APPENDIX B - REQUIRED FORMS

Exhibits

1) Organization Questionnaire/Affidavit
2) Certification of Compliance
3) Request for Preference Consideration
4) Debarment History and List of Terminated Contracts
5) Community Business Enterprise (CBE) Information (Excel Worksheet)
6) Minimum Mandatory Requirements
7) Statement of Qualifications Submittal Form
8) List of Public Entities
9) List of References
10) Contribution and Agent Declaration Form
11) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)
12) Declaration

REQUIRED FORMS – EXHIBIT 1

ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Vendor's Name:	**County Webven Number:**
Address:	
Telephone Number:	**Email:**
Internal Revenue Service Employer Identification Number:	**California Business License Number:**

1	Select the option that best defines your firm's business structure: ☐ Corporation ☐ Limited Liability Company (LLC) ☐ Limited Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Franchise ☐ Other (Specify)	**If Corporation or Limited Liability Company (LLC):** Legal Name (as stated in Articles of Incorporation): State of Incorporation: Year of Incorporation: **If Limited Partnership or a Sole Proprietorship:** Name of proprietor or managing partner: **If other:** Specify business structure name:
2	Is your firm doing business under one or more DBA's**?** ☐ Yes ☐ No	Name: Country of Registration: Year became DBA:
3	Is your firm wholly/majority owned by, or a subsidiary of another firm? ☐ Yes ☐ No	If yes, indicate name of Parent Firm and State of Incorporation. Name of Parent Firm: State of Incorporation or registration of parent firm:
4	Has your firm done business under other names within last five (5) years? ☐ Yes ☐ No	If yes, indicate any other names and the year of name change. Name(s): Year(s) of Name Change:

REQUIRED FORMS – EXHIBIT 1

ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

5	List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".	
6	Is your firm involved in any pending acquisition or mergers? ☐ Yes ☐ No	If yes, please provide additional information regarding the pending merger.
7	List all names and contact information of all individuals legally authorized to commit the Vendor.	Name: Title: Phone: Email: Name: Title: Phone: Email: Name: Title: Phone: Email:

REQUIRED FORMS – EXHIBIT 2

CERTIFICATION OF COMPLIANCE

Vendor certifies compliance with all programs, policies, and ordinances specified below.

	TITLE	REFERENCE	CERTIFICATIONS
1	Certification of No Conflict of Interest	LACC 2.180	**Certifies Compliance?** ☐ Yes ☐ No
2	Familiarity with the County Lobbyist Ordinance Certification	LACC 2.160	**Certifies Compliance?** ☐ Yes ☐ No
3	Zero Tolerance Policy on Human Trafficking Certification	Motion	**Certifies Compliance?** ☐ Yes ☐ No
4	Compliance with Fair Chance Employment Hiring Practices Certification	Board Policy 5.250	**Certifies Compliance?** ☐ Yes ☐ No
5	Charitable Contributions Certification Enter the California Registry of Charitable Trusts "CT" number and upload a copy of firm's most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586 (if applicable)	Board Policy 5.065	**Check the Certification below that is applicable to your company.** ☐ Vendor or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Vendor engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed. **OR** ☐ Vendor or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed in this document and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts.
6	Attestation of Willingness to Consider GAIN/START Participants	Board Policy 5.050	**Certifies Compliance?** ☐ Yes ☐ No **Willing to provide GAIN/START participants access to employee mentoring program?** ☐ Yes ☐ No ☐ N/A-program not available
7	Contractor Employee Jury Service Program Certification Form & Application for Exception	LACC 2.203	**Certifies Compliance?** ☐ Yes ☐ No **If No, identify exemption:** ☐ My business does not meet the definition of "contractor," as defined in the Program. ☐ My business is a small business as defined in the Program. ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program
8	Certification of Compliance with the County's Defaulted Property Tax Reduction Program	LACC 2.206	**Certifies Compliance?** ☐ Yes ☐ No **If No, identify exemption:**

REQUIRED FORMS – EXHIBIT 3

REQUEST FOR PREFERENCE CONSIDERATION

INSTRUCTIONS: Vendors requesting preference consideration must complete and include this form in their SOQ. Vendors may request consideration for one or more preference programs. **In order to qualify for preference, firm must be certified by the County of Los Angeles Department of Consumer and Business Affairs (DCBA). Please reference your Certification Letter issued by DCBA to determine Federal/Non-Federal preference eligibility.**

☐ **PREFERENCE NOT REQUESTED**

OR

☐ **PREFERENCE REQUESTED (SELECT ALL THAT APPLY)**		
Preference Program		**Reference**
☐	Request for Local Small Business Enterprise (LSBE) Program Preference ☐ Certification for Non-Federally Funded County Solicitations ☐ Certification for Federally Funded County Solicitations	**LACC 2.204**
☐	Request for Social Enterprise (SE) Program Preference ☐ Certification for Non-Federally Funded County Solicitations ☐ Certification for Federally Funded County Solicitations	**LACC 2.205**
☐	Request for Disabled Veterans Business Enterprise (DVBE) Program Preference	**LACC 2.211**

Note: In no instance should any of the listed preference programs price or scoring be combined with any other County program to exceed fifteen percent (15%) in response to any county solicitation.

REQUIRED FORMS – EXHIBIT 4

DEBARMENT HISTORY AND LIST OF TERMINATED CONTRACTS

Vendor's Name:

1. DEBARMENT HISTORY (Check one)	YES	NO
Vendor is currently debarred by a public entity	☐	☐
If yes, please provide the name of the public entity:		
2. LIST OF TERMINATED CONTRACTS AND/OR MASTER AGREEMENTS (Check one)	**YES**	**NO**
Vendor has contracts that have been terminated in the past three (3) years.	☐	☐

If yes, please list all Contracts and/or Master Agreements that have been terminated prior to expiration within the last three (3) years.

