

LOS ANGELES FIRE DEPARTMENT



MILLAGE PEAKS
FIRE CHIEF

January 3, 2011

BOARD OF FIRE COMMISSIONERS
FILE NO. **10-159**

TO: Board of Fire Commissioners

FROM: Millage Peaks, Fire Chief *ml.P.*

SUBJECT: RELEASE OF THE REQUEST FOR QUALIFICATIONS TO HIRE WEED
AND REFUSE ABATEMENT SERVICES

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

Recommendations:

That the Board:

1. Approve the attached Request for Qualifications to solicit for weed and refuse abatement services, and;
2. Authorize the Fire Department to release the Request for Qualifications, subject to City Attorney approval, to seek qualified contractors to perform the services of weed and refuse abatement in the Very High Fire Hazard Severity Zones of the City of Los Angeles.

Summary:

The Los Angeles Fire Department, Brush Clearance Unit, inspects approximately 130,000 properties located in the Very High Fire Hazard Severity Zone in accordance with Los Angeles Municipal Code 57.21.07. The Fire Department traditionally hires between 14 and 18 new contractors to ensure competitive bidding. The current Weed and Refuse Abatement Agreements will expire on June 30, 2011.

Therefore, a Request for Qualifications needs to be released to solicit interested candidates with sufficient crews and equipment, who possess the required Contractors State licenses and certificates, and who meet the requirements set forth by the Fire Department.

The new list of contractors, with the approval of the Board of Fire Commissioners, subject to approval of the Mayor, will be established prior to, and effective on, July 1, 2011, and be valid for a one-year period. The Department may, at its sole discretion, with the approval of the Board of Fire Commissioners, extend the term of the agreements for up to two (2) additional years, exercisable in one-year increments.

BOARD OF FIRE COMMISSIONERS

Page 2

The approved weed abatement contractors will be invited to participate in weekly bid sessions beginning in May of each year, to clear City owned parcels, and again beginning in August, for privately owned parcels. The contractors work at the discretion of the Fire Department and must abide by the regulations and requirements stated in the contractual agreement and the "Statement of Non-Collusion."

Each contractor is required to maintain sufficient crews and equipment to furnish these services in a timely manner and must continue to demonstrate a willingness to perform such services. During the 2010 Brush Clearance season, the Fire Department's Brush Clearance Unit inspected 129,577 parcels, issued 15,714 citations, and sent to contract for weed and refuse abatement 440 privately-owned and 344 City-owned parcels at an estimated cost of \$1.5 million.

These contracts are paid from Account No. 3070 – Brush Clearance Contracts, and has been approved each year in the Department's Adopted Annual Budget. The City is reimbursed for brush clearance costs by invoicing the property owners directly, or through the County Assessor's tax rolls.

Conclusion:

The Fire Department has determined that weed abatement contractors are an essential element to a successful Brush Clearance Program. During past brush fire seasons, thousands of acres have been destroyed and numerous homes lost to wildfires. The Los Angeles Fire Department's Brush Clearance Program has proven to be one of the best and most successful programs in the country. The Brush Clearance Unit requires the assistance of private weed and refuse abatement contractors to ensure that adequate clearance and defense against the threat of wildfires is maintained. At the Board's direction the Department will release the Request for Qualifications and solicit qualified contractors to perform the weed and refuse abatement services in the coming fire season.

Board report prepared by: Robert Knight, Captain II, Brush Clearance Unit.

Attachment:

Proposed Request for Qualifications

**REQUEST FOR QUALIFICATIONS
BRUSH CLEARANCE WEED AND REFUSE ABATEMENT
CONTRACTOR
LOS ANGELES FIRE DEPARTMENT
RFQ NO. 20011-38-001**



**ISSUED BY
CITY OF LOS ANGELES
LOS ANGELES FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION AND PUBLIC SAFETY**

**TBD
(DATE THAT THE RFQ WILL BE RELEASED)**

**REQUEST FOR QUALIFICATIONS NO. 2010-38-00X
BRUSH CLEARANCE WEED AND REFUSE ABATEMENT CONTRACTOR
LOS ANGELES FIRE DEPARTMENT**

DATE ISSUED: TBD

TITLE: Brush Clearance Weed and Refuse Abatement Contractor

DESCRIPTION: The Los Angeles Fire Department is seeking qualified Proposers to abate fire hazards located in the Very High Fire Hazard Severity Zone (VHFHSZ).

