

# REQUEST FOR BID

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NUMBER: 13107**  
(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: DECEMBER 2, 2025**

<p style="text-align: center;"><u>SUBMIT BID TO:</u></p> <p style="text-align: center;">LOS ANGELES HARBOR DEPARTMENT PURCHASING OFFICE, 1ST FLOOR 500 PIER A STREET WILMINGTON, CA 90744</p> <p style="text-align: center;"><u>OFFICE HOURS:</u> 7:30 a.m. – 4:30 p.m. MONDAY - FRIDAY (EXCLUDING HOLIDAYS)</p>	<p><b>SHIP TO / JOBSITE:</b></p> <p>PORT OF LOS ANGELES VARIOUS LOCATIONS</p>
<p><b>Buyer:</b> Leticia Caldera, Procurement Analyst <span style="float: right;"><b>(310) 732-3890</b></span></p>	

**ALL ITEMS REQUESTED MAY BE QUOTED AS OR EQUAL**

Item	Quantity	Unit	DESCRIPTION	Unit Price	Extension
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BIDS are requested for the annual requirements of the Los Angeles Harbor Department for the following, to be furnished and delivered as may be required during a one-year period from effective date of the agreement: **WINDOW AND DOOR GLASS, INSTALLATION AND REPAIR**

**SCOPE OF WORK**

Installation and repair of glass for windows and doors to be performed at various locations throughout the Port. Work includes but is not limited to:

- Repair or replacement of window glass
- Repair or replacement of showcase/display cabinet glass
- Materials and Supplies
- Re-Anchoring, Machining, Fitting
- Removal/Disposal of old or damaged glass
- Cleaning newly installed glass
- Installation of miscellaneous hardware, and clean-up

**Time of delivery:** \_\_\_\_\_ days after receipt of order: **Terms** \_\_\_\_\_ % discount \_\_\_\_\_ days.

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

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

<p>NOTIFY:</p> <p>P. Hazelett E-24-0058</p>	<p>Firm Name _____</p> <p>Mailing Address _____</p> <p style="text-align: center;">City _____ State _____ Zip _____</p> <p>Phone No. _____ Fax No. _____</p> <p><b>REMITTANCE ADDRESS - Unless bidder indicates otherwise the City will remit to the above address for items received.</b></p>
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The undersigned hereby agrees to furnish and deliver any or all items of goods or services in accordance with the terms, conditions, specifications, and prices herein quoted, INCLUDING THE GENERAL CONDITIONS THAT FOLLOWS. **THIS BID MUST BE SIGNED.**

Authorized Signature
Print Name and Title

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Contractor shall be required to provide a detailed quote for each project to include, at minimum, product description, quantity, unit price, extended price, delivery time and project completion time as based on the pricing provided within the RFB. Quote shall be submitted no later than three (3) business days to the Harbor Department Project Manager (PM).

PRICES TO INCLUDE ALL CHARGES AND FEES EXCLUDING SALES TAX. "CHARGES AND FEES" INCLUDE BUT ARE NOT LIMITED TO DELIVERY, FREIGHT, SHIPPING, HANDLING, ETC.

Estimated Annual Qty	UOM	Unit Price	Extended Price
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**A. WINDOW \ DOOR GLASS**

1.	3	EA	Per Each \$ _____	\$ _____
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**3' x 4' WINDOW; GLASS, GRADE "B" 1/4",  
SINGLE SASH, DOUBLE PANE, MATERIAL: ALUMINUM, UNPAINTED**

State Product Quoting  
Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

**RECYCLED PRODUCT CONTENT**

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

2.	3	EA	Per Each \$ _____	\$ _____
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**3' x 4' WINDOW; GLASS, GRADE "B" 1/4",  
DOUBLE SASH, DOUBLE PANE, MATERIAL: ALUMINUM, UNPAINTED**

State Product Quoting  
Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

**RECYCLED PRODUCT CONTENT**

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

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3. 48 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, PLATE, 3/16"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

4. 48 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, PLATE, 1/4"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

5. 250 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, PLATE, 1/2"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

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6. 48 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, PLATE, 3/8"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

7. 120 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, TINTED LIGHT-GREEN, 1/4", SOLEXIA**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

8. 64 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, BRONZE, 1/4"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

