#### RALPH M. TERRAZAS

September 18, 2014

BOARD OF FIRE COMMISSIONERS FILE NO. 14-100

TO:

**Board of Fire Commissioners** 

FROM:

Ralph M. Terrazas, Fire Chie

SUBJECT:

PROPOSED AGREEMENT BETWEEN THE LOS ANGELES FIRE

DEPARTMENT AND MICHAEL BAKER FOR THE DESIGN, DEVELOPMENT, IMPLEMENTATION, AND INTEGRATION OF

MEDICAL DISPATCH PROTOCOL SOFTWARE

Approved Denied	Approved w/Corrections Received & Filed	Withdrawn Other

#### **SUMMARY**

This report recommends Board of Fire Commissioners approval to execute an Agreement with Michael Baker for the design, development, and implementation of software that will integrate the Los Angeles Fire Department's (Department) medical dispatch protocol with the Computer Aided Dispatch (CAD) system. The City currently lacks the necessary resources to develop the software interface needed for this integration. The Department, therefore, seeks the services of Mr. Baker, who, as an architect of the Department's CAD system, is uniquely qualified to perform these tasks.

Based on Mr. Baker's past experience and knowledge of the Department's existing CAD system, he has acquired expertise that cannot be obtained elsewhere in the time frame required to complete the scope of services. For this reason, the Department proposes to enter into a sole-source Agreement with Mr. Baker to provide the Department with the technical support to design and develop the medical dispatch protocol software, and for integration with the CAD.

The proposed Agreement is attached for review.

#### RECOMMENDATIONS

That the Board:

1. Authorize the Fire Chief to execute the proposed Agreement with Michael Baker, subject to approval of the Mayor, and of the City Attorney as to form.

### Board of Fire Commissioners Page 2

2. Forward this Agreement to the Mayor's Office in accordance with Mayor's Executive Directive No. 3 (Villaraigosa series).

#### **FISCAL IMPACT**

The proposed Agreement provides for funding in an amount not to exceed \$177,120. Funding is available within the Department's Targeted Destination Ambulance Services Revenue Trust Fund (Kaiser Fund).

Board report prepared by Avo Davidian, Senior Management Analyst I, Administrative Services Bureau.

Attachments

<b>AGREEMENT</b>	NO.	

# AGREEMENT BETWEEN THE CITY OF LOS ANGELES AND MICHAEL BAKER

This Agreement (hereinafter referred to as "Agreement") is made and entered into by and between the CITY of Los Angeles, a municipal corporation (hereinafter referred to as "CITY"), acting by and through the Los Angeles Fire Department (hereinafter referred to as "Fire Department"), and Michael "Mike" Baker, an individual, (hereinafter referred to as "CONSULTANT" or Contractor) with reference to the following:

**WHEREAS**, the Fire Department, and its Chief Medical Officer, have completed and tested a medical dispatch protocol that is uniquely tailored to meet the needs of the Fire Department; and

**WHEREAS**, the Fire Department desires to develop a necessary software interface to integrate this medical dispatch protocol with the Computer Aided Dispatch (CAD) system; and

**WHEREAS**, the CITY, currently, lacks the resources, expertise and staffing necessary to develop the software interface integration of the medical dispatch protocol with the CAD system; and

**WHEREAS**, the Fire Department, wishes to employ the services of CONSULTANT, who has developed a thorough and detailed understanding of the Fire Department's CAD system through years of performing systems design and programming required to develop and maintain the CAD system; and

**WHEREAS**, the CONSULTANT has the demonstrated skills, knowledge, and experience to design, develop, implement, and integrate with CAD the software interface for the medical dispatch protocol; and

WHEREAS, the CONSULTANT has agreed to provide the required services; and

WHEREAS, the services to be provided are of a technical, temporary and occasional nature for which competitive bidding under Charter section 371(e)(2) would neither be advantageous nor in the CITY's best interests; and

**WHEREAS**, the services required under this Agreement can be performed more economically and feasibly by a person who has an understanding of the CITY's custom CAD. That level of knowledge is only possessed by people who have worked intimately with the CITY's CAD; in view of that, it is not reasonably practicable or compatible with the CITY's interests to utilize a competitive process under Charter section 372 because the CONSULTANT's requisite knowledge of the CITY's CAD makes him uniquely qualified to perform the services required.

NOW, THEREFORE, the parties hereby covenant and agree as follows:

#### A. TERM OF AGREEMENT

The term of this Agreement shall be for a period not to exceed **one year** from the date of execution, unless earlier performed, terminated or extended by the parties.

