

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

BID NO. F-1245 1  
Show this number on envelope

Agreement No.: \_\_\_\_\_

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 addenda, 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" according to the terms and conditions. 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: \_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025  
City, State Date Month Year

BIDDER MUST COMPLETE AND SIGN BELOW:

Firm Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Printed Title \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Printed Title \_\_\_\_\_

(Approved Corporate Signature Methods)

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 _____, 2025  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 _____, 2025 City Attorney  BY _____ Deputy
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# FORMAL REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

BID NO. F-1245

**SUBMIT BID TO :**

Los Angeles Harbor Department  
Purchasing Office, 1st Floor  
500 Pier A Street  
Wilmington, CA 90744

**BID DUE BEFORE  
2:00 P.M.  
APRIL 11, 2025**

**Buyer:** Jacquelyn Estrada, Procurement Analyst  
**Email:** [JEstrada@portla.org](mailto:JEstrada@portla.org)

**BIDS WILL BE PUBLICLY  
OPENED**

**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.**

## **CANON (OR COMPARABLE) PHOTOCOPIER LEASING SERVICES AND RELATED SOFTWARE LICENSING, MAINTENANCE AND ACCESSORIES**

Bids are requested for the Annual Requirements of the Los Angeles Harbor Department ("Department" or "City") for the above-referenced products and services for a term of one (1) year, commencing at the execution of the agreement, with two (2) one-year renewal options, subject to the approval of the Board of Harbor Commissioners. This Request for Bid/Contract represents the current requirements of the Los Angeles Harbor Department for Canon-branded Photocopiers and related software licensing, services, accessories and equipment. However, this information is for reference only and bids for comparable products, equipment and services will be considered, provided those products and services meet or exceed the minimum specifications per **Attachment A**.

**AUTHORITY.** The intent of this Request for Bid (RFB) is the establishment of a unique contract with and under the sole authority and jurisdiction of the Los Angeles Harbor Department. Bids that include Piggyback and/or cooperative terms, including pricing terms, are not requested and will be rejected as non-responsive.

**PRICING.** As quoted in lines 1-11.

**SPECIFICATIONS.** As per Attachment A, or comparable, as provided by Bidder.

**LEASE TERMS.** Any and all additional terms and conditions of the Bidder's photocopier leasing program must be submitted with the bid, and are incorporated herein by reference. All documentation required by the Bidder to initiate the first lease term must be submitted with the bid package prior to bid closing. Failure to include lease terms with bid submission will render the bid non-responsive. No lease initiation documents or any other terms and conditions will be accepted after bid closing. All relevant and necessary terms and conditions must be included in the bid. To the extent that the terms and conditions of the Bidder's leasing program are in conflict with the terms and conditions contained in this contract, the terms and conditions of this contract will govern.

**PRICES ARE TO INCLUDE ALL DELIVERY CHARGES AND FEES, UNLESS OTHERWISE QUOTED, EXCLUDING SALES TAX.**

REQ. NO.: REQ7431  
NOTIFY: S. John  
JLE 031925  
Prev: F-1218/40059

**BIDDER MUST SIGN THIS BID ON PAGE 1. WET SIGNATURES REQUIRED.**

# FORMAL REQUEST FOR BID

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NO. F-1245**

(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: FRIDAY, APRIL 11, 2025**

**1. PHOTOCOPIER LEASE COSTS.**

**Monthly**

Line	Description	Qty	Lease Payment (Per Month)	Click Rate, Black and White (Per Copy)	Click Rate, Color (Per Copy)
A	IMAGERUNNER ADVANCE DX 4935i	26	\$	\$	N/A
A-C		26	\$	\$	N/A
B	IMAGERUNNER ADVANCE DX 4945i	12	\$	\$	N/A
B-C		12	\$	\$	N/A
C	IMAGERUNNER ADVANCE DX 6870i	12	\$	\$	N/A
C-C		12	\$	\$	N/A
D	IMAGERUNNER ADVANCE C5850i	15	\$	\$	\$
D-C		15	\$	\$	\$
E	IMAGEPRESS V800	1	\$	\$	\$
E-C		1	\$	\$	\$
F	IMAGEPRESS V800, INCL. FIERY N500 SERVER	1	\$	\$	\$
F-C		1	\$	\$	\$
G	VARIOPRINT 140 SERIES QUARTZ SET	2	\$	\$	N/A
G-C		2	\$	\$	N/A
<b>TOTAL UNITS</b>		<b>69</b>			

**2. AS-NEEDED MAINTENANCE, PARTS AND ACCESSORIES.**

**Quarterly**

As-needed maintenance, parts, accessories and included consumables, based on actual Click-Rate Usage.