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9. 12 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, WIRE, OBSCURE, 1/4", SMOOTH ROUGH**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

10. 12 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, WIRE, CLEAR, 1/4"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

11. 48 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, TEMPERED, CLEAR, SLIDING DOOR, 3/16", STANDARD SIZES**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%





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18. 10 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**POLYCARBONATE, CLEAR, 4' x 8' x 1/4" SHEET, LEXAN**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

19. 10 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**POLYCARBONATE, CLEAR, 4' x 8' x 1/8" SHEET, LEXAN**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

20. 16 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**CORNERS, RADIUS, POLISHED, 1/4" TO 1"**

21. 200 LN FT Per Linear Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**EDGES, POLISHED, FLAT, MACHINE, 1/4"**

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22. 100 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, TEMPERED, CLEAR, 1/8"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

23. 72 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, TEMPERED, CLEAR, 3/16"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

24. 72 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, TEMPERED, CLEAR, 1/4"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

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25. 72 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, TEMPERED, CLEAR, 3/8"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

26. 72 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, TEMPERED, BRONZE, 1/4"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

27. 72 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GLASS, TEMPERED, GRAY, 1/4"**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

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28. 120 SQ FT Per Square Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**1/4" CLEAR MIRROR**

State Product Quoting  
Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

29. 6 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**MIRROR MASTIC, 10 OZ CARTRIDGE**

State Product Quoting  
Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

30. 120 LN FT Per Linear Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**J-CHANNEL, CHROME**

State Product Quoting  
Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

RECYCLED PRODUCT CONTENT

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%



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**B. WINDOW \ DOOR FRAME**

1. 32 LN FT Per Linear Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**ALUMINUM, CLEAR, ANODIZED, S-10 SASH**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

**RECYCLED PRODUCT CONTENT**

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

2. 32 LN FT Per Linear Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**ALUMINUM, STOREFRONT, 1-3/4" x 4", CLEAR**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

**RECYCLED PRODUCT CONTENT**

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

3. 32 LN FT Per Linear Foot \$ \_\_\_\_\_ \$ \_\_\_\_\_

**ALUMINUM, STOREFRONT, 1-3/4" x 4", ANODIZED, COLOR**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

**RECYCLED PRODUCT CONTENT**

Bidder shall provide the following information with its Quotation.

Is Recycled Product available: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state brand, model and/or catalog no.: \_\_\_\_\_

Recycled content: \_\_\_\_\_%; Post-consumer waste: \_\_\_\_\_%; Secondary waste: \_\_\_\_\_%

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**C. WINDOW CAULKING**

**1. SILICONE SEALANT, 10 OZ TUBE, MFR: CRL**

a. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: CLEAR; ITEM NO. 33SC**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

b. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: BLACK; ITEM NO. 33SBL**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

c. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: ALUMINUM; ITEM NO. 33SAL**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

**2. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_**

**LATEX WINDOW GLAZING COMPOUND, 10 OZ TUBE, COLOR: WHITE;  
MFR: CRL, ITEM NO. DAP13TU**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

**3. SMOOTH POLY-URETHANE CONSTRUCTION SEALANT, 10 OZ TUBE, MFR: CRL**

a. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: WHITE; ITEM NO. M640FW**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

b. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: BLACK; ITEM NO. M64BL**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

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c. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: GRAY; ITEM NO. M64GRY**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

d. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: BRONZE; ITEM NO. M64BRZ**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

4. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**ACRYLIC LATEX WITH SILICONE, 10 OZ TUBE, COLOR: WHITE;  
MFR: CRL, ITEM NO. 800W**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

5. **ACRYLIC LATEX WITH SILICONE, Suitable for Glazing Insulating Glass Units in Wood Frames, Paintable with Oil or Latex Paints, 10 OZ TUBE, MFR: CRL**

a. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: CLEAR; ITEM NO. 321C**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

b. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: WHITE; ITEM NO. 321W**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

c. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: GRAY; ITEM NO. 321GRY**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

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**6. BUTYL RUBBER SEALANT, 11 OZ TUBE, MFR: CRL**

a. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: WHITE; ITEM NO. 777W**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

b. 12 EA Per Each \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COLOR: BLACK; ITEM NO. 777BL**

