



# *The Contractor's Handbook*

a guide to business opportunities with  
the City of Los Angeles

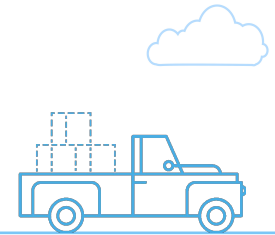
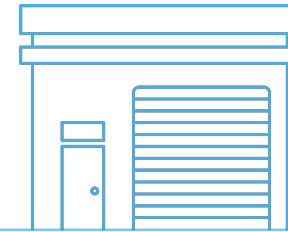


brought to you by the **Department of Public Works**  
and the **Office of Finance**



# The Contractors Handbook

Your guide to doing business with the City of Los Angeles



## The City purchases billions of dollars of services each year. And it wants to do business with YOU!



Look around the City and you will see everything from potholes being filled, transit lines being operated, fire stations being built, after school programs being managed, and the streets being kept safe from crime. What you may not know is that in providing these services to the Los Angeles, the City purchases **billions of dollars** every year in supplies, equipment, and professional/personal services. That's billions of dollars for which YOUR business can compete!

This guide has been prepared to serve as an introduction to the City contracting process and a reference guide for your business growth. In it, you will find information about:

- **Contracts 101** - *Understanding the different types of City contracts*
- **Vendor Requirements** - *Becoming competitive in the City marketplace*
- **Certified for Success** - *A Primer on City certification*
- **Get to know BAVN** - *The City portal for contract opportunities*
- **Navigating the City** - *Get to know your City partners*
- **Staying Current** - *Important Dates for the City*

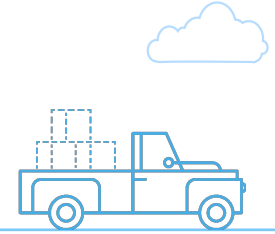
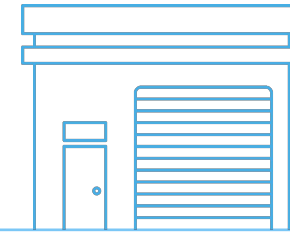
*Consider public contracting to increase your revenues and grow your business!*





# Contracts 101

Understanding the different types of City contracts



## Did you know there are *three types* of contracts with the City?



Contracts with the City of Los Angeles fall into one of three general categories:

***commodities | construction | professional services***

### Commodities

Covers the procurement of supplies, equipment, and materials.

→ **Award Criteria**

- ◆ *Lowest and best*
- ◆ *Responsiveness to deadlines*
- ◆ *Vendor meets defined qualifications*

→ **Bidding Methods**

- ◆ *Telephone*
- ◆ *Written (for purchases over \$1,000)*
- ◆ *Online*

→ **Awarding Agencies**

- ◆ Department of General Services, Los Angeles World Airports, Port of LA, Dept. of Water and Power

### Construction

Covers nearly all aspects within the construction industry.

→ **Award Criteria**

- ◆ *Lowest and responsible*
- ◆ *Responsiveness to bid requirements*
- ◆ *Contractor meets qualifications*

→ **Bidding Methods**

- ◆ *Telephone*
- ◆ *Written (for purchases over \$1,000)*

→ **Awarding Agencies**

- ◆ Public Works, Housing Authority, Housing Dept., Departments of General Services, Recreation and Parks, Water and Power, and the Los Angeles World Airports, and Port of LA

### Professional Services

Covers legal, medical, marketing, food and beverage, janitorial and consulting.

→ **Award Criteria**

- ◆ *Cost*
- ◆ *Expertise and Experience*
- ◆ *Administrative Compliance*

→ **Bidding Methods**

- ◆ *Department Specific*

→ **Awarding Agencies**

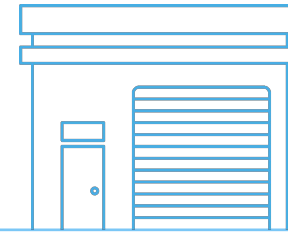
- ◆ Almost all City departments including the Port of LA, Los Angeles World Airports, and Dept. of Water and Power





# Vendor Requirements

Becoming competitive in the City marketplace



Not every contract requires the same administrative obligation. But they all require that you Register with the City.



