

REQUEST FOR PROPOSALS

Date: 8/5/25

SECURITY GUARD SERVICES

FOR THE

**CITY OF LOS ANGELES
LAPD RFP No. 25-310-006**



ISSUED BY

**CITY OF LOS ANGELES
POLICE DEPARTMENT
SECURITY SERVICES DIVISION**

December 22,2025

**REQUEST FOR PROPOSALS NO. 25-310-006
SECURITY GUARD SERVICES
FOR THE
CITY OF LOS ANGELES**

SUMMARY INFORMATION:

DATE ISSUED: December 22, 2025

TITLE: Security Guard Services

DESCRIPTION: The Los Angeles Police Department (LAPD) is seeking through this Request for Proposals (RFP) qualified contractor(s) to provide security services throughout the City to augment the Security Services Division's (SECS) sworn police and civilian security officers.

SUBMISSION DEADLINE: **Wednesday, March 11, 2026, no later than 3:00 p.m. (Pacific Time)**

PROPOSAL DELIVERY ADDRESS: Via email to secsd_contract_security@lapd.online.

TECHNICAL ASSISTANCE: All questions related to this Request for Proposals shall be submitted in writing via e-mail to secsd_contract_security@lapd.online, no later than 3:00 p.m. (Pacific Time), January 14, 2026.

PROPOSERS' CONFERENCE: A **mandatory** Pre-Proposal Conference will be held at 1:00 p.m. (Pacific Time) on Wednesday, January 28, 2026 via Microsoft Teams or Zoom by reservation only. Proposers wishing to attend the Pre-Proposal Conference shall notify via e-mail to secsd_contract_security@lapd, no later than 3:00 p.m. (Pacific Time) on January 21, 2026.

Proposers wishing to submit questions in advance of the Pre-Proposal Conference shall do so via e-mail to secsd_contract_security@lapd, no later than 3:00 p.m. (Pacific Time) on February 11, 2026. **No proposal will be accepted from a Proposer who does not attend the Pre-Proposal Conference.**

RFP/CONTRACT ADMINISTRATOR:

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**REQUEST FOR PROPOSALS NO. 25-310-006
SECURITY GUARD SERVICES
FOR THE
CITY OF LOS ANGELES**

1.0 INTRODUCTION

1.1 Background

The Los Angeles Police Department (LAPD) is seeking through this Request for Proposals (RFP) qualified contractor(s) to provide security services throughout the City to augment the Security Services Division's (SECSD) sworn police and civilian security officers.

Section 22.225.1 of Division 22, Chapter 21, Article 3 of the Los Angeles Administrative Code (LA Admin. Code) charges the Los Angeles Police Department (LAPD) with the responsibility to provide security services for City of Los Angeles (City) buildings and facilities except for those of the proprietary departments (Airports, Water and Power, and Harbor).

The mission of the LAPD's Security Services Division (SECSD) is to ensure the safety and security of Los Angeles City facilities, elected officials, employees, and the public. As a dedicated team of both sworn and civilian personnel, SECSD provides law enforcement, security services, and technology to detect and deter criminal activity. SECSD's mandate is to do so with professionalism, honor, and integrity.

At locations throughout the City, when and where it is not possible, practical, feasible, or cost-effective to deploy LAPD's Security Services Division (SECSD) security officers, contract security guards are deployed to augment SECSD's security and police force.

SECSD oversees contract security at over 100 City of Los Angeles sites. At the time of this writing, six security companies provide contract security for 20 departments or offices of the City.

This Request for Proposals (RFP) aims to ensure that wherever contract security is used in the City's non-proprietary departments, high-quality contract security services may be accessed for a competitive fixed price, reasonable terms, and reasonable scheduling flexibility.

This RFP is intended to solicit proposals for the provision of security services, and to result in the creation of an Agreement (Agreement). This Agreement may be utilized or "piggybacked" by other City of Los Angeles departments and offices, subject to the approval and oversight of LAPD.

Section 22.225.1 of the City of Los Angeles Administrative Code gives LAPD authority over security services in City facilities. While LAPD has responsibility for security in City buildings and facilities, additional departments and offices of the City will be able to use the Agreement to engage the services of security services providers. Use of the Agreement shall be subject to the consent and oversight of the signatory agency, LAPD.

SECSO shall be responsible for reviewing and approving all requests to use security guard services within City facilities governed by this RFP and Agreement. SECSO shall monitor the contract for compliance and inspect the work performance of Contractor's security services personnel as further set forth in the Agreement including the Statement of Work.

Per Los Angeles City Charter Section 371(e)(2) and (10), the Board has determined that the security guard services described in this Request for Proposals (RFP) are professional, expert, technical and special, because they require skills, training, experience and licensure (including but not limited to skills, ability, experience and training in alertness, problem solving, public relations, quality assurance, effective communication and other qualifications that are stated in this RFP), which are more important considerations than cost and thus competitive bidding and accepting the lowest price is not practical or advantageous to the City. In addition, it has been determined that the security guard services described in this RFP are of a temporary and occasional nature and that the maximum term of any contract awards under this RFP will be for three years plus two optional one-year extensions.

Most forms referred to in this RFP are available at www.rampLA.org. Please go to www.rampLA.org to register and to complete the necessary forms for replying to this RFP.

Proposers must register on the City of Los Angeles Regional Alliance Marketplace for Procurement ("RAMP") at www.rampLA.org in order to complete the proposal process and receive changes to the RFP.

Questions regarding this RFP shall be submitted by e-mail only and directed to secsd_contract_security@lapd.online no later than 3:00 p.m. on January 14, 2026. The general practice of the LAPD is to receive oral presentations and product demonstrations virtually, if necessary, and execute documents electronically.

1.2 Request for Proposals (RFP) Schedule

This schedule indicates estimated dates for the RFP and contracting process. The City reserves the right to adjust this schedule as necessary.

Date	Event (Pacific Time)
Monday, December 22, 2025	Release RFP to potential Proposers
Wednesday, January 14, 2026	3:00 p.m.: Deadline for receiving written questions for Mandatory Pre-Proposal Conference
Wednesday, January 21, 2026	3:00 p.m.: Deadline to notify LAPD by email, intent to attend Mandatory Pre-Proposal Conference
Wednesday, January 28, 2026	1:00 p.m.: <u>Mandatory</u> Pre-Proposal Conference (by Reservation Only)
Wednesday, February 11, 2026	3:00 p.m. Last day to submit questions before RFP responses due
Wednesday, February 25, 2026	11:59 p.m. BIP OUTREACH DUE
Wednesday, March 11, 2026	3:00 P.M. Proposal Submission Deadline RFP RESPONSES DUE

1.3 Mandatory Pre-Proposal Conference

A **mandatory** Pre-Proposal Conference will be held to receive and answer questions from Proposers regarding this RFP. The conference has been scheduled for:

1:00 p.m. (PACIFIC TIME), Wednesday, January 28, 2026
LAPD – Via Microsoft Teams.

Please Note: The City reserves the right to determine if all requirements were met by remote attendees.

Proposers attending the web conference will be provided detailed instructions via email to access the web conference after indicating their intent to attend by sending an email to secsd_contract_security@lapd.online no later than 3:00 P.M. (Pacific Time) on Wednesday, January 21, 2026. If Proposer attendance cannot be confirmed by the City, any proposal submitted by the Proposer will be deemed non-responsive.

Attendees of the web conference must stay for the entire duration of the meeting and are responsible for all information that is presented. The RFP Administrator will announce during the presentation at what point remote attendees are no longer permitted to join the meeting. After the announcement, the meeting will proceed, and no additional remote attendees will be able to register their attendance for the meeting.

Pre-proposal conference attendees MUST HAVE A COPY OF THE RFP AVAILABLE. NO COPIES WILL BE EMAILED OR SHARED DURING THE PRE-PROPOSAL CONFERENCE.

1.3.1 Purpose of Pre-Proposal Conference

The purpose of the conference is to clarify the contents of this RFP, discuss the LAPD's requirements, and answer questions from Proposers.

1.3.2 How to Prepare Questions

To maximize the effectiveness of the conference, the LAPD requires that Proposers provide questions in writing by 3:00 p.m. (Pacific Time) on Wednesday, February 11, 2026 to: secsd_contract_security@lapd.online All communications must be sent via email with the title of this RFP in the subject line.

The LAPD will make every effort to prepare responses to proposers' questions in advance of the conference. **Please identify the RFP title on the subject line of your message. Additional questions may be accepted at the conference and after the conference until 3:00 p.m. (Pacific Time) on Wednesday, January 28, 2026.** However, responses may be deferred and posted online as addenda to the RFP at a later date. To ensure the fair and consistent distribution of information, questions will be answered and distributed at the Pre-Proposal Conference and shared via RAMPLA.

1.4 Definitions

The following terms used in this RFP are defined as follows:

Agreement: The Agreement which will result from this RFP process, including all attached and incorporated documents, terms and conditions, and future contract modifications.

Board: The City of Los Angeles Board of Police Commissioners.

