



**Request for Proposals (RFP):  
Recreation Classes and Camps  
City Contractors Only  
January 14, 2013**

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## **To Interested Recreation Classes and Camps Providers**

### **Overview**

The Community Recreation Division manages the Community Classes and Camps Program which offers activities for youth and adults in the areas of dance, music, art, sports, fitness and specialty classes and youth camps. These activities promote self-sufficiency, active living and enrichment.



The City of Santa Monica is currently seeking qualified and highly motivated businesses or individuals to conduct classes and camps for the public at City parks, the beach or select elementary school playgrounds. Proposals are being sought for activities commencing with the summer 2013 session through June 2014. The City shall have the option, at its sole discretion, to extend the term of this Agreement on all the same terms and conditions for two (2) additional 1 year periods. Each option shall be exercised by written notice from City to Contractor. City Council authorization is required for contracts exceeding \$100,000. The City is not seeking surf classes/camps or general sand camp proposals with this RFP. These are solicited separately.

The City will provide activity space and facility amenities as available to conduct the class/camp; receive and process all participant registrations; and promote the classes/camps through the City's website and publications.

### **Selection Process**

- Phase I      Review of written proposals based on the criteria outlined below
- Phase II     Select applicants will be invited to meet with City staff to further discuss proposals
- Phase III    Contractor selection

### **Applicant Evaluation Process**

Proposal review criteria will be based on the following:

- Qualifications, Experience, and History
  - Experience in conducting high-quality and successful activities of similar size and scope to those proposed and as verified by reference checks;
  - Applicant has complied with applicable law, including but not limited to holding a valid business license and paying appropriate taxes
- Activity Description and Operations Plan
  - Activities that demonstrate a commitment to providing a unique and high-quality recreational experience
  - Extent to which proposer provides an engaging curriculum
  - Innovation and Creativity
- Health and Safety Plan

- Activities that provide a safe and secure experience for participants
- Fees and Compensation
  - Affordability of proposed participant fee
  - Proposed percentage of revenue for the City
- Participant satisfaction Plan
  - Review of past customer satisfaction ratings, complaint, claims
  - Past performance with the City of Santa Monica, if applicable;
  - Reference checks
- Employees and Volunteers
  - Ability to ensure appropriate and highly trained staff and volunteers are utilized to conduct the activity
- Ability to finance and sustain the activities as described

The City retains the sole authority to select any number of qualified businesses or individuals and negotiate contract terms. The City reserves the right to reject any and all proposals. Receipt of any proposal pursuant to this Request for Proposal shall not constitute an implied intent to enter into a contract to conduct classes or camps for the City.

**Submission Requirements:**

**Summer 2013 Priority Deadline: Friday, February 1, 2013 @ 5:00pm.**

**Submissions submitted after the deadline will receive less priority and might only be considered for future sessions.**

Proposals should be concise and adhere to the format set forth below. The City may request additional information and/or schedule meetings to clarify or elaborate on the proposal. Please include the section heading when providing the relevant information.

1. Experience and History:

- Please describe your experience with regard to the development, management, and operation of classes or camps as proposed, including the number of years of experience.
- State the names of any similar entities you have managed or owned
- Certifications and professional affiliations
- Operation locations
- Partnerships
- Program Specialty
- Student enrollment over the last three years

2. Activity Description and Operations Plan: Describe your proposed classes or camps

- Goals and objectives and what participants will achieve
- Activity description
  - Structure of daily activities
  - Focus and breadth of activities
  - Unique elements of the activities
- Maximum and minimum student enrollment for each activity
- Target population (age)