## Administrative Requirements



Please note that the specific requirements for each contracting opportunity varies. You should review the RFP, RFQ, or RFB for details.

Businesses and vendors that contract with the City must comply with federal, state, and local laws and requirements.

To access City business opportunities, you are required to meet these expectations:

- **Equal Benefits to All Employees and their Spouses/Partners:**  
Requires that contractors offer the same health and other benefits to their employees with domestic partners as offered to employees with spouses (regardless of gender or sex).
- **Pay a Living Wage and Provide Benefits to Employees:**  
Requires that contractors comply with all provisions of the Living Wage Ordinance, including paying their employees a minimum “living wage” with health benefits and compensated days off. The “living wage” changes yearly and is updated **July 1st** of every year.



### REMINDER:

The City requires that every person engaged in business in the City of Los Angeles obtain a **Business Tax Registration Certificate (BTRC)** from the Office of Finance and pay the required tax that helps the City keep you in business!

This also applies to contractors located outside of the City.

Thinking of starting a business? Go here:  
[business.lacity.org](https://business.lacity.org)

Need business compliance information? Go here:  
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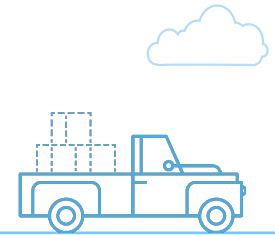
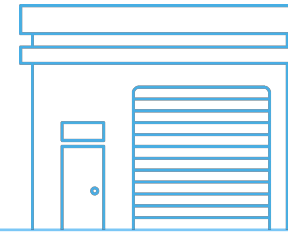
Not sure if you are currently registered with the City? Go here:  
[data.lacity.org](https://data.lacity.org)





# Certified for Success

A primer on City certification



City certifications help level the playing field.  
There is something for almost every business and they are **FREE**.



## Benefits of the Certifications

- **MBE, WBE, SBE, EBE, DVBE**  
Provides free marketing exposure as prime contractors are required to reach out to and negotiate in good faith with MBEs, WBEs, SBEs, EBEs, and DVBEs on City contracts.
- **DBE**  
The selection of DBE's is incentivized for prime contractors pursuing Federally funded contracts due to the U.S. Department of Transportations DBE requirements.
- **ACDBE**  
Incentivizes the selection of ACDBEs by prime contractors for funded awards related to the airports.
- **SLBE**  
Provides preference for SLBEs bidding as a prime contractor on City contracts worth \$100,000 or less.
- **LBE**  
Provides preference for LBEs bidding as a prime contractor on City contracts in excess of \$150,000. Preference may also be granted to non LBE primes utilizing LBE subs.
- **TJOP**  
Provides preference for TJOPs bidding as a prime contractor on City contracts which do not exceed \$100,000.

## Types of Certification

1. Minority Business Enterprise (MBE)
2. Women Business Enterprise (WBE)
3. Disadvantaged Business Enterprise (DBE)
4. Airport Concession Disadvantaged Business Enterprise (ACDBE)
5. Small, Local Business Enterprise (SLBE)
6. Small Business Enterprise - City (SBE-City)
7. Small Business Enterprise - Proprietary (SBE-Proprietary)
8. Emerging Business Enterprise (EBE)
9. Disabled Veteran Business Enterprise (DVBE)
10. Local Business Enterprise (LBE)
11. Transitional Job Opportunities Program (TJOP)

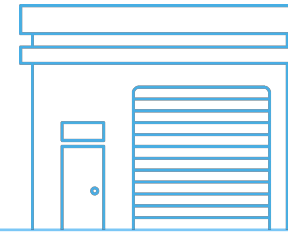
**\*\*Eligible businesses should apply for certifications that apply to them.**





# Get to Know LABAVN

The City's portal for contract opportunities



Register with BAVN to work with the City of Los Angeles.  
Find unique contracting opportunities to grow your business.