Change Order: A written modification signed by the City authorizing and making changes, deletions, or additions to the terms and conditions in the performance of work/security services in accordance with the contract (also referred to as a Contract Modification).

City: The City of Los Angeles.

Contract Administrator: The Commanding Officer of SECSO, Los Angeles Police Department.

Contracting Departments/Offices: All departments and offices, including council district offices, of the City of Los Angeles, except LAPD and those within Airport, Harbor and Water and Power, that make use of this RFP and Agreement to engage contract security services.

Contractor: The individual(s), partnership, limited liability company, corporation or other business entity whose proposal was selected for award and enters into this Agreement to provide security services to the City.

Contract Request Form: A written order with a schedule, funding source and post duties to perform work issued by the City's Contract Administrator or designee directing and authorizing the Contractor to perform security services in accordance with the terms and conditions in the Agreement.

Contract Security Liaison: The SECSO authorized representative(s) designated by the Contract Administrator to carry out the terms of the Agreement, monitor the work performance of Contractor's security services personnel, and to coordinate with the Contractors and Contracting Departments/Offices as required in the Agreement, Statement of Work, and corresponding Post Orders for the specified City site locations.

Department/Office Liaison: Each Contracting Department/Office shall designate a Department/Office Liaison to coordinate with SECSO and carry out performance of the terms of the Agreement.

Department/Office Representative: The individual designated by a department, office or other agency of the City making use of this Agreement as a decision-making representative of the agency's interests with regard to the Agreement.

Firearms Card: This authorization, issued by the State of California's Bureau of Security and Investigative Services (BSIS), identifies a security guard as approved to carry a firearm.

Guard Card: That authorization, issued by the State of California, Bureau of Security and Investigative Service (BSIS), which identifies an individual as an approved security guard.

Piggybacking: In the process known as "piggybacking," a public agency uses an existing public contract as a template to form their own contract

directly with the vendor to purchase on the same or similar terms set forth by the public contract. Piggybacking in the context of this RFP and the Agreement shall be subject to the consent and oversight of the signatory agency, LAPD.

Post Orders: Written orders and instructions to perform specific work at a City facility. The Post Orders are for Security Personnel's reference and must be reviewed daily. Each City facility using Security Personnel under this contract must have a Post Order.

Project Manager: Representative designated by Proposer with full authority to administer the contract for services on behalf of the Proposer.

Proposer: Any person, company or entity responding to this Request for Proposals by submitting a proposal.

Request for Proposal (RFP): This document, which requests proposals for potential contractors for security services. This term includes all documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals.

SECSD: The Security Services Division of the Los Angeles Police Department.

Security Guard: The Contractor's worker who provides security guard services as set forth in the Agreement, Statement of Work and Post Orders. The various classifications of Security Guards hereunder are further set forth hereinbelow.

Security Personnel: Refers to all categories of contract security workers including Fire Watch Detail, Unarmed, Armed and Professional Security Guards, and Supervisors including Post Commanders. Further breakdown of their qualifications and responsibilities is set forth hereinbelow.

Supplier: Any individual (s), partnership, limited liability company, corporation, or business entity, supplying the Contractor with tools, equipment, supplies, or services used directly or indirectly by the Contractor in the performance of work and related terms and conditions in accordance with the Agreement.

2.0 SCOPE OF SERVICES

This RFP seeks a vendor to provide the following services:

2.1 Services Solicited

The following summarizes the work being sought through this Request for Proposals.

Services to be provided under the contract include as-needed, long-term and short-term day and after-hour fire watch, and armed and unarmed security guard services. Supervision and management shall also be provided by Contractor, to be overseen and coordinated by LAPD.

The Contractor shall procure all permits and licenses; pay all charges, taxes and fees; and give all notices necessary and incidental, be they due and lawful. All costs thereof shall be deemed to be included in the prices proposed for the work under the Agreement.

The Contractor, at its own expense, shall provide and furnish all labor, including attendance at all court ordered proceedings, equipment, vehicles, bicycles, protective equipment, guard tour management systems and supplies for the assigned security guards for their performance of security services as specified. The Contractor shall supply the City with Security Personnel who have been properly screened, and are properly trained, qualified, and/or certified, and who meet the minimum requirements and qualifications called for in the contract. The City reserves the right to interview all guards prior to being assigned to the contract, and to accept or reject them.

The Contractor shall develop a curriculum of specialized training that will include, but not be limited to, use of force, de-escalation, anti-discrimination, and cultural diversity. The Contractor shall ensure their security guards receive these specialized trainings prior to their assignment at a City of Los Angeles post.

Policies regarding specialized training shall be included in the contractor's Post Orders. The security guards are required to uphold and comply with all training policies. The Contract Administrator may determine the company's future training requirements, as applicable.

2.2 Contract Staff

The Contractor will provide, at no expense to the City, a designated Project Manager and staff that will serve as the primary point of contact for all contractual matters including but not limited to scheduling, invoices, complaints, requests for additional service, etc.

2.3 Invoicing

The Contractor shall prepare and submit to the Contract Administrator, or, for all departments or offices other than LAPD, to the Department/Office Representative, a monthly statement with itemized invoices for work performed on or before the fifteenth (15th) day of each month following the month that is the subject of the invoice. Those invoices not acceptable to the Contract Administrator or Department/Office Representative will be returned to the Contractor for correction. Subsequent re-submittal of corrected invoices must occur within an established time period. Failure to adhere to invoicing procedures may result in penalty assessments.

Invoices that are payable by the Los Angeles Police Department shall be sent to the address of record. Original invoices payable by other City Departments shall be sent directly to the City Department or their designee. Contractors shall not invoice LAPD or SECSO for any services that were engaged by, and are payable by, a different department.

City payments to Contractor shall be paid within 30 days after receipt and approval by City; provided however, that City departments and offices may withhold any portion of an invoice that they dispute in good faith. In the event an invoice, or portion thereof is in dispute, the applicable department or office shall notify Contractor of the potential disapproval action and afford it an opportunity to be heard prior to official disapproval. City shall pay all undisputed portions of invoices in accordance with this Section.

2.4 Personnel Levels

The selected Contractor(s) must demonstrate the capability to provide all levels of security personnel required to perform regularly scheduled work and meet any emergency requirements.

The Contractor shall assign and maintain ongoing recruitment for a sufficient number of cleared, trained, and equipped personnel, as specified, to perform the required work, including backup coverage for security guards who are absent for any reason.

Contractor shall use its best efforts to give priority to the departments of the City over other customers of Contractor.

Officers who become unable to fulfill the functions of the position, for reasons including but not limited to injury, illness, pregnancy, disabilities etc., shall report it to their employer immediately. The Contractor shall find reasonable accommodation for any light duty/restricted duty personnel at the Contractor's expense.

The Contractor shall provide relief personnel as necessary and/or work overtime at no additional cost to the City to ensure that each assignment and Post Order is performed as required.

The Contractor shall provide field supervision to provide proper supervisory oversight on a daily basis, based on the number of employees and locations. Failure to provide field supervision may result in penalty assessments.

The Contract Administrator or designee may direct the Contractor to replace any employee, when found necessary or in the best interests of the City. The Contractor shall remove the employee from his/her post or assignment and shall not reassign this employee to any City facility until properly authorized by the Contract Administrator. No written or verbal explanation for removal shall be required or supplied by City.

2.5 Types of Security Personnel

The City requires that the Contractor provide workers that meet its requirements and standards to provide security at assigned City site/facility locations. In addition to the requirements and standards set forth herein, requirements and standards will be set forth more fully in the Statement of Work, which will be an attachment to the Agreement, and in Post Orders for each location.

The worker classifications sought to be provided by Contractor(s), are as follows:

Fire Watch Detail: The primary duty of Fire Watch Detail shall be to perform constant patrols, watch for the occurrence of fire, and report fires.

Unarmed Guard: An Unarmed Guard's primary responsibility is to protect the City's buildings and facilities and the persons and property therein and thereon.

Armed Guard: An Armed Guard shall have the responsibilities of an Unarmed Guard and shall have the additional responsibility of carrying a firearm.

Professional Security Guard: Professional Security Guards shall provide premium Armed Guard services. They have a high amount of training and experience, and represent the best guard services a Contractor can provide to the City.

Supervisor: Supervisors shall conduct supervisory checks at all City site/facilities locations, as necessary to provide quality control and

assurances of security services provided, provide training, investigate incidents and prepare reports.

Post Commanders: Post Commanders shall perform all the duties of Supervisors and shall actively command on-site if required.

2.6 Reverting to City Security Forces

The City reserves the right to have any City facility/site location revert from contract security services to City security forces, as determined by the Contract Administrator.

2.7 Changes, Additions and Deletions to Site Locations/Work Schedules

The Contract Administrator will have the right to change the number of security hours required at any site(s) by notifying the Contractor.

As City security needs change or develop, the City may make changes, additions, and deletions to the Scope of Work. Should any changes be made, the Contractor shall perform the work as changed and shall be paid for the actual quantity of work performed by such changes, whether increased or decreased.