**3. SOFTWARE LICENSING AND TRAINING.**

**Monthly**

Canon PRISMA prepare Document Preparation Software Licensing, maintenance, set-up, and training fees. All copiers must include Optical Character Recognition (OCR) capabilities at no additional cost.

\$ \_\_\_\_\_

**3-C.** \_\_\_\_\_

**4. LEASE INITIATION COSTS.**

**One-Time**

Fees and charges associated with the initiation of the lease of the quoted products and services.

\$ \_\_\_\_\_

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**5. LEASE TERMINATION AND CLOSE-OUT COSTS. One-Time**

Lease close-out and termination costs associated with the finalization of the previous or existing lease term.

\$ \_\_\_\_\_

**6. NEW EQUIPMENT DELIVERY AND INSTALLATION. As-Needed, Per Hour,  
Per Device**

Delivery and Installation Fees for newly-installed photocopiers during Normal Business Hours.

\$ \_\_\_\_\_

**7. NEW EQUIPMENT DELIVERY AND INSTALLATION, AFTER HOURS. As-Needed, Per Hour,  
Per Device**

Delivery and Installation Fees for newly-installed photocopiers, provided outside of Normal Business Hours.

\$ \_\_\_\_\_

**8. SHIPPING CHARGES – COMMON CARRIER. Shipping/Freight charges for parts, equipment, and materials from manufacturer to Vendor. Shipping charges are not subject to markup. Vendor will prepay and add shipping or delivery charges to invoices. Ship cheapest way, unless otherwise authorized, for goods to arrive within the time requested by Department personnel. Freight bills must be provided at invoicing, upon request. Air shipment must be specifically pre-authorized.**

**9. DELIVERY CHARGES – BY VENDOR.**

Delivery charges for parts and materials, delivered by Vendor. Delivery charges are not subject to markup.

**10. FREIGHT – RETURN OF PHOTOCOPIERS. Per Device**

Freight costs for the return of leased photocopiers upon the termination or end of contract.

\$ \_\_\_\_\_

**11. MONTHLY LEASE CHARGES. Per Month**

Monthly lease charges, including any and all expenses to be charged on a monthly basis.

Monthly lease charges are subject to change, upon the approval of the Director, and in accordance with the Renewal Options below, in response to changes to the fleet size and equipment, and Software Licensing and Training fees.

**TOTAL MONTHLY LEASE CHARGES FOR THE 69 MACHINES QUOTED: \$ \_\_\_\_\_**

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## **ACCESSORIES AND PRINT VOLUMES**

Requirements for photocopier accessories and estimated print volumes per Attachment A.

### **BIDDERS' INSTRUCTIONS**

**REQUEST FOR QUOTATION BIDDER RESPONSIVENESS.** In order to be responsive, Bidder ("Contractor", "Vendor", "Supplier") shall complete and return all Quotation documents requested by the Department, including addenda, specifications, drawings and all forms. It shall be the Bidder's responsibility to **provide one (1) original and one (1) copy** of the completed Quotation documents. The original and all copies shall include all quotation documents requested by the Department, including addenda, specifications, drawings and all forms. The Director of the Contracts and Purchasing Division ("Director") may deem a Bidder non-responsive if the Bidder fails to provide all Quotation documents requested by the Department at the Quotation closing date and time.

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

**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, power and internet outages, mail delivery delays, security measures and/or events in or around the Port of Los Angeles, may lengthen the amount of time necessary to deliver the Bid, whether the Bid is submitted in person or by mail.

**MAKES, MODELS AND BRAND NAMES.** Makes, Models and 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. **Quoted pricing must include any and all costs necessary to achieve comparability with specifications.**

Alternate Make, Model, Brand Names, and/or Catalog Number(s) must be indicated opposite each item in the shaded spaces provided marked "C".

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

**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.

**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 ensure successful administration of the contract. Prior to award, the successful bidder will also be required to allow Department staff to view and examine sample machines of all quoted equipment, at Vendor's location, in order to ensure the equipment complies with all contract requirements. Failure to do so will render the bid non-responsive.

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**SPECIFICATION CHANGES.** If any provisions of the Specifications preclude Bidder from submitting a Bid, the Bidder may request in writing that the specifications be modified. Such request must be received by the Buyer or Director at least five (5) working days before the Bid opening date. All bidders will be notified by Addendum of any approved changes in the specifications.

**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 the Bid.

**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 the Bid.

**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.

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

## **CONTRACTUAL AND SERVICE TERMS**

### **VENDOR CONTACT INFORMATION FOR CONTRACTUAL ISSUES.**

Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### **VENDOR CONTACT INFORMATION FOR SERVICE REQUESTS AND TECHNICAL SUPPORT.**

Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**EQUIPMENT CONDITION UPON DELIVERY.** The Photocopiers ("Fleet") and materials furnished shall be new and unused upon delivery and installation, newest model or offering.