Go to [www.labavn.org](http://www.labavn.org) now to discover business and vendor opportunities!

The Los Angeles Business Assistance Virtual Network (BAVN) is a free service provided by the City of Los Angeles that features all contract opportunities throughout the City in one convenient location.

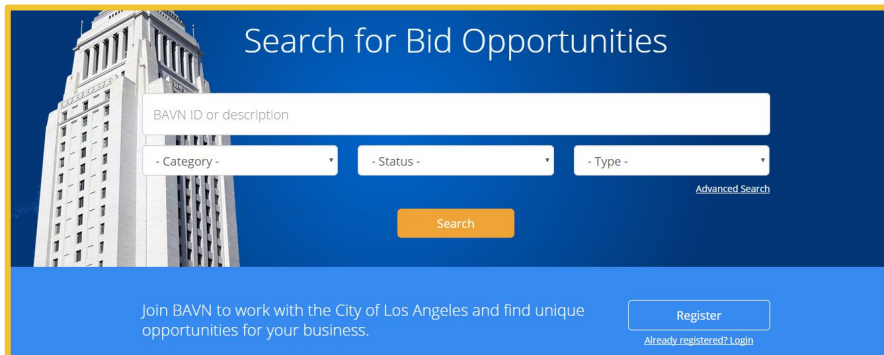
BAVN also features certified sub-contractors to choose from to help enhance a project bid.

On LABAVN, you can:

1. Discover contract opportunities throughout the City
2. Apply for Certifications
3. Submit Compliance documents
4. Discover a variety of business resources in the City to assist your growth
5. Create a unique user profile and be notified of new opportunities

**\*\*All City contracting opportunities are required to be posted on BAVN.**

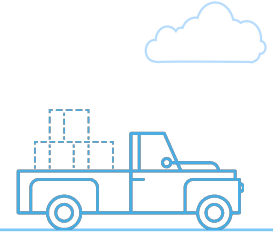
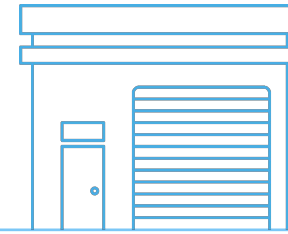
***Hundreds of opportunities await!***





# Navigating the City

Get to know your City partners



All contract opportunities greater than \$1,000 are posted to BAVN.  
Opportunities under \$25,000 are not competitively bid.



## Supplies and Equipment

### General Services Department

The purchasing for nearly all departments within the City, except LAWA, DWP, and the Port of LA.

visit @ [gsd.lacity.org](http://gsd.lacity.org)

### Los Angeles World Airports (LAWA)

Operates three airports: LAX, Van Nuys, and Palmdale.

visit @ [lawa.org](http://lawa.org)

### Department of Water and Power

The City utility serving the water and electricity needs of the City of Los Angeles.

visit @ [ladwp.com](http://ladwp.com)

## Construction

### General Services Department

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## Construction (cont.)

### Department of Public Works - Engineering

Leads all new construction, major rehab and remodels.

visit @ [eng.lacity.org/contractors](http://eng.lacity.org/contractors)

### Department of Recreation and Parks

Manages over 16,000 acres of parkland and offers extensive recreational, social, and cultural programming.

visit @ [laparks.org](http://laparks.org)

### Department of Transportation

Leads transportation planning, design, construction, maintenance, and operations.

visit @ [ladot.lacity.org](http://ladot.lacity.org)

## Professional Services

### All City Departments

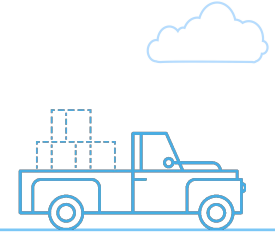
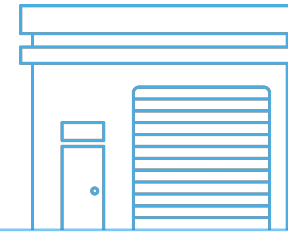
Connect with any City department to explore opportunities.






