

TO: HARBOR DEPARTMENT PURCHASING OFFICE  
500 Pier "A" Street  
Berth 161  
Wilmington, CA 90744

BID NO. F-1042 Page 1  
Show this number on envelope

Contract No. 39884

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: Pico Rivera, CA ON THE 15 DAY OF April, 2019  
City, State Date Month Year

BIDDER MUST COMPLETE AND SIGN BELOW:

Firm Name Unisource Solutions

Phone 562.949.1111 Fax 562.949.7110

Address 8350 Rex Road Pico Rivera CA 90660  
Street City State Zip

Signature [Signature] Printed Name RICE BARTLETT Printed Title PRESIDENT

Signature [Signature] Printed Name ALAN PIETO Printed Title ASST. SEC.

(AFFIX CORPORATE SEAL HERE)

a) **Two signatures:** One by Chairman of Board of Directors, President, or a Vice-President **AND** one by Secretary, Assistant Secretary, Chief Financial Officer or an Assistant Treasurer.

b) **One signature:** By corporate designated individual together with properly attested resolution of Board of Directors authorizing person to sign.

NOTARIZATION: Bids executed outside the State of California must be sworn to and notarized below.

County of _____ State of _____ S.S. Subscribed and sworn this date _____, 201 <u>9</u> _____ Notary Seal      Signature	In witness whereof the Board of Harbor Commissioners of the City of Los Angeles has caused this contract to be executed by the Executive Director of the Harbor Department of said City and said Contractor has executed this contract the day and year written below.  By _____ Executive Director Harbor Department  _____ Date	Approved as to form and legality <u>4/15/19</u> , 201 <u>9</u> City Attorney BY _____ Deputy
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# FORMAL REQUEST FOR COOPERATIVE AGREEMENT

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NO. F-1042**

<p><b><u>SUBMIT BID TO:</u></b>                  Los Angeles Harbor Department                  Purchasing Office, 1st Floor                  500 Pier A Street                  Wilmington, CA 90744</p> <p><b><u>OFFICE HOURS:</u></b>                  7:30 a.m. – 4:30 p.m.                  Monday through Friday (excluding Holidays)</p>	<p><b>BID DUE BEFORE</b>  <b>2:00 P.M.</b>  <b>APRIL 15, 2019</b></p>
<p><b>Buyer: J. Benitez, Procurement Supervisor</b>  <b>T: (310) 732-3896, E-mail: jbenitez@portla.org</b></p>	

ALL ITEMS REQUESTED MAY BE QUOTED AS "OR EQUAL".  
**AFFIRMATIVE ACTION – AN APPROVED AA PLAN OR CERTIFICATION, IF NOT ON FILE, WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.**

QUANTITY AND UNIT	ITEMS and DESCRIPTION	UNIT PRICE QUOTED	EXTENSION
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**OFFICE FURNITURE SYSTEMS FOR HARBOR ADMINISTRATION BUILDING-4<sup>TH</sup> AND 5<sup>TH</sup> FLOORS**

TERMS AND PRICES QUOTED ARE IN ACCORDANCE WITH OMNIA PARTNERS (U.S. COMMUNITIES/COUNTY OF FAIRFAX, VA) AND HAWORTH INC. CONTRACT #4400003402 "OFFICE FURNITURE AND RELATED SERVICES AND SOLUTIONS", PER THE CITY OF LOS ANGELES ADMINISTRATIVE CODE DIVISION 10, CHAPTER 1, ARTICLE 2, SECTION 10.15 (a) (8).

This Request for Cooperative Agreement is requested for the annual contract requirements of the Los Angeles Harbor Department for: "**OFFICE FURNITURE AND RELATED SERVICES AND SOLUTIONS**" to be furnished and delivered as may be required from the effective date of the agreement.

The terms of the OMNIA PARTNERS (U.S. COMMUNITIES/COUNTY OF FAIRFAX, VA) AND HAWORTH INC.(vendor) CONTRACT #4400003402 as amended [(the "OMNIA PARTNERS (U.S. COMMUNITIES/COUNTY OF FAIRFAX, VA)" Contract)], is attached hereto and incorporated as Exhibit A through G. To the extent that the terms and conditions of Exhibit A-G are in conflict with the terms and conditions contained in this contract, the terms and conditions of Exhibit A-G will govern.

**PRICES TO INCLUDE ALL DELIVERY CHARGES AND FEES EXCLUDING SALES TAX.**

Unisource Solutions will invoice after the completion of each phase and will expect to get paid 30 days after invoicing

REQ. NO.: G-19-131 NOTIFY: R. Kuo  PAGE 2	STATE TIME OF DELIVERY: <u>56</u> DAYS AFTER RECEIPT OF ORDER TERMS: <u>100%</u> / PAYMENT WITHIN NET <u>30</u> DAYS. BIDDER MUST SIGN THIS BID ON PAGE 1
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# FORMAL REQUEST FOR COOPERATIVE AGREEMENT

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NO. F-1042**  
(SHOW THIS NUMBER ON ENVELOPE)

QUANTITY AND UNIT	ITEMS and DESCRIPTION	UNIT PRICE QUOTED	EXTENSION
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This contract is awarded for the following: **OFFICE FURNITURE SYSTEMS FOR HARBOR ADMINISTRATION BUILDING-4TH AND 5TH FLOORS**

Refer to the following for all items:

Attachment "A"  
County of Fairfax, VA/OMNIA PARTNERS (U.S COMMUNITIES) – HAWORTH CONTRACT # 4400003402.

Attachment "B"  
Amendments of County of Fairfax, VA/OMNIA PARTNERS (U.S COMMUNITIES) – HAWORTH CONTRACT # 4400003402.

Attachment "C"  
OMNIA PARTNERS (U.S. Communities)-HAWORTH FAQ's Dealer Locator.

Attachment "D"  
UNISOURCE "Preferred Dealer" allowing for Systems installation as per OMNIA PARTNERS (U.S.Communities)-HAWORTH FAQ's Dealer Locator tool.

Attachment "E"  
Port of Los Angeles "OS5 Mock-up Station Enclose/EFG Office" (1 page).

Attachment "F"  
Port of Los Angeles "OS5 Mock-up Station Enclose/EFG Office" Sample Parts Diagram (10 pages).

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CITY OF LOS ANGELES  
HARBOR DEPARTMENT

BID NO. F-1042  
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**PHASE #1 – 5<sup>TH</sup> FLOOR (Items 1-6)**

1. 1 EA      **Material, PHASE #1**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR,      \$ 519,705.61  
Refer to:

Attachment "G"-Unisource Solutions / Haworth Pricing per Quote 3757.001, "5th Floor Phase 1", dated 3/20/19 (45 pages)

2. 1 HR      **Labor/Services, PHASE #1**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR,      \$ 140,413.85  
Refer to:

Attachment "G"-Unisource Solutions / Haworth Pricing per Quote 3757.001, "5th Floor Phase 1", dated 3/20/19 (45 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

3. 1 HR      **Demo and Removal of Existing Furniture, PHASE #1**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR,      \$ 39,880.00

Refer to:

Attachment "G"-Unisource Solutions / Haworth Pricing per Quote 3757.001, "5th Floor Phase 1", dated 3/20/19 (45 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

# FORMAL REQUEST FOR COOPERATIVE AGREEMENT

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

BID NO. F-1042  
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4. 1 HR **Disposal of Existing Furniture, PHASE #1**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR, \$ 9,793.08

Refer to:

Attachment "G"-Unisource Solutions / Haworth Pricing per Quote 3757.001, "5th Floor Phase 1", dated 3/20/19 (45 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
<u>Esmeralda Avila</u>	<u>562.370.4345</u>	<u>eavila@unisourceit.com</u>
<u>Gilbert Cruz</u>	<u>562.824.2525</u>	<u>gcruz@unisourceit.com</u>

5. 1 HR **Administration Service Fee-Refinish Existing Storage, PHASE #1**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR, \$ 2,100.00

Refer to:

Attachment "G"-Unisource Solutions / Haworth Pricing per Quote 3757.001, "5th Floor Phase 1", dated 3/20/19 (45 pages)

6. 1 HR **Dumpster Fee, PHASE #1**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR, \$ 3744.00

