

**REQUEST FOR PROPOSAL**  
**Rancho Park Golf Course Food & Beverage Concession**  
**(CON-G25-003)**

## **ADMINISTRATIVE REQUIREMENTS**

As part of the RFP process, all proposers are to review, complete, and submit both administrative and compliance documents.

Information, related forms, and instructions are located in Exhibit H of the RFP ("Compliance Documents"). Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed.

Additional information regarding some compliance documents may be available at the Pre-Proposal Conference, on a City website, and/or by phone with the administering City Department of a given ordinance or compliance document. Exemptions from certain ordinances may also apply. RAP reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process.

### **PART I (These items are to be submitted with the Response by all Proposers)**

The following documents MUST be included with your proposal:

1. Proposer's Signature Declaration and Affidavit ([Section A of Exhibit H](#))  
The document must be signed and notarized. Legal name(s) on all proposal documents and the resultant Contract must be consistent. Only the original notarized form is acceptable.
2. Disposition of Proposals ([Section B of Exhibit H](#))  
The document must be signed by an individual authorized to bind the proposer.
3. Pro-Forma Template ([Exhibit I](#))
4. Financial Offer Form ([Exhibit D](#))
5. FF&E, Capital Improvements, and Refurbishment Investment Plan ([Exhibit E](#))
6. Terms and Conditions Acceptance Form ([Exhibit F](#))

### **PART II (These items are to be completed and submitted in RAMP by all Proposer)**

7. Business Inclusion Program (BIP) Requirements ([Section G of Exhibit H](#)) **Waiver. SKIP.**  
It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts. Proposers will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, have an equal opportunity to compete for, and participate in, City contracts. Equal opportunity will be determined by the proposer's BIP outreach documentation, as described in Business Inclusion Program (BIP) Requirements (Section C of Exhibit H), of this RFP.

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Participation by MBEs, WBEs, SBEs, EBEs, DVBES, and OBEs may be in the form of subcontracting. Proposers must refer to Business Inclusion Program (BIP) Requirements (Section C of Exhibit H) of this RFP for additional information and instructions. BIP outreach must be performed using the Business Assistance Virtual Network ([www.RAMPLA.org](http://www.RAMPLA.org)). A proposer's failure to utilize and complete their BIP Outreach as described in Business Inclusion Program (BIP) Requirements (Section C of Exhibit H) may result in their proposal being deemed non-responsive.

The anticipated participation levels are as follows:

MBE Participation:	<b><u>18%</u></b>
WBE Participation:	<b><u>4%</u></b>
SBE Participation:	<b><u>25%</u></b>
EBE Participation:	<b><u>8%</u></b>
DVBE Participation:	<b><u>3%</u></b>

8. Municipal Lobbying Ordinance / Bidder Certification – City Ethics Commission (CEC) Form 50 (Section D of Exhibit H)  
Please read the instructions in Exhibit H.
9. Prohibited Contributors – Compliance with Los Angeles City Charter Section 470(c)(12) - CEC Form 55 - (Measure H) (Section E of Exhibit H)  
Please read the instructions in Exhibit H.
10. Contractor Responsibility Ordinance Statement (Section F of Exhibit H)  
Pages 1 through 6 of the document must be completed and submitted on RAMP.
11. Los Angeles Residence Information – Percentage of Workforce Residing in Los Angeles (Section G of Exhibit H)  
Please complete and submit on RAMP.
12. Certification of Compliance with Child Support Obligations (Section H of Exhibit H)  
Please complete and submit on RAMP.
13. Iran Contracting Act of 2010 Compliance Affidavit (Section I of Exhibit H)  
Please complete and submit on RAMP.
14. Living Wage Ordinance (LWO)/Service Contractor Worker Retention Ordinance (SCWRO) – *only if applying for an exemption* (Section J of Exhibit H). Documents only required to completed and submitted on RAMP if the proposer is applying for an exemption to the ordinance requirements.
15. Equal Benefits Ordinance Affidavit/First Source Hiring Ordinance (FSHO) (Section K of Exhibit H). Please read the instructions in Exhibit H. Please complete and submit on RAMP.

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16. Disclosure Ordinance Affidavit (Section L of Exhibit H)  
Please read the instructions in Exhibit H. Please complete and submit on RAMP.
17. Contractor Responsibility Ordinance – Pledge of Compliance (Section M of Exhibit H)  
Please complete and submit on RAMP.
18. Americans with Disabilities Act Certification (Section N of Exhibit H)  
Please complete, sign, and submit form.

**PART III (These items are to only be submitted by the selected Proposer prior to Award of the Contract)**

*Only the proposer selected for award of this agreement shall submit the following additional required items prior to execution of the Agreement within thirty [30] calendar days from the date the agreement award is approved by City Council.*

19. City-approved Proof of Insurance. (Section O of Exhibit H and Exhibit J)  
Please submit a copy of documentation showing proof of insurance. Also, upload insurance to Track4LA™ (now known as KwikComply™) which is the City's online insurance compliance system that uses the standard insurance industry ACORD Form 25 Certificate of Liability Insurance, in electronic format. KwikComply can be found at <https://kwikcomply.org>.
20. Financial Guarantee: Performance Deposit (Section P of Exhibit H). Please submit when requested.
21. Business Tax Registration Certificate (Section Q of Exhibit H).  
Please complete and submit when requested.
22. Federal Tax ID Number and Form W-9 (Section R of Exhibit H)  
Complete and submit an original Form W-9. The name on the W-9 must match the proposer's legal business name, as listed on the Proposer's Signature Declaration and Affidavit.

Failure of the selected proposer to submit all the required documents (specified as items numbered 19 – 22 above) and submit a signed Agreement within thirty (30) calendar days from the date the contract award is approved by City Council shall cause the proposal to be deemed non-responsive, and a penalty of One Hundred Dollars (\$100.00) per calendar day shall be applied and deducted from the Proposal Deposit. If, after forty-five (45) calendar days from the date the contract is approved by City Council, the contract is not signed and compliance documents not submitted and received by the Board Office, the City maintains the right to move on to the proposer with the next highest selection ranking.

**PART IV (These items are provisions that will be part of the contract. No forms or documents are required to be submitted)**

23. Nondiscrimination, Equal Employment Practices and Affirmative Action Program (Section S of Exhibit H). Please read Section S in Exhibit H.

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24. Contractor's Performance Evaluation Ordinance (Section T of Exhibit H). Please read Section T in Exhibit H.
25. Contractor's Use of Criminal History for Consideration of Employment Applications Ordinance (Fair Chance Initiative for Hiring) (Section U of Exhibit H). Please read Section U in Exhibit H.
26. Standard Provision for City Contracts (Section V of Exhibit H). Please read Section V in Exhibit H.