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**FLEET EQUIPMENT REPLACEMENT.** The equipment and pricing quoted represents that equipment to be delivered and installed at the start of the first term of the Lease/Contract and are subject to change at the discretion of the Harbor Department, as approved by the Director, provided that any additional equipment added to the Fleet during the contract term, or provided in replacement or exchange, meets the minimum requirements and specifications of the Department, and does not represent a decrease in service or functionality.

## **SECURITY REQUIREMENTS.**

1. Canon ImageWARE Remote (for meters) and Auto Toner Program (or quoted comparable products and services) will be **deactivated** by Vendor for the duration of the Lease/Contract.
2. All equipment must include security code functionality, programmable by Department personnel, at no additional cost.

**AUTHORIZED DISTRIBUTOR/DEALER.** Bidder must indicate if it is an authorized distributor/dealer for the goods/services being quoted (**please initial**).

Yes: \_\_\_\_\_  No: \_\_\_\_\_

If Bidder is not an authorized distributor/dealer, the Bidder shall submit with its Quotation a formal Letter of Certification from the manufacturer(s), stating that the manufacturer(s) will honor any warranty claims by the City for equipment, parts, and/or materials provided by the Bidder. The manufacturer(s) 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, troubleshooting, and correcting problems that are traceable to the manufacturer(s).

**BUSINESS HOURS.** Vendor to indicate Normal Business Hours:

Monday-Friday: \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M. Time Zone: \_\_\_\_\_

Saturday: \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M.  Closed

Sunday: \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M.  Closed

## **DELIVERY**

**DELIVERY.** Please specify delivery terms for supplies, equipment, hardware and accessories.

\_\_\_\_\_ Days after receipt of order (ARO) for normally-stocked items.

\_\_\_\_\_ Days after receipt of order for special-order and non-stock items.

Delivery and installation of photocopiers is required within thirty days of contract execution.

**DELIVERY POINT.** Unless otherwise specified, prices to include all delivery charges, F.O.B. the Harbor Department, Creative Services Division, 425 S. Palos Verdes Street, San Pedro, CA 90731.

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## FINANCIAL TERMS

**ESTIMATED EXPENDITURE.** Total expenditures under this contract are estimated to be **\$235,000.00** annually. No guarantee can be given that this total will be reached or that it will not be exceeded. Vendor agrees to furnish more or less at the unit prices quoted in accordance with actual requirements throughout the contract period, however, this amount may not be exceeded without prior written approval from the Board of Harbor Commissioners.

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

**SALES TAX PERMIT.** A valid California State Board of Equalization Seller's Permit No. is required to collect California State Sales Tax.

Permit Number: \_\_\_\_\_  **N/A** (Invoices will not include sales taxes.)

**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.**

**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.

**BUSINESS TAX REGISTRATION CERTIFICATE (BTRC).** In accordance with the City of Los Angeles Municipal Code, a Business Tax Registration Certificate may be required of persons engaged in business activity within the City. The Office of Finance, Tax and Permit Division, (213) 473-5901, has sole authority in determining a firm's tax requirements and in issuing Business Tax Registration Certificates or Business Tax Exemption Numbers. Accordingly, firm's current Business Tax Registration Certificate or Business Tax Exemption Number must be clearly shown on all invoices submitted for payment. Bidder, in submitting this Bid, acknowledges and accepts the above requirements and recognizes that no invoice will be processed for payment without inclusion of the Business Tax Registration Certificate or Business Tax Exemption Number. **New Vendors will be permitted to provide a BTRC Account Number after award but prior to invoicing.**

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

**VENDOR PAYMENT.** Please note. Vendor name and address must be submitted exactly as they will appear on the invoice(s). **Please provide a copy of your firm's IRS Form W-9 with your Bid.** Please confirm the remit address for invoice payment below:

COMPANY: \_\_\_\_\_

REMIT TO: ADDRESS: \_\_\_\_\_

A/R EMAIL: \_\_\_\_\_

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

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

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

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

Further information regarding this requirement may be found here:

<https://www.ftb.ca.gov/pay/withholding/withholding-on-nonresidents.html>

**Please Check One:**

**Both Bidder's Legal Address and Remittance Address are located within the State of California. Withholding Forms Not Required.**

**Withholding Forms Attached**

**RENEWAL OPTIONS.** State if you will grant the Harbor Department the option to extend any contract awarded hereunder for a period of one (1) or two (2) additional years from the date of expiration, under the same terms and conditions, subject only to price changes which can be justified by increases in Vendor's costs but not to exceed the percentage stated below. Option(s) granted will not be considered in awarding contracts.