Refer to:

Attachment "G"-Unisource Solutions / Haworth Pricing per Quote 3757.001, "5th Floor Phase 1", dated 3/20/19 (45 pages)

TOTAL (\$) FOR PHASE #1: \$ 715,636.54

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BID NO. F-1042  
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## PHASE #2 – 5<sup>TH</sup> FLOOR (Items 7-12)

7. 1 EA **Material, PHASE #2**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR, \$ 328,700.17  
Refer to:  
  
Attachment "H"-Unisource Solutions / Haworth Pricing per Quote 3757.002, "5th Floor Phase 2", dated 3/21/19 (33 pages)

8. 1 HR **Labor/Services, PHASE #2**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR, \$ 95,352.31  
Refer to:  
  
Attachment "H"-Unisource Solutions / Haworth Pricing per Quote 3757.002, "5th Floor Phase 2", dated 3/21/19 (33 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

9. 1 HR **Demo and Removal of Existing Furniture, PHASE #2**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR, \$ 36,306.67  
Refer to:  
  
Attachment "H"-Unisource Solutions / Haworth Pricing per Quote 3757.002, "5th Floor Phase 2", dated 3/21/19 (33 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

**FORMAL REQUEST FOR COOPERATIVE AGREEMENT**

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NO. F-1042**  
(SHOW THIS NUMBER ON ENVELOPE)

10.1    HR        **Disposal of Existing Furniture, PHASE #2**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR,        \$ 9,793.08

Refer to:

Attachment "H"-Unisource Solutions / Haworth Pricing per Quote 3757.002, "5th Floor Phase 2", dated 3/21/19 (33 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

11.1    HR        **Dumpster Fee, PHASE #2**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR,        \$ \$3,744.00

Refer to:

Attachment "H"-Unisource Solutions / Haworth Pricing per Quote 3757.002, "5th Floor Phase 2", dated 3/21/19 (33 pages)

12.1    HR        **Administration Service Fee-Refinish Existing Storage, PHASE #2**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR,        \$ 0.00

Refer to:

Attachment "H"-Unisource Solutions / Haworth Pricing per Quote 3757.002, "5th Floor Phase 2", dated 3/21/19 (33 pages)

TOTAL (\$) FOR PHASE #2: \$ 473,896.23

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# FORMAL REQUEST FOR COOPERATIVE AGREEMENT

CITY OF LOS ANGELES  
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BID NO. F-1042  
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## PHASE #3 – 4<sup>TH</sup> FLOOR (Items 13-18)

13.1 EA **Material, PHASE #3**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 555,611.43  
Refer to:

Attachment "1"-Unisource Solutions / Haworth Pricing per Quote 3757.003, "4th Floor Phase 3", dated 3/18/19 (52 pages)

14.1 HR **Labor/Services, PHASE #3**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 141,721.54  
Refer to:

Attachment "1"-Unisource Solutions / Haworth Pricing per Quote 3757.003, "4th Floor Phase 3", dated 3/18/19 (52 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

15.1 HR **Demo and Removal of Existing Furniture, PHASE #3**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 39,780.00

Refer to:

Attachment "1"-Unisource Solutions / Haworth Pricing per Quote 3757.003, "4th Floor Phase 3", dated 3/18/19 (52 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

# FORMAL REQUEST FOR COOPERATIVE AGREEMENT

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

BID NO. F-1042  
(SHOW THIS NUMBER ON ENVELOPE)

16.1 HR **Disposal of Existing Furniture, PHASE #3**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 9,793.08

Refer to:

Attachment "1"-Unisource Solutions / Haworth Pricing per Quote 3757.003, "4th Floor Phase 3", dated 3/18/19 (52 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

17.1 HR **Administration Service Fee-Refinish Existing Storage, PHASE #3**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 2,333.33

Refer to:

Attachment "1"-Unisource Solutions / Haworth Pricing per Quote 3757.003, "4th Floor Phase 3", dated 3/18/19 (52 pages)

18.1 HR **Dumpster Fee, PHASE #3**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 3,744.00

Refer to:

Attachment "1"-Unisource Solutions / Haworth Pricing per Quote 3757.003, "4th Floor Phase 3", dated 3/18/19 (52 pages)

TOTAL (\$) FOR PHASE #3: \$ 752,983.38

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# FORMAL REQUEST FOR COOPERATIVE AGREEMENT

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

BID NO. F-1042  
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## PHASE #4 – 4<sup>TH</sup> FLOOR (Items 19-24)

19.1 EA **Material, PHASE #4**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 305,418.87  
Refer to:

Attachment "J"-Unisource Solutions / Haworth Pricing per Quote 3757.004, "4th Floor Phase 4", dated 3/18/19 (31 pages)

20.1 HR **Labor/Services, PHASE #4**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 93,090.77  
Refer to:

Attachment "J"-Unisource Solutions / Haworth Pricing per Quote 3757.004, "4th Floor Phase 4", dated 3/18/19 (31 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

21.1 HR **Demo and Removal of Existing Furniture, PHASE #4**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 22,026.67

Refer to:

Attachment "J"-Unisource Solutions / Haworth Pricing per Quote 3757.004, "4th Floor Phase 4", dated 3/18/19 (31 pages)

Representative names and phone numbers for requesting service:

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Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

**FORMAL REQUEST FOR COOPERATIVE AGREEMENT**

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NO. F-1042**  
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22.1    HR        **Disposal of Existing Furniture, PHASE #4**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,        \$ 9,793.08

Refer to:

Attachment "J"-Unisource Solutions / Haworth Pricing per Quote 3757.004, "4th Floor Phase 4", dated 3/18/19 (31 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
<u>Esmeralda Avila</u>	<u>562.370.4345</u>	<u>eavila@unisourceit.com</u>
<u>Gilbert Cruz</u>	<u>562.824.2525</u>	<u>gcruz@unisourceit.com</u>

23.1    HR        **Administration Service Fee-Refinish Existing Storage, PHASE #4**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,        \$ 5,600.00

Refer to:

Attachment "J"-Unisource Solutions / Haworth Pricing per Quote 3757.004, "4th Floor Phase 4", dated 3/18/19 (31 pages)

24.1    HR        **Dumpster Fee, PHASE #4**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,        \$ 3,744.00

Refer to:

Attachment "J"-Unisource Solutions / Haworth Pricing per Quote 3757.004, "4th Floor Phase 4", dated 3/18/19 (31 pages)

TOTAL (\$) FOR PHASE #4: \$ 439,673.39

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# FORMAL REQUEST FOR COOPERATIVE AGREEMENT

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

BID NO. F-1042  
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## PHASE #5 – 4<sup>TH</sup> FLOOR (Items 25-30)

25.1 EA **Material, PHASE #5**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 376,594.54  
Refer to:

Attachment "K"-Unisource Solutions / Haworth Pricing per Quote 3757.005, "4th Floor Phase 5", dated 3/21/19 (10 pages)

26.1 HR **Labor/Services, PHASE #5**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 173,252.31  
Refer to:

Attachment "K"-Unisource Solutions / Haworth Pricing per Quote 3757.005, "4th Floor Phase 5", dated 3/21/19 (10 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
<u>Esmeralda Avila</u>	<u>562.370.4345</u>	<u>eavila@unisourceit.com</u>
<u>Gilbert Cruz</u>	<u>562.824.2525</u>	<u>gcruz@unisourceit.com</u>

27.1 HR **Demo and Removal of Existing Furniture, PHASE #5**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 15,573.33

Refer to:

Attachment "K"-Unisource Solutions / Haworth Pricing per Quote 3757.005, "4th Floor Phase 5", dated 3/21/19 (10 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
<u>Esmeralda Avila</u>	<u>562.370.4345</u>	<u>eavila@unisourceit.com</u>
<u>Gilbert Cruz</u>	<u>562.824.2525</u>	<u>gcruz@unisourceit.com</u>

# FORMAL REQUEST FOR COOPERATIVE AGREEMENT

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

BID NO. F-1042  
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28.1 HR **Disposal of Existing Furniture, PHASE #5**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 9,793.08

Refer to:

Attachment "K"-Unisource Solutions / Haworth Pricing per Quote 3757.005, "4th Floor Phase 5", dated 3/21/19 (10 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

