



**SUPPLIER ELIGIBILITY DETERMINATION REQUEST**

*Los Angeles World Airports*

**LAMP APM OPERATING SYSTEM  
SUBMITTAL INSTRUCTIONS**

## **ATTACHMENT 1:**

**APM Operating System Supplier Eligibility Determination**

**Administrative Submittal Requirements**

**MARCH 17, 2016**



**ELIGIBILITY DETERMINATION ADMINISTRATIVE SUBMITTAL REQUIREMENTS**

**GENERAL INSTRUCTIONS**

*Respondents shall submit their EDRs in accordance with this format.*

**PART A. ADMINISTRATIVE REQUIREMENTS FORMS**

**Respondents shall complete and properly execute the forms identified below and attach the completed forms to Respondent's EDR:**

FORM A: Supplier Eligibility Determination Request Letter

FORM B: Organizational Conflicts of Interest Disclosure Statement

FORM C: Campaign Contribution Restrictions (CEC 55 Forms)

FORM D: Municipal Lobbying Ordinance



**FORM A: SUPPLIER ELIGIBILITY DETERMINATION REQUEST LETTER**

**[Insert APM Operating System Supplier's Letterhead]**  
**City of Los Angeles**  
**Los Angeles World Airports**  
**Los Angeles International Airport**

Respondent: \_\_\_\_\_ Date: \_\_\_\_\_

Mr. Allen Rad, Procurement Manager  
Los Angeles World Airports  
7301 World Way West  
Los Angeles, CA 90045

In response to the Submittal Instructions for APM Operating System Supplier Eligibility Determination for the Landside Access Modernization Program dated \_\_\_\_\_, 2016 (the Submittal Instructions), together with any addenda to the Submittal Instructions, the undersigned (Respondent) hereby represents and warrants that it has carefully examined and is fully familiar with the Submittal Instructions and related Eligibility Determination Process and hereby makes this eligibility determination request in response to the Eligibility Determination Process.

The undersigned Respondent acknowledges the right of LAWA to waive informalities in the submittals, to reject any or all requests submitted, and to permit opportunities to make additional submittals to address any deficiencies and/or ambiguities.

Respondent certifies that it has satisfied itself with respect to any questions it had regarding the Eligibility Determination Process. Respondent further certifies and declares that the information stated in this Eligibility Determination Request is true, correct, genuine, and not sham or collusive, nor made in the interest or on behalf of any person not named in this Eligibility Determination Request. Respondent has not directly or indirectly induced or solicited any other APM Operating System Supplier to make a sham Eligibility Determination Request, or any other person, firm or corporation to refrain from making an Eligibility Determination Request, and Respondent has not in any manner sought by collusion to secure for itself an advantage over any other APM Operating System Supplier. Respondent agrees to abide by all other contents and terms of the Submittal Instructions.

The undersigned Respondent acknowledges receipt and consideration of the following addenda to the Submittal Instructions:

Addenda Numbers: \_\_\_\_\_

The Submittal Instructions and Eligibility Determination Request shall be governed by and construed in all respects according to the laws of the State of California.

Authorized representative of Respondent: \_\_\_\_\_.



By executing this form, Respondent confirms that the representative named above is authorized to act as agent on behalf of the Respondent and is the point of contact for the Respondent in dealings with LAWA throughout this Eligibility Determination Process.

Any capitalized terms not defined herein shall have the meaning given them in the Submittal Instructions.