Service:	
Name of Entity:	
Address:	
Contact:	
Telephone:	
Email:	
Termination Date:	
Name/Contract No:	
Reason for Termination:	

Service:	
Name of Entity:	
Address:	
Contact:	
Telephone:	
Email:	
Termination Date:	
Name/Contract No:	
Reason for Termination:	

Service:	
Name of Entity:	
Address:	
Contact:	
Telephone:	
Email:	
Termination Date:	
Name/Contract No:	
Reason for Termination:	

REQUIRED FORMS – EXHIBIT 5

COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION

Refer to Excel Worksheet

REQUIRED FORMS – EXHIBIT 6

MINIMUM MANDATORY REQUIREMENTS

Vendor acknowledges and certifies that it meets and will comply with the Minimum Mandatory Requirements indicated below and as stated in Paragraph 3.0 (Minimum Mandatory Requirements), of this Request for Statement of Qualifications (RFSQ).

No.	Minimum Mandatory Requirement(s) (M/R)	Complies with M/R	
		Yes	No
1	Vendor does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over $100,000.00, that are confirmed to be disallowed costs by the County department and remain unpaid for a period of six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.	☐	☐
2	At least one (1) of the Vendors references provided in Appendix B (Required Forms), Exhibit 9 (List of References) must be responsive and validate that the Vendor meets the Minimum Mandatory Requirements identified in Section 3.3 (Minimum Mandatory Requirements).	☐	☐
3	Vendors must have three (3) years of cumulative experience, within the last five (5) years providing Disaster and Emergency Services in each category for which they are attempting to qualify and have appropriate regulatory agency licenses in good standing with the respective licensing agencies, as indicated in Paragraph 2.1 (Scope of Work) of this RFSQ.	☐	☐

DISASTER AND EMERGENCY SERVICES MASTER AGREEMENT STATEMENT OF QUALIFICATION SUBMITTAL FORM

This serves as an application for the Disaster/Emergency Services Master Agreement.

To Complete the Statement of Qualification:

1. Check off/fill out all the requirements met and sign form
   - Minimum Qualifications (applies to all vendors)
   - Category Specific Qualifications (only complete sections in categories you intend to apply for)
2. Attach all applicable documents listed in Required Forms section
3. Attach copies of the licenses/certificates/proof registrations checked off in specific categories
4. Vendor acknowledges and certifies that it meets the Minimum Mandatory Requirements listed in Paragraph 3.0 - Minimum Mandatory Requirements, and the applicable requirements of Paragraph 3.4 – Specific Category Qualifications of this Request for Statement of Qualifications (RFSQ).

3.0 MINIMUM QUALIFICATIONS

APPLICATION CATEGORIES (check all that apply)	YEARS PERFORMING SERVICE (within the last 5 years)
HIGH VOLTAGE REPAIR	
☐ Transformer and Switchgear Testing	_____ yrs
☐ Electrical Acceptance Testing and Commissioning	_____ yrs
☐ Infrared Inspections	_____ yrs
☐ Circuit Breaker Remanufacturing	_____ yrs
☐ Dielectric Fluid Analytical Services	_____ yrs
☐ Partial Discharge Cable Testing	_____ yrs
☐ Replacement and Repair of High Voltage Power Line	_____ yrs
DEBRIS REMOVAL	
☐ Removal of Landscaping Debris	_____ yrs
☐ Removal of Fire Ash and Wind-borne Debris	_____ yrs
FIRE & LIFE SAFETY	
☐ Fire Life Safety Systems	_____ yrs
☐ Plumbing Systems Installation	_____ yrs
RELOCATION SERVICES	
☐ Evacuation Support	_____ yrs
SLOPE/WATERSHED PROTECTION	
☐ Slope Protection	_____ yrs
☐ Watershed Protection	_____ yrs
HIGH WIND PROTECTION	
☐ Board Up Services	_____ yrs
☐ Tree Removal	_____ yrs
GAS TURBINE REPAIR	
☐ Field Service Repairs	_____ yrs
☐ Depot Level Repairs	_____ yrs
HIGH PRESSURE BOILER REPAIR	
☐ Water Tube Boiler and Fire Tube Boiler Repairs	_____ yrs
VALVE REPAIR AND TESTING	
☐ Testing, Calibration, and Repairs	_____ yrs
POWER PLANT INSTRUMENTION REPAIR	
☐ Equipment Installations and Troubleshooting	_____ yrs
WELDING SERVICES	
☐ Structural Steel and Process Piping Welding	_____ yrs
EMERGENCY TEMPORARY CUSTODIAL SERVICES	
☐ Custodial Related Services	_____ yrs

EMERGENCY TEMPORARY ARMED SECURITY GUARD SERVICES

☐ Security Guard Services..... _____ yrs

EMERGENCY TEMPORARY UNARMED SECURITY GUARD SERVICES

☐ Security Guard Services..... _____ yrs

TRAFFIC CONTROL SERVICES

☐ Traffic Control Services ..... _____ yrs

AS-NEEDED HEATING, AIR CONDITIONING & VENTILATION (HVAC) SERVICES

☐ As-Needed Heating, Air Conditioning & Ventilation (HVAC) Services…_____ yrs

AS-NEEDED HOMELESS ENCAMPMENT CLEANUP SERVICES

☐ Hazardous Disposal Services…….._____ yrs

☐ Medical Waste Disposal Services……..._____ yrs

☐ Rubbish Removal/Disposal Services……._____ yrs

DUCT CLEANING SERVICES

☐ Duct Cleaning Services……._____ yrs

EMERGENCY MEAL AND SACK LUNCH SERVICES

☐ Emergency Meal and Sack Lunch Services……._____yrs

INSURANCE REQUIREMENTS (FOR ALL VENDORS)

GENERAL LIABILITY

CG 00 01 or Equivalent in Coverage Scope

☐ General Aggregate: $2 million

☐ Products/Completed Operations Aggregate: $1 million

☐ Personal and Advertising Injury: $1 million

☐ Each Occurrence: $1 million

☐ County Named as An Additional Insured

WORKERS' COMPENSATION AND EMPLOYERS LIABILITY

☐ Each Accident: $1 million

☐ Disease – Policy Limit: $1 million

☐ Disease – Each Employee: $1 million

AUTO LIABILITY*

CA 00 01 or Equivalent in Coverage Scope

☐ Auto Liability: $1 million

***Some Contractors are required to carry additional limits.**

3.4 ADDITIONAL INSURANCE REQUIREMENTS FOR SPECIFIC CATEGORIES

3.4.1 HIGH VOLTAGE REPAIR

3.4.1.1 Transformer and Switchgear Testing

DESCRIPTION: Services include but not limited to: cable testing, double power factor testing, and full electrical testing.