29.1 HR **Administration Service Fee-Refinish Existing Storage, PHASE #5**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 933.33

Refer to:

Attachment "K"-Unisource Solutions / Haworth Pricing per Quote 3757.005, "4th Floor Phase 5", dated 3/21/19 (10 pages)

30.1 HR **Dumpster Fee, PHASE #5**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR, \$ 3,744.00

Refer to:

Attachment "K"-Unisource Solutions / Haworth Pricing per Quote 3757.005, "4th Floor Phase 5", dated 3/21/19 (10 pages)

TOTAL (\$) FOR PHASE #5: \$ 579,890.59

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# FORMAL REQUEST FOR COOPERATIVE AGREEMENT

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NO. F-1042**  
(SHOW THIS NUMBER ON ENVELOPE)

**PHASE #6 – 4<sup>TH</sup> FLOOR (Items 31-36)**

31.1    EA        **Material, PHASE #6**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,        \$ 153,175.25  
Refer to:

Attachment "L"-Unisource Solutions / Haworth Pricing per Quote 3757.006, "4th Floor Phase 6", dated 3/19/19 (32 pages)

32.1    HR        **Labor/Services, PHASE #6**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,        \$ 59,421.54  
Refer to:

Attachment "L"-Unisource Solutions / Haworth Pricing per Quote 3757.006, "4th Floor Phase 6", dated 3/19/19 (32 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

33.1    HR        **Demo and Removal of Existing Furniture, PHASE #6**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,        \$ 10,373.33

Refer to:

Attachment "L"-Unisource Solutions / Haworth Pricing per Quote 3757.006, "4th Floor Phase 6", dated 3/19/19 (32 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
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34.1    HR            **Disposal of Existing Furniture, PHASE #6**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,            \$ 9,793.08

Refer to:

Attachment "L"-Unisource Solutions / Haworth Pricing per Quote 3757.006, "4th Floor Phase 6", dated 3/19/19 (32 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

35.1    HR            **Administration Service Fee-Refinish Existing Storage, PHASE #6**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,            \$ 6,066.67

Refer to:

Attachment "L"-Unisource Solutions / Haworth Pricing per Quote 3757.006, "4th Floor Phase 6", dated 3/19/19 (32 pages)

36.1    HR            **Dumpster Fee, PHASE #6**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,            \$ 3,744.00

Refer to:

Attachment "L"-Unisource Solutions / Haworth Pricing per Quote 3757.006, "4th Floor Phase 6", dated 3/19/19 (32 pages)

TOTAL (\$) FOR PHASE #6: \$ 242,573.87

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**FORMAL REQUEST FOR COOPERATIVE AGREEMENT**

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NO. F-1042**  
(SHOW THIS NUMBER ON ENVELOPE)

**PHASE #7 – 4<sup>TH</sup> FLOOR (Items 37-39)**

37.1 EA      **Material, PHASE #7**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,      \$ 39,732.36  
Refer to:

Attachment "M"-Unisource Solutions / Haworth Pricing per Quote 3757.007, "4th Floor Phase 7", dated 3/19/19 (20 pages)

38.1 HR      **Labor/Services, PHASE #7**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,      \$ 19,290.77  
Refer to:

Attachment "M"-Unisource Solutions / Haworth Pricing per Quote 3757.007, "4th Floor Phase 7", dated 3/19/19 (20 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

39.1 HR      **Administration Service Fee-Refinish Existing Storage, PHASE #7**  
OFFICE FURNITURE SYSTEMS, 4<sup>TH</sup> FLOOR,      \$ 15,400

Refer to:

Attachment "M"-Unisource Solutions / Haworth Pricing per Quote 3757.007, "4th Floor Phase 7", dated 3/19/19 (20 pages)

TOTAL (\$) FOR PHASE #7: \$ 74,423.13

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## 5<sup>TH</sup> FLOOR (Items 40-41): Future Work Solutions

40.1 EA **Material, 5<sup>th</sup> Fl**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR, \$ 56,326.71  
Refer to:

Attachment "N"-Unisource Solutions / Haworth Pricing per Quote 3757.009,  
"Future Workstations/PO Furniture", dated 3/21/19 (17 pages)

41.1 HR **Labor/Services,**  
OFFICE FURNITURE SYSTEMS, 5<sup>TH</sup> FLOOR, \$ 5,510.40  
Refer to:

Attachment "N"-Unisource Solutions / Haworth Pricing per Quote 3757.009,  
"Future Workstations/PO Furniture", dated 3/21/19 (17 pages)

Representative names and phone numbers for requesting service:

NAME	PHONE #	E-MAIL
Esmeralda Avila	562.370.4345	eavila@unisourceit.com
Gilbert Cruz	562.824.2525	gcruz@unisourceit.com

TOTAL (\$) FOR FUTURE WORKSTATIONS: \$ 61,837.11

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42.1 EA **CONTINGENCY** \$ 150,000.00

This contingency will cover items during construction related to unforeseen conditions, added or revised scope, extra removals or installation that were unaccounted for, as well as planning, rental, moving, storage or additional services related to any of the aforementioned items.

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## BIDDER'S INSTRUCTIONS

**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.

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 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](http://www.portoflosangeles.org) and the Los Angeles Business Assistance Virtual Network website – [www.labavn.org](http://www.labavn.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.

### **SUPPLIER CONTACT INFORMATION:**

Contact Person: Esmeralda Avila

Title: Sr. Strategic Account Manager

Telephone No.: 562.370.4345

Fax No.: 562.949.7110

E-Mail Address: eavila@unisourceit.com

24 Hour Contact No.: 562.370.4345

# FORMAL REQUEST FOR COOPERATIVE AGREEMENT

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## CONTRACTUAL TERMS SECTION

**SURVIVABILITY.** Contracts awarded using the authority provided by the OMNIA PARTNERS (U.S. COMMUNITIES/COUNTY OF FAIRFAX, VA) AND HAWORTH INC. CONTRACT #4400003402. **Contract** will survive the Omnia contract itself. As a Customer purchasing, renting or leasing the equipment, the Harbor Department will continue to receive ongoing service from the Successful Vendor at the agreed upon Omnia Contract No. 4400003402 contract rate through the term of the Harbor Department Contract. The Harbor Department Contract terms and conditions will survive the authorizing Omnia Contract No. 4400003402 through that final term and any subsequent renewals and extensions.

Upon the Contract termination, Customers and Successful Vendors may agree to further extend a Contract. Such contract renewal option extensions shall not be for more than twelve month terms, and the Customer will reserve the right to terminate these contract renewal options with 30 days written notice and without termination penalties.

**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 of the Cooperative Agreement with Omnia Contract No. 4400003402.

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

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

In the event that the Harbor Department contract should survive the originating Cooperative Agreement, the following shall apply:

**For Price Catalog Items:**

Line item(s) which reflect a percentage discount/mark-up from a manufacturer's price list shall retain the same percentage discount/mark-up.

**For fixed priced line item(s):**

State the following options for the respective renewal period:

    YES     (YES or NO) Option granted for one additional year at a price increase not to exceed     5     %.

           (YES or NO) Option granted for second additional year at a price increase not to exceed            % over first option year prices.

It is agreed that if any renewal option granted herein, it shall be approved by the Executive Director of the Port of Los Angeles. Additionally, it is agreed that if any renewal option granted herein is exercised, the City will notify the contractor prior to the expiration date. Escalating factors in options will not be automatically granted. Any request for an increase in price must be substantiated by corresponding increases in vendor's costs, and submitted, in writing, to the Director of Contracts and Purchasing. No

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increase will be granted without prior approval of the Director of Contracts and Purchasing and Executive Director.

**ESTIMATED EXPENDITURE:** Total expenditures under this contract are estimated to be **\$4.7 million** for the entirety of the contract. 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.

**PRICE GUARANTEE.** Prices are **maximum** for the period of the contract. In the event of a **price decline**, or should you sell the same materials under similar quantity and delivery conditions to the State of California, or any County, Municipality or Legal District of the State of California at prices below those specified herein, such lower prices are to be immediately extended to the Harbor Department.

**AUTHORIZED DISTRIBUTOR/DEALER:**

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

Yes: EA 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(specify time period): 10 Years.