3. Schedule: Describe the class/camp name(s), days and times proposed and location or facility for each.

4. Health and Safety Plan: Describe your ability to ensure the security and safety of participants:

- Emergency response plan, including parent notification process for youth participants
  - Youth drop-off and pick-up monitoring
  - Youth restroom breaks
  - First aid or CPR certification requirements
  - Safety gear requirements, if applicable
5. Class Fee: Each proposal must include a proposed fee for all classes. This proposed fee is for **each class meeting**. Please note, the City is seeking affordable classes. (The City may also charge participants an Administrative Fee (minimum \$3.00) per session for multi-week classes.)
  6. Camp Fee: Each proposal must include a proposed fee for all camps. This proposed fee is for **each week** of camp. Please note that the City is seeking affordable camps. (The City may also charge participants an Administrative Fee (minimum \$3.00) per week.)
  7. Proposed Compensation: Contractors shall receive a percentage of the Class and Camp Fees based on the resident rate (excluding the Administrative Fee) that is collected by the City. Please propose the percentage of the Class and Camp Fee you propose to receive.
  8. Materials Fee: If you propose to charge a Materials Fee in addition to the Class or Camp Fee, state the rate and frequency this Materials Fee would be charged and describe what materials or supplies the participant will receive.
  9. Outreach: Describe how you will partner with the City to promote the activities to the community including working with the City to develop outreach materials.
  10. Adaptability: Explain your ability to adapt your class or camp for participants with physical, cognitive, sensory, mental, or other disabilities in addition to varying skill levels.
  11. Employees and Volunteers: State whether you use paid employees or volunteers and provide the following:
    - Staff organization chart, including job titles and responsibilities
    - If using youth staff, indicate the age range and the roles they would plan
    - Instructor education and experience requirements
    - Instructor recruitment and screening process
    - Instructor training plan
  12. Participant Satisfaction: Describe the success of previous activities of similar size and scope that you have managed and/or instructed. What was the impact on participants? How was success measured? Provide copies of survey results, if any. The City periodically conducts participant satisfaction surveys of classes and camps. This feedback may be used when considering issuing a contract or renewal. Explain any complaints or claims that have been made against your business within the last five years.
  13. References: Provide a list of references that can substantiate the claims made in your proposal, including professional and client references. Please include any additional information that demonstrates your ability to provide a high-quality activity as proposed.
  14. Budget: Include a detailed budget for the operation as proposed. You may use the sample below or provide an alternative of similar scope.

**SAMPLE PROPOSED BUDGET**

**Applicant:**

*Complete the revenue and expenses form below based on your best estimates for the activities proposed. Provide back-up information such as previous year's revenues and expenses to explain your estimate where available.  
The City reserves the right to request additional information to substantiate the estimates provided herein.*

**Revenue**

*Describe the estimated gross receipts that will be collected by City for each activity you propose.*

Proposed participant fee per class meeting or week of camp, excluding the Administrative Fee charged by the City	
Gross Revenue to City per session (Class fee x # students x # class meetings)	
Amount Paid to Contractor (as % proposed)	
Materials Fee (if any)	
Other Revenue, please describe below:	
<b>Gross Contractor Revenue</b>	<b>0</b>

**Operating Expenses (Provide detailed description)**

**Sales and Marketing**


**Equipment and Supplies**


**Personnel Expenses**


**Taxes and Insurance**


**Other**


<b>Total Operating Expenses</b>	<b>0</b>
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<b>Contractor Net Profit (Revenue minus Operating Expenses)</b>	<b>0</b>
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## **Eligibility Requirements**

All contractors shall adhere to the following requirements:

- Obtain a valid Santa Monica Business License
- Complete and submit W9 Taxpayer Identification Number and Certification
- Adhere to regulations set forth by the Americans with Disabilities Act (ADA).
- Annual fingerprint and background clearance (“Live Scan”) through the Santa Monica Police Department for all contractors, employees and volunteers conducting classes/camps. The per person fee (approximately \$80.70/person) for each background check shall be the sole responsibility of the Contractor. Information on the City’s Live Scan process and associated costs can be found at <http://santamonicapd.org/livescan.aspx>
- Notifications of relevant convictions are sent to the City by the California Department of Justice, Bureau of Criminal Identification. If awarded a contract, the contractor, all employees and volunteers are required to provide information pertaining to all convictions, unless sealed or expunged.
- May be subject to the City of Santa Monica Living Wage Ordinance if the contract amount exceeds \$54,200. Note: this rate may adjust each July 1<sup>st</sup>.
- Sign an Oaks Initiative Disclosure Form if the total amount of the contract exceeds \$25,000.

Instructor Agreement: Applicants selected to be a City Contractor will be required to sign an Instructor Agreement. Please cut and paste the link below into your browser to view the sample agreement.