As needed and necessary, the Contract Administrator may add or delete site locations for security services as specified at the time of need and under the same terms and conditions of the Contract. Only after receiving authorization in writing from the Contract Administrator shall the Contractor schedule, provide, or render security services to any Contracting Department/Office. The City will not pay Contractor for security services to any City site without such prior authorization from the Contract Administrator.

This RFP and the resulting contract shall be nonexclusive and the City reserves the right to procure additional Contractors under this RFP and the resulting Agreement, or to engage security services under a different agreement. The City may add or remove facilities, buildings and other locations from governance as it sees fit over the course of the Agreement.

2.8 Personnel Packages

The Contractor will be required to maintain personnel packages for all Fire Watch Detail, Security Guards, Post Commanders, and Field Supervisors. Personnel packages will contain copies of all required licenses and certificates.

Contractor is required to submit a checklist to the City verifying compliance with all background, license, and permit requirements prior to a guard's initial deployment of the City contract. In an emergency only, verification must be submitted prior to the end of the next business day following the initial deployment.

Additionally, the Contractor shall maintain training records for all security guards assigned to a City site. Each training record shall show, at a minimum, the employee's name, date of employment, and the different types of training provided. The Contract Administrator may, from time to time, monitor the conduct of such training.

2.9 Reports

The selected Contractor(s) shall furnish reports as required to include items such as significant activities, complaints, problems, personnel, training, or other topics as determined by the Contract Administrator.

2.10 Web Portal Management System

Contractor(s) shall establish a web portal management system no later than thirty (30) days following the execution of a contract and must demonstrate it to the Contract Administrator's satisfaction. The selected Contractor must provide their web portal management system description in their proposal along with a checklist of the requirements of this section. The web portal management system is to be maintained and updated no less than daily, must be directly accessible by authorized City personnel or an authorized City-managed Application Programming Interface (API), and must contain all pertinent information necessary to verify scheduling, training, authorized posts, guard licenses and permits, officer arrival and departure in real-time, field supervision tracking and billing rates.

2.11 Holidays

The City shall have the right to request security services coverage on and during all holidays observed by the City.

2.12 Special Event Periods

The City anticipates that during the course of the Agreement, entertainment and sporting events may create temporary pressure on the supply of security services in the City of Los Angeles. Two impactful events within this period will be: (1) the Los Angeles portion of the FIFA World Cup; (2) the 2028 Olympic and Paralympic Games.

Proposer is cautioned that pressure of such events on the labor supply shall not be regarded as force majeure but that all requirements of this RFP and the Agreement, including the City's remedies of liquidated damages for default, shall remain in force during any such events. The City and Contractor shall work together to anticipate any additional personnel needs that may arise during such events.

Please include a section in your Response indicating your plans and procedures for addressing temporary demands on your labor supply to ensure no interruption in coverage during large-scale events.

2.13 Liquidated Damages

If any work by the Contractor is deficient because of the failure to perform the work or meet the criteria of the work in accordance with the standards in the Agreement, the Contract Administrator will report such deficiencies to the Contractor. If amounts are to be withheld or deducted from payments to the Contractor, the City will forward notice describing the reasons for said action.

The Contract Administrator will thereafter take the necessary action and based on a progressive system, corrective measures will be initiated in attempt to correct the deficiency.

3.0 PROPOSAL EVALUATION AND EVALUATION CRITERIA

3.1 General Information

After receipt of proposal, but prior to award of any contract, the City, at its sole discretion, may require any or all Proposers to submit additional information and/or to meet in person with City personnel.

Failure of a Proposer to specifically respond to each RFP item, or any other information requested by the City, may be grounds for rejecting that proposal. The City, at its option, may reject any and all proposals submitted in response to this RFP, or waive any informality in a proposal when to do so would be to the advantage of the City or its taxpayers.

The City will ONLY consider proposals from firms that have successfully provided the services sought in this RFP, for large enterprises or governmental entities. The successful proposal will not necessarily be that which sets forth the lowest price. The proposal must contain sufficient information that will establish the viability of the Proposer's services. The City must be assured that, when completed, the services will meet or exceed the requirements identified in this RFP.

The appropriate City staff will review all submitted proposals.

3.2 Evaluation Criteria

3.2.1 General Qualifications (50 points)

- a. Record of past performance of the Proposer in providing similar services.
- b. Relevant public-agency experience of the Proposer in providing similar services.
- c. Relevant public-agency experience of the security personnel who will be performing the work.
- d. Length of tenure of the security personnel who will be performing the work.
- e. Direct or related experience the Proposer has that indicates success in performing the required services in an effective manner.

3.2.2 Pricing of Services (10 points)

- a. Costs of the security services as detailed in each proposal, including, but not limited to, security services as required on foot, bicycle, or in a vehicle as applicable to all City Facility/Site Locations and Posts.
- b. Cost of all other services as detailed in each proposal.

3.2.3 References (20 points)

Representatives from the City will contact customer references for each Proposer.

3.2.4 Preparedness and Resilience (10 points)

Capability to provide all levels of security personnel required to perform regularly scheduled work and meet any emergency requirements.

Please include a section in your Response indicating your plans and procedures for addressing temporary demands on your labor supply to ensure no interruption in coverage during large-scale events.

3.2.5 Compliance with RFP Requirements (10 points)

The evaluation team will consider the completeness and responsiveness of the Proposer's written proposal, with special

emphasis given to completion of contract compliance issues and ability to conform to the terms and conditions of the RFP.

Each proposal will be reviewed, evaluated, and assigned a score according to the Evaluation Criteria. The City shall award points to Proposers based on the proposal.

3.3 Capacity to Perform

The City considers the organization referred to herein to be the Proposer and any subcontractor(s) or vendor(s) included in the proposal. Consideration will be given to the perceived level and degree of the Proposer's responsibility, motivation, dedication to a successful effort, and to the overall capability of the organization. The organization's history, financial stability, core competency, expected growth, past performance on similar-sized contracts and projects, reputation, and experience serving governmental entities will also be considered. The evaluation team will also consider the experience, educational background, and availability of the personnel to be assigned to the Agreement. Consideration will be given primarily for specific experience in the technical fields required to successfully meet or exceed the requirements set forth in this RFP. Sufficient personnel must be provided to fulfill the objectives of this RFP.

3.3.1 Background and Qualifications of Organization

Describe your organization's history, structure, strategy, and work. (Provide this information for any subcontractors or vendors included in the proposal, if applicable.)

- 3.3.1.1 Provide information on founders, core products and service officers, number of employees, and any significant mergers or acquisitions in the past four years.
- 3.3.1.2 Provide information on your history of providing security services.
- 3.3.1.3 Describe experience providing security services to governmental entities, if applicable.
- 3.3.1.4 Outline what differentiates you from your competitors.
- 3.3.1.5 Provide information on your experience and ability to work cooperatively and compatibly with other security service contractors.

3.3.2 Financial Capacity to Perform

- 3.3.2.1 Proposer should state whether it or any of its parents, subsidiaries, or affiliates has in the past seven years filed for bankruptcy and should provide the date, type, and current status of any such filing.

Please note: If you have had a contract terminated for default during the past five years or have been involved in litigation regarding a contract or performance of security services, this fact should be disclosed along with your position on the matter(s). Please include the case caption, case number, and jurisdiction. If you have experienced no such terminations for default in the past five years and have not been involved in contract litigation, then you should indicate as such.

3.3.3 Staffing and Key Staff Qualifications

Describe the team that would work on this project. Include a list of key team members. Make the case for why they will be good fits for this implementation. Please provide bios, resumes, and any other documentation you think best highlights the strength of the team that would be working on this project. Let us know how the team would be structured; if your team includes multiple firms, please let us know how long you have worked together. For legal purposes, we will need you to designate one firm as the prime contractor and all others as subcontractors.

3.3.4 References and Additional Information

Provide a brief overview of your active client base. Please provide three references, including their contact information and details on your history with them. Preferably, customer references will come from entities similar in size, scope, and complexity to the City of Los Angeles. Note that incorrect contact information (or a failure to respond by your reference) will be considered as a negative reference.

3.4 Interview Panel and Solution Demonstration

Responsive Proposers may be invited to appear separately before an interview panel consisting of City representatives. If applicable, Proposer will respond to questions, and if requested, deliver a presentation consisting, in part, of an interactive demonstration of Proposer's services.

4.0 CONTENT OF RESPONSE

The response to this RFP must be made in accordance with the format and in the order set forth herein. Failure to adhere to this format and order may be considered non-responsive and, therefore, be cause for rejection of the proposal. It is requested that proposals be prepared simply and economically, avoiding the use of unnecessary promotional material. It is the City's intent to award a contract, in a form approved by the City Attorney, to the selected Proposer(s). This RFP and the proposal submitted or any part thereof may be incorporated into and made a part of the contract. Proposals accepted by the City constitute a legally binding contract offer by the Proposer.