#### **B. SCOPE OF SERVICES**

The CONSULTANT shall design, develop, and implement software interface for integration of Fire Department's medical dispatch protocol with the CAD system. This software application will assist the 911 call taker in processing incoming 911 calls for medical assistance. The tasks that may be requested and performed under this Agreement shall be limited to those listed in this Agreement. To the extent that work required under this Agreement may exceed the funds appropriated, the Fire Department will work with the CONSULTANT to realign and prioritize the work required as it becomes necessary.

#### 1. WRITTEN APPROVAL REQUIRED

Before services are provided to the Fire Department, CONSULTANT must first receive written approval to proceed from the Fire Department. The written approval must include a detailed Statement of Work identifying the specific deliverable(s) consistent with this Agreement, including the compensation required upon receipt of an approved deliverable. CONSULTANT shall not exceed the approved scope or budget for any task, nor shall the CITY be liable for any work or charges exceeding the approved scope or budget unless prior written approval from the Fire Chief is obtained modifying the scope or budget of the task.

#### 2. QUARTERLY EXPENDITURE/PROGRESS REPORTS

Within five (5) business days of the beginning of each quarter (i.e. January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>), CONSULTANT shall provide the Fire Department's Financial Services Division Chief Management Analyst a written report summarizing the total charges to the Fire Department under this Agreement, from the beginning date of performance under this Agreement to, and including, the most recent invoice sent to the Fire Department. CONSULTANT's expenditure reports shall identify all tasks currently being worked on, the Fire Department -approved budget(s) for the task(s) and the current status of the task(s). The CONSULTANT's expenditure reports must also include a summary of the total charges, past and present, on each task order included under the terms of this Agreement.

#### 3. GENERAL ASSISTANCE

CONSULTANT shall be available to aid the Fire Department and the ITA in evaluation of proposed application the Fire Department desires to integrate with its existing CAD system. This element of performance is among those that may be performed remotely, unless agreed otherwise.

#### 4. ATTENDANCE AT CITY MEETINGS AND PREPARATION OF REPORTS

- a) CONSULTANT may work remotely to the extent consistent with the CITY's requirements.
- b) CONSULTANT will, to the extent requested by the CITY, perform work required under this Agreement in the CITY.
- c) CITY will provide work space for the CONSULTANT, as necessary.
- d) CONSULTANT may use CITY materials, if regularly available and necessary, to perform work at the CITY workspace. The CITY will not order special materials to facilitate CONSULTANT's work performed in the CITY work space.
- e) CONSULTANT will attend meetings by remote connection, unless required by the CITY in consultation with the CONSULTANT, and report to any such CITY departments and offices that are requested by the Fire Chief; including, but not limited to, the Mayor's Office, City Administrative Officer, City Council and the ITA.
- f) CONSULTANT is required to provide the CITY with an extensive amount of information in the performance of this Agreement. CONSULTANT shall formally document all elements of information required, to the extent possible, in writing.

#### C. PROJECT MANAGEMENT

The Fire Chief or his designee shall be the CONSULTANT's main CITY contact and shall be responsible for management of tasks assigned under this Agreement, including approval of all tasks, time schedules and work completion requirements.

#### D. COMPENSATION

CONSULTANT shall perform the requested services, as outlined in Section B. Scope of Services. The parties agree that the amounts for the services listed herein are fully burdened; therefore, CITY shall not provide any additional compensation for any of CONSULTANT's costs associated with the performance of this Agreement, including, but not limited to, travel and materials. The maximum payable under this Agreement shall not exceed One Hundred and Seventy Seven Thousand and One Hundred and Twenty Dollars (\$177,120.00) for complete and satisfactory performance of the terms of this Agreement. CONSULTANT will not be compensated for non-delivery of services. The Fire Chief, or his designee, will make a final determination of approving the scope of work and completion of the tasks prior to payment.

#### E. PAYMENT AND INVOICES

CONSULTANT shall submit invoices to the CITY as agreed upon deliverables, in whole or in part if so agreed, are completed.

Payment of invoices shall be subject to approval by the Fire Department. No payment shall be made for any incidental expense.