Respondent declares under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Respondent: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Respondent's Business Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Title)



**FORM B: ORGANIZATIONAL CONFLICTS OF INTEREST DISCLOSURE STATEMENT**

**Organizational Conflict of Interest Definition**

LAWA’s “Organizational Conflict of Interest Guidelines for the Consolidated Rent-A-Car-Center and Automated People Mover Projects” (Conflict of Interest Guidelines) defines organizational conflicts of interest as follows:

“Organizational Conflict of Interest” means a circumstance arising out of a Contractor’s existing or past activities, business or financial interests, familial relationships, contractual relationships, and/or organizational structure (i.e., parent entities, subsidiaries, Affiliates, etc.) that results in (i) impairment or potential impairment of a Contractor’s ability to render impartial assistance or advice to LAWLA or of its objectivity in performing work for LAWLA, (ii) an unfair competitive advantage for any Contractor bidding or proposing on a LAWLA procurement for the Projects; or (iii) a perception or appearance of impropriety with respect to any of LAWLA’s procurements or contracts for the Projects or a perception or appearance of unfair competitive advantage with respect to a procurement for the projects by LAWLA (regardless of whether any such perception is accurate).

**Disclosure**

Having reviewed the Conflict of Interest Guidelines, the Respondent hereby indicates as to itself and any and all subcontracts it has identified at the time of the submittal of the Eligibility Determination Request, and their respective personnel, that Respondent has, to the best of its knowledge and belief:

\_\_\_\_\_ Determined that no potential Organizational Conflict of Interest exists.

\_\_\_\_\_ Determined a potential Organizational Conflict of Interest exists.

If Respondent has determined that a potential Organizational Conflict of Interest exists, in the space provided below and on supplemental sheets as necessary, identify all relevant facts relating to the potential Organizational Conflict of Interest.



**Explanation**

In the space below, and on supplemental sheets as necessary, identify steps that have been or will be taken to avoid or mitigate any Organizational Conflicts of Interest described herein.

**Certification**

The undersigned hereby certifies that, to the best of his or her knowledge and belief, no interest exists that is required to be disclosed in this Organizational Conflicts of Interest Disclosure Statement, other than as disclosed above.

I certify that the foregoing is true and correct, and that I am authorized to execute this form on behalf of Respondent:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Respondent



**FORM C: CAMPAIGN CONTRIBUTIONS RESTRICTIONS (CEC 55 FORMS)**

	City Ethics Commission 200 N Spring Street City Hall — 24th Floor Los Angeles, CA 90012 Mail Stop 129 (213) 978-1960	<h2 style="margin: 0;">Prohibited Contributors (Bidders)</h2> <h3 style="margin: 0;">CEC Form 55</h3>
<p><i>This form must be completed in its entirety and submitted to the awarding authority with your bid or proposal for the contract noted below. A bid or proposal that does not include a completed form will be deemed nonresponsive. Please write legibly.</i></p>		
<p><input type="checkbox"/> Original filing   <input type="checkbox"/> Amended filing (original signed on _____; last amendment signed on _____)</p>		
<b>Bid/Contract/BAVN Number</b> (or other identifying information if no number):		<b>Date Bid Submitted:</b>
<b>Description of Contract:</b>		
<b>Awarding Authority (Department):</b>		
<b>BIDDER</b> Name: _____ Address: _____ Email (optional): _____ Phone: _____ State Contractor ID: _____ <small style="margin-top: 5px;">State ID must be disclosed for identification purposes, even if not performing work on this contract under that license. If the bidder does not have a state contractor ID, indicate "not applicable".</small>		
<b>PRINCIPALS</b> <p>Please identify the names and titles of all principals (attach additional sheets if necessary). Principals include a bidder's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent and employees of the bidder who are authorized by the bid or proposal to represent the bidder before the City.</p>		
Name: _____ Title: _____ Address: _____		
Name: _____ Title: _____ Address: _____		
Name: _____ Title: _____ Address: _____		
Name: _____ Title: _____ Address: _____		
<input type="checkbox"/> _____ additional sheets are attached, <input type="checkbox"/> Bidder is an individual and no other principals exist.		