State Product Quoting

Mfr: \_\_\_\_\_ Brand: \_\_\_\_\_ Item No.: \_\_\_\_\_

**D. OTHER MATERIALS**

**1. PLYWOOD, BOLTS and other materials necessary for BOARD UP**

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

State PERCENTAGE DISCOUNT or MARK-UP allowed the Harbor Department:

DISCOUNT \_\_\_\_\_ %       MARK-UP \_\_\_\_\_ %

Manufacturer: \_\_\_\_\_

Price List No.: \_\_\_\_\_

Applicable Price Column: \_\_\_\_\_

One (1) copy must be submitted with the bid. If a hard copy of the catalog is not available, write the website address where pricing can be found: \_\_\_\_\_

The Price Agreement Conditions herein shall apply to discounts quoted.

**2. GLASS – STOREFRONT / CURTAIN WALL / PARTS SYSTEMS OF VARIOUS DIMENSIONS**

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

State PERCENTAGE DISCOUNT or MARK-UP allowed the Harbor Department:

DISCOUNT \_\_\_\_\_ %       MARK-UP \_\_\_\_\_ %

**REQUEST FOR BID**

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NUMBER: 13107**  
(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: DECEMBER 2, 2025**

Manufacturer: \_\_\_\_\_

Price List No.: \_\_\_\_\_

Applicable Price Column: \_\_\_\_\_

One (1) copy must be submitted with the bid. If a hard copy of the catalog is not available, write the website address where pricing can be found: \_\_\_\_\_

The Price Agreement Conditions herein shall apply to discounts quoted.

**E. EQUIPMENT RENTAL**

Occasionally, vendor may be required to rent equipment in conjunction with completing a job. Please provide pricing for the following pieces of equipment:

1. Scissor Lift, 26' .....Price Per Day \$ \_\_\_\_\_

Price Per Week \$ \_\_\_\_\_

Delivery and Pick-Up, if any.....Price Per Roundtrip \$ \_\_\_\_\_

**F. LABOR**

Labor, as per Scope of Work - Installation/Removal of window/door glass, window frames, caulking, and miscellaneous related work that may be required in conjunction with furnishing parts. Vendor must check-in and check-out with the Harbor Department Project Manager (PM).

HARBOR DEPARTMENT WILL NOT BE RESPONSIBLE FOR PAYING TRAVEL TIME.

Labor rates shall be subject to change in accordance with prevailing rates and upon vendor's written notification to and acceptance by the Director of Contracts & Purchasing. Contractor shall comply with all applicable labor laws for the State of California.

1. On-Site Labor Rate:

State Job Classification: \_\_\_\_\_

Regular Working Hours.....Per Hour \$ \_\_\_\_\_

Overtime Rate.....Per Hour \$ \_\_\_\_\_

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2. Additional On-Site Labor Rates:

a. NEW GLASS INSTALL WINDOW TINTING Per Square Foot \$ \_\_\_\_\_

b. BOARD UP

Regular Working Hours.....Per Hour \$ \_\_\_\_\_

Overtime Rate.....Per Hour \$ \_\_\_\_\_

Saturdays/Sundays/Holidays Rate.....Per Hour \$ \_\_\_\_\_

**G. LABOR, DELIVERY**

State Job Classification: \_\_\_\_\_

Regular Working Hours.....Per Hour \$ \_\_\_\_\_

Overtime Rate.....Per Hour \$ \_\_\_\_\_

Names and phone numbers of the Service Representatives for requesting service:

NAME

PHONE NUMBER

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUEST FOR BID WORKSHEET - ATTACHMENT A.** (FOUR SCENARIO JOBS) Bidder **must** complete the attached Worksheet showing net prices to the City of Los Angeles Harbor Department. As applicable, scenarios are to reflect the unit prices quoted in this RFB. The Worksheet is for evaluations purposes only and is not intended to be restrictive in any way. Failure to complete and return the Worksheet with the bid will deem the bidder non-responsive.

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

Check one:  Option Granted  Option Not Granted

# REQUEST FOR BID

CITY OF LOS ANGELES  
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**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.: \_\_\_\_\_

Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

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

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

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

- a. No contractor or subcontractor may be listed on a bid proposal for a public works projects unless registered with the DIR pursuant to Labor Code section 1725.5 (with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1[a]).
- b. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5.
- c. The Project is subject to compliance monitoring and enforcement by the DIR.