YES or  NO                      Option granted for one (1) additional year at a price increase not to exceed \_\_\_\_\_%.

YES or  NO                      Option granted for second (2<sup>nd</sup>) additional year at a price increase not to exceed \_\_\_\_\_% over first (1<sup>st</sup>) option year prices.

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 at the address on Page 1. No increase will be granted without prior approval of the Director.

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**MISCELLANEOUS PURCHASES.** The Harbor Department requests the option to purchase miscellaneous related materials and services, in conjunction with the purchase of items covered by the contract, under the condition that such items may be purchased in amounts not to exceed \$1,000.00 per order, per invoice.

Check one:

Option Granted       Option Not Granted      INITIAL: \_\_\_\_\_

**BILLING AND INVOICING ERRORS.** The Vendor is responsible for ensuring that all invoices submitted for payment are accurate, complete, and comply with all applicable tax regulations, including, but not limited to, the correct calculation of sales tax. Any invoice containing errors, omissions, or discrepancies, including sales tax miscalculations, will be rejected and returned to the Vendor for correction. Payment processing will be delayed until a corrected invoice is received and accepted. The City shall not be liable for any late fees, interest, or penalties resulting from payment delays caused by errors, omissions, or discrepancies nor the investigation thereof.

**CONTINUITY OF SERVICE.** The Vendor shall ensure that there are no interruptions or delays in the provision of services due to invoicing errors, omissions, or discrepancies. The Vendor acknowledges that timely and accurate invoicing is its responsibility and agrees that any failure to submit a proper invoice shall not be grounds for suspension, reduction, or termination of services. In the event of an invoicing dispute, the Vendor shall continue to provide uninterrupted service while the dispute is being resolved.

## **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, Contractor 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 Vendors), damages or liability of any nature whatsoever, for death or injury to any person, including Contractor'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 Contract by Contractor 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 Contract 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. Vendor's insurance broker or agent shall register with the City's online insurance compliance system **KwikComply** at <https://kwikcomply.org/> and submit the appropriate proof of insurance on Vendor's behalf.

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## **POLICY COPIES**

Upon request by City, Vendor shall furnish a copy of the binder of insurance and/or full certified policy for any insurance policy required herein. This requirement shall survive the termination or expiration of this Agreement.

## **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.

## **NOTICE OF CANCELLATION**

For each insurance policy described above/below, the Vendor shall give to the Board of Harbor Commissioners a 10-days prior notice of cancellation or reduction in coverage for nonpayment of premium, and a 30-days prior notice of cancellation or reduction in coverage for any other reason, by written notice via registered mail and addressed to the City of Los Angeles Harbor Department, Attention: Risk Manager and the City Attorney's Office, 425 S. Palos Verdes Street, San Pedro, California 90731.

## **RENEWAL OF POLICIES**

At least thirty (30) days prior to the expiration of any policy, Vendor shall direct their insurance broker or agent to submit to the City's online insurance compliance system **KwikComply** at <http://kwikcomply.org> a renewal certificate showing that the policy has been renewed or extended or, if new insurance has been obtained, evidence of insurance as specified below. If Vendor neglects or fails to secure or maintain the insurance required below, Executive Director may, at his or her own option but without any obligation, obtain such insurance to protect the City's interests. The cost of such insurance will be deducted from the next payment due Vendor.

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 Agreement, without requiring additional compensation from the City, commercial general liability insurance covering personal and advertising injury, bodily injury, and property damage providing contractual liability, independent contractors, products and completed operations, and premises/operations coverage written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Vendor's normal limits of liability but not less than one million Dollars (\$1,000,000.00) combined single limit for

# FORMAL REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

**BID NO. F-1245**

(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: FRIDAY, APRIL 11, 2025**

injury or claim. Where Vendor provides or dispenses alcoholic beverages, Host Liquor Liability coverage shall be provided as above. Where Vendor provides pyrotechnics, Pyrotechnics Liability shall be provided as above. 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 Department shall be excess of Vendor's insurance and shall not contribute to it. In all cases, regardless of any deductible or retention, said insurance shall contain a defense of suits provision and a severability of interest clause. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds.

Where Vendor's operations involve work within 50 feet of railroad track, Vendor's Commercial General Liability coverage shall also have the railroad exclusion deleted.