<http://www.smgov.net/uploadedFiles/Departments/CCS/InstructorAgreement.pdf>

## **Instructor Insurance Requirements**

Instructor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder and the results of that work by the Instructor, its agents, representatives, employees or subcontractors.

### **Minimum Scope/Limits of Insurance**

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering GCL on an “occurrence” basis, including products-completed operations and personal & advertising injury, with limits of no less than \$1,000,000 per occurrence.
2. Workers’ Compensation and Employer’s Liability Insurance: Workers’ Compensation insurance as required by the State of California and Employer’s Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease (see footnote #1).

If the Instructor maintains higher limits than the minimums shown above, the City of Santa Monica requires and shall be entitled to coverage for the higher limits maintained by the Instructor.

## Other Insurance Provisions

1. The insurance policies are to contain, or be endorsed to contain, the following provisions:

a. Additional Insured Status (CGL policy): The City of Santa Monica, its officers, officials, employees and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Instructor including materials, parts or equipment furnished in connection with such work or operations.

b. Primary Coverage (all policies): For any claims related to this contract, the Instructor's insurance shall be primary as respects the City of Santa Monica, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City of Santa Monica, its officers, officials, employees or volunteers shall be in excess of the Instructor's insurance and shall not contribute with it.

c. Notice of Cancellation (all policies): Each insurance policy required herein shall state that coverage shall not be cancelled except after notice has been given to the City of Santa Monica.

d. Waiver of Subrogation (all policies): Instructor hereby grants to the City of Santa Monica a waiver of any right of subrogation which any insurer of said Instructor may acquire against the City of Santa Monica by virtue of payment of any loss. Instructor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City of Santa Monica has received the a waiver of subrogation endorsement from the insurer.

## Acceptability of Insurers

Insurance is to be placed with insurers with a current a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the City of Santa Monica.

## Verification of Coverage

Instructor shall furnish the City of Santa Monica with original certificates and amendatory endorsements or copies of the applicable policy language providing the insurance coverage required herein. All certificates and endorsements are to be received and approved by the City of Santa Monica before work commences. However, failure to obtain required documents prior to the work beginning shall not waive the Instructor's obligation to provide them. The City of Santa Monica reserves the right to require complete, certified copies of all required insurance policies, including the endorsements required herein, at any time.

### Footnotes

# 1: Workers' Compensation insurance is not required if the Instructor does not have employees. The Instructor must, however, execute the City's Workers' Compensation Coverage Exemption Form.

Read the contract terms and conditions carefully as no material changes will be made to these conditions. No exceptions.

Questions

Questions regarding this Request for Proposals should be submitted in writing to: [communityclasses@smgov.net](mailto:communityclasses@smgov.net). All questions and responses will be posted at <http://recreation.smgov.net> thereby making all information available to all potential applicants. All questions are due by Tuesday, January 22, 2013 at 6:00pm. Answers will be posted by Monday, January 28, 2013 at 6:00pm

**Submission Priority Deadline**

**Friday, February 1, 2013 by 5:00pm**

Submissions for future sessions accepted on a rolling basis.

The City, in compliance with its Sustainable City Program, is encouraging the use of recycled and tree-free products. Please do not use plastic bindings, plastic page covers, or laminated pages.

To aid in the selection process, please submit two double sided copies of the proposal and hand deliver or mail to:

**City of Santa Monica  
Community Classes and Camps Program  
1527 4th Street, Room 106  
Santa Monica, CA 90401**

**NO FAXES OR EMAILS WILL BE ACCEPTED.**

# CITY OF SANTA MONICA BUSINESS LICENSE & INSURANCE REQUIREMENTS

## WHO NEEDS A BUSINESS LICENSE?

The City of Santa Monica Municipal Code requires all businesses operating or located in Santa Monica to obtain a business license. A separate business license is required for each location and for each business activity operated in Santa Monica. The license period is July 1<sup>st</sup> through June 30<sup>th</sup> of each year.

