#### TO: HARBOR DEPARTMENT PURCHASING OFFICE

500 Pier "A" Street Berth 161 Wilmington, CA 90744 BID NO. F-1167 Page 1

Show this number on envelope

#### Contract No. 40009

#### 1. COMPLETE CONTRACT

This entire Bid Request shall become the contract upon its execution by the Executive Director on behalf of the Harbor Department of the City of Los Angeles. The complete contract shall consist of the entire Bid (including Specifications), this page, terms and conditions, any addendums, and when required, CONTRACTOR'S BOND. Contractor will be provided with a copy of the executed contract.

#### 2. GOODS AND SERVICES TO BE PROVIDED BY THE CONTRACTOR

The Contractor agrees, upon acceptance of this offer by the City, to furnish the goods and services herein specified according to the terms and conditions as set forth herein.

#### 3. AMOUNT TO BE PAID

The City agrees to pay the contractor for the goods or services in the manner described in the paragraph entitled "PAYMENTS" on the reverse side of this form. Unless otherwise indicated by the Bidder, remittance by the City for goods or services will be made to the address below.

#### 4 CHOICE OF ALTERNATIVE PROVISIONS; OPTIONS; NOTIFICATION

When alternative provisions are requested, or options are offered, the contractor will be notified as to which provision, or option, is Being accepted when notification is sent that the Contractor is the successful bidder.

#### 5. DECLARATION OF NON-COLLUSION

The undersigned certifies (or declares) under penalty of perjury that this bid 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 that the bidder has not in any manner sought by collusion to secure any advantage over other bidders.

#### 6. 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.

EXECUTED AT: City, State	ON '	THEDA	Y OF, 2023
City, State BIDDER MUST COMPLETE AND SIGN BE		Date	Month Year
Firm Name			
Phone	Fax		
Address			
Street Cir	ty State	Zip	
Signature         Pr	inted Name	Printed Title	
(Approved Corporate Signature Methods)			(AFFIX CORPORATE SEAL HERE) <b>ND</b> one by Secretary, Assistant Secretary, Chief Financial oard of Directors authorizing person to sign.
NOTARIZATION: Bids executed outside the S			d below.
County of	In witness whereof the Commissioners of the Cit has caused this contract to	y of Los Angeles	Approved as to form and legality
State ofS.S.	Executive Director of	the Harbor	, 2023
Subscribed and sworn this date	Department of said City ar has executed this contract written below.		City Attorney
, 2023	D		DY
	By Executive Director Harb		BY Deputy
Notary Seal Signature	Date		

## CITY OF LOS ANGELES HARBOR DEPARTMENT

## **BID NO. F-1167**

<u>SUBMIT BID TO:</u> Los Angeles Harbor Department Purchasing Office, 1st Floor 500 Pier A Street Wilmington, CA 90744 <u>OFFICE HOURS:</u> 7:30 a.m. – 4:30 p.m. Monday through Friday (excluding Holidays)	BID DUE BEFORE 2:00 P.M. JUNE 9, 2023
<u>Buyer</u> : Jacquelyn L. Estrada, Procurement Analyst	BIDS WILL BE PUBLICLY
Email: JEstrada@portla.org	OPENED

AFFIRMATIVE ACTION – AN APPROVED AA PLAN OR CERTIFICATION, IF NOT ON FILE, WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

## **INTERIOR AND EXTERIOR SCAFFOLDING SERVICES**

LINE	DESCRIPTION	TAXABLE (Y/N)	UNIT	EST. QTY.*	UNIT PRICE	EXTENDED PRICE
1	Exterior Scaffolding Installation and Rental Fees (Monthly)		Month	12	\$	\$
2	Interior Scaffolding Installation and Rental Fees (Monthly)		Month	12	\$	\$
3	Additional Exterior Scaffolding Rental Fees (Daily)		Day	15	\$	\$
4	Additional Interior Scaffolding Rental Fees (Daily)		Day	15	\$	\$
5	Supplemental On-Site Labor Costs	N	LOT	1	\$	□ N/A\$
6	Delivery and Pick-Up Fees		LOT	1	\$	☐ Incl. \$

Total (Excluding Sales Tax) \$

\*Estimated quantities are included for informative and bid evaluation purposes only and are not intended to indicate or limit the actual usage rates of the resulting contract.

Please refer to the Project Description and attached drawings/plans for additional information.

## CITY OF LOS ANGELES HARBOR DEPARTMENT

**BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

**5.** <u>LABOR</u>. Labor rates quoted under Line 5 are calculated as follows and shall include, but not be limited to: complete erection/dismantle, clean-up worksite, each trip, and miscellaneous related work that may be required during the course of the project. Per-Hour labor rates shall apply to on-site work only.

Straight time, per hour:	\$
Minimum Hours Billed:	
Regular Business Hours:	
Overtime, per hour (Weekdays):	\$
Minimum Hours Billed:	
Overtime, per hour (Saturdays):	\$
Minimum Hours Billed:	
Overtime, per hour (Sundays):	\$
Minimum Hours Billed:	
Overtime, per hour (Holidays):	\$
Minimum Hours Billed:	

## 6. DELIVERY AND PICK-UP FEES.

Delivery and Pick-Up Fees quoted under Line 6 are calculated as follows:

A. Delivery and Pick-Up of Scaffolding Materia Load Size Under Lbs.	·	¢
Total, Both Ways, One-Time Fee:	lncluded	\$
B. Delivery and Pick-Up of Scaffolding Materia Load Size Over Lbs. Total, Both Ways, One-Time Fee:	ls, Large Load	\$

## **CITY OF LOS ANGELES** HARBOR DEPARTMENT

**BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

#### **PROJECT DESCRIPTION**

Project 2568100, "B.153 Clock Tower Water Damage Repair", is for repairs, waterproofing, and painting of the Berth 153 Clock Tower, which is a significant and prominent site at the Port of Los Angeles. The Clock Tower structure is currently experiencing water intrusion and water damage. This project is necessary to mitigate current and future water damage for the next five years. The project is for mitigation of water intrusion, and painting of the exterior and interior of the Clock Tower structure. The scaffolding services specified are for the interior, and the exterior in two (2) phases. The first phase will be the interior, and the second phase the exterior (see attachments). Access is through security gates, a warehouse roll-up door, two double flights of stairs, ship ladder stairs on interior, and an exterior wharf to the lower-level roof and lower balcony. A job walk is required to verify access and configurations.

The current interior section will have 11 levels of scaffold platform approximately 21' x 22' with one elevated center riser at the top for a 12th level riser (See attached plan 236133 for details). Attached plans and a job-walk are required to establish exterior requirements. The estimated project duration, after the installation of the interior scaffolding, is one (1) year.

## **GENERAL REQUIREMENTS**

(Final requirements to be confirmed by Contractor and Los Angeles Harbor Department ("City" or "Department") Personnel after Pre-Bid Conference and Job-Walk)

#### EXTERIOR SCAFFOLDING

Provide and install system scaffolding to all exterior Scaffolding to reach all perimeter and steel areas from ground (two (2) elevations) and from the roof adjacent to the building. Contractor to verify the ability of the building and exterior structure(s) to withstand loads.

## INTERIOR SCAFFOLDING

structures. Includes four (4) platforms to access steel at center. Scaffolding will be set on top of grating deck. Contractor to verify ability of the building and interior structure(s) to withstand loads.

- A) Three-Foot (3')-Wide light-duty scaffold (25 Lbs./Ft.<sup>2</sup>) at the jobsite for the project duration, with 12 working levels, interior
- B) Unless otherwise noted or quoted, Bid to include all taxes, assembly, disassembly, and trucking
- C) Scaffolding to be set in conformity with all OSHA Standards, Rules, and Regulations
- D) Patching of Scaffolding Ties by Department
- E) Proximate truck access and foot access to the areas to be set will be provided, when required
- F) Union wages to be paid
- G) All areas to be set shall be free of debris and obstructions
- H) Bid is based on a five (5)-day workweek
- I) All permits, other than scaffold specific permits, are excluded
- J) Toe Boards to be included on the outside of all scaffolding
- K) Interior and Exterior Engineered Drawings to be provided by Contractor

CITY OF LOS ANGELES HARBOR DEPARTMENT **BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

## **GENERAL CLAUSES - BIDDER'S INSTRUCTIONS**

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

It shall be the bidder's responsibility to **provide one (1) original and one (1) copy** of the completed Quotation documents. The original and all copies shall include all quotation documents requested by the Department, 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 Department at the Quotation closing date and time.

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

**<u>TECHNICAL CORRECTIONS</u>**. The Executive Director or his designee is authorized to make minor technical corrections or clarifications in order to effectuate the intent of this contract/bid.

## 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, power and internet outages, traffic congestion, security measures and/or events in or around the Port of Los Angeles, may lengthen the amount of time necessary to deliver the bid, whether the bid is submitted in person or by mail.

**MANDATORY PRE-BID CONFERENCE**. There will be a mandatory Pre-Bid Conference for all Bidders. VENDORS NOT IN ATTENDANCE WILL NOT BE ALLOWED TO BID ON THIS CONTRACT.

Date: **Tuesday, May 23, 2023** 

Time: 10:00 AM

Location: 500 Pier A Street, Wilmington, CA 90744 – 1<sup>st</sup> Floor Conference Room

The purpose of the Pre-Bid Conference is to answer any questions about the requirements contained within the bid and to provide any additional information, which may prove helpful to the prospective bidder, as well as to overcome any barriers to participation. Please forward any questions that require a follow-up response after the Conference to jestrada@portla.org for public posting.