**PRE-AWARD CONFERENCE.**

Prior to award of contract the successful bidder will 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 insure successful administration of the contract.

**POST-AWARD MEETINGS.** After notification of award, the successful bidder will be required to attend periodic meetings with the Construction & Maintenance Division. The intent of the meeting is to discuss any pre-construction requirements, status updates, or other project related issues.

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

## MATERIAL, EQUIPMENT, SERVICE

**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.

**ILLUSTRATIVE AND TECHNICAL DATA.** When quoting other than the specified brand or when no brand is indicated, Bidder must submit with bid, complete illustrative and technical data on materials or equipment proposed to be furnished. Failure to furnish such data may void bid.

**MAKES, MODELS & BRAND NAMES.** Makes, Models & Brand Names referenced are for illustrative or descriptive purposes only, 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. Alternate Make, Model, Brand Names, and/or Catalog Number(s) must be indicated opposite each item in the space provided.

The specified Make, Model, and Brand Name must be furnished unless otherwise specified by bidder.

**BUSINESS HOURS:** Vendor to indicate business hours:

Monday-Friday: 8:00 A.M. to 5:00 P.M.

Saturday: N/A A.M. to N/A P.M.

Sunday: N/A A.M. to N/A P.M.

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**CONSTRUCTION MATERIALS.** Electrical, plumbing, H.V.A.C. and/or other construction materials, fixtures, devices, appliances, and equipment shall be UL/FM approved when applicable, and comply with the requirements of the City of Los Angeles Building Code (s).

**PAINT/ARCHITECTURAL COATINGS.** All paint/architectural coatings furnished to the City of Los Angeles Harbor Department must comply with all current requirements of the South Coast Air Quality Management District Rule 1113. Vendor certifies that the product offered complies with all requirements.

**CHEMICALS.** AS DIRECTED BY THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND THE HAZARDOUS SUBSTANCES INFORMATION AND TRAINING ACT OF 1980, VENDOR MUST PROVIDE A MATERIAL SAFETY DATA SHEET FOR ALL CHEMICALS FURNISHED. THE HARBOR DEPARTMENT RESERVES THE RIGHT TO REFUSE ALL DELIVERIES NOT ACCOMPANIED BY A MATERIAL SAFETY DATA SHEET.

**SAFETY APPROVAL.** Electrical items listed herein shall have UNDERWRITER'S LABORATORY OR LOS ANGELES CITY ELECTRICAL TESTING LABORATORY approval and meet all current OSHA and CAL-OSHA requirements, where applicable.

**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.

**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.

**CARE & CUSTODY.** 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 Harbor Department equipment in his/her possession or the possession of any of his/her agent's.

**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 physical.

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.

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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.

**PRINTED LITERATURE.** Terms, conditions, and deviations from specifications contained within printed material/literature will not be accepted. Each deviation from the specifications must be stated in a letter, attached to the bidders submittal.

**PREVAILING WAGE / PUBLIC WORKS CONTRACTS.** Contractor, in performance of this Public Works Contract, shall comply with all provisions of Section 425 of the Charter of the City of Los Angeles and of the Labor Code of the State of California including, but not limited to, those sections requiring payment of prevailing wages and the employment/training of apprentices.

**CONTRACTOR'S LICENSE.** In accordance with Section 7028.15 of the Business and Professions Code, bidder must provide the following information:

Contractor's License No.: 647947

Class: C61/D34 Expiration Date: 6/30/20

**DIR REGISTRATION.**

All contractors must have a Contractor Registration Number through the State of California, Department of Industrial Relations (DIR). Registration and information can be accessed at the following website: <https://www.dir.ca.gov/Public-Works/Contractor-Registration.html>.

**Prime Contractor State of California DIR Registration No.:**

1000024094

**Subcontractor State of California DIR Registration No.:**

1000002607

**Subcontractor State of California DIR Registration No.:**

(Attach additional sheets if necessary)

**TIME AND MATERIALS WITH NO FIXED FEE**

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**.

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## **TWIC CARD:**

Contractor must ensure that any of its employees performing work under this contract in and around Port property procure and maintain a Transportation Worker Identification Credential (TWIC) card. The card is to be purchased and maintained at contractor expense. TWIC enrollment details can be found at [www.tsa.gov/for-industry/twic](http://www.tsa.gov/for-industry/twic) or by phone at (855) 347-8371.

**SCHEDULE:** The Bidder awarded the contract shall prepare and submit to the Construction and Maintenance Division five (5) copies of the bidder's Construction Baseline Schedule (the Schedule) within 14 (fourteen) calendar days after issuance of the Purchase Order. The Schedule shall show the dates on which each part or division of the work is expected to be started and completed, and shall show all submittals which constrain any work activity, allowing a minimum of 14 (fourteen) calendar days for the Project Manager's review of each submittal unless a longer period of time is specified elsewhere in these contract documents. The bidder shall also submit a separate listing of all submittals required under the contract, showing when each submittal will be submitted. The work activities making up the schedule shall be of sufficient detail to assure that adequate planning has been done for the proper execution of the work and such that, in the sole judgment of the Construction and Maintenance Division it provides an appropriate basis for monitoring and evaluating the progress of the work. Submittal and approval of the schedule in accordance with the requirements of this section is a condition precedent to the receipt of any payments from the City of Los Angeles under this contract.

The schedule shall show the sequence, duration, and interdependence of activities required for the complete performance of all work. The schedule shall begin with the date of issuance of the Purchase Order and conclude with the contract completion date based on the Harbor Department completion time required for each project.

**SITE CONDITIONS.** Contractor shall report to Construction & Maintenance, prior to project start, any adverse condition(s), which would affect the proper execution of the Contracted Work and shall not proceed until instructed by the POLA Project Manager. Except as provided elsewhere, failure to report any such conditions shall constitute acceptance of all site conditions, and any required removal, repair, or replacement caused by unsuitable conditions shall be performed by the Contractor at its sole cost and expense.

**JOB CONDITIONS.** The Contractor shall determine the nature and types of work to be performed, ascertain all conditions affecting construction procedure and sequencing of Work operations in the execution of the Work, including condition of available roads and streets, or clearances, restrictions and other limitations affecting transportation and ingress and egress to the job site. This determination must be made during the Bidding Period with any costs and impact included within the Bid.

**FAMILIARITY WITH PLANS AND SPECIFICATIONS.** It shall be the responsibility of the Contractor to be thoroughly familiar with all details of the Project, including the work of the Contractor's forces and all Subcontractors. The Contractor shall call the following to the attention of City of Los Angeles Harbor Department Representative in writing within twenty-four (24) hours of discovery, before any Work is performed:

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- 1) Errors and omissions in the Plans and Specifications, including, but not limited to, code violations, typographical errors and notational errors where ambiguity or inadequate description exists;
- 2) Work on the Plans or in the Specifications which, if so constructed, would result in a conflict of interference with other Work or the Work of other trades, including the location of fixtures and equipment;
- 3) Existing improvements visible at the job site, for which no existing disposition is made on the Plans or in the Specifications but which could reasonably be assumed to interfere with the satisfactory completion of the improvements contemplated by the Plans and Specifications.

Failure to notify shall constitute a waiver by the Contractor of any claim for delay or other damages occasioned by such defect. If the Contractor proceeds with the Work without instructions from the City of Los Angeles Harbor Department Representative, the incorrect Work shall be removed and corrections made to comply with the City of Los Angeles Harbor Department Representative's instructions, at no cost to the City.

**ACCURACY OF PLANS AND SPECIFICATIONS.** Omissions from the Plans and Specifications shall not relieve the Contractor from the responsibility of furnishing, making, or installing all items required by law or usually furnished, made, or installed in a project of the scope and character indicated by the Plans and Specifications.

The Plans show conditions as they are supposed or believed by the City of Los Angeles Harbor Department Project Manager (PM) to exist, but it is not intended or to be inferred that the conditions as shown thereon constitute a representation or warranty, expressed or implied, by the City or its officers, that such conditions are actually existent, nor shall the City, or any of its officers, be liable for any loss sustained by the Contractor as a result of any variance between conditions as shown on the Plans, and the actual conditions revealed during progress of the Work or otherwise, except as indicated in "Differing Site Conditions" of these General Conditions.