MANDATORY ORIENTATION: TBD
9 a.m. Pacific Standard Time
Fire Station 87
10124 Balboa Blvd.,
Granada Hills, CA 91344
(818) 778-4909
(818) 778-4902

**RESPONSIBILITY QUESTIONNAIRE
DEADLINE:** TBD
5 p.m. Pacific Standard Time

DELIVERY ADDRESS: Los Angeles Fire Department
Brush Clearance Unit
6262 Van Nuys Boulevard, Suite 451
Van Nuys, California 91401
(818) 778-4930

CONTRACT ADMINISTRATOR: Armando Nunez, Inspector II
Los Angeles Fire Department
Phone: (818) 778-4909
Fax: (818) 778-4910
E-mail: Armando.nunez@lacity.org

TABLE OF CONTENTS

1.0	INTRODUCTION.....	1
2.0	SCOPE OF SERVICES.....	1
2.1	Services Solicited	2
3.0	SELECTION PROCEDURES.....	2
3.1	Evaluation.....	3
4.0	NOTIFYING UNSUCCESSFUL PROPOSERS	4
5.0	PROPOSAL PROTEST	5
6.0	TERM OF THE CONTRACT.....	6
7.0	DESCRIPTION OF CITY REQUIRED DOCUMENTS.....	6
7.1	Contractor's Responsibility Ordinance Questionnaire	6
7.2	Contractual Agreement	7
7.3	Statement of Non-Collusion.....	7
7.4	Standard Provisions	7
7.5	Nondiscrimination/Equal Employment Practices/Affirmative Action	7
7.6	Service Contractor Worker Retention and Living Wage Ordinances	7
7.7	Equal Benefits Ordinance.....	8
7.8	Slavery Disclosure Ordinance	8
7.9	MBE/WBE/DBE Requirements.....	9
7.10	Municipal Lobbying Ordinance	9
7.11	Business Tax Registration Certificate.....	9
7.12	Insurance Requirements	9
7.13	Information on Business Locations & Workforce	10
7.14	City of Los Angeles Contract History	10
7.15	Child Support Obligations.....	10
7.16	First Source Hiring Ordinance	10
8.0	MANDATORY ORIENTATION MEETING	11
8.1	Informal Meeting for New Applicants.....	11
8.2	Reasonable Accommodations for Persons with Disabilities	11
9.0	DEADLINE FOR SUBMISSION OF RESPONSIBILITY QUESTIONNAIRE	11
10.0	LIST OF ATTACHMENTS	13

BRUSH CLEARANCE WEED AND REFUSE ABATEMENT CONTRACTORS FOR THE LOS ANGELES FIRE DEPARTMENT

1.0 INTRODUCTION

The City of Los Angeles Fire Department, Brush Clearance Unit, seeks qualified Proposers to abate fire hazards located in the Very High Fire Hazard Severity Zone (VHFHSZ) on improved and unimproved properties.

The purpose of this Request For Qualifications (RFQ) is to establish a list of qualified Contractors with sufficient crews, equipment, and required Contractors State licenses and certificates to provide weed and refuse abatement in areas identified as being the Very High Fire Hazard Severity Zone. Approved Contractors will be invited to participate in weekly bid sessions that will begin July 2011.

2.0 SCOPE OF SERVICES

This RFQ seeks qualifications from interested parties with the appropriate experience, reputation, equipment; work crew and financial responsibility. The work to be performed is weed abatement, landscape vegetation defensive spacing, tree trimming and refuse removal as specified in Los Angeles Municipal Code, Section 57.21.07. All Respondents must have a C-27 license from the California Contractors State License Board (CSLB) to be awarded a contract upon contract execution. Tree trimming services will only be awarded to Respondents holding a C-61 license with a D-49 designation from the CSLB. Selected respondents will be required to sign the attached contract upon award of contract.