CONSULTANT's invoices must conform to CITY standards and include, at a minimum, the following information:

- a) Name and address of CONSULTANT;
- b) Name and address of the CITY department being billed;
- c) Date of the invoice and the period covered;
- d) Reference to the contract number for this Contract;
- e) Reference to the Fire Department Written Approval (including the approved project budget) and the Statement of Work authorizing the work performed by CONSULTANT;
- f) Description of the services performed and the amount due for the services;
- g) Name(s) of all CONSULTANT's personnel performing the services for the CITY, the number of hours worked for each person, and the hourly rate for each person;
- h) Payment terms, total due and due date;
- i) Certification by a duly authorized officer;
- j) Remittance Address (if different from CONSULTANT's address);
- k) CONSULTANT's State of California Sales and Use Tax Permit Number; and
- CONSULTANT's City of Los Angeles Business Tax Registration Certificate Number.

All invoices shall be submitted on CONSULTANT's letterhead, contain CONSULTANT's official logo, or contain other unique and identifying information such as name and address of CONSULTANT. Evidence that tasks have been completed, in the form of a report, brochure, computer printout or photograph, shall be attached to all invoices. Invoices shall be submitted within 30 days of performance of services. Invoices are considered complete when appropriate documentation or services provided are signed off as satisfactory by the Fire Department's Project Manager.

Invoices and supporting documentation shall be prepared at the sole expense and responsibility of CONSULTANT. The CITY will not compensate CONSULTANT for any costs incurred for invoice preparation. The CITY may request, in writing, changes to the content and format of the invoice and supporting documentation at any time. The CITY reserves the right to request additional supporting documentation to substantiate costs at any time.

Failure to adhere to these policies may result in nonpayment or non-approval of demands, pursuant to Charter 262(a), which requires the Controller to inspect the quality, quantity, and condition of services, labor, materials, supplies, or equipment received by any city office or department, and approve demands before they are drawn on the Treasury.

#### F. LIMITATION OF CITY'S OBLIGATION TO MAKE PAYMENTS TO CONSULTANT

Notwithstanding any other provision of this Agreement, including any exhibits or attachments incorporated therein, and in order for the CITY to comply with its governing legal requirements, the CITY shall have no obligation to make any payments to CONSULTANT unless the CITY shall have first made an appropriation of funds equal to or in excess of its obligation to make any payments as provided in said Agreement. CONSULTANT agrees that any services provided by CONSULTANT, purchases made by CONSULTANT or expenses incurred by CONSULTANT in excess of said appropriation(s) shall be free and without charge to the CITY and the CITY shall have no obligation to pay for said services, purchases or expenses. CONSULTANT shall have no obligation to provide any services, provide any equipment or incur any expenses in excess of the appropriated amount(s) until the CITY appropriates additional funds for this Agreement.

#### G. CONFIDENTIALITY

The CONSULTANT understands and agrees that some documents, materials, records, and the contents thereof, provided by the Fire Department may be confidential. CONSULTANT agrees not to retain any copies of the documents, materials, records provided by the Fire Department, nor to disclose the contents thereof, which are of a confidential nature. CONSULTANT shall ensure that each of its employees, or agents, who have access to such documents, materials, records, provided by the Fire Department, comply with the confidentiality provisions of this Agreement. Any and all notes, documents and/or products resulting from this Agreement will become the sole property of the Fire Department and the City of Los Angeles, and may not be used by the CONSULTANT at any time, present or future, without the expressed written permission of the Fire Department.

#### H. NON-EXCLUSIVE

The Fire Department and the CONSULTANT understand and agree that this is a non-exclusive Agreement to provide services to the Fire Department and that the Fire Department may contract with other CONSULTANTs to provide similar services during the term of this Agreement.

#### I. RATIFICATION

Due to the critical nature of the component that the CONSULTANT is being tasked to perform; namely the design, development, implementation, and integration of software necessary for Fire Department's medical dispatch protocol; and extremely limited time that is available before Fire Department has to cease the use of the current protocol, the CONSULTANT may have provided services prior to the execution of this Agreement. To the extent that said services were performed in accordance with the terms and conditions of this Agreement, those services are hereby ratified.

#### J. NOTICES

All official notices to the Fire Department under this Agreement will be made by mail, return receipt requested, to:

Ralph M. Terrazas, Fire Chief Los Angeles Fire Department 200 N. Main St., 18<sup>th</sup> Floor Los Angeles, CA 90012 Attention: William R. Jones, Contracts Unit

General communication regarding performance of tasks under this Agreement may be made by e-mail to bill.jones@lacity.org

All official notices to CONSULTANT under this Agreement will be made by mail, return receipt requested, to:

Michael Baker 15 Berry Moss Street Kitchener, Ontario N2E3V1 Canada

General communication regarding performance of tasks under this Agreement may be made by e-mail to mrxeng@gmail.com

#### K. FIRST SOURCE HIRING ORDINANCE

Unless otherwise exempt in accordance with the provisions of this Ordinance, this Agreement is subject to the applicable provisions of the First Source Hiring Ordinance (FSHO), Section 10.44 et seq. of the Los Angeles Administrative Code, as amended from time to time.