CITY OF LOS ANGELES HARBOR DEPARTMENT **BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

<u>MANDATORY JOB WALK</u>. All bidders are required to attend a Job Walk scheduled on **Tuesday**, **May 23**, **2023**, immediately following the Pre-Bid Conference referenced above; otherwise, your bid will be deemed non-responsive. The Job Walk location will be at **Port of Los Angeles**, **Berth 153**, **Wilmington**, **CA 90744**. Please forward any questions that require a follow-up response after the Job Walk to jestrada@portla.org for public posting.

**PRE-AWARD CONFERENCE**. Prior to award of contract, the successful bidder may be required to attend a pre-award conference to be scheduled at a later date. The intent of this meeting will be to discuss contract regulations, specifications, invoicing, delivery times, etc., in order to ensure successful administration of the contract.

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

## **CLAUSES/SPECIFICATIONS PARTICULAR TO MATERIAL, EQUIPMENT, SERVICE**

## CONTRACTOR CONTACT INFORMATION.

Contact Person:			
Title:			
Telephone:			
Fax:			
Email Address:			
24-Hour Contact Phone:			
BUSINESS HOURS.			
Contractor to indicate bu	isiness hours:		
Monday-Friday:	A.M. to	P.M.	
Saturday:	A.M. to	P.M. Closed	
Sunday:	A.M. to	P.M. Closed	
		<i>.</i>	

## CITY OF LOS ANGELES HARBOR DEPARTMENT

(SHOW THIS NUMBER ON ENVELOPE)

## LABOR DEFINITIONS.

"Straight Time"	Monday through Friday from	AM to PM
Minimum Hours C	harged:	
"Overtime"	Work performed on Saturdays or Sundays from Monday-Friday in excess of eight (8) hours, or between the hours of:	
Minimum Hours C	harged:	
"Premium Time"	Work performed on Sundays, or Monday to of work.	through Saturday after the twelfth (12 <sup>th</sup> ) ho
Minimum Hours C	harged:	
"Holiday Pay"	Work performed on Holidays will be paid a the rate of:	attimes the Straight Time rat
Minimum Hours C	harged:	
including: New Ye Day, the day after	<u>S</u> . No work will be conducted on Southwe ar's Day, Memorial Day, Independence Da Thanksgiving, Christmas Day, the Monda riday preceding Christmas and New Year'	ay, Labor Day, Veterans' Day, Thanksgivir ay following the above holidays when fallir
RENTAL PERIOD		
Vendor to indicate	minimum rental period, if any:	Days
Monthly Rental Fe	es will be assessed based on a rental perio	od of Days
CONTRACTOR'S Code, bidder must	<b>LICENSE</b> . In accordance with Section provide the following information:	7028.15 of the Business and Profession
Contractor's Lice	ense No.:	
	Class: Ex	piration Date:

**CITY OF LOS ANGELES** HARBOR DEPARTMENT

**BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

WARRANTY. Terms of warranty on new materials offered. Free PARTS AND SERVICE (LABOR) for defective materials and workmanship for the following time period after goods and/or work have been accepted: N/A

Materials: Labor:

Please attach additional warranty terms with bid, if applicable.

**ONSITE SUPERVISION**. Contractor is required to have a Supervisor on-site at all times during the erection and dismantling of scaffolding.

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.

STORM WATER POLLUTION PREVENTION PLAN, SWPPP. All work performed under any resulting contract within the Port of Los Angeles, as applicable, must be in accordance with the California Storm Water Best Management Practices (BMP) Handbooks. These practices prohibit the placement of any waste material resulting from the contractor's performance of work into the storm drain system as required by the City of Los Angeles Storm Water Pollution Prevention Plan (SWPPP) for Public Agency Activities.

A copy of the BMP Handbooks for 1) Construction 2) Industrial/Commercial and 3) Municipal Activities are available for review in the office of the Director of Environmental Management, 5th floor, 425 S. Palos Verdes Street, San Pedro, California 90731.

SITE MAINTENANCE AND CLEAN-UP. Vendor shall keep the premises and worksite clean and free from rubbish and debris. Upon completion of the contract, and before acceptance of the work by the City, the Vendor shall at once remove as necessary all plants, tools, equipment and materials, and shall thoroughly clean the worksite leaving it with a neat and clean appearance.

**REMOVAL, CLEANUP, AND DEMOBILIZATION.** Upon completion of the Contracted Work, the Contractor shall remove all of its tools, materials and other articles from the property of the CITY. Should the Contractor fail to take prompt action to this end, the CITY, at its option and without waiver of such other rights as it may have, upon thirty (30) calendar days' notice, may treat such items as abandoned property. The Contractor shall also sweep all floors broom clean, clean all exterior and interior surfaces and windows and remove all rubbish and debris resulting from the Contracted Work and shall maintain the Jobsite in a clean, orderly and safe condition at all times until completion of the contracted work.

## CITY OF LOS ANGELES HARBOR DEPARTMENT

**BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

Throughout all phases of construction, including suspension of work, and until the Final Acceptance, the Contractor shall keep the site clean and free from rubbish and debris. The Contractor shall also abate dust nuisance by cleaning, sweeping and sprinkling with water, or other means as necessary. The use of water resulting in mud on public streets will not be permitted as a substitute for sweeping or other methods.

Materials and equipment shall be removed from the site as soon as they are no longer necessary. Before the final inspection, the site shall be cleared of equipment, unused materials and rubbish so as to present a satisfactory clean and neat appearance. All cleanup costs shall be included in the Contractor's Bid.

Failure of the Contractor to comply with the City of Los Angeles Harbor Department Project Manager (PM) cleanup orders may result in an order to suspend work until the condition is corrected. No additional compensation will be allowed as a result of such suspension.

**INSPECTION RESPONSIBILITY**. Bidder submittal constitutes acknowledgment of inspection of the work site to bidder's satisfaction, including, but not limited to, site conditions and specification requirements.

**<u>CARE AND CUSTODY</u>**. The contractor accepts full responsibility for the security against loss or damage to the equipment involved while in his/her possession or the possession of any of his/her agents. Contractor shall reimburse the Harbor Department for any loss or damage to Department equipment in his/her possession or the possession of any of his/her agents.

## **INDEMNIFICATION AND INSURANCE**

## **Indemnification**

Except for the sole negligence or willful misconduct of the City, or any of its Boards, Officers, Agents, Employees, Assigns and Successors in Interest, Vendor undertakes and agrees to defend, indemnify and hold harmless the City and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including Vendor's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Purchase Order by Vendor or its subcontractors of any tier. Rights and remedies available to the City under this provision are cumulative of those provided for elsewhere in this Purchase Order and those allowed under the laws of the United States, the State of California, and the City.

## CITY OF LOS ANGELES HARBOR DEPARTMENT

## Acceptable Evidence and Approval of Insurance

Electronic submission is the required method of submitting Vendor's insurance documents. KwikComply is the City's online insurance compliance system, designed to be used primarily by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the ACORD 25 Certificate of Liability Insurance in electronic format. The advantages of KwikComply include standardized, universally accepted forms, paperless approval transactions (24 hours, 7 days per week), and security checks and balances. Vendor's insurance broker or agent shall obtain access to KwikComply at https://kwikcomply.org/ and follow the instructions to register and submit the appropriate proof of insurance on Vendor's behalf.

## POLICY COPIES.

Upon request by City, Vendor must furnish copy of binder of insurance and/or full certified policy of any insurance policy required herein. Such request may occur outside of termination and/or expiration date of this contract.

## PRIMARY COVERAGE.

The coverages submitted must be primary with respect to any insurance or self-insurance of the City of Los Angeles Harbor Department's program shall be excess of this insurance and non-contributing. If the Vendor maintains higher limits than the minimums shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

## ADDITIONAL INSURED.

The City of Los Angeles Harbor Department, its officers, agents, and employees must be included as additional insureds in applicable liability policies to cover the City of Los Angeles Harbor Department's vicarious liability for the acts or omissions of the named insured. Such coverage is not expected to respond to the active negligence of the City of Los Angeles Harbor Department.

## NOTICE OF CANCELLATION.

By terms of the contract, the contracting company agrees to maintain all required insurance in full force for the duration of the contractor's business with the City of Los Angeles Harbor Department. Each contractually required insurance policy shall provide that it will not be cancelled or reduced in coverage until after the Board of Harbor Commissioners, Attention: Risk Manager and the City Attorney of the City of Los Angeles Harbor Department have been given thirty (30) days' prior notice (or 10 days' notice of nonpayment of premium) by registered mail addressed to 425 S. Palos Verdes Street, San Pedro, California 90731.

## RENEWAL.

When an existing policy is timely renewed, you are encouraged to submit your renewal policy as soon as it is available to KwikComply. All renewals must continue to meet the policy conditions listed above. As a courtesy, Risk Management sends notifications of expiring or expired insurance. However, it is

## CITY OF LOS ANGELES HARBOR DEPARTMENT

**BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

the responsibility of the contracting company to ensure evidence of insurance remains effective for the duration of the contract.

For further clarification on Insurance procedures, coverage information and documentation please go to http://www.portoflosangeles.org/business/risk.asp.

Vendor will be required to furnish, at its own expense and within TEN (10) days of notification of pending award, proof of insurance, in accordance with the types and in the minimum limits shown below:

## <u>NOTE</u>

FAILURE TO SUBMIT PROOF OF INSURANCE WITHIN (10) DAYS UPON RECEIPT OF NOTICE OF INTENT TO AWARD WILL DEEM THE BIDDER NON-RESPONSIVE AND THE PROSPECTIVE AWARD MAY BE CANCELLED.