ERRORS AND OMISSIONS (E&O)

☐ Each Occurrence: $1 million

☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY

☐ Each Occurrence: $1 million

☐ Aggregate: $2 million

☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope

☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS

☐ CA C-10 License

☐ NETA certified

3.4.1 HIGH VOLTAGE REPAIR (cont.)

3.4.1.2 Electrical Acceptance Testing and Commissioning

DESCRIPTION: Services include but not limited to: high current testing, relay testing, double power factor testing, and full electrical testing.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA C-10 License
- ☐ NETA certified

3.4.1.3 Infrared Inspections

DESCRIPTION: Infrared scanning to detect defective, improper or loose connections.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA C-10 License
- ☐ NETA certified

3.4.1.4 Circuit Breaker Remanufacturing

DESCRIPTION: Circuit breakers repairs.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA C-10 License
- ☐ NETA certified

3.4.1 HIGH VOLTAGE REPAIR (cont.)

3.4.1.5 Dielectric Fluid Analytical Services

DESCRIPTION: Perform routine transformer fluid testing.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA C-10 License
- ☐ NETA certified

3.4.1.6 Partial Discharge Cable Testing

DESCRIPTION: Provide Partial Discharge testing and analysis to evaluate the condition of voltage cable system.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA C-10 License
- ☐ NETA certified

3.4.1.7 Power Lines

DESCRIPTION: Replace and repair of high voltage power lines.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA C-10 License
- ☐ NETA certified

3.4.2 DEBRIS REMOVAL

3.4.2.1 Removal of Landscaping Debris

3.4.2.2 Removal of Fire Ash and Wind-Borne Debris

DESCRIPTION: Removal of fire ash, landscaping debris, and wind-borne debris including but not limited to: frames, shingles, and corrugated iron.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA C-27 License

3.4.3 FIRE & LIFE SAFETY

3.4.3.1 Fire Life Safety Systems

DESCRIPTION: Provide and repair fire sprinklers, fire hydrant testing & fire suppression systems such as fire alarm systems.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA C-16 License
- ☐ NFPA Certified

3.4.3.2 Plumbing Systems

DESCRIPTION: Provide & install plumbing systems.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA C-36 License

3.4.4 RELOCATION SERVICES

3.4.4.1 Evacuation Support

DESCRIPTION: Provide housing & transportation for relocation and/or storage.

PROPERTY: Freight/Cargo Insurance providing Special causes of loss coverage for County property in Contractor's care, custody and/or control, subject to maximum 5% deductible.

- ☐ Actual cash value amount of any automobiles and mobile equipment entrusted to Contractor.
- ☐ Full replacement value amount of any other types of personal property entrusted to Contractor

FIDELITY BOND OR CRIME COVERAGE (EMPLOYEE DISHONESTY)

- ☐ Each Occurrence: $50,000
- ☐ County Named as Additional Assured and Loss Payee

E&O LIABILITY

- ☐ Each Occurrence: $ 1 million
- ☐ Aggregate: $2 million

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Public Utilities Commission Permit to Operate as a Highway Carrier

3.4.5 SLOPE/WATERSHED PROTECTION

3.4.5.1 Slope Protection

DESCRIPTION: Installation of retaining walls, riprap.

COMMERCIAL GENERAL LIABILITY

- ☐ Each Occurrence: $1 million
- ☐ General Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: $2 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ CA Contractors License A or B with Hazardous Substance Removal Endorsement

3.4.5.2 Watershed Protection

DESCRIPTION: Installation of filter blanket, erosion control blankets, silt screens, & straw fiber rolls.

E&O LIABILITY

- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: $2 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ CA Contractors License A or B with Hazardous Substance Removal Endorsement

3.4.6 HIGH WIND PROTECTION

3.4.6.1 Board Up Services

DESCRIPTION: Provide & install temporary board up, roof cover-up, & temporary fencing.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $2 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA Contractors License A or B with Hazardous Substance Removal Endorsement
- ☐ CA C-39 License

3.4.6.2 Tree Removal

DESCRIPTION: Pick up, removal, transportation, and disposal of trees.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $2 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA Contractors License A or B with Hazardous Substance Removal Endorsement

3.4.7 GAS TURBINE REPAIR

3.4.7.1 Field Service Repairs pursuant to Paragraph 3.3 Minimum Mandatory Requirements

DESCRIPTION: Services include but not limited to: Level I Field service and repair for GE LM2500 Gas Turbine, 501KB Turbine, and field troubleshooting and borescope inspections. Allison

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $2 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ N/A

3.4.7.2 Depot Level Repairs pursuant to Paragraph 3.3 Minimum Mandatory Requirements

DESCRIPTION: Services include but not limited to: Level IV service and repair for GE LM2500, Allison 501KB, Lease LM2500 and Allison 501KB availability.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $2 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ N/A

3.4.8 HIGH PRESSURE BOILER REPAIR

3.4.8.1 Water Tube Boiler and Fire Tube Boiler Repairs

DESCRIPTION: Services include but not limited to: Tube repair, economizer repair, super heater tube repair, manway and hand-hole machining and repair; Heat exchanger repair, shell and tube heat exchanger and plate type heat exchanger.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $2 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA C-4 Boiler License, Hot Water Heating and Steam Fitting Contractor, issued by the California Contractors State License Board (CSLB)
- ☐ Specialized Certification: American Society of Mechanical Engineers (ASME) “S” and “PP” Stamps National Board of Boiler and Pressure Vessel Inspectors "R" Stamp.

3.4.9 VALVE REPAIR AND TESTING

3.4.9.1 Testing, Calibration and Repair

DESCRIPTION: Services include but not limited to: Boiler safety valves, pressure relief valves, control valves, pressure reducing valves, high pressure gate valves, globe and non-return valves.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $2 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ Specialized Certification: National Board of Boiler and Pressure Vessel Inspectors "VR" Stamp.