## Auto Liability Insurance

Vendor shall procure and maintain at its expense and keep in force at all times during the term of this Agreement, 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 Vendor's normal limits of liability but not less than one million Dollars (\$1,000,000.00) covering damages, injuries or death resulting from each accident or claim arising out of any one claim or accident. Said insurance shall protect against claims arising from actions or operations of the insured, or by its employees. Coverage shall contain a defense of suits provision. 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.

## 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 the Vendor shall comply with such provisions before commencing the performance of the tasks under this Agreement. Coverage for claims under U.S. Longshore and Harbor Workers' Compensation Act, if required under applicable law, shall be included.

Vendor shall submit Workers' Compensation policies whether underwritten by the state insurance fund or private carrier, which provide that the public or private carrier waives its right of subrogation against the City in any circumstance in which it is alleged that actions or omissions of the City contributed to the accident. Such worker's compensation and occupational disease requirements shall include coverage for all employees of Vendor, and for all employees of any subcontractor or other vendor retained by Vendor.

**INITIAL HERE ACKNOWLEDGING INSURANCE REQUIREMENTS:**

\_\_\_\_\_ (initial)

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

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

# FORMAL REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

**BID NO. F-1245**

(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: FRIDAY, APRIL 11, 2025**

## **GENERAL TERMS – LAW, CHARTER, ADMINISTRATIVE CODE**

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

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

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

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

The Harbor Department defines an LBE as:

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

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

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

**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.

# FORMAL REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

**BID NO. F-1245**

(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: FRIDAY, APRIL 11, 2025**

**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, attached, 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).

**MINORITY, WOMEN, AND OTHER BUSINESS ENTERPRISE (MBE/WBE/OBE).** It is the policy of the Los Angeles Harbor Department to provide minority (MBE), women (WBE) and all other (OBE) business enterprises an equal opportunity to participate in the performance of all Harbor Department contracts. Such opportunities have resulted in combined M/WBE participation of over 20%. Bidders are encouraged to continue assisting the Department in implementing this policy by taking all reasonable steps to ensure that all available business enterprises have an equal opportunity to compete for and participate in Department contracts. All bidders are encouraged to reach out to M/W/OBEs when opportunities are available.

**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.

## **REGIONAL ALLIANCE MARKETPLACE FOR PROCUREMENT (RAMP).**

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

Respondents are advised, pursuant to [Executive Directive 35](#), if a Bidder is selected and awarded a contract, and if the Vendor is a for-profit company or corporation, the Vendor shall, within 30 days of the effective date of the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to City via the Regional Alliance Marketplace for Procurement ("RAMP") or via another method specified by City: Vendor's and any subcontractor's annual revenue, number of employees, location, industry, race/ethnicity and gender of majority owner ("contractor/subcontractor Information"). On an annual basis, the Vendor shall further request that any subcontractor input or update its business profile, including the Vendor/subcontractor information, on RAMP or via another method prescribed by City. Vendors who are already registered may look up their RAMP ID at: <https://www.rampla.org/s/regional-profiles>.

**VENDOR'S RAMP ID Number(s):** \_\_\_\_\_

# FORMAL REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

**BID NO. F-1245**

(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: FRIDAY, APRIL 11, 2025**

## GENERAL CONDITIONS READ CAREFULLY

- FORM OF BID AND SIGNATURE.** The Bid must be made on this form only, and is limited to the Terms and Conditions contained herein, unless expressly agreed otherwise in writing by the City. No telephonic or facsimile Bid is acceptable, unless otherwise indicated. Bid should be enclosed in a sealed envelope, showing the Bid No. in the lower left corner, and addressed to the Port of Los Angeles Contracts and Purchasing Division, 500 Pier "A" Street, Wilmington, CA 90744. Bids must be signed with the firm's corporate name or DBA and by a responsible officer or authorized employee. In case of error in extension of prices, unit price will govern. All prices must be firm unless the specification provides for adjustment.
- 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.
- 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.
- 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.
- 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.
- PURCHASE AGREEMENT.** A copy of the Bid, Specifications and General Conditions will remain on file in the Purchasing Office. All material or services supplied by the Contractor shall conform to the applicable requirements of the City Charter, City Ordinances, and all applicable State and Federal Laws, as well as conforming to the Specifications, Terms and Conditions contained herein.
- PRICE GUARANTEE.** If during the term of any agreement awarded pursuant to this Bid, the supplier sells the same materials or services under similar quantity and delivery conditions, at prices below those stated herein, such lower prices are to immediately be extended to the City.
- DEFAULT BY SUPPLIER.** In case of default by supplier, the City reserves the right to procure the articles or services from other sources and to hold the supplier responsible for any excess costs incurred by the City.
- DELIVERY:** If delivery of the commodity or service cannot be made exactly as specified and at the price shown, notify the Director of Contracts and Purchasing immediately. Do not make delivery without his approval. Any correspondence, other than invoices, relating to this order must be sent to the Director of Contracts and Purchasing.
- 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.
- INVOICING:** The point of free delivery, terms, contract number, name and address of department must appear on all invoices.