- 1. CONSULTANT shall, prior to the execution of the contract, provide to the DAA a list of anticipated employment opportunities that CONSULTANT estimates he will need to fill in order to perform the services under the Agreement.
- 2. CONSULTANT further pledges that it will, during the term of the Agreement, shall a) At least seven business days prior to making an announcement of a specific employment opportunity, provide notifications of that employment opportunity to the Community Development Department (CDD), which will refer individuals for interview; b) Interview qualified individuals referred by CDD; and c) Prior to filling any employment opportunity, the CONSULTANT shall inform the DAA of the names of the Referral Resources used, the names of the individuals they referred, the names of the referred individuals who the CONSULTANT interviewed and the reasons why referred individuals were not hired.
- **3.** Any Subcontract entered into by the CONSULTANT relating to this Agreement, to the extent allowed hereunder, shall be subject to the provisions of FSHO, and shall incorporate the FSHO.

**4.** CONSULTANT shall comply with all rules, regulations and policies promulgated by the designated administrative agency, which may be amended from time to time.

Where under the provisions of Section 10.44.13 of the Los Angeles Administrative Code the designated administrative agency has determined that the CONSULTANT intentionally violated or used hiring practices for the purpose of avoiding the article, the determination must be documented in the Awarding Authority's CONSULTANT Evaluation, required under Los Angeles Administrative Code Section 10.39 et seq., and must be documented in each of the CONSULTANT's subsequent CONSULTANT Responsibility Questionnaires submitted under Los Angeles Administrative Code Section 10.40 et seq. This measure does not limit the CITY's authority to act under this article.

Under the provisions of Section 10.44.8 of the Los Angeles Administrative Code, the Awarding Authority shall, under appropriate circumstances, terminate this contract and otherwise pursue legal remedies that may be available if the designated administrative agency determines that the subject CONSULTANT has violated provisions of the FSHO.

#### L. CEC Form 50

Certain contractors agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if those contractors qualify as a lobbying entity under Los Angeles Municipal Code § 48.02. CEC Form 50 attached. Responses submitted without a completed CEC Form 50, by proposers that qualify as a lobbying entity under Los Angeles Municipal Code § 48.02 shall be deemed nonresponsive.

Bidder Contributions - City Charter Sections 470(c) (12) Persons who submit a response to this solicitation (bidders) are subject to Charter section 470(c) (12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000.00 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

#### M. CEC Form 55

CEC Form 55 requires bidders to identify their principals, their subcontractors performing \$100,000.00 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. CEC Form 55 attached. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding

these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

#### N. STANDARD PROVISIONS

CONSULTANT, by entering into this Agreement with the CITY agrees to abide by the CITY Standard Provisions. (Attached hereto and incorporated herein as Attachment A.)

#### O. ENTIRE AGREEMENT

This Agreement contains the complete Agreement between the parties. No verbal Agreement(s) or conversation(s) with any officer or employee of either party will affect or modify the terms and conditions of this Agreement.

#### P. NUMBER OF PAGES AND ATTACHMENTS

This Agreement is executed in four (4) quadruplicate originals, each of which is deemed to be an original. This Agreement includes nine (9) pages that constitute the entire understanding and Agreement of the parties.

(Signature Page to Follow)

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized representatives.

DATE:	For: THE CITY OF LOS ANGELES
	By: Ralph M. Terrazas FIRE CHIEF
DATE:	For: MICHAEL BAKER
	By: Michael Baker CONSULTANT
Approved as to Form: MICHAEL N. FEUER, CITY ATTORNEY	ATTEST: HOLLY L. WOLCOTT, CITY CLERK
By: Laurel L. Lightner ASSISTANT CITY ATTORNEY	By:CITY CLERK
DATE:	DATE:
Agreement Number	