3.4.10 POWER PLANT INSTRUMENTATION REPAIR

DESCRIPTION: Services include but not limited to: Switch gear and motor control repair, equipment installation and testing, troubleshooting, equipment and machinery wiring, programmable logic controls troubleshooting and repair, underground conduit systems, cable tray and bus duct systems.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $2 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ South Coast Air Quality Management District (SCAQMD) Portable Boiler Combustion Analyzer Certification

3.4.11 WELDING SERVICES

DESCRIPTION: Services include but not limited to: Structural steel welding, and process piping welding.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $2 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 99 48 or Equivalent in Coverage Scope
- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS
- ☐ CA Contractor's C-60 Welding License
- ☐ American Welding Society (AWS) D1.1 Welder Qualification Test Records (WQTR)

3.4.12 EMERGENCY TEMPORARY CUSTODIAL SERVICES

DESCRIPTION: Emergency Temporary Custodial Services for (1) General Custodial Services, include, but are not limited to, cleaning of offices, conference rooms, lobbies, corridors, restrooms, lunchrooms, hard-surface (non-carpeted) floors, removal of solid waste and trash, carpet cleaning, window washing, and light fixture cleaning. Specialty Custodial Services include, but are not limited to, cleaning of detention cells and maintenance of parking facility; (2) Enhanced Cleaning, include, but are not limited to, Personal Protective Equipment (PPE) and Disinfectant; and (3) Deep/Biochemical Cleaning, include, but are not limited to, general and enhanced cleaning PLUS specialized cleaning of the space occupied by a person suspected or confirmed positive (+) for a communicable disease.

LICENSES AND/OR CERTIFICATIONS
- ☐ Proposers must demonstrate that they have three (3) consecutive years' experience, within the last five (5) years providing Custodial services for at least an aggregate 400,000 square feet located in one or multiple facilities.

3.4.13 EMERGENCY TEMPORARY ARMED SECURITY GUARD SERVICES

DESCRIPTION: Emergency Temporary Security Guard Services include, but are not limited to, armed security guards providing security services, executive protection services, and asset protection services reporting of suspicious activity.

COMMERCIAL GENERAL LIABILITY

- ☐ General: $4 million
- ☐ Products/Completed Operations: $1 million
- ☐ Personal and Advertising Injury: $1 million
- ☐ Each Occurrence: $2 million

PROFESSIONAL LIABILITY

- ☐ Per claim: $1 million
- ☐ Per aggregate: $2 million

UNIQUE INSURANCE

- ☐ Sexual Misconduct per claim: $2 million
- ☐ Sexual Misconduct per aggregate: $2 million
- ☐ Crime Coverage: $100,000 per occurrence

LICENSES, CERTIFICATIONS AND/OR REQUIREMENTS

☐ Vendors must demonstrate they have (i) three (3) cumulative years' experience within the last five (5) years providing armed security guard services to other governmental agencies, with a minimum aggregate deployment of 25 guards within the three (3) cumulative years to those same governmental agencies located in one or multiple locations and (ii) a valid and active California-issued private patrol operator license to perform the requested services or same as described in RFSQ, Section 7.4.2.2 Vendor's Qualifications (Section A), Summary Categories, Category XIII, Emergency Temporary Armed Security Guard Services

3.4.14 EMERGENCY TEMPORARY UNARMED SECURITY GUARD SERVICES

DESCRIPTION: Emergency Temporary Security Guard Services include, but are not limited to, unarmed security guards providing security services, executive protection services, and asset protection services reporting of suspicious activity.

COMMERCIAL GENERAL LIABILITY

- ☐ General: $4 million
- ☐ Products/Completed Operations: $1 million
- ☐ Personal and Advertising Injury: $1 million
- ☐ Each Occurrence: $2 million

PROFESSIONAL LIABILITY

- ☐ Per claim: $1 million
- ☐ Per aggregate: $2 million

UNIQUE INSURANCE

- ☐ Sexual Misconduct per claim: $2 million
- ☐ Sexual Misconduct per aggregate: $2 million
- ☐ Crime Coverage: $100,000 per occurrence

LICENSES, CERTIFICATIONS AND/OR REQUIREMENTS

☐ Vendors must demonstrate they have (i) three (3) cumulative years' experience within the last five (5) years providing armed security guard services to other governmental agencies, with a minimum aggregate deployment of 25 guards within the three (3) cumulative years to those same governmental agencies located in one or multiple locations and (ii) a valid and active California-issued private patrol operator license to perform the requested services or same as described in RFSQ, Section 7.4.2.2 Vendor's Qualifications (Section A), Summary Categories, Category XIV, Emergency Temporary Unarmed Security Guard Services.

3.4.15 TRAFFIC CONTROL SERVICES

DESCRIPTION: Traffic Control Services include, but are not limited to, traffic control activities in construction/ maintenance zones in conjunction with County operations in the zone.

LICENSES AND/OR CERTIFICATIONS

☐ Vendors must possess a valid and active certification by the American Traffic Safety Services Association (ATSSA) or an equivalent recognized agency that provides traffic control training based on and as required by the California Manual on Uniform Traffic Control Devices (CAMUTCD) latest edition, currently the CAMUTCD 2020 Revision 11.

☐ Vendors must submit proof of valid and active State of California Department of Industrial Relations Public Registration pursuant to Labor Code 1725.5. Pending registrations will not be accepted.

3.4.16 AS-NEEDED HEATING, AIR CONDITIONING & VENTILATION (HVAC) SERVICES

DESCRIPTION: Provide As-Needed HVAC Services that include, but are not limited to, maintenance & repair services (including indoor installation, demolition and removal of existing system for the purpose of replacement, installation of new shut off valves for heating and chill water coils, re-connection of new piping and accessories, pressure test chilled water and hot water pressure at air handler/new piping, provide factory system start-up, all necessary shop work, all high voltage wiring, all low voltage control wiring, refrigerant piping).