**SCOPE.** The work to be performed under this Contract shall consist of furnishing all tools, equipment, materials, supplies and manufactured articles, all transportation, services, including fuel, power and water, and essential communications, and the performance of all labor, Work, required calculations testing, inspections or operations, or operations required for the fulfillment of the Contract, in strict accordance with the specifications, schedules, and Plans, all of which are made a part hereof, and including such detail sketches as may be furnished by the City of Los Angeles Harbor Department Project Manager (PM) from time to time during the construction in explanation of said Plans. The Work shall be complete and all material, and services incidentals, quality or not specifically called for quality and conditions noted, in the Specifications, or not shown on the Plans, which may be necessary for complete and proper construction to carry out the Contract in good faith and a satisfactory manner shall be performed, furnished, and installed by the Contractor at no increase in cost to the City.

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**LENGTH OF WORKDAY AND WORK WEEK.** Eight (8) hours of labor shall constitute a calendar day's work for employees of the Contractor under this Contract. Said employees shall be paid not less than the prevailing wage rate for the first eight (8) hours work of each day.

Unless noted elsewhere in the Contract documents, a working day shall be Monday through Friday, and work shall be between 7:00 a.m. and 4:00 p.m., unless otherwise approved by the City of Los Angeles Harbor Department Project Manager (PM) or the Board or revised by City Ordinance.

When work in excess of eight (8) hours per day, or forty (40) hours during any one (1) week is performed, wages for all hours over eight (8) hours in any day or over forty (40) hours during any one (1) week shall be paid at the prevailing wage rate, as required by City, state and federal requirements.

**PERMITS.** The Contractor shall obtain and pay for all permits necessary for performance of the Work. Within thirty (30) calendar days after the Notice to Proceed, the Contractor shall obtain and pay all costs incurred and submit to the City of Los Angeles Harbor Department Project Manager (PM) copies of all permits required for the construction and installation of all Work called for on this project.

**CONTRACTOR'S OBLIGATIONS.** Only competent workers shall be employed on the Work. Any person employed who is found by the City of Los Angeles Harbor Department Project Manager (PM) to be incompetent, disorderly or otherwise objectionable, or who fails or refuses to perform Work properly, acceptably and as directed shall be immediately removed from the Work by the Contractor and not be reemployed on the Work.

If, at any time before the commencement or during the progress of the Work or any part of it, the Contractor's methods or appliances appear to the City of Los Angeles Harbor Department PM to be unsafe, inefficient, or inadequate for securing the safety of the workers, the quality of the Work required, or the rate of progress stipulated, the City of Los Angeles Harbor Department PM may order the Contractor to increase their safety and efficiency or to improve their character, and the Contractor shall comply with such orders at its own expense. Neither the making of such demands by the City of Los Angeles Harbor Department PM nor the failure to make such demands shall relieve the Contractor of its obligation to secure the safe conduct of the Work, the quality of Work required, and the rate of progress stipulated in the Contract. The Contractor shall be fully responsible for the safety, efficiency, and adequacy of its plant, appliances, and methods, and for any damage which may result from their failure or their improper construction, maintenance, or operation.

Where articles or materials are especially manufactured or fabricated for delivery under these specifications, the Contractor shall at all times employ such workforce, plant, materials, and tools as will be sufficient to complete the performance of the Contract and every part thereof within the time limits stipulated herein. If the Contractor fails to employ sufficient workforce, plant, materials, tools, or to maintain adequate progress, the City of Los Angeles Harbor Department PM may require an increase in progress at any point or points or a modification of Plans and procedure in such a manner as to accelerate the Work. Failure to adequately staff the project shall be just cause for the City to terminate the Contract.

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**CONTRACTOR'S REPRESENTATIVE AT THE SITE.** A technically qualified and English-speaking project representative shall be designated in writing as the Contractor's Representative at the job site, who shall supervise the Work and shall provide competent supervision of the Work until its completion.

The City of Los Angeles Harbor Department Project Manager (PM) reserves the right to disapprove any candidate named as the Contractor's Representative or alternate who fails to meet the provisions set forth herein. The City of Los Angeles Harbor Department PM reserves the right to remove, without any right to work on the project, either the Contractor's Representative or alternate, who in the sole opinion of the City of Los Angeles Harbor Department PM, has demonstrated incompetence, lack of ability, or other unsuitability to perform supervision of the Work.

If the Contractor's Representative or alternate leave the employ of the Contractor, the Contractor will be required to replace the individual(s) and fulfill the requirements of this Article within fifteen (15) calendar days. In no event shall any Work proceed in the absence of an approved representative.

All directions given by the City of Los Angeles Harbor Department PM to said representative or alternate shall be considered as having been given to the Contractor.

**WORKMANSHIP AND MATERIALS.** All materials, parts and equipment furnished by the Contractor for the Work shall be new, high grade and free from defects. Materials and work quality shall be subject to the City of Los Angeles Harbor Department Project Manager (PM) approval.

**INJURY AND ILLNESS PREVENTION – SAFETY MEASURES.** Safety is the responsibility of the Contractor. The Contractor shall observe and comply with the safety provisions of all applicable laws, building and construction Codes, safety and health regulations of the California Code of Regulations, and with applicable City Safety Policies.

Every employer (Prime Contractor and/or Subcontractor) employed on the Project shall establish, implement, and maintain an effective Injury and Illness Prevention Program in accordance with Section 3203 of the General Industry Safety Orders.

Each Contractor/Subcontractor shall make the applicable Injury and Illness Prevention Program specific for site conditions and type of Work to be performed on the Project.

Each prime Contractor and Subcontractor working on the Project shall make its Injury and Illness Prevention Program available to the City of Los Angeles Harbor Department Project Manager (PM) prior to beginning any Work on the Project.

If a work procedure or site condition creates an immediate hazard to the health or safety of the public, City employees, property, or a licensee, the City may suspend all work on the project. Without prior notice, the City may also correct such hazardous conditions using other forces or contractors, at the Contractor's sole expense. Any delays or impacts arising on the Work as a result of such an emergency shall be at the sole expense of the Contractor with no time extension, additional reimbursement for extended overhead, or interest on monies due, allowed for the Contractor.

First aid facilities and supplies shall be kept and maintained by the Contractor at the site of the Work.

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The Contractor shall cause all persons within the construction area to wear protective helmets. In addition, all employees of the Contractor and its Subcontractors shall be provided with, and required to use, personal protective and lifesaving equipment set forth in California Construction Safety Orders and the OSHA Safety and Health Standards for Construction.

**NON-CONFORMING WORK.** Except as set forth in this Article, all non-conforming Work and materials, in place or not, shall be removed immediately from the site or corrected to conform to all requirements of the Contract Documents, by the Contractor, at the sole expense of the Contractor.

If the Contractor fails to remove, replace or correct any non-conforming Work or materials within seventy-two (72) hours of discovery, the City of Los Angeles Harbor Department Project Manager (PM) may cause such Work or materials to be removed and replaced. Such removal and replacement shall be at the sole expense of the Contractor with no entitlement to time extensions, additional reimbursement, extended overhead, or interest on monies due. In addition, all such cost shall be deducted from any amounts that are due or may become due to the Contractor.

Failure of the City of Los Angeles Harbor Department PM to notify the Contractor of any non-conforming Work shall not constitute acceptance of any non-conforming Work. The Contractor's obligation to remove, replace or correct any non-conforming Work, whenever discovered, shall continue to the end of the guaranty-warranty period provided for in "Guaranty-Warranty" of the General Requirements. The City reserves and retains all rights and remedies at law against the Contractor and their Surety for correction of any and all latent defects discovered after the guaranty-warranty period.

Any delays or impacts arising on the Work as a result of construction, fabrication or delivery of non-conforming work or materials shall be at the Contractor's sole expense, with no time extension, additional reimbursement for extended overhead, or interest on monies due allowed.

Examination of covered Work may be ordered by the City of Los Angeles Harbor Department PM for any reason. The Work shall be uncovered by the Contractor and if such Work is found to be in accordance with the Contract Documents, the City will issue a Change Order authorizing payment for the cost of examination and replacement. If such Work is found to be not in conformance with the Contract Documents, the Contractor shall correct the non-conforming Work and the cost of examination and correction of the non-conforming Work shall be borne solely by the Contractor.