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.

- TIME AND MATERIALS WITH NO FIXED FEES:** ALL INVOICES WITH PAYMENTS FOR TIME AND MATERIALS MUST BE SUPPORTED / BACKED UP BY TIME SHEETS.

**NOTE:** THOSE INVOICES WITH FIXED FEE RATES DO NOT REQUIRE TIME SHEETS.

- CITY OF LOS ANGELES MUNICIPAL CODE:** All items must meet the requirements of the City of Los Angeles Municipal Code.
- PAYMENTS.** Payment terms are NET 30 days unless vendor quotes otherwise. Cash discounts allowing less than 20 days or 20th Proxima will not be considered by the City when evaluating Bids. All Cash Discounts are computed from the date of delivery in full or completion and acceptance of the work or material, or from date of receipt of invoice, whichever is latest. Partial payments may be made by the City on delivery and acceptance of goods and on receipt of vendor's invoice. Invoices must be submitted as specified on the Purchase Order or Notice to Proceed.
- ASSIGNMENT.** The supplier shall not assign or transfer by operation of law any obligation without the prior written consent of the Director of Contracts and Purchasing.
- 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.
- 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.
- 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.
- CONTRACTOR'S LIABILITY.** The contractor agrees to, at all times, relieve, protect, save harmless, and fully indemnify the City of Los Angeles, its officers, agents and employees from any and all liability whatsoever that may arise or be claimed by reason of any acts of said contractor, contractor's employees and agents, in connection with the work to be performed under the contract.
- PATENT RIGHTS.** The person, firm, or corporation, upon whom this order is drawn, does, in case the materials or supplies to be furnished are covered wholly or in part by U.S. Letters Patent, by the acceptance of this order agrees to indemnify and hold the City of Los Angeles harmless from any and all injuries or damage which the City may sustain by reason of the sale to or use by it of such materials or supplies and arising out of the alleged or actual infringement of said letters patent.

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.

# FORMAL REQUEST FOR BID

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NO. F-1245**

(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: FRIDAY, APRIL 11, 2025**

21. **LEGAL JUSTIFICATION.** This agreement shall be deemed entered into in Los Angeles, California, and shall be governed and construed in accordance with the laws of the State of California.
22. **TERMINATION FOR NON-APPROPRIATION.** The Harbor Department of the City of Los Angeles' (City's) obligation to pay any amount hereunder, for any City fiscal year after the current fiscal year is contingent upon City's appropriation of funds for that purpose. The City's fiscal year ends on June 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

**ACCESSORY LIST AND ESTIMATED ANNUAL PRINT VOLUMES****REQUEST FOR BIDS F-1245**

<b>Line</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Annual Print Volume (Per Machine)</b>
<b>1A</b>	<b>IMAGERUNNER ADVANCE DX 4935i</b>		
<b>Accessories</b>	(35 PPM) Black and White (B&W) SINGLE PASS DADF AUTO FEEDER/SCANNER CASSETTE FEEDING UNIT (4 Drawers) INNER FINISHER POWER FILTER 15A/120V - W2000-15-120V MID VOLUME CONNECTIVITY INSTALL IR ADV DX4935i INSTALL PACK	26	6,000
<b>1B</b>	<b>IMAGERUNNER ADVANCE DX 4945i</b>		
<b>Accessories</b>	(45 PPM) Black and White (B&W) SINGLE PASS DADF AUTO FEEDER/SCANNER CASSETTE FEEDING UNIT (4 Drawers) INNER FINISHER POWER FILTER 15A/120V - W2000-15-120 MID VOLUME CONNECTIVITY INSTALL IR ADV DX4945i INSTALL PACK	12	4,000
<b>1C</b>	<b>IMAGERUNNER ADVANCE DX 6870i</b>		
<b>Accessories</b>	(70 PPM) Black and White (B&W) SINGLE PASS DADF AUTO FEEDER/SCANNER HIGH-CAPACITY CASSETTE FEEDING UNIT STAPLE FINISHER W/ BUFFER PASS POWER FILTER 15A/120V - W2000-15-120 MID VOLUME CONNECTIVITY INSTALL IR ADV DX6870i INSTALL PACK	12	11,000
<b>1D</b>	<b>IMAGERUNNER ADVANCE DX C5850i</b>		
<b>Accessories</b>	(50 PPM) COLOR SINGLE PASS DADF AUTO FEEDER/SCANNER CASSETTE FEEDING UNIT (4 Drawers) INNER FINISHER POWER FILTER 15A/120V - W2000-15-120 MID VOLUME CONNECTIVITY INSTALL IR ADV DX C5850i INSTALL PACK	15	5,000 Color 6,000 B&W
<b>1E</b>	<b>IMAGEPRESS V800</b>		
<b>Accessories</b>	(80 PPM) COLOR <b>IRP SERVER P400 SET (Fiery)-Internal-</b> -Intel Pentium GS400 Processor, 8gb Ram, 500gb HDD, Fiery FS500 software FIERY IMPOSE AND COMPOSE BOOKLET FINISHER-AG1- Staples up to 100 sheets, Paper weight 350 gsm. STACK BYPASS-D1 COLOR IMAGE READER POD DECK LITE (Side Paper Deck) ESP NEXT GEN PCS POWER FILTER 208 VOLTS 15 AMP POWER FILTER 20A/208-240V - W2000-20-208 POWER FILTER 15A/120V - W2000-15-120V IMAGEPRESS V800 DELIVERY AND INSTALL PACK IMAGEPRESS MID PRODUCTION TRAINING BY CLIENT EDUCATION SPECIALIST PRODUCTION IMPLEMENTATION SERVICES (FIERY RIP)	1	14,000 Color 2,000 B&W