LICENSES AND/OR CERTIFICATIONS

☐ Vendors must demonstrate a minimum of three (3) years' cumulative experience within the last five (5) years providing HVAC installation, repair and maintenance services at commercial/industrial facilities with a minimum of 10,000 square feet.

☐ Hold and maintain a valid California Contractor's C-20 License.

3.4.17 AS-NEEDED HOMELESS ENCAMPMENT CLEANUP SERVICES

3.4.17.1 Hazardous Disposal Services

DESCRIPTION: Provide As-Needed Homeless Encampment Cleanup Services requiring Hazardous Disposal which involve the safe and thorough removal of waste, debris, and hazardous materials from homeless encampments. This includes the identification, collection, transportation, and proper disposal of biohazardous waste, sharps, chemicals, and other potentially dangerous materials. Services must be conducted in compliance with all health, safety, and environmental regulations, ensuring both public safety and environmental protection. Contractors must be equipped with trained personnel and appropriate equipment to handle hazardous materials safely and efficiently on an as-needed basis. Specific services include Turnkey Encampment Site Cleanup Services, surveying the site(s) collecting debris, dismantling temporary structures, removing trash, and properly disposing of all debris and items. Contractor shall be responsible for the collection, packaging, preparation of proper paperwork and transportation of all debris including, hazardous waste, and universal waste according to all applicable licenses and requirements.

E&O LIABILITY

- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ U.S. EPA Hazardous Waste Generator Identification Number
- ☐ U.S. EPA Acknowledgment of Notification of Regulated Waste Activity (RCRA Subtitle C)
- ☐ California Hazardous Material Business Plan (HMBP) Certification/Registration
- ☐ California Highway Patrol (CHP) Hazardous Material Transportation License
- ☐ California Contractors State License Board - Hazardous Substance Removal Certification (HAZ)
- ☐ California DMV license with "X" designation for Hazardous Materials
- ☐ Department of Toxic Substances Control Hazardous Waste Transporter Registration
- ☐ California Contractors State License Board license with “HAZ” designation
- ☐ Documented Operator Training and Certification for Heavy Equipment (OSHA-Compliant)

3.4.17.2 Medical Waste Disposal Services

DESCRIPTION: Provide As-Needed Homeless Encampment Cleanup Services requiring Hazardous Medical Waste Disposal which involve the safe handling, collection, transportation, and disposal of medical waste from homeless encampments. This includes sharps, contaminated materials, and other biohazardous waste that pose health risks. Contractors must adhere to all relevant regulations governing medical waste disposal to ensure public health and environmental safety. Personnel must be appropriately trained, certified, and equipped with the necessary tools to perform these services safely and effectively on an as-needed basis. Services include Turnkey Encampment Site Cleanup Services; surveying the site(s) collecting debris, dismantling temporary structures, removing trash, and properly disposing of all debris and items. Contractor shall be responsible for the collection, packaging, preparation of proper paperwork and transportation of all debris including, universal waste, and medical waste according to all applicable licenses and requirements.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS
- ☐ U.S. EPA Hazardous Waste Generator identification number
- ☐ California Department of Public Health (CDPH) Medical Waste Transporter Registration
- ☐ California Department of Toxic Substances Control (DTSC) Hazardous Waste Transporter Registration
- ☐ Documented Heavy Equipment Operator Training and Certification (OSHA-Compliant)

3.4.17.3 Rubbish Removal/Disposal Services

DESCRIPTION: Provide As-Needed Homeless Encampment Cleanup Services requiring the removal and disposal of non-hazardous waste from homeless encampments. This includes the clearing, collection, and transportation of general rubbish, debris, and bulky items left at encampment sites. Contractors must ensure proper disposal methods in compliance with local waste management regulations. Services require a timely and efficient approach to maintain cleanliness and public health standards, with teams equipped to handle various types of waste materials on an as-needed basis... Services include Turnkey Encampment Site Cleanup Services, surveying the site(s) collecting debris, dismantling temporary structures, removing trash, and properly disposing of all debris and items. Contractor shall be responsible for the collection, packaging, preparation of proper paperwork and transportation of all debris including, universal waste according to all applicable licenses and requirements.

E&O LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY
- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS
- ☐ Los Angeles County Department of Public Health (LACDPH) Solid Waste Collection Permit.
- ☐ Documented Heavy Equipment Operator Training and Certification in Compliance with OSHA Standards.

3.4.18 DUCT CLEANING SERVICES

Duct Cleaning Services

DESCRIPTION: Contractor enters confined spaces to scrape/steam clean HVAC system.

E&O LIABILITY

- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: $1 million
- ☐ Aggregate: $2 million
- ☐ Including Mold and Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY

CA 00 01 or Equivalent in Coverage Scope

- ☐ Auto Liability: $1 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: $2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ California Contractors State License Board (CSLB) C-20 Warm-Air Heating, Ventilating and Air-Conditioning (HVAC) Contractor License

3.4.19 EMERGENCY MEAL AND SACK LUNCH SERVICES

3.4.19.1 Emergency Meal and Sacks Lunch Service

DESCRIPTION: Provide Emergency Meal and Sack Lunch Services to one or all Supervisorial Districts in Los Angeles County, must be able to provide emergency orders must be delivered within four (4) hours of an order being placed, be able to provide a customer service representative as needed to the emergency site for ordering and business correspondence, deliver orders food and supplies to any designated location within L.A. County, have a flexible food distribution system that can allow for any increase/decrease in the amount of food or supplies to be delivered daily.

SUPERVISORIAL DISTRICT APPLYING FOR:

- ☐ District One (SD1)
- ☐ District Two (SD2)
- ☐ District Three (SD3)
- ☐ District Four (SD4)
- ☐ District Five (SD5)

LICENSES, CERTIFICATIONS AND/OR REQUIREMENTS

- ☐ Processed food registration (PFR) certificate issued by California Department of Public Health per California Health and Safety Code Section 110460 or County and/or City issued food establishment permit such as LA County Public Health Permit.
- ☐ Food Safety Certification such as Servsafe.
- ☐ Vendor must provide after-hours telephone number(s) and contact name(s) for placing 24-hour emergency orders seven (7) days a week.
- ☐ Vendor certifies that they understand and comply with Los Angeles County food product and transportation requirements, stated below:
  - The product complies with all applicable federal and state mandatory requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sales of the product with the commercial marketplace.
  - Products are prepared in accordance with 21 CFR section 110, current good manufacturing, packing, or holding human food.
  - Products comply with the provisions of the federal food, drug, and cosmetic Act and regulations promulgated thereunder.