#### General Liability Insurance

Vendor shall procure and maintain in effect throughout the term of this Purchase Order, without requiring additional compensation from the City, commercial general liability insurance covering personal and advertising injury, bodily injury, and property damage providing contractual liability, independent contractors, products and completed operations, and premises/operations coverage written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Vendor's normal limits of liability but not less than one million Dollars (\$1,000,000.00) combined single limit for injury or claim. Said limits shall provide first dollar coverage except that Executive Director may permit a self-insured retention or self-insurance in those cases where, in his or her judgment, such retention or self-insurance is justified by the net worth of Vendor. The retention or selfinsurance provided shall provide that any other insurance maintained by the Harbor Department shall be excess of Vendor's insurance and shall not contribute to it. In all cases, regardless of any deductible or retention, said insurance shall contain a defense of suits provision and a severability of interest clause. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds, a 10-days' notice of cancellation for nonpayment of premium, and a 30days' notice of cancellation for any other reasons.

## Auto Liability Insurance

Vendor shall procure and maintain at its expense and keep in force at all times during the term of this Purchase Order, automobile liability insurance written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Consultant's normal limits of liability but not less than one million Dollars (\$1,000,000.00) covering damages, injuries or death resulting from each accident or claim arising out of any one claim or accident. Said insurance shall protect against claims

## CITY OF LOS ANGELES HARBOR DEPARTMENT

**BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

arising from actions or operations of the insured, or by its employees. Coverage shall contain a defense of suits provision and a severability of interest clause. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds, a 10- days' notice of cancellation for nonpayment of premium, and a 30-days' notice of cancellation for any other reasons.

## Workers' Compensation and Employer's Liability

Vendor shall certify that it is aware of the provisions of Section 3700 of the California Labor code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Vendor shall comply with such provisions before commencing the performance of the tasks under this Purchase Order. Coverage for claims under U.S. Longshore and Harbor Workers' Compensation Act, if required under applicable law, shall be included. Vendor shall submit Workers' Compensation policies whether underwritten by the state insurance fund or private carrier, which provide that the public or private carrier waives its right of subrogation against the City in any circumstance in which it is alleged that actions or omissions of the City contributed to the accident. Such Worker's Compensation and occupational disease requirements shall include coverage for all employees of Vendor, and for all employees of any subcontractor or other vendor retained by Vendor.

**INITIAL HERE ACKNOWLEDGING INSURANCE REQUIREMENTS:** 

(initial)

Upon approval of insurance, contractor will receive written authorization to proceed.

## NO WORK MAY BE PERFORMED WITHOUT SUCH WRITTEN AUTHORIZATION TO PROCEED.

## **CITY OF LOS ANGELES** HARBOR DEPARTMENT

**BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

## **FINANCIAL CLAUSES**

## **INSURANCE WAIVER OF SUBROGATION FEES.**

YES NO (Check One) An additional fee will be charged to cover the cost of the required waiver of subrogation. The fee will be assessed as follows:

(If YES, check/complete all that apply)

Flat Fee: \$\_\_\_\_\_

Fee as a percentage of labor costs: %

Fee per hour of labor: \$\_\_\_\_\_

Whichever is greater

**PORTAL TO PORTAL.** Please indicate if set-up labor time includes portal to portal transportation to:

Port of Los Angeles Berth 153 Wilmington, CA 90744 Or, as directed by Harbor Department Personnel

YES, TRANSPORTATION IS INCLUDED NO, TRANSPORTATION IS NOT INCLUDED

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, (213) 473-5901, 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. New vendors my provide their BTRC number after award of contract.

BTRC Number: \_\_\_\_\_

CITY OF LOS ANGELES HARBOR DEPARTMENT **BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

TIME AND MATERIALS WITH NO FIXED FEE. All invoices with payments for <u>time and materials</u> must be supported/backed up by <u>time sheets</u>. Note: those invoices with fixed fee rates do not require time sheets.

**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

**<u>SALES TAX PERMIT</u>**. Vendor's California State Board of Equalization <u>Permit No</u>. required to collect California State Sales Tax.

Permit Number: \_\_\_\_\_\_. 🗌 N/A

<u>WITHHOLDING REQUIREMENTS</u>. The State of California Franchise Tax Board (FTB) requires that the City of Los Angeles Harbor Department withhold income taxes from payments to out-of-state vendors for services performed within California unless the vendor submits one of the required forms listed below. The tax withholding rate is seven percent (7%) of payments subject to withholding.

This requirement applies to vendors whose legal address (as indicated on their IRS W-9 Form), or payment address (as indicated on this Request for Bid/Quote), is outside of California. Should either of these two situations apply to your company, please attach one of the following forms to your bid in order to help the Harbor Department clarify your nonresident tax withholding status:

- Form 590, *Withholding Exemption Certificate,* certifying exemption from the withholding requirement.
- Form 587, *Nonresident Income Allocation Worksheet,* which allocates the expected income under the City contract for work completed within and outside of California.
- Notice from the CA Franchise Tax Board (CAFTB) that a withholding waiver was authorized (you must first file CA Form 588, *Nonresident Withholding Waiver Request* to the CAFTB).
- Notice from CAFTB that a reduced withholding request was authorized (you must first file CA Form 589 *Nonresident Reduced Withholding Request* to CAFTB).

Further information regarding this requirement may be found here: <u>https://www.ftb.ca.gov/pay/withholding/withholding-on-nonresidents.html</u>

## Please Check One:

Both Bidder's Legal Address (as stated on the attached IRS Form W-9) and Remittance Address as stated under VENDOR PAYMENT are located within the State of California -Withholding Forms Not Required.

Withholding Form(s) Attached

## CITY OF LOS ANGELES HARBOR DEPARTMENT

**BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

**VENDOR PAYMENT.** Please note. Vendor name and address must be submitted exactly as they will appear on the invoice(s). Please provide a copy of your firm's IRS Form W-9 with your bid. If invoice remit to (remittance) name and address are different from the bid name and address, please indicate:

	COMPANY:	
REMIT TO:	ADDRESS:	
	AR EMAIL:	

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

## **GENERAL CLAUSES - LAW, CHARTER, ADMINISTRATIVE CODE**

**<u>COMPLIANCE WITH LAWS</u>**. 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 Department 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 Department thereby.

<u>SMALL BUSINESS, MINORITY-OWNED, WOMEN-OWNED, DISABLED VETERAN-OWNED AND</u> <u>ALL OTHER BUSINESS ENTERPRISES</u>. 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.

CITY OF LOS ANGELES HARBOR DEPARTMENT **BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

**LOCAL BUSINESS PREFERENCE PROGRAM**. The Harbor Department is committed to maximizing opportunities for local and regional businesses, as well as encouraging local and regional businesses to locate and operate within the Southern California region. It is the policy of the Harbor Department to support an increase in local and regional jobs. The Harbor Department's Local Business Preference Program (LBPP) aims to benefit the Southern California region by increasing jobs and expenditures within the local and regional private sector.

Vendors who qualify as a Local Business Enterprise (LBE) will receive an 8% preference on any bid for goods, materials, supplies, and related services valued in excess of \$150,000. The preference will be applied by calculating the bidder's price at 8% less than the quoted price. The Harbor Department will use the applied preference for bid tabulation only. Actual amount paid to the lowest bidder will be the price quoted by the lowest bidder meeting specifications.

The Harbor Department defines a LBE as:

(a) A business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. Headquartered shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties; or

(b) A business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties.

In order for Harbor Department staff to determine the appropriate LBE preference, Bidder shall complete, sign, notarize and submit the attached Affidavit and Bidder Description Form. The Affidavit and Bidder Description Form will signify the LBE status of the Bidder and subcontractors.

In the event of Bidder's noncompliance during the performance of the Contract, Bidder shall be considered in material breach of contract. In addition to any other remedy available to City under this Contract or by operation of law, the City may withhold invoice payments to Bidder until noncompliance is corrected, and assess the costs of City's audit of books and records of Bidder and its subcontractors. In the event the Bidder falsifies or misrepresents information contained in any form or other willful noncompliance as determined by City, City may disqualify the Bidder from participation in City contracts for a period of up to five (5) years.

**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.

## CITY OF LOS ANGELES HARBOR DEPARTMENT

**BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

**ETHICS.** Persons who submit a response to this solicitation (bidders) are subject to Charter section 470(c)(12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit <u>CEC Forms 50 and 55</u> (provided in <u>Attachments</u>) to the awarding authority at the same time the response is submitted. The forms require bidders to identify their principals, their subcontractors performing <u>\$100,000 or more</u> in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without completed <u>CEC</u> <u>Forms 50 and 55</u> shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or <u>ethics.lacity.org</u>.

DEPARTMENT OF INDUSTRIAL RELATIONS (DIR) REGISTRATION. ALL CONTRACTORS MUST HAVE A CONTRACT REGISTRATION NUMBER THROUGH THE STATE OF CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS.

## A CONTRACTOR AND SUBCONTRACTOR <u>MAY NOT</u> SUBMIT A BID PROPOSAL FOR A PUBLIC WORKS PROJECTS UNLESS REGISTERED WITH THE DEPARTMENT OF INDUSTRIAL RELATIONS. <u>BID PROPOSAL WILL BE DEEMED NON-RESPONSIVE</u>.