City Ethics Commission  
200 N Spring Street  
City Hall — 24th Floor  
Los Angeles, CA 90012  
Mail Stop 129  
(213) 978-1960

## Prohibited Contributors (Bidders) CEC Form 55

### SUBCONTRACTORS

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

Subcontractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
State Contractor ID (for identification purposes; if none, indicate "not applicable"); \_\_\_\_\_

Subcontractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
State Contractor ID (for identification purposes; if none, indicate "not applicable"); \_\_\_\_\_

Subcontractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
State Contractor ID (for identification purposes; if none, indicate "not applicable"); \_\_\_\_\_

Subcontractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
State Contractor ID (for identification purposes; if none, indicate "not applicable"); \_\_\_\_\_

Subcontractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
State Contractor ID (for identification purposes; if none, indicate "not applicable"); \_\_\_\_\_

Subcontractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
State Contractor ID (for identification purposes; if none, indicate "not applicable"); \_\_\_\_\_

Subcontractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
State Contractor ID (for identification purposes; if none, indicate "not applicable"); \_\_\_\_\_

Subcontractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
State Contractor ID (for identification purposes; if none, indicate "not applicable"); \_\_\_\_\_

Subcontractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
State Contractor ID (for identification purposes; if none, indicate "not applicable"); \_\_\_\_\_

\_\_\_\_\_ additional sheets are attached.

Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.





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200 N Spring Street  
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(213) 978-1960

## Prohibited Contributors (Bidders) CEC Form 55

### PRINCIPALS OF SUBCONTRACTORS

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Of the subcontractors identified on page 2, the following are individuals and no other principals exist (attach additional sheets if necessary):

Subcontractor: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

\_\_\_\_\_ additional sheets are attached.

Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.

### CERTIFICATION

*I certify that I understand, will comply with, and have notified my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter section 470(c)(12) and any related ordinances. I understand that I must amend this form within ten business days if the information above changes. I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information provided above is true and complete.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*Under Los Angeles City Charter § 470(c)(12), this form must be submitted to the awarding authority with your bid or proposal. A bid or proposal that does not include a completed Form 55 will be deemed nonresponsive.*



**FORM D: MUNICIPAL LOBBYING ORDINANCE**



City Ethics Commission  
200 N Spring Street  
City Hall — 24th Floor  
Los Angeles, CA 90012  
Mail Stop 129  
(213) 978-1960

# Bidder Certification CEC Form 50

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

Original filing     Amended filing (original signed on \_\_\_\_\_; last amendment signed on \_\_\_\_\_)

<b>Bid/Contract/BAVN Number:</b>	<b>Awarding Authority (Department):</b>
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<b>Name of Bidder:</b>	<b>Phone:</b>
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<b>Address:</b>
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<b>Email:</b>
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**CERTIFICATION**

I certify the following on my own behalf or on behalf of the entity named above, which I am authorized to represent:

- A. I am a person or entity that is applying for a contract with the City of Los Angeles.
- B. The contract for which I am applying is an agreement for one of the following:
  - 1. The performance of work or service to the City or the public;
  - 2. The provision of goods, equipment, materials, or supplies;
  - 3. Receipt of a grant of City financial assistance for economic development or job growth, as further described in Los Angeles Administrative Code § 10.40.1(h); or
  - 4. A public lease or license of City property where both of the following apply, as further described in Los Angeles Administrative Code § 10.37.1(l):
    - a. I provide services on the City property through employees, sublessees, sublicensees, contractors, or subcontractors, and those services:
      - i. Are provided on premises that are visited frequently by substantial numbers of the public; or
      - ii. Could be provided by City employees if the awarding authority had the resources; or
      - iii. Further the proprietary interests of the City, as determined in writing by the awarding authority.
    - b. I am not eligible for exemption from the City's living wage ordinance, as eligibility is described in Los Angeles Administrative Code § 10.37.1(l)(b).
- C. The value and duration of the contract for which I am applying is one of the following:
  - 1. For goods or services contracts—a value of more than \$25,000 and a term of at least three months;
  - 2. For financial assistance contracts—a value of at least \$100,000 and a term of any duration; or
  - 3. For construction contracts, public leases, or licenses—any value and duration.
- D. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information in this form is true and complete.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_



**Los Angeles Administrative Code 5 10.40.1**

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

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

**Los Angeles Administrative Code 5 10.37.1**

- (l) **"Public lease or license"**.

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