



CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

Romulus Asenloo, Director

HSH RFP 128 Unarmed Security Services 1360 Mission Street, 2nd Floor Collaboration Space, 10:00a

CMD Contact Information: Michael Cagampan, 650/821-7773; michael.cagampan@sfgov.org

**CMD Attachment 1 > Please read CMD Attachment 1 carefully. Chapter 14B requirements and forms are included in Attachment 1, which can be found in the specs or on CMD's website:
www.sfgov.org/cmd 8/1/16 v**

LBE bid discount

- San Francisco Micro- and Small-LBE Primes will receive a 10% bid discount for this project. LBE primes that apply for the bid discount must be certified by the bid due date.
- SBA-LBEs will receive a 5% bid discount, but, the SBA-LBE bid discount cannot be used to trump the bid of a competing Micro- or Small-LBE.
- If you are interested in becoming certified, please contact our certification unit as soon as possible. Please be aware that CMD may not be able to complete the certification of new firms by the bid due date. **Certification Unit at (415) 581-2310.**
- **Joint Ventures.** Under the current Chapter 14B Ordinance, LBE joint ventures do not receive rating bonuses.

LBE subcontracting requirement

- The LBE subcontracting participation requirement is **15%**. Bids must meet the 15% LBE subcontracting requirement on Section 00 43 36 at the time of bid or bid may be deemed nonresponsive.
- LBE prime participation cannot count towards meeting the LBE subcontracting requirement.
- **Only San Francisco Micro and Small-LBEs** certified by CMD can be utilized to meet the LBE subcontracting requirement and a list of certified firms are available on the CMD website. LBE subs must be certified by the bid due date *and* they must be certified in the areas that they are being listed to perform
- The Prime cannot use deletable bid items, allowances and contingency bid items to meet the LBE subcontracting participation requirement.

Good Faith Outreach

There are two approaches you can utilize to meet the good faith outreach requirements. However, regardless of which approach chosen, you must still meet the 15% LBE subcontracting requirement.

1. Under the first approach, as proof of performing outreach to potential LBEs, the Prime must submit CMD Form 2B, the Good Faith Outreach Requirements Form along with all supporting documentation. You must achieve at least 80 points out of the possible 100 points. → Of particular importance, the Prime Contractor must advertise and contact the requisite number of subcontractors no later than 10 days before the bid due date.

OR

2. Under the second approach, if the Prime Proposer exceeds the project's stated LBE participation requirement by 35%, the Prime Proposer is excused from performing the outreach described above.

For this project, 35% of the 15% subcontracting requirement is 5.25%. Add 5.25% to 15%, totals 20.25%. In order for the Prime to be exempt from meeting the “Good Faith Outreach” requirements that I mentioned above, the Prime’s LBE participation must meet or exceed **20.25%**. If you will be utilizing this approach, you must check YES under Section A of Form 2B.

Pay attention to each of the required steps listed on Form 2B. Form 2B will walk you through the two options that I just mentioned. Please have your outreach person contact me so I can walk them through the CMD website. The LBE Online Directory is also on the CMD website, if you go www.sfgov.org/cmd

Other Requirements

- LBE subcontractors are to meet HSH’s minimum requirements for subcontracting. i.e. security guards must possess the “guard card” among other requirements and expectations (see RFP).

Forms to be submitted with Bid from CMD Attachment 1:

- Submit CMD Form 2B along with all supporting documentation as required.
- Section 00 43 36 of the bid specs must be submitted with the Bid. If you are using a LBE to meet the LBE subcontracting requirement, even if the percentage of LBE work is under ½ of 1%, the sub must be listed on Section 00 43 36 to receive LBE credit. This includes LBE trucking firms and LBE suppliers.

5-Day Submittals

The apparent low bidder must submit, by 5:00 p.m. on the fifth business day after bid opening:

- **Form 3** CMD Compliance Affidavit
- **Form 6** LBE Subcontractor Participation Affidavit
- **The items requested in #5 & #6 of CMD Form 2B.** This is the follow-up contacts and Written Bids and Statement of Selection of Subs (if applicable)

LBE Utilization Tracking

In the past, CMD had the LBEUTS system that monitored compliance with the LBE Ordinance. We, now, have a new system that replaced the LBEUTS system which was part of Elations. The new LBE tracking system is an online based payment affidavit and notification module within the City’s new Financials and Procurement System. Prime contractors and all subcontractors who are awarded contracts are now required to use the City’s new Financials & Procurement System to enter and confirm payment information. Additional information and Self-Service Training can be found at <https://sfcitypartner.sfgov.org/Training>