## **PREVAILING WAGES**

- a. The Contractor shall pay the general prevailing rate of per diem wages and rates for legal holiday and overtime work currently being paid in the area where the work is being performed.
- b. Pursuant to the provisions of the Labor Code of the State of California, the general prevailing rate of wages for each craft, classification or type of workers needed in the execution of contracts under the jurisdiction of the Board, shall be those rates as determined by the Director of the Department of Industrial Relations of the State of California. Copies of the applicable Determinations may be obtained at or by request to the Department.

# REQUEST FOR BID

CITY OF LOS ANGELES  
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- c. When the Contractor has been determined to be in violation of Section 377 of the City Charter making applicable the provisions of the California Labor Code relating to the payment of not less than the prevailing per diem wages on public works, deductions may be made from moneys due or to become due the Contractor in the amount of twice the difference between such stipulated prevailing rates, and the amount paid to each wage worker for each Calendar Day, or part thereof, for which each worker was paid less than the stipulated prevailing wage rate.
- d. The Contractor shall also comply with Section 1775 of the Labor Code providing for a penalty per day as determined by the Labor Commissioner for each Calendar Day, or part thereof, for which each worker was paid less than the prevailing wage.
- e. Contractor and subcontractors shall keep an accurate record showing the names and occupations of all workers employed by them in connection with any work done under the Contract, and the per diem wages paid to each of such workers, and shall keep such record open at all reasonable hours to the inspection of the Board and to the State Division of Labor Law Enforcement. The Contractor in all other respects shall comply with Section 1776 of the Labor Code.
- f. No later than the end of the work day following the day on which work was performed by the Contractor, or any subcontractor, the Contractor and applicable subcontractor(s) shall complete and furnish the Contractor Daily Field Report, included as Subsection 71 of this Section, to the Inspector. When work has been performed, the Contractor shall submit a form regarding all employees and equipment at the jobsite on the work day, and the Contractor shall submit a separate form for each subcontractor regarding each subcontractor's employees and equipment at the jobsite on the work day. Each field report shall:
  1. Identify the Project title, Specification number, name of the Contractor or subcontractor, and date on which the work was performed.
  2. Show the names of the workers and identify their applicable company affiliation (Prime Contractor, subcontractor, supplier, or vendor).
  3. Show the labor classification for each worker. If worker is an operating engineer or teamster, the Contractor or subcontractor must indicate which piece of equipment was operated by the worker.
  4. Show the Start Time and End Time for the worker listed, as well as the total hours worked by the worker on the work day.
  5. Show the type of equipment, size, identification number, and hours of operation, including loading and transportation, if applicable, utilized on the work day.
  6. Contain the printed name and title for the Contractor or subcontractor representative, and shall be dated and signed by same.

**REQUEST FOR BID**

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- g. Contractor shall submit the original (wet signature by Contractor or subcontractor) to the Inspector for review. If additional space is needed, a second form, with pages numbered accordingly, can be completed.
- h. The Inspector will compare the Inspector’s records with the report submitted by the Contractor, discuss any apparent discrepancies with the Contractor, and reconcile the report (and have it re-submitted, if necessary). Once the report is agreed upon by the Contractor and Inspector, the Inspector prints his/her name on the report and dates and signs the report. Each party shall retain a copy of the report, signed by both parties.
- i. Certified payrolls from the Contractor and all subcontractors shall be submitted to the City weekly through the Department of Public Works Bureau of Contract Administration’s Online Certified Payroll System (OCPS) and shall be accompanied by a Statement of Compliance, signed electronically on OCPS by the Contractor or the Contractor’s agent attesting that the payrolls are correct and complete and the wage rates contained therein are not less than those set by the applicable wage determinations incorporated into the Contract. The City reserves the right to reject incomplete payroll reports and request re-submittal of complete reports.