The prevailing rate of per diem wages and rates for legal holidays and overtime work for each craft, classification or type of workers needed in the execution of any contract to let under the Specifications has been determined by the Director of the Department of Industrial Relations (DIR) of the State of California pursuant to the provisions of the Labor Code of the State of California. The State of California has approved the City's Labor Compliance Program of enforcement of State prevailing wage laws and will allow the City to retain all penalty assessments for violation of these laws.

Pursuant to notice requirements effective January 1, 2015, all contractors and subcontractors must register with and meet requirements of the State of California DIR using the online application before bidding on the public works contracts in California. For the online application, visit <a href="http://www.dir.ca.gov/Public-Works/PublicWorks.html">http://www.dir.ca.gov/Public-Works/PublicWorks.html</a>.

a. No contractor or subcontractor may be listed on a bid proposal for a public works projects unless registered with the DIR pursuant to Labor Code section 1725.5 (with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1[a]).

CITY OF LOS ANGELES HARBOR DEPARTMENT **BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

- b. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5.
- c. The Project is subject to compliance monitoring and enforcement by the DIR.

## PREVAILING WAGES

- a. The Contractor shall pay the general prevailing rate of per diem wages and rates for legal holiday and overtime work currently being paid in the area where the work is being performed.
- b. Pursuant to the provisions of the Labor Code of the State of California, the general prevailing rate of wages for each craft, classification or type of workers needed in the execution of contracts under the jurisdiction of the Board, shall be those rates as determined by the Director of the Department of Industrial Relations of the State of California. Copies of the applicable Determinations may be obtained at or by request to the Department.
- c. When the Contractor has been determined to be in violation of Section 377 of the City Charter making applicable the provisions of the California Labor Code relating to the payment of not less than the prevailing per diem wages on public works, deductions may be made from moneys due or to become due the Contractor in the amount of twice the difference between such stipulated prevailing rates, and the amount paid to each wage worker for each Calendar Day, or part thereof, for which each worker was paid less than the stipulated prevailing wage rate.
- d. The Contractor shall also comply with Section 1775 of the Labor Code providing for a penalty per day as determined by the Labor Commissioner for each Calendar Day, or part thereof, for which each worker was paid less than the prevailing wage.
- e. Contractor and subcontractors shall keep an accurate record showing the names and occupations of all workers employed by them in connection with any work done under the Contract, and the per diem wages paid to each of such workers; and shall keep such record open at all reasonable hours to the inspection of the Board and to the State Division of Labor Law Enforcement. The Contractor in all other respects shall comply with Section 1776 of the Labor Code.
- f. No later than the end of the workday following the day on which work was performed by the Contractor, or any subcontractor, the Contractor and applicable subcontractor(s) shall complete and furnish the Contractor Daily Field Report, included as Subsection 71 of this Section, to the Inspector. When work has been performed, the Contractor shall submit a form regarding all employees and equipment at the jobsite on the workday, and the Contractor shall submit a separate form for each subcontractor regarding each subcontractor's employees and equipment at the jobsite on the workday. Each field report shall:

## CITY OF LOS ANGELES HARBOR DEPARTMENT

- 1. Identify the Project title, Specification number, name of the Contractor or subcontractor, and date on which the work was performed.
- 2. Show the names of the workers and identify their applicable company affiliation (Prime Contractor, subcontractor, supplier, or vendor).
- 3. Show the labor classification for each worker. If worker is an operating engineer or teamster, the Contractor or subcontractor must indicate which piece of equipment was operated by the worker.
- 4. Show the Start Time and End Time for the worker listed, as well as the total hours worked by the worker on the workday.
- 5. Show the type of equipment, size, identification number, and hours of operation, including loading and transportation, if applicable, utilized on the workday.
- 6. Contain the printed name and title for the Contractor or subcontractor representative; and shall be dated and signed by same.
- g. Contractor shall submit the original (wet signature by Contractor or subcontractor) to the Inspector for review. If additional space is needed, a second form, with pages numbered accordingly, can be completed.
- h. The Inspector will compare the Inspector's records with the report submitted by the Contractor, discuss any apparent discrepancies with the Contractor, and reconcile the report (and have it re-submitted, if necessary). Once the report is agreed upon by the Contractor and Inspector, the Inspector prints his/her name on the report and dates and signs the report. Each party shall retain a copy of the report, signed by both parties.
- i. Certified payrolls from the Contractor and all subcontractors shall by submitted to the City weekly through the Department of Public Works Bureau of Contract Administration's Online Certified Payroll System (OCPS) and shall be accompanied by a Statement of Compliance, signed electronically on OCPS by the Contractor or the Contractor's agent attesting that the payrolls are correct and complete and the wage rates contained therein are not less than those set by the applicable wage determinations incorporated into the Contract. The City reserves the right to reject incomplete payroll reports and request re-submittal of complete reports.

## WAGE AND EARNING ASSIGNMENT ORDERS/NOTICES OF ASSIGNMENTS

- a. The Contractor and its subcontractors shall comply with all applicable state and federal employment reporting requirements for the Contractor's and/or subcontractor's employees.
- b. The Contractor and/or subcontractor shall certify that the principal owner(s) are in compliance

**CITY OF LOS ANGELES** HARBOR DEPARTMENT

**BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally. The Contractor or subcontractor shall comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments in accordance with California Family Code §§5230 et. seq. The Contractor or subcontractor shall maintain such compliance throughout the term of the Contract.

Prime Contractor State of California DIR Registration No.:

Subcontractor State of California DIR Registration No.: N/A

Subcontractor State of California DIR Registration No.: N/A

(Attach additional sheets if necessary)

## DIR REPORTING LABOR CLASSIFICATIONS.

## **PRIME CONTRACTOR:**

Please indicate which Labor Classification(s) will be used for Payroll Reporting:

□ ASBESTOS □ CARPET/LINOLEUM □ ELECTRICIANS □ PILE DRIVERS □ SHEET METAL

□ TILE WORKERS

- □ BOILERMAKER □ CEMENT MASONS □ ELEVATOR MECHANIC □ PIPE TRADES □ SOUND/COMMM
- □ BRICKLAYERS FINISHER

  - □ OPERATING ENG □ PLASTERERS
  - □ SURVEYORS

□ BRICKLAYERS

FINISHER

□ OPERATING ENG

□ DRYWALL

- □ PAINTERS □ ROOFERS

□ CARPENTERS

□ IRON WORKERS

□ DRYWALL/LATHERS

□ TEAMSTER

SUBCONTRACTOR: N/A

Please indicate which Labor Classification(s) will be used for Payroll Reporting:

- □ ASBESTOS □ CARPET/LINOLEUM □ ELECTRICIANS
- □ LABORERS
- □ PILE DRIVERS
- □ SHEET METAL □ TILE WORKERS

□ ELEVATOR

MECHANIC

□ BOILERMAKER

□ CEMENT MASONS

- □ SOUND/COMMM
- □ PLASTERERS
  - □ SURVEYORS
- □ PAINTERS □ ROOFERS □ TEAMSTER

□ CARPENTERS

□ IRON WORKERS

□ DRYWALL/LATHERS

(Attach additional sheets if necessary)

## Estimated Project Duration: 365 Days after installation of Interior Scaffolding

## CITY OF LOS ANGELES HARBOR DEPARTMENT

**BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

**AWARD OF CONTRACT.** Bid shall be subject to acceptance by the Department for a period of three (3) months unless a lesser period is prescribed in the quotation by the bidder. The Department may make combined award of all items complete to one bidder or may award separate items to various bidders. Bidders 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.

<u>BID RECAPS</u>. Bid recaps, with a summary of all bids received, will be posted to the following website within two weeks of the bid closing date: https://www.portoflosangeles.org/business/contracting-opportunities/purchasing-bids

**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 <u>http://www.RAMPLA.org</u>.

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(s): \_\_\_\_\_

## CITY OF LOS ANGELES HARBOR DEPARTMENT

#### BID NO. F-1167 (SHOW THIS NUMBER ON ENVELOPE)

#### 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. <u>No telephonic, facsimile, or electronic bid is acceptable, unless otherwise indicated</u>. 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.
- 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.
- 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.
- 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.
- 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. 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.

- 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.
- 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.
- 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 con-tract, 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.
- 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.
- 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.
- 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

## CITY OF LOS ANGELES HARBOR DEPARTMENT

#### **BID NO. F-1167** (SHOW THIS NUMBER ON ENVELOPE)

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.

- 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 purpose. The City's fiscal year ends on June 30<sup>th</sup> 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

## LOCAL BUSINESS PREFERENCE PROGRAM

The Harbor Department is committed to maximizing opportunities for local and regional businesses, as well as encouraging local and regional businesses to locate and operate within the Southern California region. It is the policy of the Harbor Department to support an increase in local and regional jobs. The Harbor Department's Local Business Preference Program (LBPP) aims to benefit the Southern California region by increasing jobs and expenditures within the local and regional private sector.

Vendors who qualify as a Local Business Enterprise (LBE) will receive an 8% preference on any bid for goods, materials, supplies, and related services valued in excess of \$150,000. The preference will be applied by calculating the bidder's price at 8% less than the quoted price. The Harbor Department will use the applied preference for bid tabulation only. The actual amount paid to the lowest bidder will be the price quoted by the lowest bidder meeting specifications.

The Harbor Department defines a LBE as:

- (a) A business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. Headquartered shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties; or
- (b) A business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties.

In order for Harbor Department staff to determine the appropriate LBE preference, Vendor shall complete, sign, notarize and submit the attached Affidavit. The Affidavit will signify the LBE status of the Vendor.