Respondents, in good standing with the Fire Department, may participate in weekly bid sessions between the months of May through December in the same calendar year. Workdays are Monday through Sunday except on City holidays or rainy days. The work required to clear a bid package may take a five-man crew approximately 30 to 50 hours of weed and refuse abatement or tree trimming. Additional detail of the scope of services to be performed will be provided at the weekly bid sessions.

The area inspector prepares the bid packages, which will consist of one or more parcels. Each bid package includes a copy of the "Contractors Worksheet" for each parcel contained in the package. The Contractors Worksheet packet describes the scope of work and area to be performed, a copy of the applicable Los Angeles County Assessor's map, the start

date, a Statement of Non-Collusion (an exemplar of such Statement is attached to this Contractual Agreement as Attachment C), and the bid sheet on which the Contractor's bid must be submitted. The work required on each parcel will only be that which is described on the worksheet. All parcels to be cleared will be designated by the Fire Department and in accordance to the instructions provided (Contractor's Work Sheet), and which will include drawing and/or maps of the parcel area(s). If a contractor is unable to meet all or a portion of his or her obligation under a specific work order, the Fire Department may assign another contractor to perform the work required.

2.1 Services Solicited

The exact nature of the work to be performed by the Contractor will be described in the "Contractor's Worksheet" provided by the Fire Department for each parcel to be cleaned. Contractors must demonstrate experience with the following:

- Brush clearance in hilly steep areas.
- Ability to identify property lines and decipher the County Assessor's map
- Familiarity with various types of hazardous vegetation, insects, and other wild life
- Ability to manage time and workload relative to contract requirements.
-
- Tree trimming requirements and/or removal.
- Ability to submit a bid on a property using standard bidding estimate.
- Working knowledge of Fire Code requirements for brush clearance.
- Removal of debris including car parts, metal, and other material specified on worksheet.
- Ability to submit a typed and printed invoice of quality and clarity.
- Ability to submit a 4x6 printed photo, with a minimum quality of 5 mega-pixels, of the worksite displaying the work performed and to retain/store a digital copy of said photo for 1 year.

3.0 SELECTION PROCEDURES

Each party interested in becoming a Weed and Refuse Abatement Contractor is required to submit to the Fire Department his/her qualifications with supporting documentation to that party's ability to perform the work. These documents will be evaluated and assigned a numerical score based on specific criteria relevant to ability to respond

and perform. The Respondent must demonstrate all of the following requirements:

- Respondent's attendance at Mandatory Brush Clearance Orientation.
- Respondent's record of past performance in weed abatement and tree trimming, including a comprehensive review of claims history, change order history, and other relevant information for 10 years.
- Respondent must demonstrate possession of a license issued by the CSLB that is consistent with the defined scope of services to be provided.
- Review of the Respondent's completed City of Los Angeles Contractor Responsibility Questionnaire (Attachment A).
- Upon contract execution, respondent must possess a C-27 license from the CSLB if they are interested in clearing brush and a C-61 license with D-49 designation from the CSLB if they are interested in trimming trees.

3.1 Evaluation

An Evaluation Committee comprised of representatives from the Fire Department's Brush Clearance Unit, will evaluate the information required under Section 3.0 using the criteria in the table below.

Prior to award of any contract, the City, at its sole discretion, may require a Respondent to submit additional information and/or to meet in person with City personnel. The City reserves the right to verify the information submitted by the Respondent.

Failure of a Respondent to specifically and fully respond to each RFQ item, or any other information requested by the City, may result in the rejection of the respondent's submission.

If a Respondent knowingly and willfully submits false information and/or other data, the City reserves the right to reject that response. If a contract is awarded as a result of false statements or other data submitted in response to this RFQ, the City reserves the right to terminate that Contract.

Late responses will not be considered. The City, in its sole discretion, reserves the right to determine the timeliness of all responses submitted.

Submission of a response to this RFQ shall constitute acknowledgement and acceptance of the terms and conditions set forth herein.

A Respondent may withdraw its response prior to the specified due date and time by submitting a written request to withdraw on company letterhead, signed by an authorized representative of the Respondent.