4.1 Cover Letter

Each response to this RFP must be accompanied by a cover letter that contains a general statement of the purposes for submission and include the following information:

- 4.1.1** Name, address, telephone number, and legal business status (individual, limited liability partnership, corporation, etc.) of the Proposer.
- 4.1.2** Name, title, address, and telephone number of the person or persons authorized to represent the Proposer in contract negotiations with the LAPD with respect to the RFP and any subsequently awarded contract. The cover letter shall also indicate any limitation of authority for the person named.
- 4.1.3** Required indemnity language from Section 4.3 below.
- 4.1.4** A representative or officer of the Proposer must sign the cover letter.
- 4.1.5** That representative shall have been authorized to bind the Proposer to all provisions of the RFP, any subsequent changes and to the contract if an award is made.
- 4.1.6** All of the signatures referenced above must be submitted by email and signed in black or blue ink.

4.2 Qualifications of the Proposer(s)

- 4.2.1** The Proposer(s) must demonstrate past and present ability to fulfill the requirements established by this RFP.
- 4.2.2** Proposers are required to provide detailed information demonstrating an ability to perform the necessary services with specific reference to the activities noted above in this RFP.

4.2.3 The proposal must describe the qualifications of the Proposer by reason of past experience with similar undertakings and provide the following details:

- 1) Name(s) and contact information of customer(s) for whom the service was provided;
- 2) Dates and periods during which the indicated service was provided; and
- 3) The extent and exact nature of the service(s).

4.2.4 This section must also contain a statement of express permission for the City to contact any identified previous customer and request information on the performance of the Proposer.

4.2.5 The proposal must include a summary of the relevant background and experience of the Proposer submitting the proposal as a corporation, partnership, joint venture, or consortium. Adequate documentation must be presented that indicates that the corporation or other entity has the ability to continue in business throughout the period of the contract.

4.2.6 The selected Contractor(s) must have all permanent and current permits and/or licenses necessary for performance of the services set forth herein, including but not limited to, licensed by the State of California as a Private Patrol Operator.

4.2.7 The Proposer must not be debarred, suspended or otherwise declared ineligible to contract by any federal, state, or local public agency anywhere in the United States.

4.2.8 The services required under this RFP may be subcontracted to individuals not employed by the Proposer upon receipt of prior written approval from the City.

4.2.9 The proposal should include any other information that will assist the LAPD in evaluating the qualifications of the Proposer.

4.3 Disclosure

Disclose whether the firm, or individuals with the firm, have received a suspension, revocation, or disciplinary action from any government entity, that would preclude the firm or any such individual from obtaining access to governmental data – including law enforcement communications.

4.4 Financial Proposal

The proposal must include a fee schedule for all proposed services and an explanation of such fees. Upon award of contract, invoices which contain fees, charges, or services not authorized under the contracted fee schedule attached to the executed contract will be disapproved.

Proposer should provide a detailed explanation of each and every fee the City may incur. Proposer's pricing model should include the total services fees (tax, charge, surcharge, and any and all other miscellaneous expenses) associated with the tasks or events indicated in Section 2.0, Scope of Services, as applicable, and the rate that fees accrue (e.g. per hour, per item, per task, or any other unit basis).

All prices are inclusive of travel. No additional charges, including travel, lodging, subsistence, miscellaneous (ad-hoc) expenses and other expenses, will be allowed, unless authorized in advance.

Any taxes due will be assumed to be included in your price of services. Proposer will bear responsibility for any clerical errors in the financial proposal, or errors made in pricing the services (e.g., the omission of a component of the services). The total cost that is quoted in the financial proposal will be considered a best and final offer, although the City reserves the right to further negotiate pricing.

Upon award of contract, invoices that contain fees, charges, or services not authorized under the contracted fee schedule attached to the executed Agreement will be disapproved.

Proposers should note that the City will not provide clerical support, telephone or reproduction services for the Proposer who is awarded the contract. Parking and workspace may be available at LAPD facilities when required.

4.5 City of Los Angeles Contracts Held Within the Last Ten Years

4.5.1 Please list all of the City contracts held by the respondent within the last ten (10) years. In addition, please specify the following information:

- 4.5.1.1 The City entity or department that administered the contract;
- 4.5.1.2 The contract number;
- 4.5.1.3 The dollar amount of the contract;
- 4.5.1.4 Date and periods during which the contract was in effect; and
- 4.5.1.5 A short description of the services provided.
- 4.5.1.6 Please indicate every instance in which your company was liable for damages in the course of performance

of the contract.

4.5.2 A list of current references that includes:

- 4.5.2.1 Client's name and address;
- 4.5.2.2 Contact person;
- 4.5.2.3 Title of contact person;
- 4.5.2.4 Telephone number;
- 4.5.2.5 Dates of services provided;
- 4.5.2.6 Brief description of work completed for the client; and
- 4.5.2.7 A statement of express permission for the City to contact identified previous customer and request information on the performance of the Proposer.

4.6 Qualified Employees

- 4.6.1** The personnel assigned to perform under the Agreement must have prior experience successfully implementing services of similar scope and complexity.
- 4.6.2** The Proposer must include the name of all key personnel who are employed by the Proposer and the proposed subcontractor(s) who will be assigned to perform services pursuant to the contract.
- 4.6.3** The Proposer must designate a full-time Project Manager with full authority to administer the contract for services on behalf of the Proposer.
- 4.6.4** For each person identified, the following information must be provided:
 - 4.6.4.1 Description of the services to be performed by each key person assigned to provide security services.
 - 4.6.4.2 A brief, complete statement of each key person's experience and background, giving the number of years of experience, title or function while gaining the experience and ending dates of the projects cited for relevant experience, and the relationship of that key person to the major goals of the project cited.
 - 4.6.4.3 The estimated amount of time each key person will be assigned to work on the project.

4.6.5 The City's RFP Coordinator reserves the right to verify each such person's experience and/or education. The City reserves the right to approve any changes in personnel assigned by the selected Proposer to the contract. The City may also require that the selected Proposer's staff working on the security services Agreement undergo a background investigation check conducted by the LAPD.

The City requires that the Contractor maintain security personnel that meet the requirements of and standards for Fire Watch Detail, Unarmed, Armed, and Professional Guards, Post Commanders, and Field Supervisors as detailed in this RFP and the Agreement.

The Contractor's security personnel shall be expected to maintain professional and appropriate conduct and adhere to all policies and rules regarding such.

Security Guards shall maintain both a personal and uniform appearance that is neat, clean, and professional, and one that adheres to standards approved by the Contractor.

The Contractor's workforce shall be English proficient and have the ability to communicate (read, write, speak and understand) in English and as set forth in regulations, written orders, instructions, and training instructions. They should be in general good health and physically capable of performing the essential functions of the position.

4.7 Uniforms, Equipment and Supplies

The Contractor shall ensure that all on-duty officers wear complete uniforms and equipment approved by the Contract Administrator. The Contractor's Security Guards will be issued uniforms by the Contractor, which must be worn at all times during the performance of their work.

The selected Contractor shall provide each Security Guard with all equipment necessary to perform their duties including; flashlights, two-way radios, cell phones, uniforms, bicycles, vehicles for patrol, and other related supplies and equipment. All equipment shall be furnished, maintained, and paid for by the Contractor with said cost included in the labor rate for each of the various services performed by the Contractor.

The Proposer shall provide photos and/or descriptions of its uniforms and equipment that will be provided to Security Personnel in compliance with the above.

Security Personnel may wear insignia or patches indicating that they work for the City of Los Angeles when they are so engaged. Contractor shall require the return of any such insignia or patches upon completion of any Security Guard's assignment with the City. Security Personnel may not wear any items that might tend to identify them as police officers or employees of the Los Angeles Police Department.

4.8 Licenses and Permits

The City requires that the security personnel shall possess all valid and current licenses, permits, certificates, and training as required in the performance of their duties as stated in this RFP, and have successfully passed a criminal background check completed at Contractor's expense. The required documents must include the following, which should be carried in their possession while on duty at any City site or while working on any Official Police Garage sites:

- a. California Operators Driver's License or California I.D.;
- b. Valid Guard Card;
- c. Valid Firearms (for Armed and Professional Security Guards);
- d. Valid Baton Permit (Side Handle/Expandable);
- e. Valid Tear Gas Permit (Oleoresin Capsicum (OC)/Pepper Spray;
- f. First Aid, CPR and AED Cards; and
- g. Commission Investigation Division (CID) ID Card for each contracting company for which security guard works, renewed annually.

The LAPD reserves the right to verify each such person's experience and/or education. The LAPD reserves the right to approve any changes in personnel assigned by the selected Proposer to the Agreement.

Security Guards, Field Supervisors, and Post Commanders must possess a valid Guard and/or Firearms Card(s) and other cards/permits or shall be immediately removed from their assigned post and will not be returned to a post assignment at any City facility until the card(s) proper renewal.

The selected Contractor(s) must have all permanent and current permits and/or licenses as required by California's Department of Consumer Affairs, Department of Motor Vehicles, and obtain a permit as required by the L.A.M.C. Sec. 52.34 – PRIVATE PATROL SERVICE - REGULATIONS.