**WAGE AND EARNING ASSIGNMENT ORDERS/NOTICES OF ASSIGNMENTS**

- a. The Contractor and its subcontractors shall comply with all applicable state and federal employment reporting requirements for the Contractor’s and/or subcontractor’s employees.
- b. The Contractor and/or subcontractor shall certify that the principal owner(s) are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally. The Contractor or subcontractor shall comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments in accordance with California Family Code §§5230 et. seq. The Contractor or subcontractor shall maintain such compliance throughout the term of the Contract.

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

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

(Attach additional sheets if necessary)

# REQUEST FOR BID

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## DIR REPORTING LABOR CLASSIFICATIONS

### PRIME CONTRACTOR

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

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> ASBESTOS        | <input type="checkbox"/> BOILERMAKER       | <input type="checkbox"/> BRICKLAYERS      | <input type="checkbox"/> CARPENTERS      |
| <input type="checkbox"/> CARPET/LINOLEUM | <input type="checkbox"/> CEMENT MASONS     | <input type="checkbox"/> DRYWALL FINISHER | <input type="checkbox"/> DRYWALL/LATHERS |
| <input type="checkbox"/> ELECTRICIANS    | <input type="checkbox"/> ELEVATOR MECHANIC | <input type="checkbox"/> GLAZERS          | <input type="checkbox"/> IRON WORKERS    |
| <input type="checkbox"/> LABORERS        | <input type="checkbox"/> MILLWRIGHTS       | <input type="checkbox"/> OPERATING ENG    | <input type="checkbox"/> PAINTERS        |
| <input type="checkbox"/> PILE DRIVERS    | <input type="checkbox"/> PIPE TRADES       | <input type="checkbox"/> PLASTERERS       | <input type="checkbox"/> ROOFERS         |
| <input type="checkbox"/> SHEET METAL     | <input type="checkbox"/> SOUND/COMM        | <input type="checkbox"/> SURVEYORS        | <input type="checkbox"/> TEAMSTER        |
| <input type="checkbox"/> TILE WORKERS    |  |   |  |

### SUBCONTRACTOR

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

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> ASBESTOS        | <input type="checkbox"/> BOILERMAKER       | <input type="checkbox"/> BRICKLAYERS      | <input type="checkbox"/> CARPENTERS      |
| <input type="checkbox"/> CARPET/LINOLEUM | <input type="checkbox"/> CEMENT MASONS     | <input type="checkbox"/> DRYWALL FINISHER | <input type="checkbox"/> DRYWALL/LATHERS |
| <input type="checkbox"/> ELECTRICIANS    | <input type="checkbox"/> ELEVATOR MECHANIC | <input type="checkbox"/> GLAZERS          | <input type="checkbox"/> IRON WORKERS    |
| <input type="checkbox"/> LABORERS        | <input type="checkbox"/> MILLWRIGHTS       | <input type="checkbox"/> OPERATING ENG    | <input type="checkbox"/> PAINTERS        |
| <input type="checkbox"/> PILE DRIVERS    | <input type="checkbox"/> PIPE TRADES       | <input type="checkbox"/> PLASTERERS       | <input type="checkbox"/> ROOFERS         |
| <input type="checkbox"/> SHEET METAL     | <input type="checkbox"/> SOUND/COMM        | <input type="checkbox"/> SURVEYORS        | <input type="checkbox"/> TEAMSTER        |
| <input type="checkbox"/> TILE WORKERS    |  |   |  |

(Attach additional sheets if necessary)

**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](tel:8553478371).

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

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

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

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

# REQUEST FOR BID

CITY OF LOS ANGELES  
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## ATTACHMENTS

- Worksheet – Attachment A
- Form 50 – Bidder Certification
- Form 55 – Prohibited Contributors (Bidders)
- Bid Checklist

## **BIDDER INSTRUCTIONS**

**REQUEST FOR QUOTATION BIDDER RESPONSIVENESS.** 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.

**ADDENDA.** 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: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

24 Hour Contact No.: \_\_\_\_\_

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## CONTRACTUAL TERMS

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

**POST-AWARD MEETINGS.** After notification of award, the successful bidder may 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.

**PRICE QUOTES.** Vendor shall respond to price quote requests from the Harbor Department, in writing via fax or e-mail to the Harbor Department Project Manager (PM), within three (3) business days after receipt of request. Price quote shall include, at minimum: project description/location, material description, manufacturer's part number, unit of measure, quantity and unit/extended price. Vendor shall inform requestors of issues regarding "special order"/non-contract products, including, but not limited to, delivery time beyond the stated delivery time within the RFB, non-returnable items, non-guaranteed or non-warranted items, or other unusual or extraordinary requirements.