In the event of Vendor's noncompliance during the performance of the Contract, Vendor shall be considered in material breach of contract. In addition to any other remedy available to City under this Contract or by operation of law, the City may withhold invoice payments to Vendor until noncompliance is corrected, and assess the costs of City's audit of books and records of Vendor. In the event the Vendor falsifies or misrepresents information contained in any form or other willful noncompliance as determined by City, City may disqualify the Vendor from participation in City contracts for a period of up to five (5) years.

## **AFFIDAVIT OF COMPANY STATUS**

"The undersigned declares under penalty of perjury pursuant to the laws of the State of California that the following information is true and correct and includes all material information necessary to identify and explain the operations of

Name	of F	irm
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as well as the ownership and location thereof. Further, the undersigned agrees to provide complete and accurate information regarding ownership in the named firm, any proposed changes of the ownership and to permit the audit and examination of firm ownership documents in association with this contract."

Local Business Preference Program: Please indicate the Local Business Enterprise status of your company. Only <u>one</u> box <u>must</u> be checked:

- A Local Business Enterprise (LBE) is: (a) a business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties; or (b) a business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. "Headquartered" shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties.
- A Non-LBE is any business that does not meet the definition of a LBE.

Signature:			

Title: \_\_\_\_\_

Printed Name:\_\_\_\_\_

Date Signed:\_\_\_\_\_

ACKNOWLEDGMENT				
certificate verified who signed the	or other officer completing this es only the identity of the individual document to which this certificate is ot the truthfulness, accuracy, or ocument.			
State of California County of				
On	before me,(ir	nsert name and title of the officer)		
who proved to me subscribed to the his/her/their autho	within instrument and acknowledged prized capacity(ies), and that by his/h	te to be the person(s) whose name(s) is/are d to me that he/she/they executed the same in her/their signature(s) on the instrument the on(s) acted, executed the instrument.		
l certify under PE paragraph is true		rs of the State of California that the foregoing		
WITNESS my ha	nd and official seal.			
Signature	(§	Seal)		

# **Bidder Certification**

This form must be submitted with your bid or proposal to the City department that is awarding the contract noted below. If you have questions about this form, please contact the Ethics Commission at (213) 978-1960.

Original Filing	Amendment:	Date of Signed Original	. Date of Last Amendment

Reference Number (Bid, Contract, or BAVN)	Awarding Authority (Department awarding the contract)	
Bidder Name		
Address		
Email Address		Phone Number

## Certification

I certify the following on my own behalf or on behalf of the entity named above, which I am authorized to represent:

A. I am applying for one of the following types of contracts with the City of Los Angeles:

- 1. A goods or services contract with a value of more than \$25,000 and a term of at least three months;
- 2. A construction contract with any value and duration;
- 3. A financial assistance contract, as defined in Los Angeles Administrative Code § 10.40.1(h), with a value of at least \$100,000 and a term of any duration; or
- 4. A public lease or license, as defined in Los Angeles Administrative Code § 10.40.1(i), with any value and duration.
- B. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information in this form is true and complete.

Name	Signature
Title	Date

FORM	<b>Prohibited Contributors</b>
55	(Bidders)

This form must be completed in its entirety and submitted with your bid or proposal to the City department that is awarding the contract. Failure to submit a completed form may affect your bid or proposal. If you have questions about this form, please contact the Ethics Commission at (213) 978-1960.

Original Filing Amendment: Date of Signed Origina	al Date of Last Amendment
Reference Number (Bid, Contract, or BAVN):	Date Bid Submitted:
Contract Description (Title of the RFP or City contract solicitation	and description of the services to be provided):
Awarding Authority (Department awarding the contract):	
Bidder Name:	
Bidder Address:	
Bidder Email Address:	Bidder Phone Number:

## **Schedule Summary**

Ple	ase complete all three of the following:		
1.	SCHEDULE A — Bidder's Principals (check one) The bidder has one or more <b>PRINCIPALS</b> , as defined in LAMC § 49.7.35(A)(6). At least one principal is required for entities. <i>(If you check "Yes", Schedule A is required.)</i>	Yes	No
2.	SCHEDULE B — Subcontractors and Their Principals (check one) The bidder has one or more SUBCONTRACTORS on this bid or proposal with subcontracts worth \$100,000 or more. (If you check "Yes", Schedule B is required.)	Yes	No
3.	TOTAL NUMBER OF PAGES SUBMITTED (including this cover page):		

## Certification

I certify the following under penalty of perjury under the laws of the City of Los Angeles and the state of California: A) I understand, will comply with, and have notified my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter § 470(c)(12) and any related ordinances; B) I understand that I must amend this form within ten business days if any information changes; C) I am the bidder named above or I am authorized to represent the bidder named above, and my name appears below; and D) The information provided in this form is true and complete to the best of my knowledge and belief.

Name Sign	nature
Title     Date	2

## Schedule A - Bidder's Principals

Please identify the names and titles of all the bidder's principals (attach additional sheets if necessary). Principals include a bidder's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent and employees of the bidder who are authorized by the bid or proposal to represent the bidder before the City.

Name:Address:	Title:
Name: Address:	
Name:Address:	
Name: Address:	
Name: Address:	
Name: Address:	Title:
Name: Address:	
Name:	
Name: Address:	

Check this box if additional Schedule A pages are attached.

## Schedule B - Subcontractors and Their Principals

Please identify all subcontractors whose subcontracts are worth \$100,000 or more. Separate Schedule B pages are required for each subcontractor who meets the threshold.

ubcontractor's Name	
ubcontractor's Address	
Jucontractor's Address	

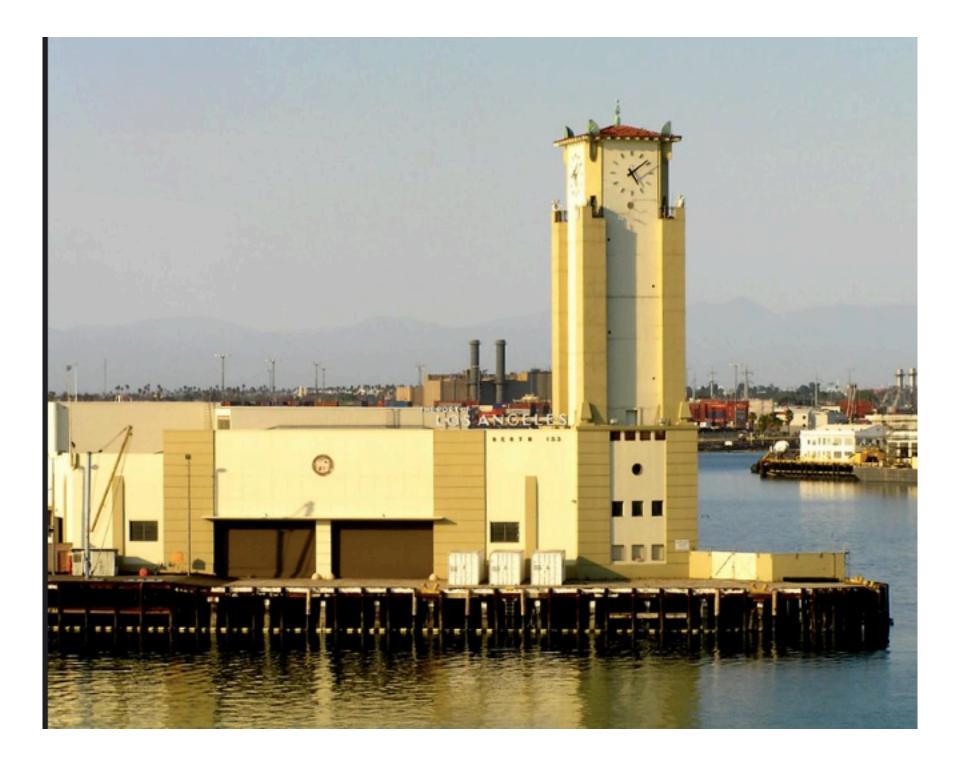
Please check one of the following options:

This subcontractor has one or more principals.	Yes*	$\Box$	No
------------------------------------------------	------	--------	----

\* Each principal's name and title must be identified below. Attach additional sheets if necessary. Principals include a subcontractor's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent and employees of the subcontractor who are authorized by the bid or proposal to represent the subcontractor before the City.

Name:Address:	
Name: Address:	
Name: Address:	
Name: Address:	
Name: Address:	
Name:Address:	

Check this box if additional Schedule B pages are attached.