L.A.M.C. 52.34 – Each Contracting Company must register with the Board of Police Commissioners and possess a current Commission Investigation Division (CID) ID Card. All Security Personnel except Fire Watch Detail

must individually register with the Board of Police Commissioners and carry a current Commission Investigation Division (CID) ID Card for each security guard company for which they work. CID will background check all officers and issue CID Cards. Officers must maintain and carry a current CID Card, while employed as a contractor for the City of Los Angeles. Permits must be renewed annually. For further information, contact CID at (213) 996-1258.

4.9 Guard Tour Management System (GTMS)/Geo Positioning System (GPS) Tracking/Attendance Verification/Incident Reporting

The Contractor shall provide and demonstrate a Guard Tour Management System (GTMS) capable of real-time tour results acceptable to the City. This will be done at the Contractor's expense within thirty (30) days following the execution of the Agreement. The Contractor will be responsible for maintaining the system and replacing it if it becomes inoperable.

The system must be available in real time on the Contractor's Web Portal and accessible by any Application Programming Interface (API) used by the City.

4.10 Corporation or Other Entity Capability

The proposal must include a summary of the relevant background and experience of the entity submitting the proposal. Adequate documentation must be provided regarding the organizational and financial stability of the Proposer, in sufficient detail to substantiate that the Proposer has the organizational and financial stability to continue in business throughout the period of the Agreement and will be able to successfully provide the services under the Agreement. The Proposer must provide validated evidence of its financial condition, such as a CPA certified annual report or annual operating statement, and any interim statement completed within the prior six (6) months.

4.11 Confidential Information

Proposals made in response to this RFP may contain technical, financial, or other data whose public disclosure could cause substantial injury to the Proposer's competitive position or constitute a trade secret. To protect such data from disclosure, the Proposer should specifically identify the pages of the proposal that contain confidential information by properly marking the applicable pages and inserting the following notice in the front of the proposal:

"NOTICE"

“The data on the pages of this proposal identified by an asterisk (*) or marked along the margin with a vertical line, contain information which are trade secrets and/or whose disclosure would cause substantial injury to the Proposer’s competitive position. The Proposer requests that such data be used only for the evaluation of its proposal but understands that disclosure will be limited to the extent that the City determines is under federal, state, and local law.”

In proposals containing proprietary information, proprietary paragraphs, and/or other data should be clearly marked as noted above. **The Proposer must include one additional electronic copy of the proposal with the confidential material totally blacked out or otherwise redacted from the text so that one copy is available as public material.** In accordance with the California Public Records Act, this information may, upon request, be released to the public.

Note that wholesale use of headers/footers bearing designations such as “confidential”, “proprietary”, or “trade secret” on all or nearly all of a proposal is not acceptable and may be deemed by the City as a waiver of any exemption claim. The identification of exempt information must be more specific.

The City assumes no responsibility for disclosure or use of unmarked data for any purposes. In the event properly marked data are requested, the Proposer will be advised of the request and may expeditiously submit to the City a detailed statement indicating the reasons it has for believing that the information is exempt from disclosure under federal, state, and local law. This statement will be used by the City in making its determination as to whether or not disclosure is proper under federal, state, and local law. The City will exercise care in applying this confidentiality standard but will not be held liable for any damage or injury that may result from any disclosure that may occur. The Proposer agrees to assume and pay for all costs incurred by the City, including attorneys’ fees awarded by a court, if Proposer requests the City to resist disclosure of material provided to the City by the Proposer, provided the City determines the said materials are exempt under federal, state, and local law. Further, in the event that you request that portions of your proposal remain confidential and not be disclosed, please confirm your assurance to indemnify, defend and hold the City of Los Angeles harmless from any claim by including the following statement in your cover letter:

“The Proposer undertakes and agrees to defend, indemnify and hold harmless the City of Los Angeles and any of its boards, officers, agents, and employees (collectively, the City) from and against all suits, claims, and causes of action brought against the City for the City’s refusal to disclose the Proposer’s trade secrets or Proposer’s other technical,

financial or other information to any person making a request pursuant to the State of California Public Records Act (California Government Code Section 6250 et seq.). The Proposer's obligations herein include, but are not limited to, all reasonable attorney's fees (both in house and outside counsel), reasonable costs of litigation incurred by the City or its attorneys (including all actual, costs incurred by the City, not merely those costs recoverable by a prevailing party, and specifically including costs of experts and consultants) as well as all damages or liability of any nature whatsoever arising out of any such suits, claims, and causes of action brought against the City, through and including any appellate proceedings. The Proposer's obligations to the City under this indemnification provision shall be due and payable on a monthly, on-going basis within thirty (30) days after each submission to Proposer of the City's invoices for all fees and costs incurred by the City, as well as all damages or liability of any nature."

Failure to include this exact statement shall constitute a waiver of a Proposer's right to exemption from disclosure under the California Public Records Act.

The Proposer will receive prompt notice from the City of any (1) communication to the City challenging the City's refusal to disclose the Proposer's information, and (2) any complaint or petition to the court challenging the City's refusal to disclose the Proposer's information. Further, should the Proposer choose to intervene in any court action relating to the City's refusal to disclose the Proposer's information, the City will not oppose the Proposer's motion to intervene.

4.12 Use of Subcontractors/Organizational Relationships

4.12.1 If applicable, Proposer will clearly describe which services or portions of Proposer's proposal are subcontracted. Further, Proposer will identify the subcontractor, and state the qualifications of those subcontract providers or strategic partners, and how the Proposer shall ensure the quality of any subcontracted services or services provided by a strategic partner under this RFP.

4.12.2 If applicable, Proposer will describe its parent company, affiliates and their core business. If any services above are to be provided by Proposer's parent or affiliates, they must be considered subcontractors to the Proposer.

4.13 Please include a section in your Response indicating your plans and procedures for addressing temporary demands on your labor supply to ensure no interruption in coverage during large-scale events.

5.0 MANDATORY CITY CONTRACTING REQUIREMENTS

Section 5 describes mandatory requirements for contracting with the City of Los Angeles. Please access more detailed information and forms that must be completed by the Proposer at www.rampLA.org. Please note that, in addition to being completed and submitted with your proposal, several of these documents must also be completed and uploaded to www.rampLA.org.

5.1 Business Inclusion Program (BIP) Outreach

It is the policy of the City to provide Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veteran Business Enterprises (DVBES), and all Other Business Enterprises (OBEs) an equal opportunity to participate in the contractual process. All respondents are strongly encouraged to make an effort to include members of these groups in any subcontracting work to be performed if awarded the contract.

Proposers must refer to Appendix A, Business Inclusion Program of this RFP for additional information and instructions. BIP outreach must be performed using the RAMP website (www.rampLA.org). Proposers must submit Schedule A of Appendix A with their proposal. A proposer's failure to utilize and complete their BIP Outreach as described in Appendix A will result in their proposal being deemed non-responsive.

All BIP Outreach documentation must be submitted on www.rampLA.org by 4:30 p.m. on the calendar day following the Proposal Submission Deadline. Failure to submit the required documentation by 4:30 p.m. on the calendar day following Proposal Submission Deadline will render the Responses non-responsive.

5.2 Local Business Preference Program

Proposers are advised that any proposal submitted and contract awarded from this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.47, Local Business Preference Program (LBPP) Ordinance. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County. The LBPP Ordinance allows the Department to apply additional points to the proposal's final score under certain conditions.

If applicable, Proposers may choose to complete and upload the Local Business Certification Affidavit of Eligibility available on the RAMP at www.RAMPLA.org before the Proposal Submission Deadline. The City may request supporting documentation to verify qualification for designation as a Local Business. Only those Proposers who apply and qualify for a Local Business designation (or otherwise qualify by using a qualified Local Subcontractor) by the Proposal Submission Deadline will be eligible for additional points that can be awarded under the ordinance.

Proposers seeking additional information regarding the requirements of the Local Business Preference Program Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

5.3 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). The following information is to be included in each proposal:

- 5.3.1** The headquarters address of respondent's firm and the total number of people employed by the firm, regardless of work location;
- 5.3.2** The percentage of the respondent's total workforce employed within the City of Los Angeles and the percentage residing within the City; and
- 5.3.3** The address of any branch offices located within the City of Los Angeles and the total number employed in each Los Angeles branch office, the percentage of the work force in each Los Angeles branch office that is employed within the City, and the percentage residing within the City.
- 5.3.4** If the Proposer is a joint venture or other collaboration of separate entities, each member of the joint venture or collaboration must submit such a list.

This information can be completed in the Proposer Workforce Information form, Appendix B.

5.4 Statement of Non-Collusion

With each response, a Statement of Non-Collusion shall be submitted and signed by the respondent under penalty of perjury stating that:

- 5.4.1** The response is genuine, not a sham or collusive;
- 5.4.2** The response is not made in the interest or on behalf of any person not named therein;
- 5.4.3** The respondent has not directly or indirectly induced or solicited any person to submit a false or sham response or to refrain from responding; and
- 5.4.4** The respondent has not in any manner sought by collusion to secure an advantage over any other respondent.

Each proposal must include an executed Statement of Non-Collusion attached to this RFP as Appendix C. If the Proposer is a joint venture or other collaboration of separate entities, each member of the joint venture or collaboration must submit an executed statement.