### Check where applicable:

1. Do you come into the City of Santa Monica to conduct business?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

2. Do you deliver parts and/or products in your own company vehicle?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**If you checked “yes” to either question, please refer to the information below for business license & insurance requirements.**

- If you come into the City of Santa Monica to conduct business, you will be required to have a City of Santa Monica business license **AND** insurance (see below for descriptions).
- If you deliver parts and/or products in your own company vehicle and do not perform any service except delivery, you will be required to have a City of Santa Monica delivery license **ONLY**.

## BUSINESS/DELIVERY LICENSE

Please call 310-458-8745 or visit our website for further information at:

[www.businesslicense.smgov.net](http://www.businesslicense.smgov.net)

## **BUSINESS LICENSE APPLICATION**

[APPLY ON-LINE](#)

## **DOWNLOAD FORMS TO MAIL IN OR APPLY IN PERSON**

- If your business is located at a commercial location in Santa Monica, download and complete the [COMMERCIAL BUSINESS LICENSE APPLICATION](#).
- If your business is operated from your residence in Santa Monica, download and complete the [RESIDENTIAL BUSINESS LICENSE APPLICATION](#).
- If your business is located outside of Santa Monica and you come into the City to perform work or provide services, download and complete the [OUT-OF-CITY BUSINESS LICENSE APPLICATION](#).



**NON COLLUSION AFFIDAVIT TO ACCOMPANY  
PROPOSALS OR BIDS**

STATE OF CALIFORNIA        }  
COUNTY OF LOS ANGELES   }

\_\_\_\_\_, being first duly sworn, deposes, and says: that She/He is:

\_\_\_\_\_  
(Insert "Sole Owner," "A Partner", "President," "Secretary," or other proper title)

of \_\_\_\_\_  
(Insert name of bidder)

Who submits herewith to the City of Santa Monica the attached proposal; that He, She, It, or They is (are) the person(s) whose name(s) is (are) (strike out words not appropriate) signed to the hereto attached proposal; that said proposal is genuine; that the same is not sham or collusive; that all statements of fact therein are true; that such proposal was not made in the interest or on behalf of any person, partnership, company, association, organization or corporation not therein named or disclosed.

Affiant further deposes and says: that the bidder has not directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interests of the public body which is to award the contract or of any other bidder, or anyone else interested in the proposed contract; that the bidder has not in any manner sought by collusion to secure for himself, herself, itself, or themselves, an advantage over any other bidder. (strike out words not appropriate)

Affiant further deposes and says that prior to the public opening and reading of bids the said bidder:

- (a) Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid;
- (b) Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid, or that anyone should refrain from bidding or withdraw his bid;
- (c) Did not, in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix any overhead, profit or cost element of his, her, its, their price, or of that of anyone else; and
- (d) Did not, directly or indirectly, submit his, her, its, or their bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid, depository, or to any member or agent thereof, or to any individual or group of individuals, except to the awarding authority or to any person or persons who have a partnership or other financial interest with said bidder in his, her, its, or their business. (strike out words not appropriate)

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Bidder

**CITY OF SANTA MONICA  
OAKS INITIATIVE NOTICE**

**NOTICE TO APPLICANTS, BIDDERS, PROPOSERS  
AND OTHERS SEEKING DISCRETIONARY PERMITS, CONTRACTS, OR OTHER  
BENEFITS FROM THE CITY OF SANTA MONICA**

Santa Monica's voters adopted a City Charter amendment commonly known as the Oaks Initiative. It prohibits a public official from receiving specified personal benefits from a person or entity after the official votes, or otherwise takes official action, to award a "public benefit" to that person or entity. Examples of a "public benefit" include public contracts to provide goods or services worth more than \$25,000 or a land use approval worth more than \$25,000.

The Oaks Initiative requires the City to provide this note and information about the Initiative's requirements. An information sheet on the Oaks Initiative is attached. You may obtain a full copy of the Initiative's text from the City Clerk.

In order to facilitate compliance with the requirements of the Oaks Initiative, the City compiles and maintains certain information. That information includes the name of any person who is seeking a "public benefit." If the "public benefit" is sought by an entity, rather than an individual person, the information includes the name of every: (a) trustee, (b) director, (c) partner, (d) officer, or (e) ten percent interest in the entity. Therefore, if you are seeking a "public benefit" covered by the Oaks Initiative, you must supply that information on the Oaks Initiative Disclosure Form.