Failure of the Contractor to comply with the requirements of this Article shall constitute default of the Contract by the Contractor and the City may terminate the Contract as provided for in Termination of Contract by City (Contractor Default).

**NOTIFICATION OF HAZARDOUS SUBSTANCES.** The existing facilities or Jobsite may contain asbestos, PCBs, corrosives, carcinogens, or other hazardous materials. Should the Contractor or any of its Subcontractors, while performing Work on or in the vicinity of existing facilities, unexpectedly encounter any material identified in the California Code of Regulations, Title 8, as a hazardous material not shown on the Plans or addressed in the specifications, or have reason to believe that any other material encountered may be a hazard to human health and safety and/or the environment, the Contractor shall stop the Work, cordon off the affected area to secure entry, and shall immediately notify the City of Los

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Angeles Harbor Department Project Manager (PM). Removal and disposal of the hazardous material not shown on the Plans or addressed in the specifications, if the City of Los Angeles Harbor Department PM deems it necessary, will be done by and at the expense of the City. The City will provide the Contractor, upon request, with copies of Safety Data Sheets (SDS) covering hazardous materials identified by the Contractor that are encountered in existing facilities during the course of the Work and that are not removed by the City.

In the event that the Contractor is delayed in the completion of the Contract solely because of such hazardous materials or conditions not previously identified in the Contract Documents, the Contractor shall be entitled to an extension of time in accordance with "Unavoidable Delay" of these General Conditions.

For new construction Work and for all Contractor furnished supplies and equipment that may contain hazardous materials, the Contractor shall develop and implement a written Hazard Communication Program for its employees in accordance with the California Code of Regulations. The Contractor's basic written Hazard Communication Program shall be submitted to the City of Los Angeles Harbor Department PM prior to the start of Work at the site, and shall be revised and kept current as required by the continuing progress of the Work. The Contractor's Hazard Communication Program shall also include the SDS for all hazardous materials the Contractor will be using at the facility. All provisions concerning SDS for hazardous materials shall be met before the hazardous material is delivered to the site.

The City of Los Angeles Harbor Department PM shall be provided with three (3) copies of the Contractor's written Hazard Communication Program, Contractor provided SDS, and all revisions and modifications thereto.

The Contractor and Subcontractors shall comply with all State and Federal statutes and regulations on training, handling, storage, public notification, and disposal of hazardous materials and hazardous wastes. In the event that the Contractor or its Subcontractors spills or releases hazardous materials, the Contractor shall immediately notify the City of Los Angeles Harbor Department PM and any required agencies of the spill or release and the Contractor shall stop the Work, and cordon off the affected area to secure entry. Removal and disposal of the hazardous material, if the City of Los Angeles Harbor Department PM deems it necessary, will be done by the City at the Contractor's expense. Further, the Contractor shall notify the City of Los Angeles Harbor Department PM when hazardous materials are brought on-site and when hazardous materials and hazardous wastes are removed from the site. Hazardous Materials brought on site shall be accompanied by four (4) copies of SDS, which shall be provided to the City of Los Angeles Harbor Department PM before such materials are unloaded.

**SHOP DRAWING / SUBMITTALS.** The CONTRACTOR shall furnish a schedule and list of all required submittals to the City of Los Angeles Harbor Department Project Manager (PM), in accordance to CONTRACTOR'S CONSTRUCTION SCHEDULE AND REPORTS of these GENERAL REQUIREMENTS, including required submittals by all Subcontractors.

Wherever called for in these Specifications or on the plans, or where required by the City of Los Angeles Harbor Department PM, the CONTRACTOR shall furnish to the City of Los Angeles Harbor Department PM for review, ten (10) copies of each submittal. The term "submittal" as used herein shall be understood to include detail design calculations, design drawings, shop drawings, fabrication and installation drawings, erection drawings, lists, graphs, operating instructions, catalog sheets, data sheets, samples,

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and similar items. Unless otherwise required, said submittals shall be submitted to the City of Los Angeles Harbor Department PM at a time sufficiently early to allow review of same by the City of Los Angeles Harbor Department PM and to accommodate the rate of Construction Progress required under the Contract without delaying the Contract Work and with due regard for the possibility of resubmittals. All submittals shall be in English.

All design or shop drawings or other submittals shall be accompanied by the standard "CONTRACTOR'S SUBMITTAL TRANSMITTAL" form. This form may be obtained in quantity from the City of Los Angeles Harbor Department PM at reproduction cost. Any submittal not accompanied by such a form, or where all applicable items on the form are not completed, or are incorrectly completed, may be returned, at the City of Los Angeles Harbor Department PM discretion, for resubmittal.

Shop Drawings shall show in detail the size, sections, and dimensions of all the member(s); the arrangement and construction of all connections and joints; all holes, straps, and other fittings required for attaching work and other pertinent details. When required, engineering computations shall be submitted. The CONTRACTOR shall be responsible for delivering reviewed copies of shop Drawings to all others whose work is dependent thereon. The CONTRACTOR shall maintain at the site of the Project, at all times, a complete file of approved Shop Drawings and manufacturers' data for this Project.

All CONTRACTOR submittals shall be carefully reviewed by an authorized representative of the CONTRACTOR prior to submission to the City of Los Angeles Harbor Department PM. Each submittal shall be dated, signed, and certified by the CONTRACTOR as being correct and in strict conformance with the Contract Documents. No consideration for review by the City of Los Angeles Harbor Department PM of any CONTRACTOR'S submittal will be made for any items which have not been so certified by the CONTRACTOR. All noncertified submittals will be returned to the CONTRACTOR without action taken by the City of Los Angeles Harbor Department PM, and any delays caused thereby shall be the total responsibility of the CONTRACTOR.

The City of Los Angeles Harbor Department PM review of CONTRACTOR'S submittal shall not relieve the CONTRACTOR of the entire responsibility for the correctness of details and dimensions and conformance to the Specifications. The CONTRACTOR shall assume all responsibility and risk for any misfits due to any errors in the submittal. Any fabrication or other work performed in advance of the receipt of accepted submittals shall be entirely at the CONTRACTOR'S risk and expense. The CONTRACTOR shall be responsible for the dimensions and the design of adequate connections and details.

- A. CONTRACTOR'S Submittals: CONTRACTOR'S submittals required for performance of Contracted Work, shall include, but are not limited to, the following:
1. Contract Price (Cost Breakdown)
  2. Construction Schedule and Notification to City of Los Angeles Harbor Department PM of completion of each milestone or percentage increment of the Work as required.
  3. Submittal Schedule
  4. Daily Construction Reports

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5. Shop Drawings and Structural Calculations.
  6. Manufacturer's Data and Specifications.
  7. Samples
  8. Templates
  9. Certificate of Compliance
  10. Construction Photographs
  11. Substitutions
  12. Record Drawings and Record Project Manual
  13. Operation & Maintenance Manuals
  14. Stock Materials, Spare parts, tools
  15. Material Testing Results
  16. Daily Statements of cost-plus percentage Change Order
  17. **[Survey grade sheets]**
  18. Copies of Notice-To-Correction or Notice of Non-Compliance from governing authorities.
  19. Maintenance Logs and Maintenance Schedule.
- B. Administrative Submittals include, but are not limited to the following:
1. Permits
  2. Request for Payments
  3. Performance and Payment Bonds
  4. Insurance Certificates
  5. List of Subcontractors and proof of qualifications
  6. Hazardous Communication Program.