3.4.19 EMERGENCY MEAL AND SACK SERVICES (cont.)

- Nutrition facts labels comply with all applicable federal and state mandatory requirements.
- Able to deliver in proper refrigerated transportation. All deliveries will conform in every respect to the provisions of the federal food, drug and cosmetic Act and regulations promulgated thereunder.

3.4.20 AS NEEDED EMERGENCY TRANSPORTATION SERVICES

DESCRIPTION: Vendor must provide a valid and active United States Department of Transportation (USDOT) number and maintain current operating authority, as applicable, issued by the Federal Motor Carrier Safety Administration (FMCSA). The Vendor must be a Bona Fide Transportation Company and must comply with ALL applicable County, State and Federal Regulations. All equipment must meet California and County of Los Angeles safety requirements.

COMMERCIAL GENERAL LIABILITY

CA 00 01 or Equivalent in Coverage Scope

Automobile Liability insurance providing scope of coverage on ISO policy form CA 00 01, or its equivalent. Such insurance shall include coverage for all "owned," "non-owned," and "hired" vehicles, or coverage for "any auto," in an amount as recommended by the Public Utilities Commission, but not less than the following (Can be met by a combination of primary and excess insurance coverage):

- ☐ Seating capacity of 16 passengers or more: $10 million
- ☐ Seating capacity of 15 passengers or less: $5 million
- ☐ Taxicabs: $200,000 per person
  $100,000 property damage or
  $2 million combined

UNIQUE INSURANCE

- ☐ Sexual Misconduct per claim: $2 million
- ☐ Sexual Misconduct per aggregate: $2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Class A or B California Driver's License to operate passenger vehicles
- ☐ School Bus Certification (SBH) or a School Pupil Activity Bus Certification (SPAB) or a Youth Bus (YOB) or a Passenger Transportation (PV)
- ☐ Department of Transportation Medical Certificate (DL-51)
- ☐ Red Cross First Aid Card From California Highway Patrol (CHP)

REQUIRED FORMS

APPENDIX B

- ☐ Exhibit 1: Organization Questionnaire/Affidavit
- ☐ Exhibit 2: Certification of Compliance
- ☐ Exhibit 3: Request for Preference Consideration
- ☐ Exhibit 4: Debarment History and List of Terminated Contracts
- ☐ Exhibit 5: Community Business Enterprise (CBE) Information (Excel Worksheet)
- ☐ Exhibit 6: Minimum Mandatory Requirements
- ☐ Exhibit 7: Statement of Qualifications Submittal Form
- ☐ Exhibit 8: List of Public Entities
- ☐ Exhibit 9: List of References
- ☐ Exhibit 10: Contribution and Agent Declaration Form
- ☐ Exhibit 11: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R Part 76)
- ☐ Exhibit 12: Declaration

VENDOR SUPPLIED

- ☐ Certificate of Good Standing (if Corporation or LLC)
- ☐ Statement of Information (if Corporation or LLC)
- ☐ Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership (if Limited Partnership)
- ☐ Statement of Pending Litigation
- ☐ ACORD (or equivalent form) Certificate of Insurance
- ☐ Copies of required additional insured endorsement form
- ☐ All applicable licenses, certificates & proof of registration attached

APPLICANT ACKNOWLEDGES THAT IF ANY FALSE, MISLEADING, INCOMPLETE, OR DECEPTIVELY UNRESPONSIVE STATEMENTS IN CONNECTION WITH THIS SOQ ARE MADE, THE SOQ MAY BE REJECTED. THE EVALUATION AND DETERMINATION IN THIS AREA SHALL BE AT THE DIRECTOR'S SOLE JUDGMENT AND HIS/HER JUDGMENT SHALL BE FINAL.

I DECLARE UNDER PENALTY OF PERJURY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT.

PREPARER'S SIGNATURE		DATE
PRINT PREPARER'S NAME	TITLE	
ADDRESS	CITY, STATE	

DISASTER AND EMERGENCY SERVICES MASTER AGREEMENT (DESMA)

CONTRACTOR: _____ **MASTER AGREEMENT #** _____

APPROVED SERVICE CATEGORIES (To be completed by the DESMA Contract Analyst)

The County has carefully reviewed your firm's Statement of Qualification (SOQ). Your firm is approved for the service categories checked below:

	☐	**3.4.1 High Voltage Repair**
	☐	3.4.1.1 Transformer and Switchgear Testing
	☐	3.4.1.2 Electrical Acceptance Testing and Commissioning
	☐	3.4.1.3 Infrared Inspections
	☐	3.4.1.4 Circuit Breaker Remanufacturing
	☐	3.4.1.5 Dielectric Fluid Analytical Services
	☐	3.4.1.6 Partial Discharge Cable Testing
	☐	3.4.1.7 High Voltage Power Lines
	☐	**3.4.2 Debris Removal**
	☐	3.4.2.1 Removal of Landscaping Debris
	☐	3.4.2.2 Removal of Fire Ash, and Wind-borne Deris
	☐	**3.4.3 Fire & Life Safety**
	☐	3.4.3.1 Fire Life Safety systems
	☐	3.4.3.2 Plumbing Systems Installation
	☐	**3.4.4 Relocation Services**
	☐	3.4.4.1 Evacuation Support
	☐	**3.4.5 Slope/Watershed Protection**
	☐	3.4.5.1 Slope Protection
	☐	3.4.5.2 Watershed Protection
	☐	**3.4.6 High Wind Protection**
	☐	3.4.6.1 Board Up Services
	☐	3.4.6.2 Tree Removal
	☐	**3.4.7 Gas Turbine Repair**
	☐	3.4.7.1 Field Service Repairs
	☐	3.4.7.2 Depot Level Repairs
	☐	**3.4.8 High Pressure Boiler Repair**
	☐	3.4.8.1 Water Tube Boiler Repairs and Fire Tube Repairs
	☐	**3.4.9 Valve Repair and Testing**
	☐	3.4.9.1 Testing, Calibration, and Repair
	☐	**3.4.10 Power Plant Instrumentation Repair**
	☐	**3.4.11 Welding Services**
	☐	**3.4.12 Emergency Temporary Custodial Services**
	☐	**3.4.13 Emergency Temporary Armed Security Guard Services**
	☐	**3.4.14 Emergency Temporary Unarmed Security Guard Services**
	☐	**3.4.15 Traffic Control Services**
	☐	**3.4.16 As-Needed Heating, Air Conditioning & Ventilation (HVAC) Services**