EVALUATION CRITERIA		
	MAX. PTS.	SCORE
Respondent has demonstrated quality and range of experience to perform work accurately and timely.	50	
Respondent has provided a viable list of references.	10	
Respondent has demonstrated quality and clarity of an invoice for a work site.	10	
Respondent has demonstrated quality and clarity of photos from a work site, accurately displaying work performed.	10	
In the past two-years, has this company been assessed liquidated damages while performing weed abatement or brush clearance work?	15	
Has the company been in business more than 5 years?	5	
Overall Total Score	100	

Respondents who receive a total overall score of less than 85 points will not be recommended for a contract award.

4.0 NOTIFYING UNSUCCESSFUL PROPOSERS

After evaluation of the proposals has been completed, all Proposers will be notified in writing by mail of the name of the successful Proposer. A debriefing session will be held fifteen (15) calendar days after the mailing of the notices to the unsuccessful Proposers.

If a Proposer wishes to file a protest of the selection made by the Evaluation Committee, they are to follow the instructions outlined in Section 11 – Proposal Protest of this RFP.

5.0 PROPOSAL PROTEST

Protests concerning this RFP process will be accepted by the Department based on either the RFP content (terms and conditions as set forth in the RFP) or the staff recommendation for contract award.

A protest based on the content (terms and conditions as set forth in the RFP) of the RFP must be filed within fifteen (15) calendar days after the RFP is first advertised. The Department will respond in writing by mail to protestor(s) within fifteen (15) calendar days of receipt of the protest. Should the Department determine that a revision to the RFP is appropriate, the Department will notify in writing by mail all firms in attendance at the Pre-Proposal Conference of any revisions to the RFP process. The Department's final written report on the Department's RFP process and staff recommendation of the contract award will contain an account of all protest(s) filed based on the RFP content, and shall also include the Department's response(s) to the protest(s). The Department's report shall be forwarded to the Mayor and City Council, and/or the City's Board of Fire Commissioners (as appropriate), for their consideration.

A protest based on the specific selection process must be filed with the Department within fifteen (15) calendar days after staff recommendation for contract award has been made available to the public. The Department will notify Proposers in writing by mail of the Department's staff recommendation of contract award. Upon receipt of any protests on the specific selection process, a review of the protest(s) shall be conducted by the Protest Review Committee. A protest hearing will be convened at a publicly noticed meeting. Protesting parties will be notified of the specific date, time and location that the protest will be discussed, and will be given the opportunity to present their arguments at the public session. The Department will conduct the hearing within thirty (30) calendar days of the protest submission deadline. The findings of the Committee will be presented to the City's Board of Fire Commissioners for consideration at one of its scheduled public meetings.

If the protest submission deadline falls on a weekend or a holiday, then the deadline will be extended to the next business day.

All protests regarding this RFP must be in writing and sent by certified mail with return receipt to:

Department Contract Coordinator

Los Angeles Fire Department
Administrative Services Bureau, Contracts Unit
200 North Main Street, 16th Floor, Room 1630
Los Angeles, CA 90012

All protests must include the following information:

1. Name, address, and telephone number of the protester.
2. Name and number of this RFP.
3. A full and complete written statement specifying in detail the legal and factual grounds of the protest, including copies of relevant documents.
4. Statement as to the form of relief requested.
5. Request that the Protest Review Committee make a recommendation regarding the protest to the Board of Fire Commissioners.

6.0 TERM OF THE CONTRACT

The Respondent to whom a contract is awarded will be required to enter into a written contract with the City of Los Angeles in a form approved by the City Attorney. This RFQ or any part thereof, may be incorporated into and made a part of the final contract.

Contract documentation will begin following the final decision. The term of this Contractual Agreement will commence on July 1, 2011; the date executed by all parties hereto and will terminate on June 30, 2012. However, the City may, at its sole discretion and through the City's Representative, with the concurrence of the Board of Fire Commissioners, extend the term of the Contractual Agreement for two additional years, exercisable as one-year renewal options. Options will begin at the date of expiration of the current contractual period.

The document titled Standard Provisions for City Contracts is attached hereto as Attachment D of this RFQ and will be incorporated into and made a part of the final contract.

