

CHECKLIST ATTACHMENT 2.13
ASSURANCES AND CONDITIONS TO THE STATEMENT OF QUALIFICATIONS

An authorized signatory (s) for each applicant organization must read the Assurances and Conditions outlined below, and complete the attached signature block.

Affirmative Action: The City's Administrative Code (Division 10, Chapter 1, Article 1, Section 10.8) establishes the affirmative action program for vendors doing business with the City. As a condition of contract award, grantees will be required to comply with the provisions of the City's Affirmative Action program, including submission of the City's Affirmative Action form with an affirmative action plan.

Insurance: The chosen contractor(s) must provide evidence of certain minimum insurance coverage requirements.

Service Contract Worker Retention Ordinance and the Living Wage Ordinance (SCWRO and LWO): The chosen contractor(s) shall comply with all Los Angeles Administrative Code (LAAC) Sections 10.36 et seq., SCWRO and LWO. A Declaration of Compliance must be approved by the Department of Public Works, Office of Contract Compliance prior to contract execution.

Equal Benefits Ordinance (EBO): The chosen contractor(s) must be certified as complying with the Los Angeles Administrative Code Section 10.8.2.1, EBO prior to the execution of any City Agreement. EBO forms must be approved by the Department of Public Works, Office of Contract Compliance prior to contract execution.

Certifications: Contractor(s) shall provide copies of the following documents to the City: a) Certification Regarding Ineligibility, Suspension, and Debarment as required by executive Order 12549; b) Certification and Disclosure Regarding Lobbying. Contractor(s) shall also file a Disclosure Form at the end of each calendar quarter in which there occurs any event requiring disclosure or which materially effects the accuracy of the information contained in any Disclosure Form previously filed by the Contractor(s).

Proof of IRS Number (W-9): All contractors are required to complete and submit proof of IRS Number (W-9) Form.

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

MBE/WBE/OBE Subcontractor /Supplier Information: The Contractor shall submit the MBE/WBE/OBE Form and comply with the City's Minority Business Enterprise (ME), Women Business Enterprise (WBE), and other Business Enterprise (OBE) outreach requirements as appropriate.

The applicant acknowledges understanding of and agreement with the provisions listed, which will be required at the time of contract negotiations.

Signature of Person Legally Authorized To Sign for Firm

Date

Type or Print Name

Title

Firm Name _____