ATTACHMENT A

Line	Description	Qty	Estimated Annual Print Volume (Per Machine)
<b>1F</b> <b>Accessories</b>	<b>IMAGEPRESS V800, INCL. FIERY N500 SERVER</b> (80 PPM) COLOR <b>IRP SERVER N500 SET (Fiery)- External-</b> -Intel Core i7-8700 Processor, -8 gb RAM, 1tb HDD, 240/256gb SSD boot Drive, Fiery FS500 Pro Sys software FIERY IMPOSE AND COMPOSE OPERATOR ATTENTION LIGHT X-RITE I1PRO 3 SPECTROPHOTOMETER(POS) BOOKLET FINISHER-AG1- Staples up to 100 sheets, paper weight 350gsm BOOKLET TRIMMER AND FACE TRIMMER MULTIFUNCTION PRO PUNCHER W/ PLASTIC 19 -HOLE PUNCH LTR STACK BYPASS W/STACK BYPASS ALIGNMENT TRAY LONG SHEET FEEDING AND CATCH TRAY-B1 (Up to 52") COLOR IMAGE READER- Single Pass Duplex Scan MULTI-DRAWER PAPER DECK- Paper Capacity up to 5,000 sheets- Auto Duplex up to 350gsm Paper from all drawers. ESP NEXT GEN PCS POWER FILTER 208 VOLTS 15 AMP POWER FILTER 20A/208-240V - W2000-20-208 POWER FILTER 15A/120V - W2000-15-120 IMAGEPRESS V800 DELIVERY AND INSTALL PACK SUBSCRIPTION SUPPORT SERVICES FOR PRODUCTION - 50 UNIT BLOCK IMAGEPRESS MID PRODUCTION TRAINING BY CLIENT EDUCATION SPECIALIST PRODUCTION IMPLEMENTATION SERVICES (FIERY RIP)	1	160,000 Color  60,000 B&W
<b>1G</b> <b>Accessories</b>	<b>VARIOPRINT 140 SERIES QUARTZ SET</b> (115 PPM) Black and White (B&W) VPDP LINE 115 BASE LICENSE W/ PRINTER OPERATION CARE SET COLOR SCAN TO FILE/E-MAIL-C1 E-SHREDDING DECURLER SET ITEM OPERATOR ATTENTION LIGHT COVERS NO EPIM PUNCHER UNIT-BS1 PLASTIC COMB 19-HOLE PUNCH LTR-B1 BOOKLET FINISHER-AG1 MULTI-FUNCTION PROFESSIONAL PUNCHER-C1 POC KIT-B1 POWER FILTER 20A/208-240V - W2000-20-208 POWER FILTER 15A/120V - W2000-15-120 ESP NEXT GEN PCS POWER FILTER 208VOLTS 15 AMP HIGH VOLUME CONNECTIVITY INSTALL VARIOPRINT DP INSTALL PACK VARIOPRINT DP OPERATOR TRAINING VARIOPRINT DP IMPLEMENTATION SERVICES	2	101,000