7.0 DESCRIPTION OF CITY REQUIRED DOCUMENTS

7.1 Contractor's Responsibility Ordinance Questionnaire

Prior to awarding a contract, the City shall make a determination that the prospective Contractor is one that has the necessary quality, fitness, and capability to perform the work set forth in the contract. The signatory of this questionnaire guarantees the truth and accuracy of all statements and answers (Attachment A).

Further information is available at: [http:// bca.lacity.org/index.cfm](http://bca.lacity.org/index.cfm)

7.2 Contractual Agreement

The Fire Department has the responsibility to comply with and enforce the Los Angeles Municipal Code with regard to abatement of certain public nuisances including, but not limited to, brush clearance, weed and refuse abatement, and tree trimming or removal.

7.3 Statement of Non-Collusion

Each proposal must include an executed Statement of Non-Collusion. The Statement of Non-Collusion guarantees that the bid is genuine, not a sham or collusive (Attachment B).

7.4 Standard Provisions

The enforcement of obligations, responsibilities, in regards to applicable laws of the United States of America, the State of California, and the City of Los Angeles including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing (Attachment C).

7.5 Nondiscrimination/Equal Employment Practices/Affirmative Action

The Contractor agrees not to discriminate during the performance of the resulting contract against any employee or applicant for employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, age, sexual orientation, disabilities, marital status, or medical condition.

For every contract or subcontract on behalf of the City for which consideration is in excess of \$5,000, the Contractor must sign and submit with the proposal a signed Affirmative Action Practices Certification Form and a signed Affirmative Action Plan Contractors (Attachment D).

Further information is available at: [http:// bca.lacity.org/index.cfm](http://bca.lacity.org/index.cfm)

7.6 Service Contractor Worker Retention and Living Wage Ordinances

The Service Contractor Worker Retention Ordinance, Los Angeles Administrative Code, Section 10.36 *et seq.*, and the Living Wage Ordinance, Los Angeles Administrative Code, Section 10.37 *et seq.*, provide that all employers (except those specifically exempted) under contracts primarily for the furnishing of services to

or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three months, lessees and licensees of City property and certain recipients of City financial assistance must comply with provisions of said Ordinances.

Contractors must refer to Service Contractor Worker Retention Ordinance (SCWRO) and Living Wage Ordinance (LWO) (Attachment E) for further information and instructions.

Contractors who believe that they meet the Qualifications for one of the exemptions described in the LWO List of Statutory Exemptions must apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption. The List of Statutory Exemptions and the Application for Non-Coverage or Exemption are included in Attachment F.

Further information is available at: [http:// bca.lacity.org/index.cfm](http://bca.lacity.org/index.cfm)

7.7 Equal Benefits Ordinance

Contractors are advised that any contract awarded pursuant to this RFQ will be subject to the applicable provisions of the Equal Benefits Ordinance, Los Angeles Administrative Code, Section 10.8.2.1.

Contractors must refer to Equal Benefits Ordinance (EBO) (Attachment F) for further information and instruction.

All Contractors must complete and return, with their proposal, the Certification of Compliance with Equal Benefits Ordinance form (2 pages) contained in Attachment I. The Reasonable Measures Application for Equal Benefits Ordinance (1 page) and the Provisional Compliance with Equal Benefits Ordinance (2 pages) have been included in Attachment I, but should be submitted with the proposal only if applicable. Supporting documentation of the benefits provided is not required to be submitted with the proposal but will be required of the Contractors selected for award of a contract.

Further information is available at: [http:// bca.lacity.org/index.cfm](http://bca.lacity.org/index.cfm)

7.8 Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFQ will be subject to the Slavery Disclosure Ordinance, Los Angeles Administrative Code, Section 10.41 (Attachment G).

Further information is available at: [http:// bca.lacity.org/index.cfm](http://bca.lacity.org/index.cfm)

7.9 MBE/WBE/DBE Requirements

It is the policy of the City to provide Minority Business Enterprises, Women Business Enterprises, and Disadvantage Business Enterprises an equal opportunity to participate in the contractual process. All Contractors are strongly encourage to make an effort to include members of these groups in any subcontracting work to be performed if awarded a contract (Attachment H).