**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.

**PRICE AGREEMENT CONDITIONS.** Prices charged the Harbor Department are based on a percentage discount from Manufacturer's Published Price List. Percentage discount is to remain firm for the duration of the contract, but said Manufacturer's Price Lists are subject to fluctuation in accordance with changes as issued by the Manufacturer.

If the prices on the Price List are raised, the Harbor Department reserves the right to accept such raises or to cancel such items from the contract. The Harbor Department is to be given benefit of any decline in prices immediately upon the manufacturer's effective date of such decline.

Changes in Price List shall be effective on the date designated on the Price List or upon receipt by the Harbor Department Purchasing Office, whichever is later. Increases in Price Lists shall not be retroactive.

Specifications and conditions in the BID shall supersede any conflicting conditions in PRICE LISTS. Four (4) copies of any new or revised Price List(s) must be sent immediately to the Harbor Department Purchasing Officer, 500 Pier A Street, Wilmington, CA 90744. Price List shall show vendor's name along with the City Contract or Purchase Order Number.

For price verification purposes, the vendor may be asked to provide any of the following to the Harbor Department: the page number where the price is located, a printout of the web page pricing, the Excel row number for submitted Excel price lists, and/or a copy of the manufacturer's, distributor's, sub-supplier's or other supply chain source's quotation.

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**ESTIMATED EXPENDITURE.** Total expenditures under this contract are estimated to be **\$100,000.00** 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 Director of Contracts & Purchasing and/or the Board of Harbor Commissioners in the event the amount exceeds \$150,000.

**QUANTITIES.** The quantities stated herein are only estimates of the Harbor Department's requirements. Vendor agrees to furnish more or less than the estimate in accordance with actual needs as they occur throughout the contract period at the unit price(s) quoted, however, this amount may not be exceeded without prior written approval from the Director of Purchasing. It is agreed that the vendor shall have the right to reject orders exceeding 25% over the total estimates upon written notification to the Director of Purchasing.

**TERMINATION FOR NON-APPROPRIATION.** The Port's (City's) obligation to pay any amount due hereunder for any City fiscal years after the current fiscal year is contingent upon the legislative appropriation of funds for the purpose. The City's fiscal year ends on June 30 of each calendar year. Accordingly, anything to the contrary notwithstanding, the City may terminate any contract and its future monetary obligations hereunder, effective as of the end of any fiscal year.

**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 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 vendors 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 additional year at a price increase not to exceed \_\_\_\_\_%.

\_\_\_\_\_ (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 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 & Purchasing. No increase will be granted without prior approval of the Director of Contracts & Purchasing.

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

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\_\_\_\_\_ (YES or NO) Option granted for one additional year.

\_\_\_\_\_ (YES or NO) Option granted for second additional year.

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

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

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

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

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

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

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

## MATERIAL, EQUIPMENT, SERVICE

**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.

**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

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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.

**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.

## INSURANCE REQUIREMENTS

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

#### Policy Copies

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

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## **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.

## **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 contract with the City of Los Angeles Harbor Department. For each contractually required insurance, 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**

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

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(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: DECEMBER 2, 2025**

## General Liability Insurance

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

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

Where City owned vehicles are in the custody of the Vendor for towing or hauling, Vendor shall additionally procure and maintain On-Hook Liability insurance, subject to the same terms as noted above. As a minimum, such coverage shall include, but not be limited, to damage for: Collision, Fire, Theft, Explosion and Vandalism.

Where City owned vehicles are in the custody of the Vendor for safekeeping, storage and repair, Vendor shall additionally procure and maintain Garagekeepers Legal Liability insurance in the amount of \$1,000,000, subject to the same terms as noted above.

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

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

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

**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.

**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 agents.

**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

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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.

**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.

**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.

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

**REMOVAL, CLEANUP, AND DEMOBILIZATION.** Upon completion of the Contracted Work, the CONTRACTOR shall remove all 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.

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 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.

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**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.

**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.

**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

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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.

**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

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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.

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. 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.