## PORT OF LOS ANGELES FACILITIES

## AUTOMOBILE TERMINAL

#### Berths 195-200A – Wallenius Wilhelmsen Solutions (WWS)

#### BREAKBULK TERMINALS

- Berths 54-55 SSA Marine
- Berths 153-155 Port of Los Angeles
   Berths 174-181 Pasha Stevedoring & Terminals
- Berths 206-209 Pasha Stevedoring & Terminals

#### CONTAINER TERMINALS

- Berths 100-102 WBCT | China Shipping (Holding) NA
- Berths 121-126 WBCT | Everglades Company Terminal
- Berths 136-147 TraPac, Inc.
- Berths 212-225 Yusen Terminals
  Berths 226-236 Everport Terminal Services
- Berths 302-305 Fenix Marine Services
- Berths 401-406 APM Terminals Pacific

#### DRY BULK TERMINALS

Berths 165-166 — Rio Tinto Minerals | U.S. Borax
 Berths 192-193 — CalPortland | CPC (Allied) Cement
 Berths 210-211 — SA Recycling

#### LIQUID BULK TERMINALS

- Berths 118-119 Kinder Morgan Terminals
- Berths 148-151 Phillips 66
  Berth 163 NuStar Energy L.P.
- Berth 163 Nosial Ell
- Berths 167-169 Shell Oil Products
- Berths 187-190 Vopak Terminals
- Berths 238-240C PBF Energy

#### PASSENGER TERMINALS

Berths 91-93B – World Cruise Center | Ports America Cruise Inc.
 Berth 95 – Catalina Sea and Air Terminal

MULTI-USE TERMINAL
 Berths 45-49 - Port of Los Angeles Outer Harbor

## MARITIME SUPPORT

- Berth 60 U.S. Water Taxi
   Berth 73A-73B The Jankovich Company
- Berth 86 Crowley Maritime Services
- Berth 240 So. Cal. Ship Services
- Berths 270-271 American Marine Corporation
- Berth 301 Centerline Logistics

#### Port of Los Angeles Property

# **GENERAL SCAFFOLD NOTES:**

- 1. SCAFFOLD DESIGN BASED ON RINGLOCK-STYLE SYSTEMS SCAFFOLD, U.N.O. CAPACITIES AND SIZES ARE BASED OFF AT-PAC SCAFFOLD, OR EQUIVALENT.
- 2. SCAFFOLD IS DESIGNED TO SAFELY HOLD THE MAXIMUM LIVE LOAD(S) LISTED IN THE DESIGN CRITERIA WHEN DISTRIBUTED AMONG ONE OR MORE PLATFORM LEVELS IN ANY PARTICULAR BAY. PLATFORM LIVE LOAD SHALL NOT EXCEED THE LESSER OF THE TOTAL LIVE LOAD OR LIVE LOAD RATING.
- 3. SCAFFOLD HEIGHT SHALL NOT EXCEED THE HEIGHTS SPECIFIED IN THIS DRAWING SET U.N.O.
- 4. MAXIMUM SCREW EXTENSION = 12" EACH SCREW
- 5. IT IS THE CONTRACTOR'S RESPONSIBILITY TO USE ADEQUATE TIMBER SILLS TO ENSURE SCAFFOLD STABILITY AND PROPER LOAD DISTRIBUTION.
- 6. ALL PLANK SHALL BE SECURED TO SCAFFOLDING BY THE CONTRACTOR. SCAFFOLD PLATFORMS SHALL BE CONSTRUCTED WITH ONE OR MORE OF THE FOLLOWING: A. STEEL OR ALUMINUM HOOK PLANK
- 7. PLATFORM ELEVATIONS MAY VARY ±12" FROM DRAWING AS REQUIRED FOR ACCESS. FRAMES MUST BE BRACED EVERY TIER IN ONE DIRECTION MINIMUM, U.N.O.
- 8. VERTICAL SPACING OF HORIZONTAL MEMBERS SHALL NOT EXCEED 7'-0" OR EVERY 4TH NODE, WHICHEVER IS LESS, U.N.O.
- 9. DIAGONAL BRACING SHALL BE INSTALLED AT EVERY TIER IN EVERY 3RD BAY IN (2) ADJACENT DIRECTIONS, MIN., U.N.O.
- 10. VERTICAL DIAGONAL BRACING SHALL MATCH HORIZONTAL BAR SPACING. CONTRACTOR TO ENSURE VERTICAL DIAGONAL BRACES DO NOT CONNECT TO THE SCAFFOLD LEGS WHERE THERE ARE NO HORIZONTAL BRACES PRESENT TO DISTRIBUTE THE LOADS.
- 11. A BAY IS DEFINED AS THE SPACE BETWEEN (4) LEGS, FULL HEIGHT OF SCAFFOLD. THE LOAD RATINGS ABOVE MAY BE DISTRIBUTED AMONG ANY NUMBER OF LEVELS WITHIN A GIVEN BAY.
  - 10.1A BAY LENGTH IS DEFINED AS THE SPACE BETWEEN LEGS IN THE DIRECTION PARALLEL TO SCAFFOLD PLANK.
  - 10.1B BAY WIDTH IS DEFINED AS THE SPACE BETWEEN LEGS DIRECTION PERPENDICULAR IN THE TO SCAFFOLD PLANK.
- 12. SNOW, DUST, DIRT OR ANY OTHER FALLING OR WIND-BLOWN MATERIAL SHALL BE REMOVED FROM SCAFFOLD AS IT ACCUMULATES.
- 13. ALL SCAFFOLD LEGS THAT ARE HANGING OR MAY EXPERIENCE AN UPLIFT OR OVERTURNING FORCE, SHALL BE PINNED OR BOLTED TOGETHER PER THE MANUFACTURERS INSTRUCTIONS, U.N.O.
- 14. IF SCAFFOLD BEARS ON ANY STRUCTURE, THE OWNER OR ENGINEER OF RECORD SHALL VERIFY THAT THE EXISTING STRUCTURE IS CAPABLE OF SUPPORTING LOADS IMPOSED BY THE SCAFFOLD DEAD AND LIVE LOADS.
- 15. SCAFFOLDING SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE MANUFACTURERS DIRECTIONS & RECOMMENDATIONS.

# **DESIGN CRITERIA:**

1. DESIGN WORK ON THIS PROJECT HAS BEEN COMPLETED IN ACCORDANCE WITH THE FOLLOWING CODES: CBC 2019 ASCE 7-16

OSHA 1926.451 ASCE 37-14 OSHA 1910.27

ACCESS SCAFFOLD: LIVE LOAD:

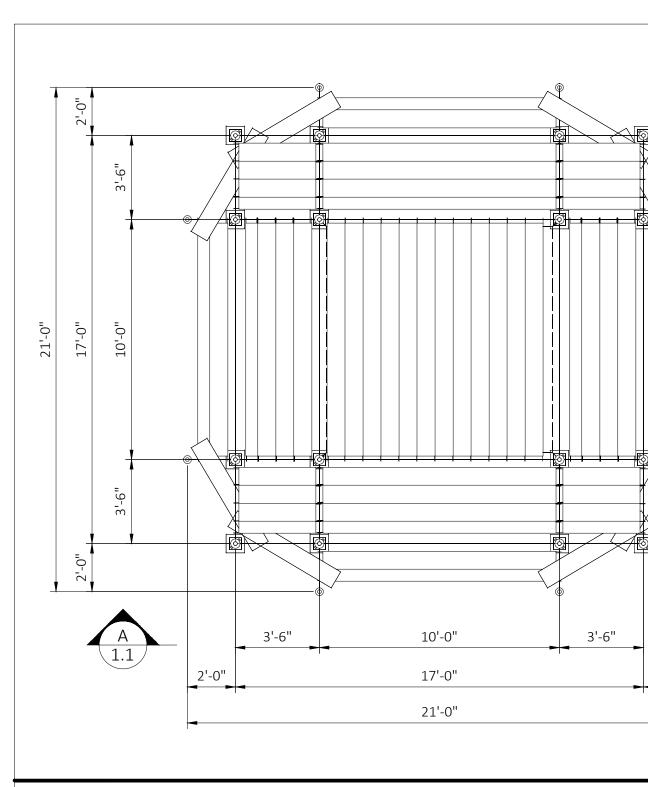
25 PSF , 3 LEVELS PER BAY

# **GENERAL PROJECT NOTES:**

- "CEA" SHALL REFER TO CRIMSON ENGINEERING
- 2. "CONTRACTOR" SHALL REFER TO SAFE SCAFFOLD
- 3. "OTHERS" SHALL REFER TO THE GENERAL CONTRACTOR OR RESPONSIBLE PARTY FOR THE PROJECT.
- 4. ANY OVERALL PROJECT DETAILS NOT SPECIFIED IN THIS DRAWING SET ARE NOT THE RESPONSIBILITY OF CEA.
- 5. A SET OF THE LATEST PLANS SHALL BE ON SITE DURING CONSTRUCTION.
- 6. DIMENSIONED OR CALLED-OUT MEASUREMENTS SHALL BE USED IN LIEU OF SCALED MEASUREMENTS.
- 7. THE DESIGN HEREIN IS VALID ONLY FOR THE PROJECT, LOCATION AND PHASE LISTED AND SHALL NOT BE RE-CREATED FOR ANY OTHER SITUATIONS.
- 8. CONTRACTOR IS TO CONFIRM ALL SIZES, DIMENSIONS & ELEVATIONS PRIOR TO ORDERING OR ERECTING EQUIPMENT.
- 9. ALL ACCESS SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH ALL APPLICABLE SITE, LOCAL, STATE & FEDERAL CODES AND OSHA **REGULATIONS.**
- 10. ALL OPEN SIDES AND ENDS OF ELEVATED WORK LEVELS SHALL BE PROTECTED WITH GUARDRAILS AND TOEBOARDS OR WORKERS SHALL BE 100% TIED OFF TO A STRUCTURAL MEMBER CAPABLE OF HAVING A FALL LOAD SAFELY EXERTED UPON IT, EXCEPT THE SIDE WHERE WORK IS BEING PERFORMED AND OFFSET FALLS WITHIN OSHA 1926-451(B)(3).
- 11. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE NO SCAFFOLD OR SHORING LOADS BEAR IN AREAS WITH UNDERGROUND UTILITIES.
- 12. IF ANY DISCREPANCIES THAT IMPACT CONSTRUCTION ARE OBSERVED BETWEEN THIS DRAWING SET AND FIELD CONDITIONS, CONTRACTOR SHALL STOP WORK AND CONTACT CEA WITH THE DISCREPANCY.