7.10 Municipal Lobbying Ordinance

This Ordinance serves to identify persons engaged in compensated lobbying activities aimed at influencing decisions of City government. Applicants must submit the attached "Bidder Certification CEC Form 50 (Attachment I).

Further information is available at:
<http://ethics.lacity.org/lobby/lobby.cfm>

7.11 Business Tax Registration Certificate

The City of Los Angeles requires all persons doing business within the City of Los Angeles are required to obtain the necessary Tax Registration Certificate(s) and make payment of the business tax. (Attachment J)

Office of Finance's website:
www.lacity.org/finance/pdf/TaxRegistrationV4.pdf

7.12 Insurance Requirements

Prior to execution of the Contractual Agreement, the Contractor shall file with the City, in a form satisfactory to the City Attorney, evidence of insurance coverage as follows:

- Workers' Compensation Insurance in the amount of \$1 million including a Waiver of Subrogation is required for those jobs where Contractor's employees are working on City premises under hazardous conditions.
- General Liability Insurance in the amount of \$1 million is required to cover Contractor's operations whenever the City is at risk of third party claims that may arise out of the Contractor's presence on City premises.

Automobile Insurance in the amount of \$1 million is required only where vehicles are used in performing the work of this Contractual

Agreement or where the vehicles are driven off-road on City premises.

Electronic submission is the preferred method of submitting your completed insurance forms. **Track4LA™** is the CITY's online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is 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 easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access **Track4LA™** at <http://track4la.lacity.org> and follow the instructions to register and submit the appropriate proof of insurance on your behalf.

Risk Management is available to answer agents' questions at (213) 327-0298

To see if you have current insurance with the City of Los Angeles go to: <http://cao.lacity.org/risk/index.htm>

7.13 Information on Business Locations and Workforce

It is the policy of the City of Los Angeles to encourage businesses to locate or remain in the City. Therefore, the Los Angeles City Council requires all City departments to gather information on the headquarters address and certain information on the employees of the firms contracting with the City (Council File No. 92-0021) (Attachment L).

7.14 City of Los Angeles Contract History

The City Council passed a resolution on July 21, 1998 requiring that all proposed vendors supply in their proposal or bid, a list of all City of Los Angeles contracts held by the bidder or any affiliated entity during the preceding 10 years (Attachment M).

7.15 Child Support Obligations

The City of Los Angeles has adopted an ordinance that all contractors and subcontractors performing work for the City comply with all reporting requirements and wage and earning assignments relative to legally mandated child support (Attachment N).

7.16 First Source Hiring Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of

which is in excess of \$25,000 and a contract term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO). Contractors shall refer to First Source Hiring Ordinance (Attachment O) for further information regarding the requirements of the Ordinance. The Anticipated Job Opportunities Form (FSHO-1) and Subcontractor Information Form (FSHO-2) contained in the Attachment/Appendix shall only be required of the Contractor that is selected for award of a contract.

8.0 MANDATORY ORIENTATION MEETINGS

8.1 Informal Meeting for New Applicants

This is an informal meeting for interested parties that have not been with the City of Los Angeles in the past five years and for those with a current contract. This meeting is to provide information and answer questions regarding brush clearance requirements and regulations.

TBD

9 a.m., Pacific Standard Time
Fire Station 87
10124 Balboa Blvd.,
Granada Hills, CA 91344
(818) 778-4909
(818) 778-4902

A second meeting will be held a later date for those contractors who require assistance in completing their paperwork.

8.2 Reasonable Accommodations for Persons with Disabilities

As covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its proposals, programs, services, and activities. If an individual with a disability requires accommodations to attend the mandatory meeting or other on-site visit, please contact the Contract Administrator at least five working days prior to the scheduled event.