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## QUALIFICATIONS AND REFERENCES

Provide a narrative describing your company's qualifications to perform the project work, including past (relevant) experience and at least three client references, with contact names and information. Include information regarding your company's experience involving the size and level of complexity of the proposed project/contract.

Why are you qualified?

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The bidder shall complete requested information below and list a minimum of three (3) clients for which related services have been provided. Otherwise, your bid will be deemed non-responsive.

Company Name & Address	Contact Name & Phone #	Scope of Service & Date	Project Amount
1.			
2.			
3.			
4.			

The City reserves the right to contact these references and others to determine whether the bidder(s) has the minimum qualifications required for purposes of this bid. The City's decision in this regard will be final and binding.

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## DELIVERY

**DELIVERY.** Delivery of material is requested within five (5) days after the vendor receives an order. If this time cannot be met, show in the space provided on the Bid Sheet the best service delivery time you can guarantee. The Harbor Department reserves the right to make award based on service/delivery time quoted.

**DELIVERY POINT.** Prices to include all delivery charges, F.O.B. Port of Los Angeles, various locations.

**NOTIFICATION.** The vendor shall notify the Requester of the Los Angeles Harbor Department Construction and Maintenance Division not less than three (3) days in advance that the part(s)/equipment is ready for delivery.

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

## FINANCIAL TERMS

**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: \_\_\_\_\_.

**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.

SELECTED BIDDER SHALL PROVIDE A COPY OF THE COMPANY'S W-9 FORM.

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The State of California Franchise Tax Board (FTB) requires 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 is able to clarify their nonresident tax withholding status. IF THE W-9 FORM INDICATES AN ADDRESS OUTSIDE OF CALIFORNIA, A TAX WITHHOLDING FORM SHALL BE REQUIRED.

**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: \_\_\_\_\_.

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

REMIT TO: NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

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.

**TIME AND MATERIALS WITH NO FIXED FEE.** All invoices with payments for time and materials must be supported by time sheets.

**NOTE:** Those invoices with fixed fee rates do not require time sheets.

## GENERAL RULES AND REGULATIONS

**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

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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 as attachments) 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).

## **SMALL & LOCAL BUSINESS PROGRAM**

## **Certified SLB by the City of LA**

Yes

No

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

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

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

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

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

**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>.

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

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

**RAMP ID Number(s):** \_\_\_\_\_

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

**SMALL 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.

**SERVICE CONTRACT WORKER RETENTION AND LIVING WAGE POLICY.** The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution No. 5771 on January 3, 1999 agreeing to adopt the provisions of the Los Angeles City Ordinance No. 171004 relating to Service Contract Worker Retention (SCWR) Section 10.36 et. seq. of the Los Angeles Administrative Code as the policy of the Harbor Department. Further, Charter 378 requires compliance with the City's Living Wage (LW) requirements as set forth by ordinance (LWO), Section 10.37 et. seq. of the Los Angeles Administrative Code. Contractor shall comply with the policy wherever applicable. Violation of this provision, where applicable, shall entitle the City to terminate this contract and otherwise pursue 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

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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.

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

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

**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.

**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.

**REQUEST FOR BID**

**CITY OF LOS ANGELES  
HARBOR DEPARTMENT**

**BID NUMBER: 13107**  
(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: DECEMBER 2, 2025**

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**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.

**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.

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

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# REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

**BID NUMBER: 13107**

(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: DECEMBER 2, 2025**

## GENERAL CONDITIONS READ CAREFULLY

1. **FORM OF BID AND SIGNATURE.** The Bid must be made on this form only, and is limited to the Terms and Conditions contained herein, unless expressly agreed otherwise in writing by the City. **No telephonic, 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.

Prices on the contract include delivery to the division within building unless otherwise specified in the contract.
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.

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.
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.

Materials shall be listed separately on invoices covering repairs or installation service.
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.

The Harbor Department will not be responsible for services, materials, or supplies furnished without prior authorization from the Director of Contracts and Purchasing.
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.

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

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

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.
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.

Harbor Department may pay on partial deliveries, but right is reserved by the Director of Contracts and Purchasing to require complete delivery before payment.
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.

**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.

# REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

**BID NUMBER: 13107**  
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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 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