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7. Certified weekly payroll records.
  8. Ethnic Composition of Work Force Report.
  9. Third Party Testing Agency
- C. CONTRACTOR shall conform to the provisions of the Contract Document and as may be specifically directed by the Consultant or the City of Los Angeles Harbor Department PM.
1. Preparation and processing of submittals shall be coordinated with Contracted Work operations, which includes fabrication, purchasing and delivery of work items so as not to delay Contracted Work operations.
  2. In each copy of the Submittal, mark every applicable material, product, equipment, manufacturer's data, product information, color samples, rating or values, part and model numbers, etc. by red color circle. Each of the submittal items must be clearly distinguishable from other unrelated or similar items listed in the Manufacturer's Catalog or Technical Specifications, Manuals, etc.
- D. Coordination and Submittals:
1. Carefully review and coordinate all aspects of each item being submitted.
  2. Carefully review contract drawings and technical sections, verify all work as laid out or indicated meeting the applicable codes and standards.
  3. Ensure ample time for reviewing and processing of the submittals by the CITY or other authorized agencies, delays resulting from improper and untimely submittals shall be the responsibility of the CONTRACTOR.
  4. Verify all site conditions and provide all required dimensions and measurements in Shop Drawings.
  5. Where necessary, review the CITY'S comments, make changes and resubmit to local governing agencies for approval. Furnish the City of Los Angeles Harbor Department PM copies of the approved plans or drawings for review.

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## INSURANCE CLAUSE / LIMITS

### **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.

#### Acceptable Evidence and Approval of Insurance

Electronic submission is the required method of submitting Vendor's insurance documents. Track4LA® 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 Track4LA® 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 Track4LA® at <http://track4la.lacity.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 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. 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.

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## 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 canceled 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 non payment 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 Track4LA®. 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 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:

## NOTE

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) 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 self-insurance provided shall provide that any other insurance maintained by the Harbor Department shall be excess of Vendor's insurance and

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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 30-days 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) 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 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:

EA (initial)

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

**NO WORK MAY BE PERFORMED WITHOUT SUCH WRITTEN AUTHORIZATION TO PROCEED**

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## DELIVERY

**DELIVERY.** Delivery is desired within 10 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.

**6 to 8 Weeks after receiving the Purchase Order**

**DELIVERY POINT.** Prices to include all delivery charges, F.O.B. the Harbor Department, Various Locations

**NOTIFICATION.** The vendor shall notify Roger Kuo, (310) 732-7648 of the Los Angeles Harbor Department Engineering Division at not less than three (3) days in advance that the equipment is ready for delivery.

## FINANCIAL SECTION

**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: SYAA17-801069.

**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: Unisource Solutions

ADDRESS: 8350 Rex Road,

Pico Rivera, CA 90660

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.

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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. BTRC/BTRC Exemption Number: BTRC #247716-6001-4.

**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.

## **GENERAL RULES AND REGULATIONS**

### **ENVIRONMENTAL MANAGEMENT SYSTEM**

The Los Angeles Harbor Department (Port) is committed to managing resources and conducting Port development and operations in both an environmentally and fiscally responsible manner. The Port will strive to improve the quality of life and minimize the impacts of its development and operations on the environment and surrounding communities through the continuous improvement of its environmental performance and the implementation of pollution prevention measures, in a feasible and cost effective manner that is consistent with the Port's overall mission and goals, as well as with those of its customers and the community. To ensure this policy is successfully implemented the Port will develop an environmental management program that will:

1. Ensure this environmental policy is communicated to Port staff, its customers, and the community;
2. Ensure compliance with all applicable environmental laws and regulations;
3. Ensure environmental considerations are included in planning, property, financial, developmental, and operational decisions, including feasible and cost effective options for exceeding applicable requirements;
4. Define and establish environmental objectives, targets, and best management practices and monitor performance;
5. Ensure the Port maintains a Customer Outreach Program to address common environmental issues; and
6. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations through environmental awareness and communication with employees, customers, regulatory agencies, and neighboring communities.

The Port is committed to the spirit and intent of this policy and the laws, rules and regulations, which give it foundation.

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**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.

## **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.

## **SWEAT-FREE PROCUREMENT POLICY**

The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution No. 6455 on October 19, 2006, agreeing to adopt provisions of Los Angeles City Ordinance 176,291, relating to Sweat-Free Procurement, Section 10.43 et seq. of the Los Angeles Administrative Code, as a policy of the Harbor Department. Contractor shall comply with the policy wherever applicable. Violation of the policy shall entitle the City to terminate any Agreement with Contractor and pursue any and all other legal remedies that may be available.

## **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 CEC Forms 50 and 55 (provided in Attachments A and B) to the awarding authority at the same time the response is submitted. The forms require bidders to identify their principals, their subcontractors performing \$100,000 or more 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 CEC Forms 50 and 55 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 [ethics.lacity.org](http://ethics.lacity.org).

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**IRAN CONTRACTING ACT OF 2010.** The California Legislature adopted the Iran Contracting Act of 2010 to respond to policies of Iran in a uniform fashion (PCC § 2201(q)). The Iran Contracting Act prohibits bidders engaged in investment activities in Iran from submitting bids for, or entering into or renewing contracts with public entities for goods and services of one million dollars (\$1,000,000) or more (PCC § 2203(a)). In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting bids for, entering into, or renewing contracts with the Harbor Department for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the Iran Contracting Act of 2010 Compliance Affidavit (See Attachment C).

**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. This applies even though such requirements may not be specifically mentioned in the Specifications or shown on the Plans.

**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 bidding, please state reason for not bidding and return bid to the Purchasing Office:

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## 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, facsimile, or electronic 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.
- 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.

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.**
- 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.
- 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

# FORMAL REQUEST FOR COOPERATIVE AGREEMENT

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NO. F-1042**  
(SHOW THIS NUMBER ON ENVELOPE)

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 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

**EXHIBIT G**

**IRAN CONTRACTING ACT OF 2010 COMPLIANCE AFFIDAVIT**

(California Public Contract Code Sections 2200-2208)

The California Legislature adopted the Iran Contracting Act of 2010 to respond to policies of Iran in a uniform fashion (PCC § 2201(q)). The Iran Contracting Act prohibits proposers engaged in investment activities in Iran from submitting proposals for, or entering into or renewing contracts with public entities for goods and services of one million dollars (\$1,000,000) or more (PCC § 2203(a)). A proposer who "engages in investment activities in Iran" is defined as either:

- A proposer providing goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including provision of oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; **or**
- A proposer that is a financial institution (as that term is defined in 50 U.S.C. § 1701) that extends twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created by the California Department of General Services (DGS) pursuant to PCC § 2203(b) as a person engaging in the investment activities in Iran.


The proposer shall certify that at the time of submitting a proposal for a new contract or for the renewal of an existing contract, he or she is **not** identified on the DGS list of ineligible businesses or persons and that the proposer is **not** engaged in investment activities in Iran in violation of the Iran Contracting Act of 2010.

**California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts (PCC § 2205).**

To comply with the Iran Contracting Act of 2010, the proposer shall complete and sign **ONE** of the options shown below.

**OPTION #1: CERTIFICATION**

I, the official named below, certify that I am duly authorized to execute this certification on behalf of the proposer or financial institution identified below, and that the proposer or financial institution identified below is **not** on the current DGS list of persons engaged in investment activities in Iran and is **not** a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person or vendor, for 45 days or more, if that other person or vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current DGS list of persons engaged in investment activities in Iran.

Name of Proposer/Financial Institution (Printed): UPISOURCE SOLUTIONS, INC.  
Signed by:  (Authorized Signature)  
CLARA NIETO (Printed Name)  
CFO (Title of Person Signing)

**OPTION #2: EXEMPTION**

Pursuant to PCC § 2203(c) and (d), a public entity may permit a proposer or financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to submit a proposal for, or enter into, or renew, a contract for services. If the proposer or financial institution identified below has obtained an exemption from the certification requirement under the Iran Contracting Act of 2010, the proposer or financial institution shall complete and sign below and attach documentation demonstrating the exemption approval.