5.5 Non-Discrimination, Equal Employment Practices, and Affirmative Action Policies

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-discrimination Clause.

Non-construction services to or for the City for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3, Equal Employment Practices Provisions.

Non-construction services to or for the City for which the consideration is \$25,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions.

Furthermore, contractors shall include similar provisions in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations. The contract with the subcontractor that contain similar language shall be made available to the Office of Contract Compliance upon request.

Proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

5.6 Child Support Assignment Orders

Proposers are advised that any contract awarded pursuant to this RFP will be subject to the applicable provisions of Los Angeles Administrative Code, Section 10.10, Child Support Obligations. City policy also requires that all contractors performing work for the City comply with all applicable state and federal reporting requirements relative to legally mandated child support. Proposers must refer to Appendix D – Child Support Obligations for further information and instructions and must submit the required declaration at the time proposals are submitted.

5.7 Service Contract Worker Retention and Living Wage Ordinances

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000.00 and a contract term of at least three months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to attached "SCWRO/LWO.pdf" for further information regarding the requirements of the Ordinances.

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption (Form OCC/LW-10), or the Non-Profit/One-Person Contractor Certification of Exemption (OCC/LW-13). The List of Statutory exemptions, the Application and the Certification are included in Appendix E.

Please direct any questions about compliance forms and Social Policy Ordinances to the City's Bureau of Contract Administration by phone at (213) 847-2625 or by email at bca.eeoe@lacity.org.

5.8 Online Submission of Required Documents on RAMP

a) Equal Benefits Ordinance

Proposers are advised that any contract exceeding \$25,000 awarded under this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All Proposers shall complete the online Equal Benefits Ordinance/First Source Hiring Ordinance Affidavit on RAMP (<https://www.rampla.org>) by the proposal submission deadline. The Equal Benefits Ordinance Affidavit shall be effective for twelve months from the date it is first completed on RAMP. Proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

b) First Source Hiring Ordinance

Unless approved for an exemption, Contractors under contracts used primarily for the furnishing of services to or for the City and that involve an expenditure 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 Sections 10.44, et seq., First Source Hiring Ordinance (FSHO). Proposers shall refer to the Standard Provisions for City Contracts for further information regarding the requirements of the Ordinance. Proposers shall complete the online Equal Benefits Ordinance/First Source Hiring Ordinance Affidavit on RAMP (www.RAMPLA.org) by the proposal submission deadline.

c) Disclosure Ordinances Affidavit

Unless otherwise exempt, by the provisions of the Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded under this RFP will be subject to the SDO, Section 10.41 of the Los Angeles Administrative Code, and the DBWCO, Section 10.50 of the Los Angeles Administrative Code.

Effective July 18, 2018, the DBWCO was combined with SDO on a revised Disclosure Ordinances Affidavit to be completed electronically on RAMP (<https://www.rampla.org>). The web form should be completed and submitted by the proposal submission deadline.

The web form will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Proposers/Bidders seeking additional information regarding the requirements of the SDO and the DBWCO may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

5.9 Contractor Responsibility Ordinance

Every Request for Proposal, Request for Bid, Request for Qualifications, or other procurement process is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 *et seq.*, of Article 14, Chapter 1 of Division 10 of the Los Angeles Administrative Code, unless exempt pursuant to the provisions of the Contractor Responsibility Ordinance.

This Contractor Responsibility Ordinance requires that all respondents complete and return, with their response, the City of Los Angeles Responsibility Questionnaire and the Pledge of Compliance with Contractor Responsibility. Failure to return the completed questionnaire may result in the response being deemed non-responsive. The Contractor Responsibility Ordinance also requires that if a contract is awarded pursuant to this procurement, that the contractor must update responses to the questionnaire, within 30 calendar days, after any changes to the responses previously provided if such change would affect contractor's fitness and ability to continue performing the contract. Pursuant to the Contractor Responsibility Ordinance, by executing a contract with the City, the contractor pledges, under penalty of perjury, to comply with all applicable federal, state and local laws in performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees. Further, the Contractor Responsibility Ordinance requires each contractor to: (1) notify the awarding authority within 30 calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the contractor is not in compliance with Section 10.40.3 (a) of the Contractor Responsibility Ordinance; and (2) notify the awarding authority within 30 calendar days of all findings by a government agency or court of competent jurisdiction that the contractor has violated Section 10.40.3 (a) of the Contractor Responsibility Ordinance.

Proposers must refer to Appendix F – Contractor Responsibility

Ordinance for further additional information and instructions. All Proposers must complete and return, with their proposal, the Responsibility Questionnaire included in Appendix F.

Please direct any questions about compliance forms and Social Policy Ordinances to the City's Bureau of Contract Administration by phone at (213) 847-2625 or by email at bca.eeoe@lacity.org.

5.10 Proposer Certification – CEC Form 50

A Proposer who submits a response to this solicitation must submit with its proposal a completed CEC Form 50 acknowledging that the Proposer agrees to comply with the disclosure requirements and prohibitions established in the Municipal Lobbying Ordinance, attached, if the Proposer qualifies as a lobbying entity under Los Angeles Municipal Code Section 48.02 (exemptions in Los Angeles Municipal Code Section 48.03 and Los Angeles Administrative Code Section 10.40.4 do not apply). A response submitted without a completed CEC Form 50 shall be deemed nonresponsive.

The CEC Form 50 is attached as Appendix G.

5.11 Proposer Contributions – CEC Form 55

Proposers are subject to Charter section 470(c)(12) and related ordinances. As a result, Proposers 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 Proposers, 12 months after the contract is signed. The Proposer's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Proposers must submit CEC Form 55, provided in Appendix H, to the awarding authority at the same time the response is submitted. The form requires Proposers to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Proposers must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 will be deemed nonresponsive. Proposers 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.

5.12 Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all Proposers submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000.00 or more are required to complete, sign, and submit the “Iran Contracting Act of 2010 Compliance Affidavit” that is attached as Appendix I.

Please direct any questions about compliance forms and Social Policy Ordinances to the City’s Bureau of Contract Administration by phone at (213) 847-2625 or by email at bca.eeoe@lacity.org.

5.13 Government and Business Taxation Forms

The selected Proposer will be required to demonstrate compliance with the City’s business tax laws by acquiring/maintaining one of the following: Business Tax Registration Certificate; Vendor Registration Number; or Certificate of Exemption. The Certificate or Registration Number must remain in force during the entire period of the Agreement.

Proposers must submit the following documents at the same time the proposal is submitted:

- 5.13.1** Form W-9: IRS Request for Taxpayer Identification and Certificate;
- 5.13.2** Evidence of having applied for or obtained a tax registration account number (City of L.A. Tax Registration Certificate number and/or Vendor Registration number); and
- 5.13.3** Form 590: State of California Withholding Exemption Certificate; or Form 587: Non-resident Withholding Certification.

5.14 Insurance

After the award of the contract, but before work commences, the selected Proposer(s) must submit proof of insurance (ACORD certificate) to the Risk Manager electronically at <https://kwikcomply.org/>. Insurance requirements for the services requested in the RFP are described in Exhibit 1 of the Standard Provisions for City Contracts (Appendix J).

5.15 Record Retention Practices

Proposer must provide a detailed description of its record and invoice retention practices. This section shall include information pertaining to the nature of documentation utilized by the Proposer (electronic, logs, files, etc.), the type of information retained in each file, the procedures for physically maintaining all active and closed files, and a description of long-term storage practices.

Upon selection for interview, Proposers may be requested to provide sample documentation reflecting record retention practices utilized by the firm in their standard course of providing service. Sample documentation should reflect matters which took place at least one year prior to the date of interview and be properly redacted to preserve any confidentiality with existing/prior clients.

5.16 Recycled Paper

Contractor shall submit any written documents on paper with a minimum of 30% post-consumer recycled content. Existing Contractor letterhead or stationery that accompanies these documents is exempt from this requirement. Pages should be double-sided. Neon or fluorescent paper shall not be used in any written documents submitted.

5.17 Additional Data

The proposal must include any other relevant information the Proposer believes essential to the evaluation of the proposal. If the Proposer does not wish to present any additional data, the proposal must state specifically, "There is no other information we wish to present."