# Navigating the City

Get to know your City partners



Nearly all City Departments have personal or professional services opportunities. Here are a few worth looking into. 

### Department of Cultural Affairs

Championing arts, culture, and creativity for LA

visit @ [culturela.org/](http://culturela.org/)

### Department of City Planning

Responsible for preparing, maintaining, and implementing a General Plan for development of the City of Los Angeles.

visit @ [planning.lacity.org/](http://planning.lacity.org/)

### Economic and Workforce Development

Steers economic development in a manner that yields thriving businesses, and creates job training and career opportunities for the City of Los Angeles.

visit @ [ewddlacity.com/](http://ewddlacity.com/)

### Los Angeles Zoo

A City-owned zoo that creates dynamic experiences to connect people and animals.

visit @ [lazoo.org](http://lazoo.org)

### El Pueblo de Los Angeles

El Pueblo Historical Monument is the birthplace of LA and offers free museums, exhibits, and the world famous Olvera Street marketplace.

visit @ [elpueblo.lacity.org/history](http://elpueblo.lacity.org/history)

### Los Angeles Public Library

The Los Angeles Public Library provides free and easy access to information, ideas, books and technology.

visit @ [lapl.org/](http://lapl.org/)

### Empower LA

Works directly with Neighborhood Councils to navigate and access city services and resources to better their communities.

visit @ [empowerla.org](http://empowerla.org)

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For a full list of LA City departments, please visit here:

<https://www.lacity.org/your-government/departments-commissions/departments-bureaus>

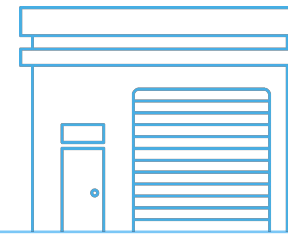






# Staying Current

Important dates for your business



As a business operating in the City of LA, there are a few dates you should know. Staying compliant will let you stay in business!



## Yearly

### Business Tax Renewal

January 1 - Feb 28/29

**Applies to:** Businesses operating in the City or having physical presence in the City over 7 days.

### Fire / Tobacco / Police Permit Renewal

Nov 1 - Dec 31

**Applies to:**

- Any business with a physical space that has an occupancy load of more than 50
- Dry-cleaners with onsite cleaning
- Key duplicators
- Child or Adult care facility
- Second hand goods retailers

\*\*Other business type may require permits. Please check with your local service center

## Quarterly

### Business Tax

Due by Jan 31, Apr 30, July 31, Oct 31

**Applies to:**

- Dance Halls
- Seasonal retailers (i.e. pumpkin patches, Christmas trees)

**\*\*Please note that if the due date falls on a weekend or holiday, it moves to the next business day.**

## Monthly

### Transit Occupancy Tax

Due by 25th of each month

**Applies to:**

- Hotels
- Vacation Property Rentals

### Parking Occupancy Tax

Due by 25th of each month

**Applies to:**

- Any parking lot that collects parking fees

**PLEASE NOTE:**

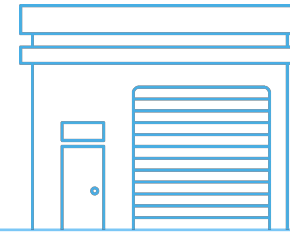
**If terminating your business in the City of LA, please notify the Office of Finance within: 45 DAYS**





## Grow With

Build your business while building your City



Build your business.  
Build the City.



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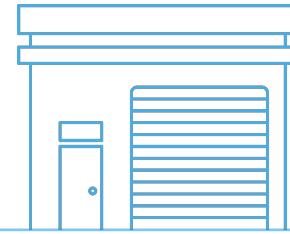
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## Notes

Keep record of your thoughts



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## NOTES