## CITY OF SANTA MONICA OAKS INITIATIVE DISCLOSURE FORM

All persons or entities receiving public benefits defined below from the City of Santa Monica shall provide the names of trustees, directors, partners, and officers, and names of those with more than a 10% equity, participation or revenue interest. This information is required by City Charter Article XXII—Taxpayer Protection.

**Name of Entity:** \_\_\_\_\_

Name(s) of persons or entities receiving public benefit:

Name(s) of trustees, directors, partners, and officers:

Name(s) of those with more than a 10% equity, participation, or revenue interest:

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**Public benefits include:**

1. Personal services contracts in excess of \$25,000 over any 12-month period;
2. Sale of material, equipment or supplies to the City in excess of \$25,000 over a 12-month period;
3. Purchase, sale or lease of real property to or from the City in excess of \$25,000 over a 12-month period;
4. Non-competitive franchise awards with gross revenue of \$50,000 or more in any 12-month period;
5. Land use variance, special use permit, or other exception to an established land use plan, where the decision has a value in excess of \$25,000;
6. Tax "abatement, exception, or benefit" of a value in excess of \$5,000 in any 12-month period; or
7. Payment of "cash or specie" of a net value to the recipient of \$10,000 in any 12-month period.

Prepared by: \_\_\_\_\_ Signature: \_\_\_\_\_

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

FOR CITY USE ONLY:

Bid/PO/Contract # \_\_\_\_\_ Permit # \_\_\_\_\_

**CITY OF SANTA MONICA  
CITY POLICY ON DOING BUSINESS WITH ARIZONA FIRMS**

**NOTICE TO APPLICANTS, BIDDERS, PROPOSERS AND OTHERS SEEKING TO DO  
BUSINESS WITH THE CITY OF SANTA MONICA**

The City Council of the City of Santa Monica adopted Resolution No. 10479 (CCS) on May 25, 2010, which requires a review of all current and likely future agreements and contracts with Arizona-based businesses to examine the feasibility of acquiring such products and services elsewhere while the Arizona law remains in effect.

Additionally, vendors offering goods or services to the City of Santa Monica must complete and sign the attached disclosure form; this applies to all solicitations, including but not limited to, bids and proposals. Please review, sign and submit the form with your bid packet prior to the closing date of bid.

Contractors that do not have headquarters in the State of Arizona and those that will not be working with Arizona-headquartered subcontractors to provide goods and/or services as specified in this solicitation will take priority in the bidding process.

NOTE: Headquarter location or residency may not be considered as a factor if prohibited by applicable law.

Failure to return this form or inability to certify as to its provisions will render your bid or proposal non-responsive.

State of Arizona Disclosure Form - see next page.



CITY OF SANTA MONICA
STATE OF ARIZONA DISCLOSURE FORM

TO BE COMPLETED BY ALL VENDORS PROVIDING GOODS AND SERVICES TO THE CITY OF SANTA MONICA

Headquarter location or residency may not be considered as a factor if prohibited by applicable law.

Please check the appropriate boxes below.

Our company's headquarters are located in the State of Arizona.

[ ] Yes [ ] No

Goods or services pertaining to this solicitation will be provided by a subcontractor whose business is headquartered in the State of Arizona.

[ ] Yes [ ] No

If the response to the statement above was "yes", please list any and all subcontractors headquartered in the State of Arizona that may be providing goods or services (pertaining to this solicitation) to the City of Santa Monica. If more than one, attach a list of additional subcontractors, including the physical address of each location.

Name of Subcontractor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\*\*\* PORTION BELOW TO BE COMPLETED BY ALL VENDORS \*\*\*

\*\*\*\*\*

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Street Address of Headquarters: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone # (including area code): \_\_\_\_\_ Email: \_\_\_\_\_