5.18 Fair Chance Initiative for Hiring Ordinance

Any contract awarded pursuant to this RFP will be subject to the Fair Chance Initiative for Hiring Ordinance ("FCIHO"), LAAC §10.48. The Ordinance provides, among other things, that contractors/subcontractors with at least ten (10) employees are: prohibited from seeking a job applicant's criminal history information until after a job offer is made; must post FCIHO information in conspicuous places at worksites; and cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

Bidders/Proposers seeking additional information regarding the requirements of the FCIHO may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

5.19 Executive Directive 35 Compliance

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

5.20 Zero Waste Ordinance

The Zero Waste City Facilities and Events on City Property Ordinance (Los Angeles Administrative Code, Section 10.53) became effective on January 23, 2023. City facilities, City-permitted events held on City property, food or beverage providers, and other retailers operating on City property must be in compliance with the ordinance. The intent of the ordinance is to eliminate the use of disposable foodware and other items such as paper towels, encourage recycling and the use of recycled materials, and reduce food waste in City facilities and at events on City property. In addition, it prohibits many plastic items, including expanded polystyrene (EPS) foodware, plastic bags, and promotional items. Any Contractor that is a Food or Beverage Provider pursuant to LAAC Section 10.53.1(K) shall comply with the Zero Waste City Facilities and Events on City Property Ordinance, Los Angeles Administrative Code Section 10.53 et seq., as amended from time to time, which provisions shall be incorporated into and made a part of the contract by reference. Any subcontract entered into by the Contractor for work to be performed under the contract must include an identical provision. For more information,

please contact the Department of Public Works, Bureau of Sanitation at (213) 485-2260, srcrd@lacity.org or <https://www.lacitysan.org>.

6.0 CONFIDENTIALITY AND RESTRICTIONS ON DISCLOSURE

All Proposers are advised that any contract awarded as a result of this RFP process will be subject to the following provisions:

6.1 Confidentiality and Restrictions on Disclosure

A. All documents, records, and information provided by the City to the Contractor, or accessed or reviewed by the Contractor, during performance of this Agreement will remain the property of the City. All documents, records and information provided by the City to the Contractor, or accessed or reviewed by the Contractor during the performance of this Agreement, are confidential (hereinafter collectively referred to as “Confidential Information”). The Contractor agrees not to provide Confidential Information, nor disclose their content or any information contained in them, either orally or in writing, to any other person or entity. The Contractor agrees that all Confidential Information used or reviewed in connection with the Contractor’s work for the City will be used only for the purpose of carrying out City business and cannot be used for any other purpose. The Contractor will be responsible for protecting the confidentiality and maintaining the security of City documents and records in its possession.

B. The Contractor will make the Confidential Information provided by the City to the Contractor, or accessed or reviewed by the Contractor during performance of this Agreement, available to its employees, agents and subcontractors, only on a need to know basis. Further, the Contractor will provide written instructions to all of its employees, agents and subcontractors, with access to the Confidential Information about the penalties for its unauthorized use or disclosure.

The Contractor will store and process Confidential Information in an electronic format in such a way that unauthorized persons cannot retrieve the information by computer, remote terminal or other means.

C. The Contractor must not remove Confidential Information, or any other documents or information used or reviewed in connection with the Contractor’s work for the City from City facilities without prior approval from the City. The Contractor will not use, other than in direct performance of work required pursuant to the Agreement, or make notes of any home address or home telephone numbers contained in

Confidential Information provided by the City that are reviewed during work on this Agreement. The Contractor will, at the conclusion of this Agreement, or at the request of the City, promptly return any and all Confidential Information and all other written materials, notes, documents, or other information obtained by the Contractor during the course of work under this Agreement to the City. The Contractor will not make or retain copies of any such information, materials, or documents.

- D. Any reports, findings, deliverables, analyses, studies, notes, information, or data generated as a result of this Agreement are to be considered confidential. The Contractor will not make such information available to any individual, agency, or organization except as provided for in this Agreement or as required by law.
- E. The Contractor will require that all its employees, agents, and subcontractors who will review, be provided, or have access to Confidential Information, during the performance of this Agreement, execute a confidentiality agreement that incorporates the provisions of this Section, prior to being able to access Confidential Information.

6.2 Document Control Procedure

The Contractor will develop and administer a mutually acceptable Document Control Procedure over documents flowing to and from the City, in such a manner as to ensure that the confidentiality requirements of this Section 6 are met. Each document will be controlled through the use of a Document Control Number.

7.0 STANDARD PROVISIONS

The Standard Provisions for City Contracts (Rev. 1/25 [v.2])(the “Standard Provisions”), attached as Appendix J, sets forth City’s required terms and conditions. City requires each Proposer either to accept the Standard Provisions affirmatively as presented or to clearly state in writing required modifications, additions, or substitutions (collectively “Exceptions”). Every Proposer must review the Standard Provisions and must set forth all Exceptions to the Standard Provisions, if any, in the form of proposed alternative language or identification of specific terms to be deleted and must disclose any impact on the proposed price if City rejects the Exceptions. City may disqualify and terminate negotiations with any Proposer that did not identify an Exception to a given provision in its proposal and subsequently attempts to do so during negotiations. Further, City reserves the right to disqualify any Proposer with whom City is unable to negotiate a definitive agreement. Therefore, it is in Proposer’s best interest to have the Standard Provisions reviewed by their legal counsel prior to submission of Proposer’s response to this RFP. The number and extent of any Exceptions

may be factored into the evaluation of the Proposer's proposal. Submission of the Proposer's form agreement in response to the requirements of this Section of the RFP will be deemed non-responsive.

8.0 ADMINISTRATIVE GUIDELINES FOR SUBMITTAL

The City of Los Angeles requires that all contractual proposals adhere to the following guidelines:

8.1 Acceptance of Terms and Conditions

The submission of a proposal pursuant to this RFP shall constitute acknowledgment and acceptance of all terms and conditions set forth herein.

8.2 Proposals Must be in Writing and in English

Proposals must contain firm offers for all services to be performed for the duration of the proposed contract. The RFP and the resulting proposals, or any part thereof, may be incorporated into and made a part of the contract. The City reserves the right to further negotiate the terms and conditions of the contract with the selected Proposer(s). The City also reserves the right to withdraw this RFP at any time, to reject all proposals, to reject any proposal for noncompliance with RFP provisions, or to choose not to award a contract if such action is determined to be in the best interest of the City and to waive any informality in the process when to do so is in the interests of the City.

8.3 Submission Deadline

The Proposal must be submitted via email by Wednesday, March 11, 2026 at 3:00 p.m. (Pacific Time) to secsd_contract_security@lapd.online
The subject line must be:

"PROPOSAL – RFP No. 25-310-006 FOR SECURITY SERVICES"

In addition, the following requirements apply:

8.3.1 The date and time of the email submission of Proposals is determined by the records of the City of Los Angeles email system. Once submission deadlines have passed, Proposers will not be permitted to resubmit their proposal if the City of Los Angeles email system rejects an email submission for any reason;

- 8.3.2** The maximum size of an email submitting a Proposal, including all attachments in PDF or Excel format, must be 25 MB or less (Proposers are solely responsible for ensuring that email submissions comply with any size restrictions imposed by the Proposer’s internet service provider);
- 8.3.3** Proposers should endeavor to submit the Proposal in a single email and avoid sending multiple email submissions in response to this RFP. However, if the file size of an email exceeds the applicable maximum size, the Proposer may make multiple submissions (multiple emails in response to the same RFP) to reduce attachment file size to be within the maximum applicable size. In the event multiple emails are necessary due to size restrictions, Proposers shall identify the order and number of emails making up the response submission (e.g. “email 1 of 3, email 2 of 3, email 3 of 3”);
- 8.3.4** Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proposers submitting proposals via email are solely responsible for ensuring that any emails or attachments are not corrupted. City may reject proposals that are compressed, cannot be opened, or that contain viruses, malware, or corrupted attachments;
- 8.3.5** The Proposer bears all risk associated with delivering its Proposal via email, including but not limited to delays in transmission between the Proposer’s computer and the City of Los Angeles email system.

8.4 Responsibility for Timely Submittal of Proposal

City shall record the time and date on which it receives Proposals. Timely submission of proposal is the sole responsibility of the Proposer.

Late proposals will not be considered for contract award. **All proposals emailed after 3:00 p.m. on the due date will not be accepted.**

The City reserves the right to determine the timeliness of all proposal submissions.

8.5 Protest Process

Within 10 calendar days of the date of the notice of the proposed award, a

Proposer may submit a protest. If the protest submission deadline falls on a weekend or a holiday, then the deadline will be extended to the next business day. Any protest to a proposed award:

- 8.5.1** Must be in writing;
- 8.5.2** Must state the specific reason(s) for the protest, citing the specific section(s) and requirement(s) of the RFP being protested;
- 8.5.3** Must state how the Proposer's proposal met the requirements of the RFP;
- 8.5.4** Must state the relief sought;
- 8.5.5** May submit copies of relevant documentation supporting the protest; and
- 8.5.6** Must be emailed to both the RFP/Contract Administrator and LAPDContracts@lapd.online.

The protest will be reviewed by the RFP/Contract Administrator. Thereafter, the protester will be sent a written decision by the City regarding the protest.

In lieu of filing a protest, a debriefing may be requested to discuss the strengths and weaknesses of the requestor's proposal. The debriefing is only intended to help an unsuccessful Proposer with any future submissions. Proposers who file a protest will not be entitled to a debriefing.

8.6 Proposal Errors

Proposer is liable for all errors or omissions incurred by Proposer in preparing the Proposal. Except as provided elsewhere in this RFP, Proposer will not be allowed to alter Proposal documents after the Proposal Submission Deadline.