# LIGHT-DUTY WORK SCAFFOLD NOTES:

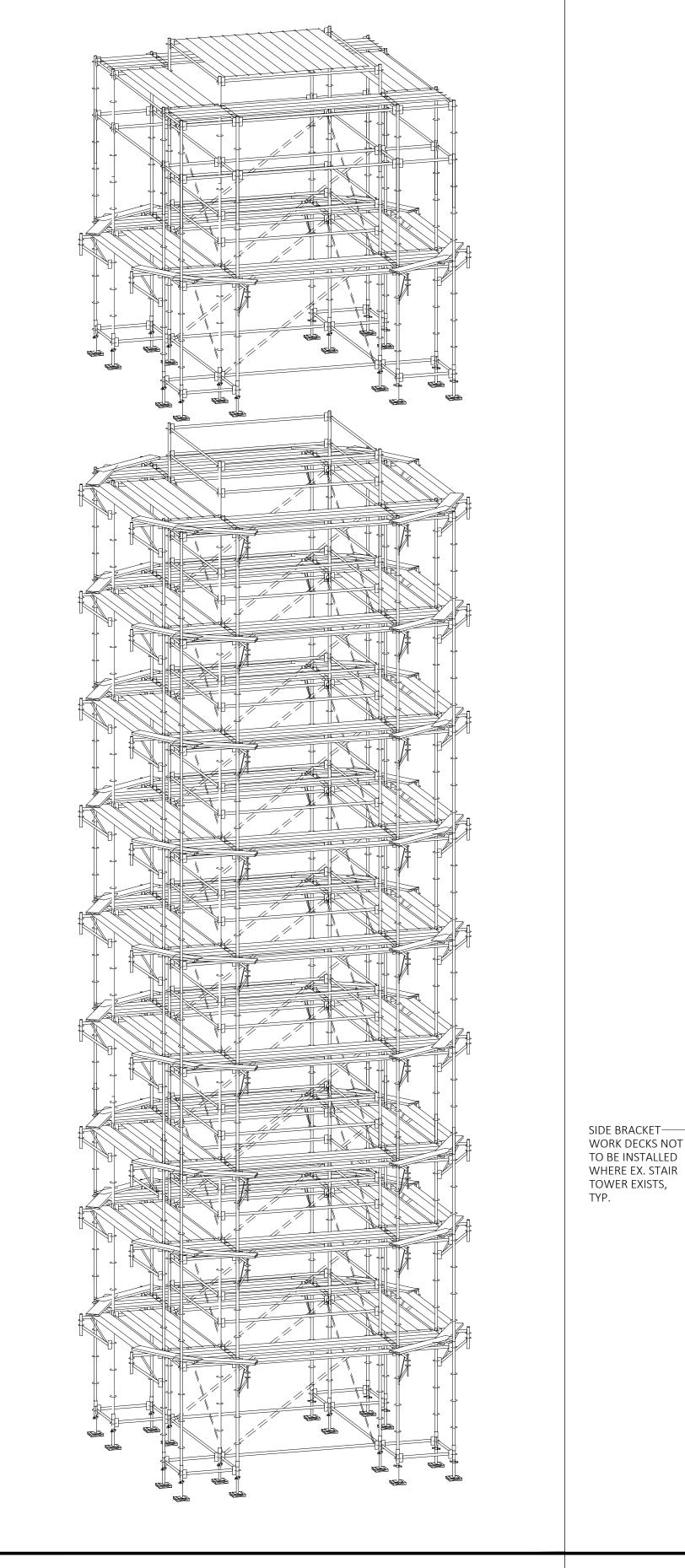
- 1. LIGHT-DUTY WORK SCAFFOLD IS DESIGNED TO BE USED FOR LIGHT-DUTY WORK SUCH AS PAINTING, DRYWALL, PLASTER, STUCCO, ETC.
- 2. MAX NUMBER OF DECKED LEVELS: AS SHOWN
- MAX NUMBER OF LEVELS TO BE WORKED AT A TIME, PER BAY: 1 MAXIMUM CALCULATED SCAFFOLD LEG LOAD: 1,200 LBS.
- 5. SCAFFOLD BAYS (HORIZONTAL FRAME SPACING) SHALL NOT EXCEED SPACINGS SHOWN.



PLAN VIEW

SCALE: 1/4" = 1'-0"

ASSOCIATES, INC.
DING.
RACTOR OR RESPONSIBL



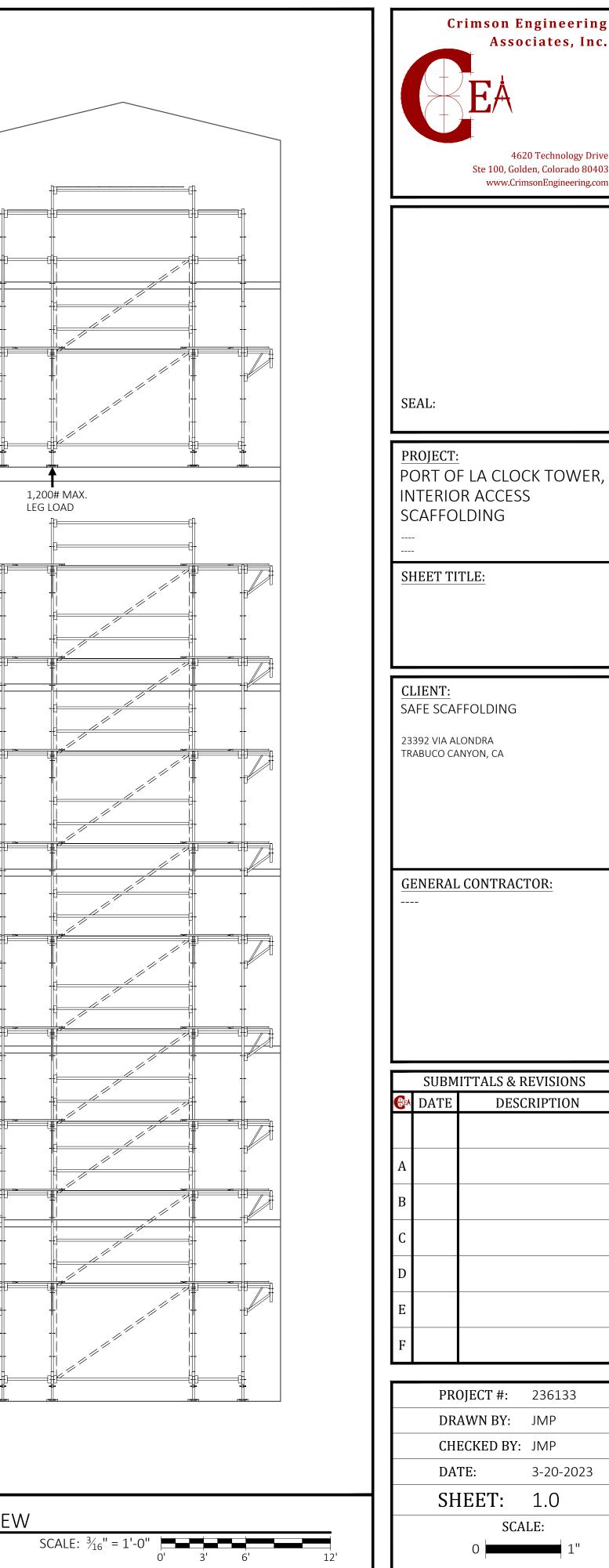
3'-6"

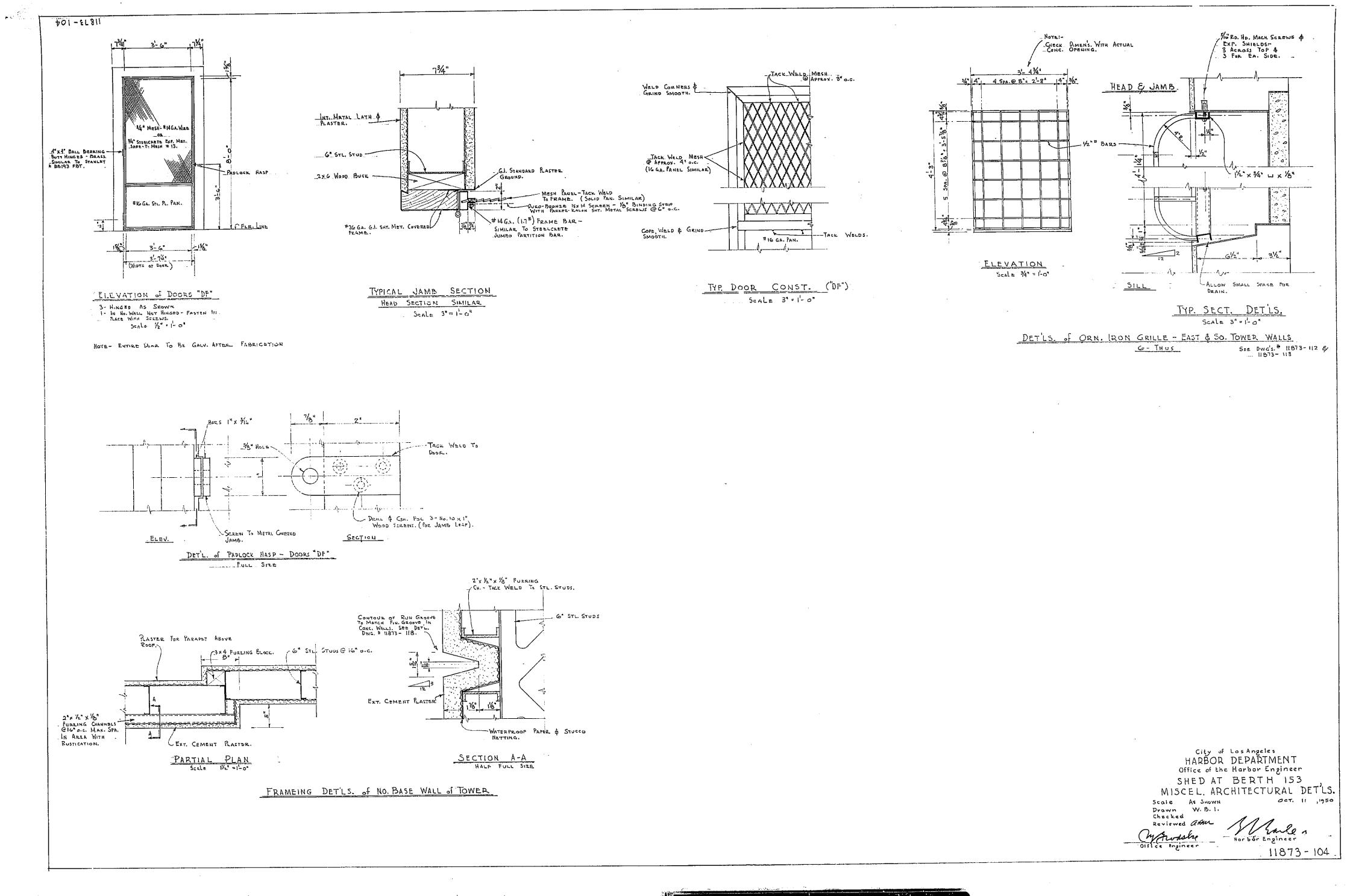
2'-0"