### Bidder Certification CEC Form 50

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

Bid	/Contract/BAVN Number:	Awarding Authority (Depart	nent):
Naı	ne of Bidder:		Phone:
Ad	dress:		
Em	ail:		
CE	RTIFICATION		
l ce	ertify the following on my own b	ehalf or on behalf of the entity i	named above, which I am authorized to represent:
Α.	I am a person or entity that is	applying for a contract with the	City of Los Angeles.
	in Los Angeles Administra 4. A public lease or license of Angeles Administrative Coal. I provide services on the subcontractors, and the interest of the Are provided on present iii. Could be provided be iii. Further the proprietation.	tive Code § 10.40.1(h); or f City property where both of the de § 10.37.1(l): e City property through employ use services: mises that are visited frequently City employees if the awarding interests of the City, as determined the compliance of the City's living was made to the compliance of the City's living was made of the City's living was made of the City's living was made of the City's living was determined to the compliance of the City's living was determined to the compliance of the City's living was determined to the compliance of the compl	ic development or job growth, as further described in Los e following apply, as further described in Los ees, sublessees, sublicensees, contractors, or by substantial numbers of the public; or ang authority had the resources; or armined in writing by the awarding authority, age ordinance, as eligibility is described in Los
C.	The value and duration of the contract for which I am applying is one of the following:  1. For goods or services contracts—a value of more than \$25,000 and a term of at least three months;  2. For financial assistance contracts—a value of at least \$100,000 and a term of any duration; or  3. For construction contracts, public leases, or licenses—any value and duration.		
D.	I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.		
	rtify under penalty of perjury u rmation in this form is true and		Angeles and the state of California that the
Dat	e:	Signature:	
		Name:	The Section of the Se
		Title:	

#### Los Angeles Administrative Code § 10.40.1

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

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

#### Los Angeles Administrative Code § 10.37.1

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



## Prohibited Contributors (Bidders) CEC Form 55

This form must be completed in its entirety and submitted to the awarding authority with your bid or proposal for the contract noted below. A bid or proposal that does not include a completed form will be deemed nonresponsive. Please write legibly.

☐ Original filing ☐ Amended filing (original signed on	; last amendment signed on)
Bid/Contract/BAVN Number (or other identifying information	
Description of Contract:	
Awarding Authority (Department):	
BIDDER	
Name:	
Address:	
Email (optional):	Phone:
State Contractor ID:State ID must be disclosed for identific	cation purposes, even if not performing work on this contract
under that license. If the bidder does	not have a state contractor ID, indicate "not applicable".
	idder of at least 20 percent and employees of the
Name:	Title:
Address:	
Name:	Title:
Address:	
Name:	Title:
Address:	
Name:	Title:
Address:	
additional sheets are attached.	Bidder is an individual and no other principals exist.



## Prohibited Contributors (Bidders) CEC Form 55

#### **SUBCONTRACTORS**

Please identify all subcontractors whose subcontracts are worth \$100,000 or more (attach additional sheets if necessary). If the subcontractor has a state contractor license, the ID must be disclosed for identification purposes, even if the subcontractor is not performing work on this contract under that license.

Subcontractor:
Address:
State Contractor ID (for identification purposes; if none, indicate "not applicable"):
Subcontractor:
Address:
State Contractor ID (for identification purposes; if none, indicate "not applicable"):
Subcontractor:
Address:
State Contractor ID (for identification purposes; if none, indicate "not applicable"):
Subcontractor:
Address:
State Contractor ID (for identification purposes; if none, indicate "not applicable"):
Subcontractor:
Address:
State Contractor ID (for identification purposes; if none, indicate "not applicable"):
Subcontractor:
Address:
State Contractor ID (for identification purposes; if none, indicate "not applicable"):
Subcontractor:
Address:
State Contractor ID (for identification purposes; if none, indicate "not applicable"):
Subcontractor:
Address:
State Contractor ID (for identification purposes; if none, indicate "not applicable"):
Subcontractor:
Address:
State Contractor ID (for identification purposes; if none, indicate "not applicable"):
□ additional sheets are attached. □ Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.



## Prohibited Contributors (Bidders) CEC Form 55

#### PRINCIPALS OF SUBCONTRACTORS

Please identify the names and titles of all principals for each subcontractor identified on page 2 (attach additional sheets if necessary). Principals include a subcontractor's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent and employees of the subcontractor who are authorized by the bid or proposal to represent the subcontractor before the City.

Name:	Title:
Address:	
Subcontractor:	
Name:	Title:
Address:	
Name:	Title:
Subcontractor:	
	Title:
	Title:
exist (attach additional sheets if no	n page 2, the following are individuals and no other principals ecessary):
additional sheets are attack	
requirements and restrictions in Los An understand that I must amend this form	Signature:
	Title:

Under Los Angeles City Charter § 470(c)(12), this form must be submitted to the awarding authority with your bid or proposal.

A bid or proposal that does not include a completed Form 55 will be deemed nonresponsive.