FOR CITY USE ONLY
NOTES: \_\_\_\_\_

**CITY OF SANTA MONICA  
LIVING WAGE ORDINANCE**

**NOTICE TO APPLICANTS, BIDDERS, PROPOSERS AND OTHERS SEEKING TO DO  
BUSINESS WITH THE CITY OF SANTA MONICA**

**THIS BID IS SUBJECT TO COMPLIANCE WITH THE  
CITY OF SANTA MONICA LIVING WAGE ORDINANCE (SEE BELOW).**

The City of Santa Monica has adopted a Living Wage Ordinance, Chapter 4.65, which requires the payment of a specified minimum wage for work done pursuant to a services contract with the City where the contract amount is \$54,200 or more and requires that contractors also provide the same health care and other benefits to employees' same sex spouses and domestic partners as are provided to other employees' spouses. This Living Wage Ordinance applies to services provided by employees who do not actually work as a manager, supervisor, or confidential employee, and who is not required to possess an occupational license. The minimum wage is \$13.82 an hour for the period commencing from July 1, 2012, up through June 30, 2013. This minimum wage rate is adjusted annually each July 1. Questions concerning the Living Wage Ordinance may be directed to the City Finance Department at (310) 458-8281.

The Living Wage Ordinance applies the services sought pursuant to this bid and **bidders are required to prepare and return the Living Wage Certification Forms.** If the bidder is selected, the bidder must maintain payroll records that include, at minimum, the full name of each employee providing services under the contract, job classification and rate of pay. Bids that fail to include Certification Forms may be considered non-responsive and excluded from further consideration.

Please note that the Living Wage Ordinance sets the Minimum Wage at \$13.82 per hour and provides for an annual adjustment each July 1st, by an amount corresponding to the previous calendar year's change (January to January) in the Consumer Price Index for Urban Wage Earners and Clerical Workers in Los Angeles, Riverside and Orange Counties. **It has been determined that the minimum wage is \$13.82 an hour for the period commencing from July 1, 2012 through June 30, 2013.**



**CITY OF SANTA MONICA  
LIVING WAGE ORDINANCE**

**Certification for Providers of Services to the  
City of Santa Monica  
(Fiscal Year 12/13 – July 1, 2012 through June 30, 2013)**

***TO BE COMPLETED BY ALL CONTRACTORS PROVIDING SERVICES TO  
THE CITY OF SANTA MONICA IN EXCESS OF \$54,200***

The City of Santa Monica Municipal Code Chapter 4.65, Living Wage Ordinance (LWO), establishes a Minimum Wage of **\$13.82 per hour**<sup>1</sup> for certain employees of contractors providing services to the City where services exceed \$54,200 and requires that contractors also provide the same health care and other benefits to employees' same sex spouses and domestic partners as are provided to other employees' spouses.

An employee covered by the LWO is any person who does not actually work as a manager, supervisor, or confidential employee, and who is not required to possess an occupational license. Contractors with collective bargaining agreements covering those employees assigned to contract are exempt from the wage requirements of the Living Wage Ordinance only if the waiver is explicitly set forth in such agreement in clear and unambiguous terms.

Please prepare the following certification if you are a contractor engaging in a contract for services with the City of Santa Monica in excess of \$54,200.

Your signature on this certification grants the City permission to review any and all payroll books and records and any company documents pertaining to the benefits offered to employees to assure your compliance with the LWO during the term of the contract.

Please direct any questions and send the completed, signed Certification to:

City of Santa Monica Finance Department  
Attention: Living Wage Compliance Section  
1717 4th Street, Suite 250  
Santa Monica, CA 90401

You can also contact staff regarding living wage ordinance questions by e-mail at [finance.mailbox@smgov.net](mailto:finance.mailbox@smgov.net) or by phone 310-458-8281.

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<sup>1</sup> Adjusted annually each July 1 by an amount corresponding to the previous year's change (January to January) in the Consumer Price Index for Urban Wage Earners and Clerical Workers 1982-84=100 for Los Angeles-Riverside-Orange County, California

**CITY OF SANTA MONICA  
LIVING WAGE ORDINANCE CERTIFICATION**

**July 1, 2012, through June 30, 2013**

**TO BE COMPLETED BY ALL CONTRACTORS PROVIDING SERVICES TO THE  
CITY OF SANTA MONICA IN EXCESS OF \$54,200**

**MINIMUM WAGE - \$13.82 per hour**

Please read, complete, and sign the following:

THIS CONTRACT IS SUBJECT TO THE LIVING WAGE ORDINANCE

THIS CONTRACT IS NOT SUBJECT TO THE LIVING WAGE ORDINANCE

If this contract is not subject to the Living Wage Ordinance requirements, please note the reason below and attach supporting documentation for exemption. For example, in order to be exempt pursuant to a collective bargaining agreement, a signed collective bargaining agreement must be attached.