**ISOMETRIC VIEW** 

SCALE: NOT TO SCALE (N.T.S.)

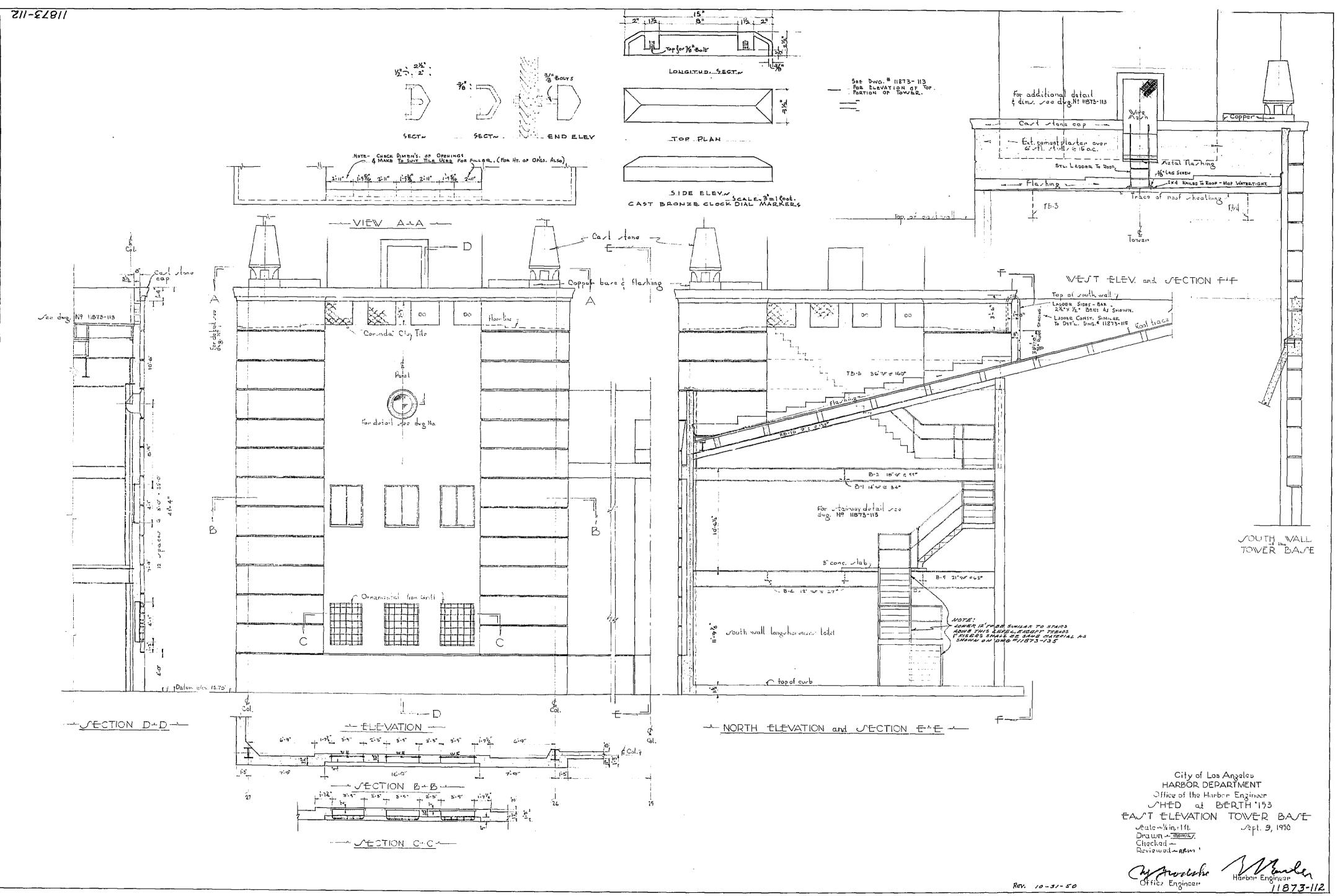
SECTION VIEW

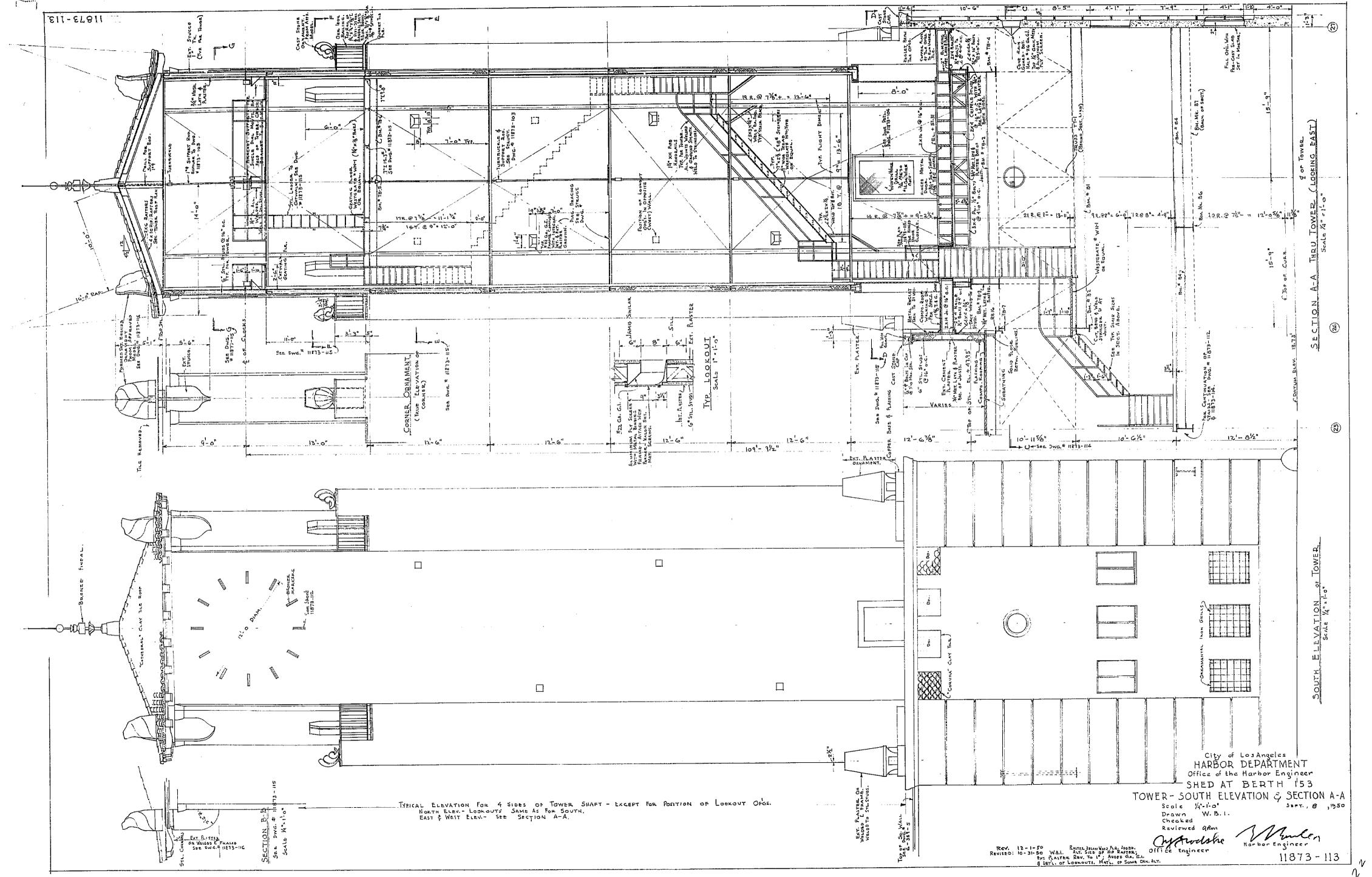




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