City reserves the right to make corrections or amendments due to errors identified in Proposal by City or Proposer. This type of correction or amendment will only be allowed for errors such as typing, transposition or any other obvious error. Any changes will be date and time stamped and attached to Proposal. All changes must be coordinated in writing with, authorized by and made by City.

9.0 PROHIBITION OF COMMUNICATION DURING RFP EVALUATION PERIOD

After the submittal of proposals and continuing until a contract has been awarded, all City personnel involved in the project will be specifically directed against holding any meetings, conferences, or technical discussions with any Proposer except as provided in the RFP. Proposers shall not initiate communication in any manner with City personnel regarding this RFP or the proposals during this period of time unless authorized by this RFP. **Failure to comply with this requirement will automatically terminate further consideration of that firm's or individual's proposal. This is not intended to prevent current contractors from conducting ongoing business under existing contracts.**

10.0 CONFLICTS OF INTEREST

Provide information on whether your firm represents any interests that may constitute a conflict of interest in your contracting with the City, the Port of Los Angeles, Los Angeles World Airports, the Los Angeles Department of Water and Power, or any other City agency or affiliated entity.

Provide information on whether you or your firm are currently a party to an active claim or lawsuit against the City of Los Angeles or any of its related public or proprietary agencies.

11.0 GENERAL CITY RESERVATIONS

11.1 City reserves the right to verify the information in the response.

11.2 If a firm knowingly and willfully submits false information or other data, the City reserves the right to reject that response. If a contract was awarded as a result of false statements or other data submitted in response to this RFP, the City reserves the right to terminate that contract.

11.3 Submission of a response to this RFP shall constitute acknowledgment and acceptance of the terms and conditions set forth herein. Responses and the offers contained therein shall remain valid for a period of 180 days from the date set for receipt of responses. Firms awarded a contract pursuant to this RFP will be required to enter into a written contract with the City approved as to form by the City Attorney. This RFP and response, or any parts thereof, may be incorporated into and made a part of the final contract. The City reserves the right to further negotiate the terms and conditions of the contract. The final contract offer of the City may contain additional terms or terms different from those set forth herein.

- 11.4** The City reserves the right to waive any informality in the process when to do so is in the best interest of the City.
- 11.5** The City reserves the right to withdraw this RFP at any time without prior notice and the right to reject any and all Responses. The City makes no representation that any contract will be awarded to any firm responding to this RFP. The City reserves the right to extend the deadline for submission. Firms will have the right to revise their response in the event the deadline is extended.
- 11.6** A Proposer may withdraw its response prior to the specified Proposal Submission Deadline. A written request to withdraw, signed by an authorized representative of the Proposer, and must be submitted to the LAPD at the address specified herein for submittal of proposal. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time prior to the specified submission deadline.
- 11.7** All costs of response preparation shall be borne by the Proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposer in the preparation and/or submission of the response.
- 11.8** Unnecessarily elaborate or lengthy responses or other presentations beyond those needed to give sufficient and clear response to all of the RFP requirements are not desired. The response must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award.
- 11.9** Responses shall be reviewed and rated by the City as submitted. Firms may make no changes or additions after the deadline for receipt.
- 11.10** A firm will not be recommended for a contract award, regardless of the merits of the response submitted, if it has a history of contract noncompliance with the City or other funding source or poor past or current performance with the City or other funding source.
- 11.11** The City reserves the right to retain all responses submitted and the responses shall become the property of the City. Any department or agency of the City has the right to use any of the ideas presented in the responses submitted in response to this RFP. All responses received by the City will be considered public records subject to disclosure under the Public Records Act (California Government Code Section 6250 *et seq.*). Applicants must identify any material they claim is exempt from disclosure under the Public Records Act. In the event such exemption is claimed, the applicant may be required to seek a protective order if the City determines

that the subject material must be disclosed.

11.12 In the event that one or more contracts are awarded, ownership and title of all reports, documents, plans, drawings, specifications, and estimates produced as part of the contract will automatically be vested in the City of Los Angeles, and no further agreement will be necessary to transfer ownership to any City entity.

11.13 Contractor Evaluation Ordinance

Proposers are advised that any contract awarded as a result of this RFP process will be subject to the provisions of Los Angeles Administrative Code Section 10.39 et seq., Contractor Evaluation Ordinance (CEO). In accordance with this Ordinance, the City will conduct an evaluation of a contractor's performance at the end of the contract.

The City may also conduct evaluations of the contractor's performance during the term of the contract. Evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the contractor assigns to the contract. Information from the evaluations will be kept in a centralized database, and City departments will consider that information when awarding future service contracts.

11.14 Pre-Award Negotiations

Prior to award of the contract(s), the successful vendor(s) may be required to attend negotiation meetings. The purpose of the meeting(s) will be to discuss and negotiate contract requirements, prices, service level agreements, detailed scope of work specifications, ordering, invoicing, delivery, receiving and payment procedures, etc., in order to insure successful administration of the contract.

11.15 The City may award a contract on the basis of proposals submitted, without discussions, or may negotiate further with those Proposers within a competitive range. Proposals should be submitted on the most favorable terms the Proposer can provide.

12.0 ATTORNEYS' FEES

If City shall be made a party to any litigation commenced by or against Proposer arising out of Proposer's operations and as a result of which Proposer is held liable, in whole or in part, by settlement, adjudication, or otherwise, then Proposer shall pay all costs and reasonable attorneys' fees incurred by or imposed upon City in connection with such litigation. Each party shall give prompt notice to the other of any claim or suit instituted against it that may affect

the other party.

13.0 AWARD OF CONTRACT

The Proposers to whom a contract is awarded, if any, shall be required to enter into a written contract with the City of Los Angeles in a form approved by the City Attorney. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. However, the City reserves the right to further negotiate the terms and conditions of the contract with the selected Proposer. The contract will, in any event, include fixed prices to be paid by the City for the Proposer to perform the services as provided herein under “Scope of Services.”

The Standard Provisions for City Contracts (Rev. 1/25 [v.2]) will be incorporated and made part of the final contract. Proposer should review the Standard Provisions for City Contracts which can be downloaded from www.rampLA.org as part of this RFP as Appendix J.

All contractors must additionally comply with the “Municipal Lobbying Ordinance” (Los Angeles Municipal Code §§ 48.09 (H)). Proposer should review the Municipal Lobbying Ordinance, which can be download at the following Los Angeles City Ethics Commission link: <https://ethics.lacity.org/lobbying>.

14.0 PROPOSER CHECKLIST

All documents listed must be included with your proposal. Please indicate non-applicable (N/A) on any documents that do not apply to your company.

14.1 General Information

___ One electronic copy of the complete Proposal (Section 8.3)

14.2 Required Content of Proposal

___ Cover Letter with Appropriate Signatures (Section 4.1)

___ Qualifications of the Proposer(s), Including List of References (Section 4.2)

___ Financial Proposal (Section 4.4)

___ Corporation or Other Entity Capability (Section 4.7)

___ Statement Regarding Additional Data (Section 5.17)

___ Statement Regarding California Public Records Act (If Proposer Claims Any Exemption) (Section 4.11)

14.3 Required Related Documents

- _____ Business Inclusion Program (BIP) Schedule A (Section 5.1 and Appendix A)
- _____ Proposer’s Business Locations and Workforce Information (Section 5.3 and Appendix B)
- _____ Statement of Non-Collusion with Appropriate Signatures (Section 5.4 and Appendix C)
- _____ Child Support Assignment Obligations Form (Section 5.6 and Appendix D)
- _____ Service Contract Worker Retention and Living Wage Ordinances Documents (Section 5.7 and Appendix E)
- _____ Contractor Responsibility Ordinance (CRO) Questionnaire and Certification of Compliance with CRO (Section 5.9 and Appendix F)
- _____ Municipal Lobbying Ordinance CEC Form 50 (Section 5.10 and Appendix G)
- _____ Bidder Campaign Contributions and Fundraising CEC Form 55 (Section 5.11 and Appendix H)
- _____ Iran Contracting Act of 2010 Compliance Affidavit (Section 5.12 and Appendix I)
- _____ Government and Business Taxation Forms (Section 5.13)
- _____ Standard Provisions for City Contracts (Section 7.0, 5.14, and Appendix J)

14.4 Required Related Documents to be Submitted Online (RampLA)

- _____ Equal Benefits Ordinance Form/First Source Hiring Ordinance (Section 5.8)
- _____ Disclosure Ordinances Affidavit (Slavery Disclosure and Border Wall Disclosure Ordinance Affidavit Forms) (Section 5.8)

And any other documents indicated on www.rampLA.org as required.

APPENDICES

Appendix A	Business Inclusion Program (BIP) Requirements
Appendix B	Information on Business Location and Workforce
Appendix C	Statement of Non-Collusion
Appendix D	Child Support Obligations
Appendix E	Service Contractor Worker Retention and Living Wage Ordinances
Appendix F	Contractor Responsibility Ordinance (CRO)
Appendix G	CEC Form 50
Appendix H	CEC Form 55
Appendix I	Iran Contracting Act of 2010 Compliance Affidavit
Appendix J	Standard Provisions for City Contracts (Rev. 1/25) [v.2]