Name of Proposer/Financial Institution (Printed): \_\_\_\_\_  
Signed by: \_\_\_\_\_ (Authorized Signature)  
\_\_\_\_\_ (Printed Name)  
\_\_\_\_\_ (Title of Person Signing)



**Ethics Commission**  
 200 N Spring Street  
 City Hall — 24th Floor  
 Los Angeles, CA 90012  
 (213) 978-1960  
 ethics.lacity.org

# Prohibited Contributors (Bidders)

## Form 55

*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.*

Original filing;  Amended filing (original signed on \_\_\_\_\_; last amendment signed on \_\_\_\_\_)

<b>Reference Number</b> (bid or contract number, if applicable): F-1042/Contract #39884	<b>Date Bid Submitted:</b> 4/15/19
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**Description of Contract** (title of RFP and services to be provided):  
Office Furniture Systems For Harbor Administration Building 4th and 5th Floors

**City Department Awarding the Contract:**  
Harbor Department

**BIDDER INFORMATION**

Name: Unisource Solutions

Address: 8350 Rex Road, Pico Rivera, CA 90660

Email: eavila@unisourceit.com Phone: 562.949.1111


**SCHEDULE SUMMARY**

*Please complete all three of the following:*

- SCHEDULE A — Bidder's Principals (check one)**
  - The bidder is the individual listed above and has no other principals (Schedule A is not required).
  - The bidder is the individual listed above or an entity and has other principals, who are listed on the attached Schedule A pages.
- SCHEDULE B — Subcontractors and Their Principals (check one)**
  - The bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more (Schedule B is not required).
  - The bidder has one or more subcontractors on this bid or proposal with subcontracts worth \$100,000 or more, and those subcontractors and their principals are listed on the attached Schedule B pages.
- TOTAL NUMBER OF PAGES SUBMITTED (including this cover page):** \_\_\_\_\_

**BIDDER'S CERTIFICATION**

*I certify that I understand, will comply with, and have notified my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter section 470(c)(12) and any related ordinances. I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information provided on this form and the attached pages is true and complete to the best of my knowledge and belief.*

Date: 4/15/19 Signature: 

Name: Esmeralda Avila

Title: Sr. Strategic Account Manager



**Ethics Commission**  
200 N Spring Street  
City Hall — 24th Floor  
Los Angeles, CA 90012  
(213) 978-1960  
ethics.lacity.org

# Prohibited Contributors (Bidders)

## Form 55

### SCHEDULE A — BIDDER'S PRINCIPALS

Please identify the names and titles of all of 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.

Check this box if additional Schedule A pages are attached.

Name: Jim Kastner Title: Chief Executive Officer  
Address: 8350 Rex Road, Pico Rivera, CA 90660

Name: Rick Bartlett Title: President  
Address: 8350 Rex Road, Pico Rivera, CA 90660

Name: Clem Nieto Title: Chief Financial Officer  
Address: 8350 Rex Road, Pico Rivera, CA 90660

Name: Jamal Nasserdeen Title: President, Service and Operations  
Address: 8350 Rex Road, Pico Rivera, CA 90660

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_



**Ethics Commission**  
 200 N Spring Street  
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# Prohibited Contributors (Bidders)

## Form 55

### 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 that threshold.*

Subcontractor: The Pacific Labor Group, Inc.

Address: 11839 Smith Avenue, Santa Fe Springs, CA 90670

Check one of the following:

- The subcontractor listed above is an individual and has no other principals.
- The subcontractor listed above is an individual or an entity and has principals, and their names and titles are 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.

Check this box if additional Schedule B pages are attached.

Name: Kelly Anderson Title: General Manager

Address: 11839 Smith Avenue, Santa Fe Springs, CA 90670

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

Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Address: \_\_\_\_\_



City Ethics Commission  
 200 N Spring Street  
 City Hall — 24th Floor  
 Los Angeles, CA 90012  
 Mail Stop 129  
 (213) 978-1960

# Bidder Certification CEC Form 50

*This form must be submitted to the awarding authority with your bid or proposal for the contract noted below. Please write legibly.*

Original filing     Amended filing (original signed on \_\_\_\_\_; last amendment signed on \_\_\_\_\_)

<b>Bid/Contract/BAVN Number:</b> F-1042/Contract #39884	<b>Awarding Authority (Department):</b> City of Los Angeles Harbor Department
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<b>Name of Bidder:</b> Unisource Solutions	<b>Phone:</b> 562.949.1111
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<b>Address:</b> 8350 Rex Road, Pico Rivera, CA 90660
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<b>Email:</b> eavila@unisourceit.com
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**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 a person or entity that is applying for a contract with the City of Los Angeles.
- B. The contract for which I am applying is an agreement for one of the following:
  - 1. The performance of work or service to the City or the public;
  - 2. The provision of goods, equipment, materials, or supplies;
  - 3. Receipt of a grant of City financial assistance for economic development or job growth, as further described in Los Angeles Administrative Code § 10.40.1(h); or
  - 4. A public lease or license of City property where both of the following apply, as further described in Los Angeles Administrative Code § 10.37.1(l):
    - a. I provide services on the City property through employees, sublessees, sublicensees, contractors, or subcontractors, and those services:
      - i. Are provided on premises that are visited frequently by substantial numbers of the public; or
      - ii. Could be provided by City employees if the awarding authority had the resources; or
      - iii. Further the proprietary interests of the City, as determined in writing by the awarding authority.
    - b. I am not eligible for exemption from the City's living wage ordinance, as eligibility is described in Los Angeles Administrative Code § 10.37.1(l)(b).
- C. The value and duration of the contract for which I am applying is one of the following:
  - 1. For goods or services contracts—a value of more than \$25,000 and a term of at least three months;
  - 2. For financial assistance contracts—a value of at least \$100,000 and a term of any duration; or
  - 3. For construction contracts, public leases, or licenses—any value and duration.
- D. 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.

Date: 4/15/19

Signature: 

Name: Esmeralda Avila

Title: Sr. Strategic Account Manager

**Los Angeles Administrative Code 5 10.40.1**

- (h) **"City Financial Assistance Recipient"** means any person who receives from the City discrete financial assistance in the amount of One Hundred Thousand Dollars (\$100,000.00) or more for economic development or job growth expressly articulated and identified by the City, as contrasted with generalized financial assistance such as through tax legislation.

Categories of such assistance shall include, but are not limited to, bond financing, planning assistance, tax increment financing exclusively by the City, and tax credits, and shall not include assistance provided by the Community Development Bank. City staff assistance shall not be regarded as financial assistance for purposes of this article. A loan shall not be regarded as financial assistance. The forgiveness of a loan shall be regarded as financial assistance. A loan shall be regarded as financial assistance to the extent of any differential between the amount of the loan and the present value of the payments thereunder, discounted over the life of the loan by the applicable federal rate as used in 26 U.S.C. Sections 1274(d), 7872(f). A recipient shall not be deemed to include lessees and sublessees.

**Los Angeles Administrative Code 5 10.37.1**

- (l) **"Public lease or license"**.

- (a) Except as provided in (l)(b), "Public lease or license" means a lease or license of City property on which services are rendered by employees of the public lessee or licensee or sublessee or sublicensee, or of a contractor or subcontractor, but only where any of the following applies:
- (1) The services are rendered on premises at least a portion of which is visited by substantial numbers of the public on a frequent basis (including, but not limited to, airport passenger terminals, parking lots, golf courses, recreational facilities); or
  - (2) Any of the services could feasibly be performed by City employees if the awarding authority had the requisite financial and staffing resources; or
  - (3) The DAA has determined in writing that coverage would further the proprietary interests of the City.
- (b) A public lessee or licensee will be exempt from the requirements of this article subject to the following limitations:
- (1) The lessee or licensee has annual gross revenues of less than the annual gross revenue threshold, three hundred fifty thousand dollars (\$350,000), from business conducted on City property;
  - (2) The lessee or licensee employs no more than seven (7) people total in the company on and off City property;
  - (3) To qualify for this exemption, the lessee or licensee must provide proof of its gross revenues and number of people it employs in the company's entire workforce to the awarding authority as required by regulation;
  - (4) Whether annual gross revenues are less than three hundred fifty thousand dollars (\$350,000) shall be determined based on the gross revenues for the last tax year prior to application or such other period as may be established by regulation;
  - (5) The annual gross revenue threshold shall be adjusted annually at the same rate and at the same time as the living wage is adjusted under section 10.37.2 (a);
  - (6) A lessee or licensee shall be deemed to employ no more than seven (7) people if the company's entire workforce worked an average of no more than one thousand two-hundred fourteen (1,214) hours per month for at least three-fourths (3/4) of the time period that the revenue limitation is measured;
  - (7) Public leases and licenses shall be deemed to include public subleases and sublicenses;
  - (8) If a public lease or license has a term of more than two (2) years, the exemption granted pursuant to this section shall expire after two (2) years but shall be renewable in two-year increments upon meeting the requirements therefor at the time of the renewal application or such period established by regulation.