	☐	**3.4.17 As-Needed Homeless Encampment Cleanup Services**
	☐	3.4.17.1 Hazardous Disposal Services
	☐	3.4.17.2 Medical Waste Disposal Services
	☐	3.4.17.3 Rubbish Removal/Disposal Services
	☐	**3.4.18 Duct Cleaning Services**
	☐	**3.4.19 Emergency Meal and Sack Lunch Services**
	☐	**3.4.20 As Needed Emergency Transportation Services**

ISD CONTRACT ANALYST SIGNATURE:

_____

REQUIRED FORMS – EXHIBIT 8

LIST OF PUBLIC ENTITIES

Proposer's Name:_____

Provide all public entity contracts for the last three (3) years where the same or similar scope of services was provided. It is the Proposer's responsibility to ensure accuracy of the information provided below. Use additional pages if required.

PUBLIC AGENCIES	
AGENCY/DEPT:	AGENCY/DEPT:
SERVICE TYPE:	SERVICE TYPE:
CONTRACT TERM:	CONTRACT TERM:
CONTRACT AMT:	CONTRACT AMT:
CONTACT:	CONTACT:
TELEPHONE:	TELEPHONE:
E-MAIL:	E-MAIL:
YEARS PROVIDING SERVICE:	YEARS PROVIDING SERVICE:

AGENCY/DEPT:	AGENCY/DEPT:
SERVICE TYPE:	SERVICE TYPE:
CONTRACT TERM:	CONTRACT TERM:
CONTRACT AMT:	CONTRACT AMT:
CONTACT:	CONTACT:
TELEPHONE:	TELEPHONE:
E-MAIL:	E-MAIL:
YEARS PROVIDING SERVICE:	YEARS PROVIDING SERVICE:

AGENCY/DEPT:	AGENCY/DEPT:
SERVICE TYPE:	SERVICE TYPE:
CONTRACT TERM:	CONTRACT TERM:
CONTRACT AMT:	CONTRACT AMT:
CONTACT:	CONTACT:
TELEPHONE:	TELEPHONE:
E-MAIL:	E-MAIL:
YEARS PROVIDING SERVICE:	YEARS PROVIDING SERVICE:

REQUIRED FORMS – EXHIBIT 9

LIST OF REFERENCES

Vendor's Name:

Vendor's List of References will be used for review (or evaluation) purposes and to validate Vendor meets the Minimum Mandatory Requirements (MMRs) stated in the RFSQ. Vendor must provide three (3) references where the same or similar scope of services was provided.

Vendor may also provide three (3) alternate references in the event that a reference is non-responsive. Please note that **no more than** six (6) references must be provided. It is the Vendor's responsibility to ensure accuracy of the information provided below.

REFERENCES	
REFERENCE 1	
AGENCY/DEPT:	
SERVICE TYPE:	
CONTRACT TERM:	
CONTRACT AMT:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
YEARS PROVIDING SERVICE:	
REFERENCE 2	
AGENCY/DEPT:	
SERVICE TYPE:	
CONTRACT TERM:	
CONTRACT AMT:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
YEARS PROVIDING SERVICE:	
REFERENCE 3	
AGENCY/DEPT:	
SERVICE TYPE:	
CONTRACT TERM:	
CONTRACT AMT:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
YEARS PROVIDING SERVICE:	

ALTERNATE REFERENCES	
ALTERNATE REFERENCE 1	
AGENCY/DEPT:	
SERVICE TYPE:	
CONTRACT TERM:	
CONTRACT AMT:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
YEARS PROVIDING SERVICE:	
ALTERNATE REFERENCE 2	
AGENCY/DEPT:	
SERVICE TYPE:	
CONTRACT TERM:	
CONTRACT AMT:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
YEARS PROVIDING SERVICE:	
ALTERNATE REFERENCE 3	
AGENCY/DEPT:	
SERVICE TYPE:	
CONTRACT TERM:	
CONTRACT AMT:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
YEARS PROVIDING SERVICE:	

REQUIRED FORMS – EXHIBIT 10

CONTRIBUTION AND AGENT DECLARATION FORM

This form must be completed separately by all bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles ("County").

Pursuant to the Levine Act (Government Code Section 84308), a member of the Board of Supervisors, other elected County officials (the Sheriff, Assessor, and the District Attorney), and other County employees and/or officers ("County Officers") are disqualified and not able to participate in a proceeding involving contracts, franchises, licenses, permits and other entitlements for use if the County Officer received more than $500 in contributions in the past 12 months from the bidder, proposer or applicant, any paid agent of the bidder, proposer, or applicant, or any financially interested participant who actively supports or opposes a particular decision in the proceeding.

State law requires you to disclose information about contributions made by you, your company, and lobbyists and agents paid to represent you. Failure to complete the form in its entirety may result in significant delays in the processing of your application and potential disqualification from the procurement or application process.

You must fully answer the applicable questions below. You ("Declarant"), or your company, if applicable, including all entities identified below (collectively, "Declarant Company") must also answer the questions below. The term "employee(s)" shall be defined as employees, officers, partners, owners, or directors of Declarant Company.

An affirmative response to any questions will not automatically cause the disqualification of your bid/proposal, or the denial of your application for a license, permit or other entitlement. However, failure to answer questions completely, in good faith, or providing materially false answers may subject a bidder/proposer to disqualification from the procurement.