3.	<b>PrismaPrepare Software V.8</b>	
	CANON PRISMAPREPARE V8 SOFTWARE LICENSES (NET NEW LICENSE) (ELAN) ANNUAL MAINTENANCE CANON PRISMAPREPARE V8 LICENSE (NET NEW LIC.) ANNUAL MAINTENANCE CANON PRISMAPREPARE V8 - ADV. DOC. CREATION ANNUAL MAINTENANCE CANON PRISMAPREPARE V8 - ADV. IMPOSITION ANNUAL MAINTENANCE CANON PRISMAPREPARE V8 - SCAN CLEAN-UP ANNUAL MAINTENANCE CANON PRISMAPREPARE V8 - SPOT COLOR EDITING CANON PRISMAPREPARE V8 - ADV. DOC. CREATION ELAN CANON PRISMAPREPARE V8 - ADV. IMPOSITION ELAN CANON PRISMAPREPARE V8 - SCAN CLEAN-UP ELAN CANON PRISMAPREPARE V8 - SPOT COLOR EDITING ELAN PRISMAprepare V8 1 Day Deployment & Training Svcs. by Local Prod. Analyst	
	<b>TOTAL UNITS</b>	<b>69</b>

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

**Original Filing**       **Amendment:** Date of Signed Original \_\_\_\_\_ Date of Last Amendment \_\_\_\_\_

Reference Number (Bid, Contract, or RAMP) <b>F-1245</b>	Awarding Authority (Department awarding the contract) <b>HARBOR</b>
Bidder Name	
Address	
Email Address	Phone Number

## Certification

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

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

1. A goods or services contract with a value of more than \$25,000 and a term of at least three months;
2. A construction contract with any value and duration;
3. A financial assistance contract, as defined in Los Angeles Administrative Code § 10.40.1(h), with a value of at least \$100,000 and a term of any duration; or
4. A public lease or license, as defined in Los Angeles Administrative Code § 10.40.1(i), with any value and duration.

B. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

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

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

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

**Original Filing**       **Amendment:** Date of Signed Original \_\_\_\_\_ Date of Last Amendment \_\_\_\_\_

Reference Number (Bid, Contract, or RAMP): F-1245      Date Bid Submitted: \_\_\_\_\_

Contract Description (Title of the RFP or City contract solicitation and description of the services to be provided):

**COPIER LEASING SERVICES**

Awarding Authority (Department awarding the contract): HARBOR

Bidder Name: \_\_\_\_\_

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

Bidder Email Address: \_\_\_\_\_ Bidder Phone Number: \_\_\_\_\_

## Schedule Summary

Please complete all three of the following:

- |  |  |   |
|--|--|---|
| <p><b>1. SCHEDULE A – Bidder's Principals</b> <i>(check one)</i><br/>The bidder has one or more <b>PRINCIPALS</b>, as defined in LAMC § 49.7.35(A)(6).<br/>At least one principal is required for entities. <i>(If you check "Yes", Schedule A is required.)</i></p> | <p><b>Yes</b><br/><input type="checkbox"/></p> | <p><b>No</b><br/><input type="checkbox"/></p> |
| <p><b>2. SCHEDULE B – Subcontractors and Their Principals</b> <i>(check one)</i><br/>The bidder has one or more <b>SUBCONTRACTORS</b> on this bid or proposal with subcontracts worth \$100,000 or more. <i>(If you check "Yes", Schedule B is required.)</i></p>    | <p><b>Yes</b><br/><input type="checkbox"/></p> | <p><b>No</b><br/><input type="checkbox"/></p> |
| <p><b>3. TOTAL NUMBER OF PAGES SUBMITTED</b> (including this cover page): <input style="width: 50px;" type="text"/></p>  |  |   |

## Certification

I certify the following under penalty of perjury under the laws of the City of Los Angeles and the state of California:

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Schedule A - Bidder's Principals

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

Name: _____	Title: _____
Address: _____	

Name: _____	Title: _____
Address: _____	

Name: _____	Title: _____
Address: _____	

Name: _____	Title: _____
Address: _____	

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

Name: _____	Title: _____
Address: _____	

Name: _____	Title: _____
Address: _____	

Check this box if additional Schedule A pages are attached.

## Schedule B - Subcontractors and Their Principals

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

Subcontractor's Name
Subcontractor's Address

Please check one of the following options:

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

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

Name: _____	Title: _____
Address: _____	

Name: _____	Title: _____
Address: _____	

Name: _____	Title: _____
Address: _____	

Name: _____	Title: _____
Address: _____	

Name: _____	Title: _____
Address: _____	

Name: _____	Title: _____
Address: _____	

Check this box if additional Schedule B pages are attached.

## **LOCAL BUSINESS PREFERENCE PROGRAM**

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

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

The Harbor Department defines an LBE as:

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

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

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

# AFFIDAVIT OF COMPANY STATUS

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

---

Name of Firm

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

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

LBE     Non-LBE

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

Signature: \_\_\_\_\_

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

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

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

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)