless vendor quotes otherwise. Cash discounts allowing less than 20 days or 20th Proxima will not be considered by the City when evaluating Bids. All Cash Discounts are computed from the date of delivery in full or completion and acceptance of the work or material, or from date of receipt of invoice, whichever is latest. Partial payments may be made by the City on delivery and acceptance of goods and on receipt of vendor's invoice. Invoices must be submitted as specified on the Purchase Order or Notice to Proceed.
15. **ASSIGNMENT.** The supplier shall not assign or transfer by operation of law any obligation without the prior written consent of the Director of Contracts and Purchasing.
16. **NONDISCRIMINATION.** During the performance of this contract, the contractor shall not discriminate in employment practices against any employee or applicant for employment because of the employee's race, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition, in accordance with L.A. Admin. Code Sections 10.8 to 10.13, whose provisions are incorporated herein. All subcontracts awarded under any such contract shall contain a like nondiscrimination provision.
17. **SAFETY APPROVAL.** Articles supplied under this contract will not be accepted unless they comply with current safety regulations of the City Department of Building and Safety, U.L., the Safety Orders of the California Division of Occupation Safety and Health (CalOSHA) and OSHA requirements.
18. **PREVAILING WAGES.** Where labor is required for public work as a part of this contract, pursuant to the provisions of the Labor Code of the State of California, contractor shall pay no less than the general prevailing wages for the area as determined by the Director of the Department of Industrial Relations, State of California. Copy of wage schedule is obtainable from the Office of the Board of Public Works, City Hall, Los Angeles.

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19. **CONTRACTOR'S LIABILITY.** The contractor agrees to, at all times, relieve, protect, save harmless, and fully indemnify the City of Los Angeles, its officers, agents and employees from any and all liability whatsoever that may arise or be claimed by reason of any acts of said contractor, contractor's employees and agents, in connection with the work to be performed under the contract.
20. **PATENT RIGHTS.** The person, firm, or corporation, upon whom this order is drawn, does, in case the materials or supplies to be furnished are covered wholly or in part by U.S. Letters Patent, by the acceptance of this order agrees to indemnify and hold the City of Los Angeles harmless from any and all injuries or damage which the City may sustain by reason of the sale to or use by it of such materials or supplies and arising out of the alleged or actual infringement of said letters patent.
21. **LEGAL JUSTIFICATION.** This agreement shall be deemed entered into in Los Angeles, California, and shall be governed and construed in accordance with the laws of the State of California.
22. **TERMINATION FOR NON-APPROPRIATION.** The Harbor Department of the City of Los Angeles' (City's) obligation to pay any amount hereunder, for any City fiscal year after the current fiscal year is contingent upon City's appropriation of funds for that purpose. The City's fiscal year ends on June 30th of each calendar year. Accordingly, anything to the contrary notwithstanding, the City may terminate this contract and future monetary obligations hereunder as of the end of any fiscal year.
23. **CANCELLATION.** The contract may be terminated in whole or in part by the Harbor Department of the City of Los Angeles (City) for its convenience, without penalty, provided that the Vendor is given not less than 30 days written notice (delivered by certified mail, return receipt requested) of the intent to terminate. The City will pay for that portion of the orders fulfilled or work performed. The City has the right to cancel the contract for cause at any time.

THE END

No. 285 Rev. 07/15-116