

PROPOSAL CHECKLIST

PART I – Additional Items to be submitted with PROPOSAL by ALL proposers

- ☐ 1. Cover Letter (Exh. B)
- ☐ 2. Proposer's Signature Declaration and Affidavit (Exh. H)
- ☐ 3. Disposition of Proposals (Exh. H)
- ☐ 4. Pro-Forma Template (Exh. I)
- ☐ 5. Financial Offer Form (Exh. D)
- ☐ 6. FF&E, Capital Improvements, Refurbishment Plan Form (Exh. E)
- ☐ 7. Terms and Conditions Acceptance Form (Exh. F)
- ☐ 8. Proposal Deposit (Exh. B)

PART II – Additional Items to be completed on RAMP by ALL proposers

- ☐ 9. Business Inclusion Program Requirements (BIP) (Exh. H) **Waiver. SKIP.**
- ☐ 10. Municipal Lobbying Ordinance/Bidder's Certification – CEC Form 50 (Exh. H)
- ☐ 11. Prohibited Contributors – CEC Form 55 (Exh. H)
- ☐ 12. Contractor's Responsibility Ordinance Statement (Exh. H)
- ☐ 13. Los Angeles Residence Information (Exh. H)
- ☐ 14. Certification of Compliance with Child Support Obligations (Exh. H)
- ☐ 15. Iran Contracting Act of 2010 Compliance Affidavit (Exh. H)
- ☐ 16. Living Wage Ordinance (LWO)/Service Contractor Worker Retention Ordinance (WRO) (Exh. H Exemption Only)
- ☐ 17. Equal Benefits Ordinance Statement (EBO)/First Source Hiring Ordinance (FSHO) (Exh. H)
- ☐ 18. Disclosure Ordinance Affidavit (Exh. H)
- ☐ 19. Contractor's Responsibility Ordinance Pledge of Compliance (Exh. H)
- ☐ 20. Americans with Disabilities Act Certification (Exh. H)

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PART III - (Additional Items to be submitted ONLY by selected Proposer Prior to Award of Contract.)

- ☐ 21. City-Approved Proof of Insurance (Exh. M, N)
- ☐ 22. Financial Guarantee: Performance Deposit
- ☐ 23. Business Tax Registration Certificate (Exh. H)
- ☐ 22. Federal Tax ID Number and Form W-9 (Exh. H)