- (a) \_\_\_\_\_ contractor is a government agency and is exempt
- (b) \_\_\_\_\_ contractor is a City grantee and is exempt
- (c) \_\_\_\_\_ contractor is a non-profit corporation and is exempt
- (d) \_\_\_\_\_ contractor is an employer whose employees are covered by a bona fide collective bargaining agreement where the waiver is explicitly set forth in an agreement in clear and unambiguous terms
- (e) \_\_\_\_\_ contractor is a corporation providing banking services

The undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, hereby certifies that he or she is fully aware of Santa Monica's Living Wage Ordinance (LWO), and the applicability of the LWO, and the applicability of the subject contract, as determined herein. The undersigned further agrees to be bound by all terms of the LWO, as mandated in all sections of Santa Monica Municipal Code, Chapter 4.65. If, at any time during the term of the contract, the answers to the questions posed herein change so that Contractor would be subject to the LWO, Contractor will promptly notify the Director of Finance in writing. Contractor further understands and agrees that the failure to comply with the LWO, this certification, or the terms of the Contract as it applies to the LWO, shall constitute a default of the Contract, which shall be grounds for termination. City shall have the right to examine all books and records of the Contractor as they relate to compliance with the LWO. Payroll records shall at a minimum include the full name of each employee performing labor or providing services under the contract, job classification, and rate of pay.

These statements are made under penalty of perjury under the laws of the State of California.

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

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

Contractor: \_\_\_\_\_

Bid Number (if applicable): \_\_\_\_\_

Service Description: \_\_\_\_\_



## CITY OF SANTA MONICA PERSONNEL & BENEFITS INFORMATION

Bidders are required to provide the following personnel and benefits information, which will be used by City staff as a tool to conduct bid evaluation and cost analysis for in-house versus outsourced services. Please use a separate sheet of paper if the spaces below are not sufficient.

1. Please indicate the number of **supervisors/managers** assigned to this work:

- \_\_\_\_\_
- Please provide the requested information below for these employees.
  - List multiple employees in the same job classification separately.
  - Attach additional pages if necessary.

	Title	# of Annual Hours	Hourly Rate
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$

2. Please indicate the number of **full-time employees** assigned to this work:

- \_\_\_\_\_
- Please provide the requested information below for these employees.
  - List multiple employees in the same job classification separately.
  - Attach additional pages if necessary.

	Title	# of Annual Hours	Hourly Rate
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$

6.			\$
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• **NUMBER OF EMPLOYEES AFFECTED BY LIVING WAGE:** \_\_\_\_\_

3. Do your employees receive paid vacations? If so, how many days per year.

\_\_\_\_\_

4. Do your employees receive paid sick days? If so, how many days per year.

\_\_\_\_\_

5. Please list all paid holidays, if any.

\_\_\_\_\_

\_\_\_\_\_

6. Do your employees receive paid medical benefits (e.g., health, dental, vision)? If yes, do they contribute to their medical, dental, and/or vision insurances or are they fully covered by the company?

\_\_\_\_\_

7. Do your employees receive life insurance? If yes, do they contribute to their life insurance or are they fully covered by the company?

\_\_\_\_\_

8. Do your employees receive any type of pension (e.g., 401k) or just social security? If you do offer 401k, does the company match the employees' contribution to the program?

\_\_\_\_\_

9. Does your company provide any safety equipment (e.g., back brace, uniforms, working boots, goggles, etc.) to your employees? If so, please list all items.

\_\_\_\_\_

10. Does your company issue an employee handout [i.e. a booklet or documents that state the benefits (e.g., health insurance, retirement programs, etc.) to new

hires]?

- Yes, for full time employees only
- Yes, for full time and part time employees only.

If yes for either full time or part time employees, please submit a copy of this document with the other information requested.

- No, please state the benefits offered to employees of your company below (attach additional sheets if necessary).

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