9.0 DEADLINE FOR SUBMISSION OF RESPONSIBILITY QUESTIONNAIRE

The original Contractor Responsibility Ordinance questionnaire must be delivered in person or by courier service and received by:

TBD

5 p.m. Pacific Standard Time
Los Angeles Fire Department
Brush Clearance Unit
6262 Van Nuys Boulevard, Suite 451
Van Nuys, California 91401
Attention: Armando Nunez, Inspector II

Persons who deliver the Contractor Responsibility Ordinance questionnaire (CRO) will be given a date and time-stamped copy of the submitted CRO. Timely submission of the CRO is the sole responsibility of the Submitter.

The CRO must be received by the Los Angeles Fire Department on or before the submission deadline specified in the RFQ. The deadline cannot be extended for failure on the part of a delivery or messenger service. Any CRO's received after the deadline, regardless of reason, will not be accepted. **All CRO's delivered after 5 p.m. on the due date will be returned unopened.** The City reserves the right to determine the timeliness of all paperwork submissions.

The submission dates for the Contractual Agreement, Statement of Non-Collusion, Standard Provisions, and proof of insurance will be determined at a later date. Three complete copies of these documents will be required at that time.

10.0 LIST OF ATTACHMENTS

Attachment A	Contractor Responsibility Ordinance Questionnaire
Attachment B	Statement of Non-Collusion
Attachment C	Standard Provisions for City Contracts (Rev. 10/03)
Attachment D	Nondiscrimination/Equal Employment Practices/Affirmative Action
Attachment E	Service Contractor Worker Retention Ordinance (SCWRO) and Living Wage Ordinance (LWO)
Attachment F	Equal Benefits Ordinance
Attachment G	Slavery Disclosure Ordinance
Attachment H	Los Angeles MBE/WBE/DBE
Attachment I	Municipal Lobbying Ordinance
Attachment J	Business Tax Registration Certificate
Attachment K	Insurance Requirements
Attachment L	Information On Business Locations & Workforce
Attachment M	City of Los Angeles Contract History
Attachment N	Child Support Obligations
Attachment O	First Source Hiring Ordinance

ATTACHMENT A

CONTRACTOR RESPONSIBILITY ORDINANCE QUESTIONNAIRE

ATTACHMENT B

STATEMENT OF NON-COLLUSION

ATTACHMENT C

STANDARD PROVISIONS

ATTACHMENT D

NONDISCRIMINATION/EQUAL EMPLOYMENT PRACTICES/AFFIRMATIVE ACTION

**THIS SECTION IS NOT REQUIRED.
PROCEED TO THE NEXT SECTION**

ATTACHMENT E

SERVICE CONTRACTOR WORKER RETENTION ORDINANCE (SCWRO) AND LIVING WAGE ORDINANCE (LWO)

**THIS SECTION IS NOT REQUIRED.
PROCEED TO THE NEXT SECTION**

ATTACHMENT F

EQUAL BENEFITS ORDINANCE (EBO)

**THIS SECTION IS NOT REQUIRED.
PROCEED TO THE NEXT SECTION**

ATTACHMENT G

SLAVERY DISCLOSURE ORDINANCE

**THIS SECTION IS NOT REQUIRED.
PROCEED TO THE NEXT SECTION**

ATTACHMENT H

LOS ANGELES MINORITY/WOMEN/DISADVANTAGE BUSINESS ENTERPRISE (MBE/WBE/DBE)

**THIS SECTION IS NOT REQUIRED.
PROCEED TO THE NEXT SECTION**

ATTACHMENT I

MUNICIPAL LOBBYING ORDINANCE

**THIS SECTION IS NOT REQUIRED.
PROCEED TO THE NEXT SECTION**

ATTACHMENT J

BUSINESS TAX REGISTRATION CERTIFICATE (BTRC)

ATTACHMENT K

INSURANCE REQUIREMENTS

**To see if you have current insurance with the City
of Los Angeles go to:**

<http://cao.lacity.org/risk/index.htm>

Insurance Questions Call: (213) 978-7666

ATTACHMENT L

INFORMATION ON BUSINESS LOCATIONS AND WORKFORCE IN LOS ANGELES

ATTACHMENT M

CITY OF LOS ANGELES CONTRACT HISTORY

ATTACHMENT N

CHILD SUPPORT OBLIGATIONS

ATTACHMENT O

FIRST SOURCE HIRING ORDINANCE