This material is intended for use by bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles and does not constitute legal advice*. If you have questions about the Levine Act and how it applies to you, you should call your lawyer or contact the Fair Political Practices Commission for further guidance.*

REQUIRED FORMS – EXHIBIT 10

CONTRIBUTION AND AGENT DECLARATION FORM

Complete each section below. State "none" if applicable.

A. COMPANY OR APPLICANT INFORMATION

1) Declarant Company or Applicant Name:

   a) If applicable, identify all subcontractors that have been or will be named in your bid or proposal:

   b) If applicable, variations and acronyms of Declarant Company's name used within the past 12 months:

   c) Identify all entities or individuals who have the authority to make decisions for you or Declarant Company about making contributions to a County Officer, regardless of whether you or Declarant Company have actually made a contribution:

[IF A COMPANY, ANSWER QUESTIONS 2 - 3]

2) Identify only the Parent(s), Subsidiaries and Related Business Entities that Declarant Company has controlled or directed, or been controlled or directed by. "Controlled or directed" means shared ownership, 50% or greater ownership, or shared management and control between the entities.

   a) Parent(s):

   b) Subsidiaries:

   c) Related Business Entities:

3) If Declarant Company is a closed corporation (non-public, with under 35 shareholders), identify the majority shareholder.

4) Identify all entities (proprietorships, firms, partnerships, joint ventures, syndicates, business trusts, companies, corporations, limited liability companies, associations, committees, and any other organization or group of persons acting in concert) whose contributions you or Declarant Company have the authority to direct or control.

5) Identify any individuals such as employees, agents, attorneys, law firms, lobbyists, and lobbying firms who are or who will act on behalf of you or Declarant Company and who will receive compensation to communicate with a County Officer regarding the award or approval of **this** contract or project, license, permit, or other entitlement for use.

   *(Do **not** list individuals and/or firms who, as part of their profession, either (1) submit to the County drawings or submissions of an architectural, engineering, or similar nature, **or** (2) provide purely technical data or analysis, **and** who will not have any other type of communication with a County agency, employee, or officer.)*

6) If you or Declarant Company are a 501(c)(3) non-profit organization, identify the compensated officers of your organization and the compensated members of your board.

B. CONTRIBUTIONS

1) Have you or the Declarant Company solicited or directed your employee(s) or agent(s) to make contributions, whether through fundraising events, communications, or any other means, to a County Officer in the past 12 months? If so, provide details of each occurrence, including the date.

Date (contribution solicited, or directed)	**Recipient Name** (elected official)	**Amount**

*Please attach an additional page, if necessary.

2) Disclose all contributions made by you or any of the entities and individuals identified in Section A to a County officer in the past 12 months.

Date (contribution made)	**Name** (of the contributor)	**Recipient Name** (elected official)	**Amount**

*Please attach an additional page, if necessary.

REQUIRED FORMS – EXHIBIT 10

CONTRIBUTION AND AGENT DECLARATION FORM

C. DECLARATION

By signing this Contribution and Agent Declaration form, you (Declarant), or you and the Declarant Company, if applicable, attest that you have read the entirety of the Contribution Declaration and the statements made herein are true and correct to the best of your knowledge and belief. (Only complete the one section that applies.)

There are _____ additional pages attached to this Contribution Declaration Form.

COMPANY BIDDERS OR APPLICANTS

I, _____ (Authorized Representative), on behalf of _____(Declarant Company), at which I am employed as _____ (Title), attest that after having made or caused to be made a reasonably diligent investigation regarding the Declarant Company, the foregoing responses, and the explanation on the attached page(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject Declarant Company to consequences, including disqualification of its bid/proposal or delays in the processing of the requested contract, license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

By signing this Contribution and Agent Declaration form, you also agree that, if Declarant Company hires an agent, such as, but not limited to, an attorney or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, you agree to inform the County of the identity of the agent or lobbyist and the date of their hire. You also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County officer (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by the Declarant Company, or, if applicable, any of the Declarant Company's proposed subcontractors, agents, lobbyists, and employees who have communicated or will communicate with the County about this contract, license, permit, or other entitlement after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

_____ _____

Signature Date

REQUIRED FORMS – EXHIBIT 10

CONTRIBUTION AND AGENT DECLARATION FORM

INDIVIDUAL BIDDERS OR APPLICANTS

I, _____, declare that the foregoing responses and the explanation on the attached sheet(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject me to consequences, including disqualification of my bid/proposal or delays in the processing of the requested license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

If I hire an agent or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, I agree to inform the County of the identity of the agent or lobbyist and the date of their hire. I also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by me, or an agent such as, but not limited to, a lobbyist or attorney representing me, that are made after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

_____ _____

Signature Date

REQUIRED FORMS – EXHIBIT 11

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (45 C.F.R. PART 76)

Instructions for Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)

1. This certification is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that Vendor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

2. Vendor shall provide immediate written notice to the person to whom this proposal is submitted if at any time Vendor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this certification, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

4. Vendor agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

5. Vendor further agrees by submitting this proposal that it will include the provision entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)," as set forth in the text of the Master Agreement, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. Vendor acknowledges that a participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. Vendor acknowledges that a participant may decide the method and frequency by which it determines the eligibility of its principals. Vendor acknowledges that each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the required certification. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

9. Where Vendor and/or its subcontractor(s) is or are unable to certify to any of the statements in this Certification, Vendor shall attach a written explanation to its proposal in lieu of submitting this Certification. Vendor's written explanation shall describe the specific circumstances concerning the inability to certify. It further shall identify any owner, officer, partner, director, or other principal of the Vendor and/or subcontractor who is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. The written explanation shall provide that person's or those persons' job description(s) and function(s) as they relate to the contract which is being solicited by this solicitation.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)

Vendor hereby certifies that neither it nor any of its owners, officers, partners, directors, other principals or subcontractors is currently debarred, suspended proposed for debarment, declared ineligible or excluded from securing federally funded contracts by any federal department or agency.

REQUIRED FORMS – EXHIBIT 12

DECLARATION

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION SUBMITTED IN EXHIBITS 1-12 IS TRUE AND CORRECT.

PRINT NAME:	TITLE:
SIGNATURE:	DATE: