



INVITATION FOR BID (IFB)

**IFB No. 21-08**

**SOLID WASTE AND RECYCLING SERVICES**

**PROPOSED TIMELINE**

<b>ACTIVITY</b>	<b>DATE</b>
IFB Posted	<b>April 14, 2022</b>
<b>MANDATORY</b> Job Walks multiple locations starting each day at 9:00AM	<b>April 25, 2022</b> <b>April 26, 2022</b> <b>April 27, 2022</b>
Questions Regarding IFB due by 12:00 PM Pacific Time	<b>May 2, 2022</b>
Questions and Answers posted to LACCD website	<b>May 6, 2022</b>
Bidder response (bid) due by 12:00 PM Pacific Time	<b>May 20, 2022</b>
Bid Opening live via Zoom at 3:00 PM Pacific Time	<b>May 20, 2022</b>
Notice of Intent to Award	<b>May 20, 2022</b>
Board Meeting	<b>June 1, 2022</b>



INVITATION FOR BID (IFB) - IFB No. 21-08

**SOLID WASTE AND RECYCLING SERVICES**

TABLE OF CONTENTS

I. PURPOSE & DEFINITIONS .....	2
II. ABOUT THE DISTRICT .....	3
III. GENERAL INFORMATION .....	8
IV. BID CONTENT AND FORMAT .....	16
V. SCOPE OF SERVICES .....	18
VI. REQUIRED SERVICES, SPECIFICATIONS, AND GENERAL CONDITIONS .....	22
VII. MINIMUM QUALIFICATIONS .....	46

ATTACHMENTS:

1. BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE WITH SIGNATORY AUTHORIZATION DECLARATION

EXHIBITS:

- A. NONCOLLUSION AFFIDAVIT
- B. CERTIFICATION OF NONDISCRIMINATION
- C. CONFIDENTIALITY AGREEMENT
- D. ACKNOWLEDGEMENT OF ADDENDA
- E. EXCEPTIONS AND DEVIATIONS to Services Agreement
- F. SAMPLE FORM AGREEMENT: Services Agreement
- G. SLEDV FORM
- H. BOARD RULES: Environmental Protection and Education
- I. CAMPUS MAPS

# INVITATION FOR BID – IFB No. 21-08

## Solid Waste and Recycling Services

### I. PURPOSE & DEFINITIONS

The Los Angeles Community College District (LACCD) seeks responses to this Invitation for Bid (IFB) from qualified waste collection and recycling SERVICE PROVIDERS (SERVICE PROVIDERS or Bidders) to provide Solid Waste, Recyclables and Organics Collection, Hauling, Processing and Disposal Services for District facilities located in Los Angeles County in accordance with the requirements defined throughout this IFB. The District welcomes bids from licensed, qualified SERVICE PROVIDERS to perform solid waste, recycling and organics services according to the scope, terms and conditions set forth in the IFB. The intent of this IFB is to procure for LACCD a single service provider that is able to perform a high quality streamlined and consolidated approach to integrated solid waste and recyclables management

The entirety of this IFB document sets forth the District's requirements in detail. All responses must be submitted in accordance with the terms and conditions contained in the foregoing document.

#### Definitions

**Bin:** Collection containers, with watertight lids, of either steel or long-life durable plastic for the intermediate storage of trash, recyclables or organics. In accordance with State regulation SB 1383, in a three-container system, solid waste/garbage bins or lids shall be gray/black; recycling bins or lids shall be blue and organics bins or lids shall be green. Bin options for other than a three-container system shall follow CalRecycle's guidelines found here: <https://www.calrecycle.ca.gov/organics/slcp/collection/systems>.

**Cart:** Wheeled long-life durable plastic container with a watertight lid for the small volume intermediate storage of trash, recyclables or organics. In accordance with State regulation SB 1383, cart and/or lid colors shall follow the above noted colors.

**Commingled (or Mixed) Recyclables:** Recyclable Materials that are sorted and removed from trash or garbage by the generator and designated for recycling either by placement with other Recyclable Materials mixed in a single, common container for collection, or placement in a single, common compartment on the collection vehicle. Items to be included in the blue recycling containers shall include, but not be limited to: food/beverage containers (glass, plastic, aluminum, tin), mixed paper, old corrugated cardboard.

**Compactor:** Equipment that reduces the volume of Solid Waste by crushing, compression or compaction.

**Cubic Yard (CY):** The ratio of weight to unit volume of solid waste, recyclables or other materials (pounds per cubic yard, or lbs./ y<sup>3</sup>)

**Green Waste:** Solid Waste comprised of grass clippings, leaves, shrub and tree trimmings and other organic wastes resulting from lawn and landscaping care.

**Mixed Paper:** The commingling of various paper grades for recycling. Examples include but are not limited to old mail, paperboard packaging, magazines, newspaper, copy and computer paper, paper egg cartons, and old corrugated cardboard.

**Municipal Solid Waste (MSW):** More commonly known as trash or garbage – consists of everyday non-hazardous waste items generated by residential, commercial and industrial sources such as damaged, unwanted, unusable, and/or nonrecyclable materials such as product packaging.

**Organic Waste:** Solid waste material originated from living organisms and their metabolic waste products including, but not limited to, food, green material, landscape and pruning waste, lumber, wood, paper products, printing and writing paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.

**Roll-off:** Open-topped rectangular containers for the intermediate collection, storage and transport of solid waste/recyclables that are rolled on and off of collection vehicles via winches or reeving cylinders (hooks). Primarily servicing commercial, institutional and industrial solid waste/recyclables as well as Construction and Demolition (C&D) Debris.

**Scout Service:** A small truck that can retrieve trash bins from hard-to-reach areas such as narrow streets or restricted space enclosures, and pull it out for the regular waste/recycling collection vehicles to service it. Also refer to Section VI. A. 4.

**Source Separated Recyclables:** Materials designated to be collected separately from waste materials for diversion from a landfill and conveyed to a processing facility to be processed into a feedstock material for use in the manufacture of a new product (e.g., carpet, mattresses, metals, old corrugated cardboard, etc.)

## II. ABOUT THE DISTRICT

The Los Angeles Community College District (“District”) was organized in 1969 and is governed by an elected Board of Trustees and is part of the statewide California Community College system. Members of the Board of Trustees are elected at large to serve four-year terms. The District is the largest community college district in California and one of the largest in the nation.

The District serves a population of several million residents in southern California within an area of nearly 900 square miles of metropolitan Los Angeles and the County of Los Angeles that includes more than 30 incorporated cities and unincorporated communities. The District extends from Agoura Hills in the western part of the San Fernando Valley to the City of San Fernando in the northeast. The service area includes Culver City on the western side of the greater Los

Angeles basin, Monterey Park and San Gabriel on the east side as well as Palos Verdes Estates and San Pedro to the south.

In keeping with its mission, the District provides about 230,000 full and part-time students each year with comprehensive lower-division general education, career and technical education, transfer education, credit and non-credit instructional programs geared to meet the needs of the communities its colleges serve and which meet the changing needs of students for academic and career preparation, civic engagement, and lifelong learning. The District has nine fully accredited colleges: East Los Angeles College, Los Angeles City College, Los Angeles Harbor College, Los Angeles Mission College, Los Angeles Southwest College, Los Angeles Trade-Technical College, Los Angeles Valley College, Los Angeles Pierce College, and West Los Angeles College. The physical footprint of colleges ranges in size from twenty-two acres (Los Angeles Trade Tech College) to over four hundred fifty acres (Los Angeles Pierce College). In addition, the District has off-campus satellite centers: Van de Kamp Innovation Center located in Atwater Village, the South Gate Education Center in the City of South Gate, and an administrative building located near East Los Angeles College identified as the Corporate Center in Monterey Park, and the District Administrative Offices known as the Educational Services Center in downtown Los Angeles. (Note: the Educational Services Center location is not a part of this IFB).

These nine colleges and three satellite facilities will be serviced under one contract with one Service Provider. The names and addresses of these facilities are indicated in **Table 1**, and a map showing the locations of the facilities is included as **Figure 1**.

**TABLE 1. DISTRICT FACILITIES**

<b>Name</b>	<b>Address</b>
<b>Los Angeles City College</b>	855 N Vermont Avenue, Los Angeles, CA 90029
<b>East Los Angeles College</b>	1301 Avenida Cesar Chavez, Monterey Park, CA 91754
<b>Los Angeles Harbor College</b>	1111 Figueroa Place, Wilmington, CA 90744
<b>Los Angeles Mission College</b>	13356 Eldridge Avenue, Sylmar, CA 91342
<b>Los Angeles Pierce College</b>	6201 Winnetka Avenue, Woodland Hills, CA 91371
<b>Los Angeles Southwest College</b>	1600 W Imperial Highway, Los Angeles, CA 90047
<b>Los Angeles Trade Technical College</b>	400 W Washington Boulevard, Los Angeles, CA 90015
<b>Los Angeles Valley College</b>	5800 Fulton Avenue, Van Nuys, CA 91401
<b>West Los Angeles College</b>	9000 Overland Avenue, Culver City, CA 90230
<b>Corporate Center*</b>	1055 Corporate Center Drive, Monterey Park, CA 91754
<b>South Gate Education Center*</b>	2340 Firestone Boulevard, South Gate, CA 90280
<b>Van de Kamp Innovation Center</b>	2930 Fletcher Drive, Los Angeles, CA 90065

\*These two locations are operated by East Los Angeles College. See note under Section VI. A. 9. B.

# FIGURE 1. LACCD FACILITIES MAP



A larger map can be found [here](http://www.laccd.edu/), and additional District information <http://www.laccd.edu/>

**TABLE 2.  
FACILITIES LISTING WITH NUMBER OF STUDENTS & STAFF**

<b>Facilities</b>	<b>Approximate Number of Students, Faculty and Staff by Facility</b>
Los Angeles City College	18,600
East Los Angeles College	33,200
Los Angeles Harbor College	9,100
Los Angeles Mission College	9,270
Los Angeles Pierce College	18,000
Los Angeles Southwest College	7,400
Los Angeles Trade Technical College	16,200
Los Angeles Valley College	16,700
West Los Angeles College	9,500
Corporate Center	170
South Gate Education Center	530
Van de Kamp Innovation Center	1,000



### III. GENERAL INFORMATION

This IFB contains the instructions governing the requirements for a bid to be submitted by an interested bidder, the format in which the Bid is to be submitted, the materials to be included therein, and the requirements which must be met.

***BIDS MAY BE REJECTED AS NON-RESPONSIVE IF THE BIDDER FAILS TO FULLY COMPLY WITH ANY OR ALL OF THE INSTRUCTIONS OR CONDITIONS SET FORTH IN THIS IFB.***

#### A. BID SUBMISSION AND OPENING DATE

The bidder shall submit to the District one (1) printed original and a flash drive containing the bid in both Word and PDF format. **The electronic version must be identical to the printed version including all information.**

**The printed copy and the electronic copy of the bid must be received by the District no later than 12:00 p.m. Noon Pacific Time on Friday, May 20, 2022.** The printed original set shall include wet signed documents and shall be bound with a binder clip or clips.

Bid must be submitted in a sealed package plainly showing the bidder's legal name and marked with the words:

"Bid Responding to IFB No. 21-08: SOLID WASTE AND RECYCLING SERVICES."

**Bids will be opened during a public meeting conducted via Zoom teleconferencing system at 3:00 p.m. Pacific Time on Friday, May 20, 2022.** It will be available for viewing by registering using the link shown below:

**<https://laccd.zoom.us/meeting/register/tJcucuCprjosGtDjeT1CQJLANQnx-g2c3z0P>**

Please mail or deliver sealed bid to the contact person for this IFB:

**Brent Hurwitz, Senior Procurement Specialist**

Los Angeles Community College District  
Contracts and Procurement, 6th Floor  
770 Wilshire Boulevard  
Los Angeles, CA 90017-3719

Any bid received after 12:00 pm Noon Pacific Time, Friday May 20, 2022, may at the District's sole discretion be returned unopened or set aside without consideration.

Delivery of the bid by the specified deadline is the sole responsibility of the Bidder to ensure that its bid is delivered on time. If hand delivered, ample time should be scheduled for delays caused by downtown Los Angeles area traffic and parking. **District does not provide parking accommodations to bidders submitting bids.**

The District shall not be responsible for, nor accept as a valid excuse for late bid receipt, any delay in mail service or other method of delivery used by the Bidder except where it can be established that the District was the sole cause of the late receipt.

Bids submitted via fax, telephone or email will not be accepted.

All bids must be firm offers subject to acceptance by the District and may not be withdrawn for a period of 180 calendar days following the Bid Submission Deadline. The Bid may not be amended once submitted to the District, except as permitted by the District.

## **B. QUESTIONS FROM BIDDERS/CLARIFICATIONS**

Questions or comments regarding this IFB (except to inquire about the number of addenda issued) must be put in writing by e-mail to Brent Hurwitz, Senior Procurement Specialist, at [HURWITB@EMAIL.LACCD.EDU](mailto:HURWITB@EMAIL.LACCD.EDU) and received by LACCD no later than 12:00 PM Noon Pacific Time on Monday, May 2, 2022.

The District shall not be obligated to answer any questions received after the above-specified deadline or submitted in a manner other than as instructed above. Written responses to questions will be posted in the form of an Addendum on the website at:

<https://www.laccd.edu/Departments/BusinessServices/Contract-Services/Pages/Bids-And-Proposals.aspx>

The anticipated posting of this Addendum for questions received by the deadline and the answers from the District is May 6, 2022.

## **C. IFB ADDENDA**

If it becomes necessary for the District to revise any part of this IFB, or to provide clarification or additional information after the IFB is released, a written addendum will be posted on the website:

<https://www.laccd.edu/Departments/BusinessServices/Contract-Services/Pages/Bids-And-Proposals.aspx>

All addenda issued shall become part of the IFB, and bidders shall acknowledge, in writing, receipt and incorporation of all addenda and clarifications in their response on the form found in Exhibit D. Failure of the bidder to receive Addenda shall not relieve the bidder from any obligation

under its bid as submitted. The Bidder shall identify and list in its bid all Addenda received and included in its bid; failure to do so may be asserted by the District as a basis for determining the bid non-responsive. All questions and answers shall be incorporated in the IFB which will be part of the awarded contract.

#### D. MANDATORY PRE-BID JOB WALKS

A required series of **MANDATORY** pre-bid Job Walks will be conducted at the twelve (12) locations where the services covered by this IFB are to be provided. **Bidders are required to attend all. Bidders that do not attend the Job Walks will have their bids disqualified.**

Bidders should note that each location and facility have unique differences which may likely affect level of service and costs. **Table 3** provides the locations, dates, and start times of the **mandatory** pre-bid Job walks each day.

The purpose of the mandatory pre-bid Job Walks will be to review the existing conditions and to identify opportunities and constraints. Representatives from the colleges and the District's consultant will attend to conduct the Job Walk. The District's consultant will record questions and answers at each site. Questions and answers from the Job Walks will be incorporated into an Addendum to the IFB, along with any written questions received by the District per the above Subsection B.

Maps of each campus, with directions for meeting location are provided in Exhibit I. It is suggested that bidders print out these maps and use them to mark locations of bins, compactors and roll-offs while attending the Job Walks.

#### **IMPORTANT JOB WALK COVID SYMPTOM SCREENING**

**NOTE:** The District at this time continues to require visitors to the colleges to complete a daily COVID symptom screening survey. **ALL PROSPECTIVE BIDDER REPRESENTATIVES ARE REQUIRED** to complete the COVID symptom screening survey **EACH DAY**. Please use the following [link to the screening survey](#). Simply use the name of the first facility noted for each day's Job Walk.

**TABLE 3. MANDATORY PRE-BID JOB WALKS**

**MONDAY**

<b>FACILITY</b>	<b>ADDRESS</b>	<b>DATE</b>
West Los Angeles College	9000 Overland Avenue Culver City, CA 90230	Monday April 25, 2022 <b>9:00am</b>
Los Angeles Southwest College	1600 W Imperial Highway Los Angeles, CA 90047	Monday April 25, 2022
Los Angeles Harbor College	1111 Figueroa Place Wilmington, CA 90744	Monday April 25, 2022

**TUESDAY**

<b>FACILITY</b>	<b>ADDRESS</b>	<b>DATE</b>
Los Angeles Pierce College	6201 Winnetka Avenue Woodland Hills, CA 91371	Tuesday April 26, 2022 <b>9:00am</b>
Los Angeles Valley College	5800 Fulton Avenue Van Nuys, CA 91401	Tuesday April 26, 2022
Los Angeles Mission College	13356 Eldridge Avenue Sylmar, CA 91342	Tuesday April 26, 2022

**WEDNESDAY**

<b>FACILITY</b>	<b>ADDRESS</b>	<b>DATE</b>
Los Angeles City College	855 N Vermont Avenue Los Angeles, CA 90029	Wednesday April 27, 2022 <b>9:00am</b>
East Los Angeles College {including South Gate and Corporate Center - see Table 1 for addresses}	1301 Avenida Cesar Chavez Monterey Park, CA 91754	Wednesday April 27, 2022
Los Angeles Trade Technical College	400 W Washington Boulevard Los Angeles, CA 90015	Wednesday April 27, 2022
Van de Kamp Innovation Center	2930 Fletcher Drive Los Angeles, CA 90065	Wednesday April 27, 2022

Several locations will be visited on each of the three Job Walks. For direction/assistance on days of Job Walks only, the following phone number can be utilized: (760) 801-4764. The first Job Walk of each day will begin at 9:00 AM Pacific Time. Prospective bidders will be responsible for providing their own transportation between facilities and arriving on time.

## E. MEETING BID SPECIFICATIONS

The services offered by bidder must meet the specifications as described in this Bid Form. The District reserves the right to reject as non-responsive any bid that does not meet the specifications as herein described.

## F. INTERPRETATION OF BID DOCUMENTS

If any person contemplating submitting a bid for the services proposed herein is in doubt as to the true meaning of any part of the bid documents, or finds discrepancies in, or omissions from the documents, he/she may submit to the District a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the bid documents will be made only by Addendum duly issued in the manner described in Subsection C - IFB Addenda. No person is authorized to make any oral interpretation of any provision in the bid documents to any bidder, and no bidder is authorized to rely on any such unauthorized oral interpretation.

## G. REQUIREMENTS

The bidder shall be responsible for becoming familiar with the scope of services required by the District, and shall rely solely upon his or her own independent judgment, and not upon any statements or representations made by the District, whether express or implied. The failure or omission of any bidder to acquaint himself or herself with the service requirements shall in no way relieve any bidder from any obligation with respect to this bid or to the resulting agreement. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

## H. REFERENCES

The Bidder must list at least four (4) references where the Bidder **is providing** two (2) and **has provided within the last five (5) years** two (2) similar services to public educational entities or other public agencies and which can independently evaluate the Bidder's expertise in this area. The Bidder shall describe the work it performed or is performing for each client and include the name, job title, address, email address, and telephone number of the contact person for each reference.

## I. WITHDRAWAL OF BID

The bidder may withdraw a previously submitted bid at any time prior to the bid submission deadline.

## J. AUTHORIZED SIGNATURES

Attachment 1 and Exhibits A through F must all be signed by the bidder's authorized signatory and must be submitted by the bidder in the sealed envelope along with its bid. The District is

unable to accept any bid submitted without these statements completed and signed by the bidder's authorized signatory. Exhibit G is requested, yet optional.

#### **K. BID PRICE TO BE ACCURATE, COMPLETE AND VALID**

The Bidder must provide price information on Bid Form (Attachment 1) and other information identified in Attachment 1. Failure to do so may invalidate the bid. The price bid must be accurate, complete and must be valid throughout the initial term of the contract. The bidder is responsible for the accuracy of the bid submitted, and no allowance will be made for error or price increases that the bidder later alleges are retroactively applicable.

The Bidder shall complete as part of Attachment 1 the Minimum Qualifications Questionnaire.

#### **L. PRE-CONTRACTUAL EXPENSES**

Pre-contractual expenses are defined as any expenses incurred by the bidder in: (1) preparing its bid in response to this IFB; (2) submitting that bid to LACCD; (3) negotiating with LACCD any matter related to this IFB, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this IFB. LACCD shall not, under any circumstance, be liable for any pre-contractual expenses incurred by bidders.

#### **M. NO COMMITMENT TO AWARD**

Issuance of this IFB and receipt of bids does not commit LACCD to award a contract. LACCD expressly reserves the right to postpone bid opening for its own convenience, to accept or reject any or all bids received in response to this IFB, to negotiate with more than one bidder concurrently, or to cancel all or part of this IFB. Any contract awarded shall be subject to the approval of the LACCD Board of Trustees

#### **N. NO JOINT OFFERS**

Where two or more bidders desire to submit a single bid in response to this IFB, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. LACCD intends to contract with a single firm and not with multiple firms doing business as a joint venture.

#### **O. AUTHORIZATION TO DO BUSINESS**

All Bidders must be authorized to do business in California. If a Bidder is a sole proprietorship or partnership, the Bidder should furnish with its bid a copy of current business license issued in California. If the Bidder is a corporation, it must be approved by the California Secretary of State to do business in California as shown by having an "ACTIVE" status listed on the California Secretary of State website as of the date of submission of the bid. The Bidder shall provide the corporate number issued by the Secretary of State with its bid. If the Bidder is a

government entity, the Bidder must provide the relevant statutory authority that permits participation to provide waste management services in California.

#### **P. BASIS OF AWARD**

The award will be made to the lowest responsive/responsible bidder who has met the minimum qualifications required and whose bid meets the specifications described herein having the lowest priced bid for a complete level of services specified in this bid document. In the event of a tie, there will be a coin toss to decide the winning bid.

#### **Q. PROPOSED CONTRACT**

The bidder selected for contract award through this IFB shall be required to enter into a written agreement with LACCD. The Sample Services Agreement presented in Exhibit F of this IFB is the agreement proposed for execution with the successful bidder. It may be modified to incorporate other pertinent terms and conditions set forth in this IFB, including those added by addendum, and to reflect the bidder's offer or the outcome of contract negotiations, if any, conducted with the bidder. Exceptions to the terms and conditions of the Sample Services Agreement, or the bidder's inability to comply with any of its provisions of the Sample Services Agreement, must be declared in the bid, as provided in the following Section, Exceptions and Deviations. It may be modified to incorporate other pertinent terms and conditions set forth in this IFB, including those added by addendum, and to reflect the bidder's offer or the outcome of contract negotiations, if any, conducted with the bidder. Exceptions to the terms and conditions of the Sample Agreement, or the bidder's inability to comply with any of the provisions of the Sample Agreement, must be declared in the bid.

The bidder's attention is directed particularly to Section 15 in Exhibit F, the Sample Services Agreement, which specifies the minimum insurance requirements that must be met by the successful bidder. The bidder's inability or unwillingness to meet these requirements as a condition of award must be stated as an exception in the bid. Failure to meet the minimum insurance requirement stated will deem a bidder non-responsible. Evidence of such insurance will be requested prior to contract execution.

#### **R. EXCEPTIONS/DEVIATIONS**

Any exceptions to, deviations from, or inability to comply with the requirements set forth in this IFB, or the terms and conditions contained in the Services Agreement, must be declared in writing in Exhibit E within the bid; failure to do so will prevent bidder from asserting its inability to comply with the terms or conditions later on. Such exceptions or deviations must be segregated as a separate element of the bid under Exhibit E - "Exceptions and Deviations to Services Agreement." The District will make a good faith effort to consider contractual issues identified by bidders and LACCD requires all proposing bidders to similarly make a good faith effort to comply with the District's sample agreement terms and conditions. Bids that mandate the use of bidder standard services contract, rather than utilizing the District's standard services contract will result in that bidder's bid being judged non-responsive and these bids will be rejected. Bids that reject

the following integral provisions of the District's contract terms and conditions will be treated as a rejection of the District's contract and these bids will be rejected.

- Section 7 – Term of Agreement
- Section 18 - Governing Law and Venue
- Section 19 – Non-Discrimination
- Section 22 – Board Authorization
- Section 27 – Requirements of Federally Funded Contracts

## **S. TERM OF CONTRACT**

The contract awarded through this bid will be effective for a period beginning approximately on July 1, 2022 for three years to June 30, 2025 with two one-year options through June 30, 2027.

## **T. EXEMPTION FROM DISCLOSURE**

Bids will remain confidential in their entirety until the public bid opening. All bids submitted will become the property of the LACCD and a recommendation of an award will be submitted to the LACCD Board of Trustees for approval. The bidder must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that the bidder claims are exempt from disclosure under the Public Records Act (California Government Code Section 6250 et seq.). Any bidder claiming such an exemption must also state in the bid that “the bidder agrees to indemnify and hold harmless the LACCD, its Board of Trustees, and its officers, employees and agents, from any claims, liability, or damages against, and to defend any action brought against above said entities for their refusal to disclose such material, trade secrets, or other proprietary information by any party.” Failure of a bid to include such a statement will be deemed a waiver of any exemption from disclosure under the Public Records Act. Moreover, a bidder’s identification of a document as “proprietary” or “confidential” does not automatically confer exclusion from disclosure under the Public Records Act.

## **U. PROTESTS**

Any bidder that has provided a sealed bid to the District may protest the solicitation or award of a contract for violations of LACCD’s procurement policies or of laws and regulations governing LACCD's procurement activities, provided the bidder has complied with PP-04-09, Bid Protest and Appeals which can be accessed by the following link:

<https://www.laccd.edu/Departments/BusinessServices/Contract-Services/Documents/04-09-bid-protest-and-appeal.pdf>

In order to be considered, all protests must be in writing and filed with and received by LACCD, not more than five (5) business days following the date of issuance of the District’s Notice of Intent to Award with the contact below. The protest letter must state the basis for the protest and the remedy sought. Protests received by LACCD after this date will be returned to the sender.



Please send the letter to the following:

Director of Business Services  
Los Angeles Community College District  
770 Wilshire Blvd, 6th Floor  
Los Angeles, CA 90017

Failure to timely file the bid protest shall constitute grounds for the District to deny the bid protest without further consideration of the grounds stated therein.

#### V. ACCEPTANCE OF BID

Final acceptance of a bid shall be made by the Board of Trustees at a public meeting within approximately one hundred twenty (120) days from the date of the bid submission deadline. The District reserves the right to reject any and all bids, if it deems that such action is in the best interest of the District, and to withdraw the bid and discontinue the bid process. The District also reserves the right to waive any and all technicalities and non-substantive defects in any bid.

#### W. DEFAULT

In the event that an apparently successful bidder defaults or fails to execute the contract, the District may, at its election, accept the next lowest bid, or reject all bids and solicit new bids at that time.

### IV. BID CONTENT AND FORMAT

Bidders are cautioned to keep the bid pages intact and return all of the following documents when submitting their bid. Failure to submit the complete bid pages may invalidate the bid. This IFB and the successful bid will become a part of any contract that is executed as a result of this IFB. Any bid attachments, documents, letters and materials submitted by the bidder will be binding and may also be included as part of the contract.

#### A. TITLE PAGE

The title page shall include the following: bidder name, the title **Bid – IFB No. 21-08 Solid Waste & Recycling Services**, and the Bid submission deadline date and time.

#### B. TRANSMITTAL LETTER/INTRODUCTION

The letter of transmittal shall be addressed to the Procurement Office and must, at a minimum contain the following:

- Identification of the firm, including name, address and telephone number of the firm;

- Name, title, address, telephone number, and email address of contact person;
- A statement to the effect that the bid shall remain valid for a period of not less than 180 days (six months) from the due date for submittal; and
- signature of a person authorized to bind the bidder to the terms of the IFB.

### C. TABLE OF CONTENTS

Immediately following the transmittal letter include a complete table of contents for material included in the bid, including page numbers.

### D. REFERENCES

The Bidder must list at least four (4) current references where the Bidder **is providing** two (2) and **has provided, within the last five years**, two (2) similar services to public educational entities or other public agencies (e.g., University, College, school districts or jurisdictions) and which can independently evaluate the Bidder's expertise in this area. The Bidder shall describe the work it performed or is performing for each client and include the name, job title, address, email address, and telephone number of the contact person for each reference.

### E. MANDATORY DOCUMENTS BIDDER MUST SUBMIT WITH ITS BID

In addition to the submittal of the information required in Attachment 1 – Bid Form and Minimum Qualifications Questionnaire and Signatory Authorization Declaration, Bidders shall complete and provide the following:

ATTACHMENT 1 - Completed and signed Bid Form, including Minimum Qualification Questionnaire and past project experience information.

Exhibit A - Completed and signed Noncollusion Affidavit

Exhibit B - Completed and signed Non-Discrimination Certification

Exhibit C - Completed and signed Confidentiality Agreement

Exhibit D - Acknowledgement of all addenda issued by the District

Exhibit E - Completed and signed Exceptions and Deviations to Sample Agreement

EXHIBIT F – Sample Services Agreement

EXHIBIT G - SLEDV: Small, Local, Emerging, and Disabled Veteran Owned Businesses (requested to be submitted by the Bidder at their option)

## F. BUSINESS LICENSE

All Bidders must be authorized to do business in California. If a Bidder is a sole proprietorship or partnership, the Bidder should furnish with its bid a copy of current business license issued in California. If the Bidder is a corporation, it must be approved by the California Secretary of State to do business in California as shown by having an “ACTIVE” status listed on the California Secretary of State website as of the date of submission of the bid. The Bidder shall provide the corporate number issued by the Secretary of State with its bid. If the Bidder is a government entity, the Bidder must provide the relevant statutory authority that permits participation to provide waste management services in California.

## V. SCOPE OF SERVICES

The District is seeking **ONE SERVICE PROVIDER** to service all its needs for a solid waste management program that includes collection, hauling, processing, recycling, and disposal of solid waste, recyclables, and organic materials Districtwide. Baled cardboard, it should be noted, is a commodity product and may be handled separately by some facilities. The **SERVICE PROVIDER** will not be required to collect highly flammable or explosive materials, toxic industrial waste, and Hazardous Wastes as defined by Federal and State law.

The District presently has limited service offerings for the collection of recyclable materials (primarily cardboard, metals and some mixed paper) and organic materials (primarily landscape trimmings and some wood waste). The District wishes to evaluate and incorporate services that will expand options for recycling and organics (definition expanded to include food waste), improve compliance with all applicable legislation (including at a minimum AB 341, AB 1826, SB 1383 – see Section IV.B.5. below), and optimize the management of all materials generated at its facilities. The description of the required services outlined in Section VI.A provides information and direction for Bidders to optimize services and incorporate best practices at each District facility.

### A. EXISTING AND FORECAST SOLID WASTE AND RECYCLING SERVICES

The District has an existing contract for solid waste and recycling services that expires in Summer 2022. The contract provides mixed waste collection and processing of Municipal Solid Waste (MSW) from all college and satellite locations. Some locations also have: collection of either source-separated or commingled recyclables; green waste; mixed office paper bins; and/or cardboard bale collection. In some instances, bins for office paper and bales of cardboard are collected by a separate company at no additional cost to the District. The bins for mixed office paper recycling (by current Service Provider and a third-party recycler) will be discontinued once the selected **SERVICE PROVIDER** has placed their recycling bins on site. For the locations that currently bale cardboard as a commodity, they will likely continue baling and marketing the cardboard bales independently. However, an elective service cost for picking up bales will be provided on the bid sheets relating to those specific facilities. The existing service levels at each location are included in **Table 4**.

The bid service levels presented below and throughout this IFB are based upon the volumes of solid waste and recyclables collected during 2019, prior to the onset of the pandemic. They are utilized to allow adequate funding commitment for the required services.

Because certain pandemic-related operational changes remain in place with **approximately 30% less campus population**, inclusive of students and staff on the campuses than in 2019, the volume of materials to be collected is **forecasted to be lower** than in 2019 which is not reflected in the bid service levels. However, despite this forecast, the actual volume of materials to be collected could be lower or higher. The District cannot guarantee that the below requested bid service levels will match the actual need and service frequency adjustments may occur.

Additionally, the District anticipates some locations will need to 'recharge' and/or expand their recycling programs with the guidance of and participation by the SERVICE PROVIDER.

Finally, the District reserves the right to adjust quantities based on budget restrictions and need. The District shall not be obligated nor restricted to the quantities listed in this document.

**TABLE 4. APPROXIMATE EXISTING SERVICE LEVELS BY FACILITY\***

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
Los Angeles City College	MSW	1	40	1x/week	Compactor	NA	251
	MSW	8	3	1x/week	Front loader	24	NA
	Recycle	7	3	1x/week	Front loader	21	NA
	Wood	1	40	As-needed	Roll-off	NA	NA
	Metal	1	40	As-needed	Roll-off	NA	NA
East Los Angeles College	MSW	1	40	1x/week	Compactor	40	326
	MSW	1	40	As-needed	Roll-off	NA	NA
	Metal	1	40	1x/year	Roll-off	NA	6
	Green	1	40	As-needed	Roll-off	NA	64
	Green	1	10	As-needed	Roll-off	NA	20
	C&D	1	20	As-needed	Roll-off	NA	3
Los Angeles Harbor College	MSW	1	30	1x/week	Compactor	40	320
	MSW	1	40	As-needed	Compactor	NA	NA
	Metal	1	40	As-needed	Roll-off	NA	3
	Wood	1	40	As-needed	Roll-off	NA	7
	Green	1	20	As-needed	Roll-off	NA	NA
	C&D	1	40	As-needed	Roll-off	NA	NA
Los Angeles Mission College	MSW	1	35	1x/week	Compactor	35	145
	MSW	1	40	As-needed	Roll-off	NA	NA
	Green	1	30	As-needed	Roll-off	NA	7
Los Angeles Pierce College	MSW	1	40	2x/week	Compactor	80	220
	Green	3	40	As-needed	Roll-off	NA	11
Los Angeles Southwest College	MSW	1	40	As-needed	Compactor	NA	112
	MSW	1	30	As-needed	Roll-off	NA	NA
	Green	2	20	As-needed	Roll-off	NA	32
	C&D	1	30	As-needed	Roll-off	NA	NA
Los Angeles Trade Technical College	MSW	1	40	1x/week	Compactor	40	123
	MSW	3	40	As-needed	Roll-off	NA	71
	Wood	1	20	As-needed	Roll-off	NA	21
Los Angeles Valley College	MSW	1	30	As-needed	Compactor	NA	212
	Green	2	40	As-needed	Roll-off	NA	75
	Green	2	10	As-needed	Roll-off	NA	26

**Table 4. APPROXIMATE EXISTING SERVICE LEVELS BY FACILITY\***

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
<b>West Los Angeles College</b>	MSW	1	40	1x/week	Compactor	40	160
	Recycle	1	40	As-needed	Compactor	NA	61
	Metal	1	40	As-needed	Roll-off	NA	NA
	Green/Wood	1	40	As-needed	Roll-off	NA	NA
<b>Corporate Center Drive Campus</b>	MSW	2	3	4x/week	Front loader	24	NA
<b>South Gate Education Center</b>	MSW	3	3	3x/week	Front loader	27	NA
<b>Van de Kamp Innovation Center</b>	MSW	3	3	2x/week	Front loader	18	NA
	Recycle	1	6	1x/week	Front loader	6	NA

\*2019 service levels. Actual service levels may vary.

Notes: **NA** = Not Available; **C&D** = Construction and Demolition Waste Materials

The type and volume of waste and recyclables collected from all District facilities during the one-year period from Fall semester 2018 through Summer semester 2019 are shown in **Table 5** below. A total of 2,185 tons were disposed and 102 tons were recycled. While this data infers a lower recycling rate of under five percent (5%), some locations do bale their used cardboard, may have mixed paper recycling bins without tonnage reported, and experience a high level of beverage container recycling that is done “independently” via scavenging from on-campus containers. The District expects that improvements to the recycling rate at the end of the first year of the anticipated new agreement for services will occur and that there will be a decrease in the amount of waste transported and disposed. This will be primarily attributable to the required recharging of recycling programs and the phasing in of an organics collection program by the selected SERVICE PROVIDER.

**TABLE 5. TYPES AND QUANTITIES OF WASTE AND RECYCLABLES COLLECTED (FALL 2018-SUMMER 2019)**

<b>MATERIAL</b>	<b>DISPOSED (tons)</b>	<b>RECYCLED (tons)</b>
Municipal Solid Waste (MSW)	1,941 <sup>1</sup>	0
Green Waste	244	0
Mixed Paper	0	71 <sup>2</sup>
Wood	0	28
Construction and Demolition Debris (C&D)	0	3
<b>TOTAL</b>	<b>2,185</b>	<b>102</b>

1. Includes compactor and roll-off tons

2. Does not include third-party recyclers or haulers (baled cardboard and mixed office paper bins – mixed office paper bins provided by recycler other than current SERVICE PROVIDER will be discontinued)

## **VI. REQUIRED SERVICES, SPECIFICATIONS, AND GENERAL CONDITIONS**

### **A. REQUIRED SERVICES**

#### **1. Waste, Recycling and Organics Collection**

The SERVICE PROVIDER shall provide solid waste, recycling and organics collection services at each college or college satellite location which are also known as a “facility.” The SERVICE PROVIDER shall establish the initially noted levels of service estimated for each facility as called out in the below-noted sections for each facility and shall commit to work closely with management staff at each facility to right-size the services actually needed for waste, recycling and organics collection. Services must be provided to each facility in accordance with an established schedule that will ensure that the collection of waste, recyclables and organics is

timely and properly collected, transported, and disposed in accordance with applicable laws and regulations.

As noted in Existing and Forecast Solid Waste and Recycling Services section of this bid document (Section V. A. above), certain locations may require recharging or restarting their recycling programs as well as establishing newly required organics collection and recycling programs. For this reason, the SERVICE PROVIDER shall designate and assign a person from their staff to serve as the Liaison/Recycling Coordinator to all District locations and work closely and directly with District staff at each facility to evaluate and monitor volumes of materials generated. The responsibility of this Liaison position shall also include the adjustment of services, if required, to meet all requirements specified in this bid document as well as to provide input and guidance to the District on best practices to achieve the most cost effective and efficient methods for recycling and organics materials diversion.

Within thirty (30) days of implementation of the Agreement, SERVICE PROVIDER shall meet with management of each facility to identify a mutually satisfactory schedule for when and where the collection of waste, organics and recyclables shall occur including frequency and time of day. It is desired by the District that all AB 341 and SB 1383 services be evaluated, planned and implemented within six (6) months of contract award. This planning effort shall also include contingencies for exception circumstances to be similarly defined.

## **2. Containers**

### **a. Collection Bins/Carts**

The SERVICE PROVIDER shall provide appropriate types and numbers of containers for collection of waste, recyclables, and organics at each facility, taking into consideration space requirements, collection methods, material types, and quantities. All containers shall be new, or freshly painted and “like-new” (labeling and/or colors appropriate to SB 1383 requirements), free from graffiti and in excellent condition. The SERVICE PROVIDER shall replace or repair any damaged containers at no cost to the District, should the SERVICE PROVIDER and District mutually determine that a container requires replacement for safety and stormwater pollution purposes. SERVICE PROVIDER shall exchange any heavily soiled containers (especially food waste related containers). The District reserves the right to modify the quantity, size, pick-up frequency, service time, and location of containers.

### **b. Intermediate Recycling & Organics Collection**

District staff shall use clear plastic bags (or, other color as coordinated between SERVICE PROVIDER and District) for the collection of mixed recyclables and place them in the SERVICE PROVIDER’S recycling bins. Similarly, District staff shall use pre-designated plastic bags (color coordinated between SERVICE PROVIDER and District) for the collection of food scraps/organics materials and place them in SERVICE PROVIDER’S organics bin.



To support the timely and successful “recharge” of the District’s recycling and start-up food waste/organics recycling program the SERVICE PROVIDER shall assist in the coordination, acquisition and delivery of recycling containers for collection of commingled recyclables in designated areas of District facilities. The SERVICE PROVIDER shall provide the District with an appropriate number of intermediate mixed recycling/organics collection containers to ensure the recovery of mixed recyclables and organics to meet the current state mandates.

### **3. Scheduling and Logistics**

Scheduling:

The SERVICE PROVIDER shall work closely with each facility to develop a schedule for the location. As previously noted, within thirty (30) days of implementation of the Agreement, SERVICE PROVIDER shall meet with management of each facility to identify a mutually satisfactory schedule for when and where the collection of waste, organics and recyclables shall occur including frequency and time of day. The District reserves the right to designate the time of day for servicing the containers at each location. In general, it is expected that compactors and roll-off containers will be picked up and emptied between 7:00 a.m. and 5:00 p.m. on weekdays.

For facilities requesting Scout Service (please see Subsection 4, below) for solid waste bins/dumpsters and other recycling bins, to prevent the SERVICE PROVIDER incurring unanticipated wait times and to ensure the safest movement of containers in and around students and employees, designated service time windows shall be between 7:00 a.m. and 9:00 a.m. weekdays.

Logistics:

Noise and disruptive activity - Because classes are in session year-round at the District’s locations often including early mornings and evenings, the services provided for the collection of materials shall consider minimizing noise and activities that could disrupt and distract from the learning environment. Accessing, moving, lifting and dumping bins shall be done in the quietest manner possible. Please ensure emptied bins are set down slowly and quietly. This consideration will be greatly appreciated and will also help prevent damage to the bins and District property.

Fleet fuels:

The SERVICE PROVIDER shall present their short- and long-term plan to phase in the use of a fleet of alternative fuel/low emission and/or electric vehicles in their provision of services to the District.

#### 4. Scout Service – Solid Waste

Three District locations – Los Angeles City College, Los Angeles Southwest College, and West Los Angeles College – require a greater and more intensive level of service than other District locations for their solid waste service. This increased effort shall be referred to in this bid document as Scout Service.

Generally, Scout Service (also known in the waste management industry as swamper service) is defined as the requirement to: tow-out or otherwise move dumpsters from the location in which they are filled with solid waste, organic materials, or recyclables to another location where they are dumped into the SERVICE PROVIDER collection vehicle. The empty dumpsters shall be returned to the location where found ensuring that location does not obstruct traffic, the public right-of-way, or accessibility ramps and routes. The SERVICE PROVIDER shall ensure all containers are safely returned to their proper location in a timely manner.

Detailed solid waste Scout Service requirements can be found below in Section 9 a. for Los Angeles City College, Section 9 f. for Los Angeles Southwest College, and Section 9 i. for West Los Angeles College.

Bidders are directed to previous Section III. D. of this bid document regarding the mandatory pre-bid **Job Walks** which shall include visits to the three above referenced colleges that require Scout Service as well as all other District locations. The requirement to participate in the Job Walks is intended to provide bidders the opportunity to understand the site-specific service and Scout Service needs for which they are responsible to meet.

#### 5. Compliance with Applicable Laws and Regulations

The SERVICE PROVIDER will be responsible to provide all facilities with services compliant with existing laws and regulations as they relate to solid waste, recycling and organic waste collection, disposal, and diversion. In addition, the SERVICE PROVIDER will be responsible to provide all reports and data to each location necessary for submittal to CalRecycle in relation to solid waste collection, disposal, and diversion programs and requirements. SERVICE PROVIDER will compile any and all reports that may be due to CalRecycle. Laws and regulations that are applicable to the District facilities include the following:

**Assembly Bill (AB) 4**, the State Agency Buy Recycled Campaign (SABRC) requires that every state agency:

- Attain recycled-content product (RCP) procurement mandates;
- Purchase products that contain at least the minimum of postconsumer recycled content;
- Require all businesses/suppliers to certify the postconsumer (PC) recycled content of their products (even if it is zero) that fall within 11 reportable categories; and

- Submit an annual report on dollars spent on products purchased in 11 reportable product categories on October 31.

Each state agency shall require the businesses it contracts with to use, to the maximum extent economically feasible in the performance of the contract work, recycled products. SERVICE PROVIDER **shall utilize post-consumer recycled content materials on items utilized for this contract.** Each state agency's annual report should include its purchases made, as well as those purchases made by the businesses it contracts with.

**AB 75** requires that state agencies divert at least 50 percent of waste through source reduction, recycling and composting activities. State agencies must submit annual reports to meet compliance goals using a per capita disposal rate and detailing diversion program implementation activities. The SERVICE PROVIDER will provide supporting documentation and develop any necessary reporting to CalRecycle.

**AB 341** changed the state agency waste management annual report due date to May 1 of each year. This bill also set a state target that no less than 75 percent of solid waste generated be source reduced, recycled or composted by 2020. State agency reporting requirements are as follows:

- Each state agency shall report on the facilities, satellite offices and field offices. Additionally, each state agency shall report the number of employees and non-employees using the agency facilities.
- Determine the total amount of disposal and verify compliance with mandated disposal reduction goals by calculating the target per capita disposal rate and the agency's actual per capita disposal rate.
- CalRecycle reviews and analyzes each agency/facility's success in meeting the diversion mandate. This includes reviewing an agency/facility's diversion activities. This section includes the waste management hierarchy of programs to reduce, reuse, recycle, and compost; as well as to buy recycled content products.
- Submit annual report every May 1st, based on the previous calendar year (January 1 to December 31).

**AB 1826** requires each state agency generating 4 or more cubic yards of solid waste per week to implement an organic waste recycling program to divert organic waste from the facility. The bill requires each state agency to report to CalRecycle on its progress in implementing the organic waste recycling program through the annual state agency waste management report (due annually on May 1), and the department to review whether a state agency is in compliance with this act.

State agencies may comply with the requirements by taking any combination of the following actions:

- Source-separate organic waste from other waste and subscribe to an organic waste recycling service.
- Recycle organic waste onsite or by self-hauling organics for recycling.
- Subscribe to an organic waste recycling service that includes mixed waste processing for recycling organic waste.
- Sell or donate the generated organic waste.
- Recycle material onsite, such as composting, anaerobic digestion or vermicomposting.

The District has elected to meet the requirements of AB 1826 by obtaining the assistance of a SERVICE PROVIDER through this IFB for the collection of source-separated organic waste for recycling (first option listed above). The SERVICE PROVIDER shall provide supporting documentation and complete any necessary reporting to CalRecycle.

**AB 2812** requires each state agency to provide adequate receptacles, signage, education, and staffing, and arrange for recycling services consistent with existing recycling requirements for each office building of the state agency or large state facility. The bill requires, at least once per year, each covered state agency and large state facility to review the adequacy and condition of receptacles for recyclable material and of associated signage, education, and staffing. Additionally, the bill requires each state agency to include in its existing annual report to CalRecycle a summary of the state agency's compliance with the act. The SERVICE PROVIDER shall conduct an annual facility walk through with staff from the location to review the adequacy and condition of receptacles, signage and educational efforts provided.

**SB 1383**, the Short-Lived Climate Pollutants Act, establishes targets of a 50 percent reduction in the level of statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction by 2025. Community colleges must subscribe to an organic waste collection service that either source-separates the waste (e.g. separate bins), or transports all unsegregated waste to a facility that recovers 75 percent of the organic content collected from the system. This means for all organic waste, including green waste, wood waste, food waste, manure, fibers, etc. In addition, the bill also establishes an additional target that not less than 20 percent of currently disposed edible food is recovered for human consumption by 2025. Generators of organic waste are grouped into Tiers, and some Community college facilities are in Tier 2. This designation requires those locations meeting the designated facility size donate the maximum amount of edible food possible to a recovery organization or service. The SERVICE PROVIDER shall provide monthly, quarterly and annual reporting to each facility on recycling and waste diversion program success such that each facility can maintain files in the event of a review by CalRecycle.

## 6. Recycling Service

The SERVICE PROVIDER is required to implement recycling collection services and educational programs (including the provision of educational materials) ensuring District

Facilities comply with Assembly Bill (AB) 341 (stated above in subsection 5). Typical recyclables generated at District facilities include all types of paper, aluminum, glass, and plastic containers, plastic packaging, and other recyclable materials. The recycling can be accomplished through source separation (e.g., cardboard) and/or mixed recyclables processing (e.g., containers, mixed paper, cardboard). The SERVICE PROVIDER must provide all locations, with addresses of all recycling facilities that are used for District materials, and is responsible for maintaining and updating this information for the District on a quarterly basis. The SERVICE PROVIDER shall submit quarterly recycling reports and, if requested, copies of load weight tickets and tonnage for the recyclables collected and recycled per facility to each respective location. The District reserves the right to verify rates and tonnages before payment of invoices. The SERVICE PROVIDER shall immediately upon knowledge notify the appropriate District Representative of any recyclable commodity that can no longer be diverted from the landfill for whatever reason.

## **7. Organics Recycling Service**

The SERVICE PROVIDER is required to implement organics recycling collection services and educational programs (including the provision of educational materials) ensuring District facilities comply with Assembly Bill (AB) 1826 and Senate Bill SB 1383 (stated above in subsection 5). The SERVICE PROVIDER shall provide all facilities with compliant programs such as organic waste collection, coordination with food rescue organizations to promote edible food recovery, education and outreach, and reporting.

Typical organic materials generated at District facilities include green waste, contaminated paper, and some food waste. Some facilities offer culinary programs which may regularly generate large volumes of food waste. For sanitary and vector control purposes, SERVICE PROVIDER must allow facilities to utilize plastic bags for the containment of food waste in organics collection containers. Green waste materials will be collected separate from food waste. Organics recycling can be accomplished through composting, anaerobic digestion, or other organics processing.

The SERVICE PROVIDER must provide all locations with addresses for all organics processing facilities used for District materials, and is responsible for maintaining and updating this information for the District on a quarterly basis. The SERVICE PROVIDER will be required to submit quarterly organics recycling reports and copies of load weight tickets, if requested, and tonnage for the organics collected and recycled per facility. The District reserves the right to verify rates and tonnages before payment of invoices. The SERVICE PROVIDER shall immediately, upon knowledge, notify the appropriate District Representative of any organic material that can no longer be diverted from the landfill for whatever reason.

## **8. Cleaning & Maintenance**

During each pick-up, the SERVICE PROVIDER shall identify and remove any overflow refuse from the immediate container areas and rake clean at no added cost to the District. SERVICE PROVIDER should document and promptly communicate any recurring overflow or illegal dumping situations to the designated Facility Representative contact.

All containers shall be maintained in “first class” clean, safe, and correctly functioning condition at all times. Broken lids and wheels shall be repaired as needed or replaced upon District request. SERVICE PROVIDER must maintain and allow the District to exchange any trash or recycling bins/carts with a clean replacement **at least once every year** should they become soiled. **Food waste bins in service shall be exchanged for clean bins up to three times per year or more frequently if needed.** There shall be no cleaning of bins on site at a District facility at any time. If food waste bins are not emptied when scheduled, the SERVICE PROVIDER shall be responsible for any and all associated pest control costs.

## **9. District Facilities and Existing Service Levels**

The successful SERVICE PROVIDER shall provide solid waste, recycling and organics collection services at each college or college satellite location, which are also known as a “facility”, listed in Section III, Table 4, and described in detail below. Bidders are directed to Section III of this bid document to review important disclosures regarding 2019 information utilized regarding volumes and service needs. Information provided below repeats the existing volumes as previously provided in this document, and adds estimated service volume projections for the additional recycling and organics collection services required by legislation. The prior volumes are repeated as it allows for initiation of existing level and type services, and then transitions into the phased in implementation of expanded or newly added services for recycling and organics. For bid consistency purposes, estimated per load volumes should be used for each container type. It is expected that overall volume and service levels will be adjusted once program implementation has taken place within the first 6-12 months.

- a) **Los Angeles City College (LACC)** is located on Vermont Avenue in the East Hollywood neighborhood of the City of Los Angeles. There are approximately 18,600 students and employees at the college. The college currently manages its waste with one 40-cubic yard MSW compactor which is serviced on-call, along with weekly service of eight, 3-cubic yard bins for MSW and seven, 3-cubic yard bins for mixed recycling. LACC owns two 40-cubic yard roll-off containers – one each for metal waste for recycling and for wood waste for recycling. The total fifteen, 3-cubic yard bins are collected using Scout Service (see definitions and Section IV.4). SERVICE PROVIDER will be required to provide Scout Service collection, implement an AB 341 compliant recycling program, and implement an AB 1826/SB 1383 compliant organic waste diversion program.

Facility	Material	Qty	Size (Cubic Yard CY)	Service Frequency	Collection Type	CY Per Week	Tons per Year
Los Angeles City College	MSW	1	40	1x/week	Compactor	NA	251**
	MSW	8	3	1x/week	Front loader	24	NA
	Food	6	2YD bin	1x/week	Front/Side	12	NA
	Recycle	8	4	1x/week	Front loader	32	NA
	Green	1	40	3x/year	Roll-off	NA	NA
	Green/Wood*	1	40	3x/year	Roll-off	NA	NA
	Metal*	1	40	2x/year	Roll-off	NA	NA

\*Denotes District-owned bin

\*\*Pre-pandemic tonnage

- b) **East Los Angeles College (ELAC)** is located on Avenida Cesar Chavez in the City of Monterey Park and has the largest student enrollment in the District. There are approximately 33,200 students and employees. There is one, 40-cubic yard MSW compactor serviced once per week, and not owned by the college. ELAC owns one 40-cubic yard metal recycling roll-off container that is serviced as-needed which has been about two or three times annually. For 2018-19, the metal recycling roll-off container was serviced twice. The SERVICE PROVIDER will be responsible for implementing an AB 341 compliant recycling program.

All green waste generated on the campus is disposed in roll-off containers which are serviced as-needed. The on-site cafeteria and child development center do not currently collect food waste. SERVICE PROVIDER shall provide organics recycling services, including green waste and food waste, to comply with AB 1826 and SB 1383.

East Los Angeles College hosts a significant number of community/third-party events annually. These events will require on-call service for all three material streams in excess of baseline operational expectations.

East Los Angeles College's Automotive Technology and Engineering Programs each produce scrap metal. The Theater Program often produces large, heterogeneous waste during production of scenery and props. As a result, these Programs require Construction and Demolition (C&D) service, which the school currently has in the form of two, 40-yard roll-off containers serviced as-needed.

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
East Los Angeles College	MSW	1	40	1x/week	Compactor	40	326**
	Food	3	2YD bin	1x/week	Front loader	6	NA
	Recycle	8	4	1x/week	Front loader	32	6
	Metal*	1	40	2x/year	Roll-off	3	6
	Green	1	40	1x/week	Roll-off	NA	64
	Green	1	20	3x/year	Roll-off	NA	20
	C&D	2	40	2x/year	Roll-off	NA	3

\*Denotes District-owned bin

\*\*Pre-pandemic tonnage

The College also operates two satellite locations: **Corporate Center** (administrative functions only) located on Corporate Center Drive in the City of Monterey Park, and the **South Gate Education Center** located on Firestone Boulevard in the City of South Gate.

**Corporate Center**, with an approximate professional services population of 170 people, currently has service for MSW only and uses two, 3-cubic yard bins serviced four times per week. In addition to this current service, SERVICE PROVIDER will be responsible for providing an AB 341 compliant recycling program and a minimal amount of green waste collection.

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
Corporate Center Drive Campus	MSW	2	3	4x/week	Front loader	24	NA
	Food	1	2YD bin	1x/week	Front loader	2	NA
	Recycle	1	4	2x/week	Front loader	8	NA

The **South Gate Education Center**, with approximately 530 students and staff, has service for MSW only and uses three, 3-cubic yard bins serviced three times per week. The SERVICE PROVIDER will be responsible for providing an AB 341 compliant recycling program and an SB 1383 compliant program for food waste.

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
South Gate Education Center	MSW	3	3	2x/week	Front loader	18	NA
	Food	1	2YD bin	1x/week	Front/Side	6	NA
	Recycle	1	4	1x/week	Front loader	8	NA



- c) **Los Angeles Harbor College (LAHC)** is located in the Wilmington neighborhood of the City of Los Angeles (in the Port Region of Los Angeles) and has a student enrollment and staffing of approximately 9,100. The facility has two, 40-cubic yard compactors (one is serviced weekly, and the other is serviced as-needed) and owns a 40-cubic yard roll-off used for metal recycling, which is serviced as-needed. SERVICE PROVIDER must be able to accommodate improvements to the recycling program for AB 341 compliance.

The College also has a large quantity of organic materials generated from landscaping and its culinary arts program. All landscaping debris is presently disposed in the compactors with the MSW. Food waste from the culinary program and cafeteria is processed using an on-site dehydrator. Additionally, the College has a child development center that generates food waste. SERVICE PROVIDER will be required to provide organics service for the landscaping debris in compliance with AB 1826/SB 1383. Food waste will continue to be processed in the on-site dehydrator.

The campus maintains a 10-cubic yard C&D roll-off container, which is serviced on an as-needed basis. The campus did not utilize these containers during this past year, but will require some level of C&D service on an ongoing basis.

Los Angeles Harbor College regularly hosts weekly events outside of its normal academic programming, including a swap meet and food distribution by a local food bank. This activity generates waste that is included in the volumes stated in the chart below. SERVICE PROVIDER will be responsible for providing scheduled as-needed services to handle waste generated by these activities.

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
Los Angeles Harbor College	MSW	1	30	1x/week	Compactor	40	320**
	MSW	1	40	26x/year	Compactor	NA	NA
	Food	3	64-gal cart	1x/week	Front/Side	1	NA
	Food	2	2YD bin	3x/week	Front/Side	4	NA
	Recycle	8	4	1x/week	Front loader	32	NA
	Metal*	1	40	1x/year	Roll-off	NA	3
	Wood	1	40	3x/year	Roll-off	NA	7
	Green	2	4	1x/week	Front-loader	NA	NA
	C&D	1	10	2x/year	Roll-off	NA	NA

\*Denotes District-owned bin

\*\*Pre-pandemic tonnage

- d) **Los Angeles Mission College (LAMC)** is located in the Sylmar neighborhood of the City of Los Angeles in the San Fernando Valley, and has approximately 9,270 students and staff. The College has a Main Campus and an East Campus separated

by public recreation uses including parkland and a golf course. Due to the proximity of the campuses, MSW from both campuses are brought to the college's 35-cubic yard compactor located on the Main Campus.

The recycling program on-site is limited to cardboard. Other recyclables are also generated on site, but they are not being diverted from the general waste stream. The SERVICE PROVIDER will be responsible for providing an AB 341 compliant recycling program.

The college has a 30-cubic yard roll-off for green waste, which is serviced as-needed on an on-call basis, used primarily landscaping waste. Additional organic material is generated from the child development center and culinary program but is not currently collected (small amounts of food scraps are composted on site, leaving additional diversion opportunities). The culinary program does have dehydrators on site to reduce the volume and weight of their food waste. The SERVICE PROVIDER will be responsible for providing services for organic waste, including landscaping and food waste, in compliance with AB 1826/SB 1383.

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
Los Angeles Mission College	MSW	1	35	1x/week	Compactor	35	145**
	MSW	1	40	2x/year	Roll-off	NA	NA
	Food	3	64-gal cart	1x/week	Front/Side	1	NA
	Food	2	2YD bin	3x/week	Front/Side	4	NA
	Recycle	6	4	1x/week	Front loader	32	NA
	Green	1	30	3x/year	Roll-off	NA	7

\*\*Pre-pandemic tonnage

- e) **Los Angeles Pierce College (LAPC)** is located on Winnetka Boulevard in the Reseda neighborhood of the City of Los Angeles (northwestern area of the San Fernando Valley). The college currently has an approximate student enrollment and staffing of 18,000. The campus has expansive land that includes agricultural and animal uses as well as athletic fields. Most of the college's waste is emptied into a 40-cubic yard MSW compactor, which is serviced twice per week, on-call. The College owns the compactor and the receiver box is provided by the SERVICE PROVIDER. Beyond cardboard baling, there is minimal to no recycling program at this college. The SERVICE PROVIDER will be responsible for providing an AB 341 compliant recycling program.

The College's expansive grounds produce a large amount of green waste in comparison to other District locations which is mostly managed on-site through landscape maintenance operations. Despite this effort, large amounts of green waste require collection for diversion. The College has a child development center, cafeteria

(currently closed) and coffee shop although there is no food scrap collection program currently. Contractors must maintain flexibility in their service of this campus, as recycling operations may change going forward. The SERVICE PROVIDER will be responsible for providing services for organic waste, including landscaping and food waste, in compliance with AB 1826/SB 1383.

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
Los Angeles Pierce College	MSW	1	40	2x/week	Compactor	80	220**
	MSW	1	40	2x/year	Roll-off	NA	NA
	Food	6	64-gal cart	1x/week	Front/Side	1	NA
	Recycle	6	4	1x/week	Front loader	18	NA
	Green	2	40	3x/year	Roll-off	NA	11

\*\*Pre-pandemic tonnage

- f) **Los Angeles Southwest College (LASC)** is located on Imperial Highway in the South Los Angeles region of unincorporated Los Angeles County (not within City of Los Angeles boundaries). There are approximately 7,400 students and employees. The college utilizes one 40-cubic yard compactor for MSW and several roll-off containers for green waste. All of the bins are serviced as-needed.

LASC will be initiating Scout Service for the solid waste by having the SERVICE PROVIDER place five 3-yard solid waste bins around campus, paired with five 3-yard recycling bins for service 1x/week. A 30-yd bin for cardboard will be used for overflow for baler, bales are handled separately. SERVICE PROVIDER must be able to provide collection through scout service and implement an AB 341 compliant recycling program.

Of special note for this college: While there is currently no cafeteria on campus (only visiting catering trucks), a new Student Union building is under construction that includes approximately 10,000 square feet of food uses (similar in size to the existing food uses at East Los Angeles College). Food waste is generated by the child development center and a private high school and each location shall have bins for food waste collection. The SERVICE PROVIDER shall provide services for organic waste, including landscaping and food waste, in compliance with AB 1826/SB 1383.

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
Los Angeles Southwest College	MSW	1	40	1x/week	Compactor	NA	112**
	MSW	5	3YD	1x/week	Front loader	NA	NA
	Food	3	2YD bin	1x/week	Front loader	1	NA
	Recycle	5	4YD	1x/week	Front loader	18	NA
	Green	1	20	6x/year	Roll-off	NA	32
	Recycle	1	30	2x/year	Roll-off	NA	NA
	C&D	1	20	6x/year	Roll-off	NA	NA

\*\*Pre-pandemic tonnage

- g) **Los Angeles Trade Technical College (LATTC)** is located on Grand Avenue in the historic core of Downtown Los Angeles and has approximately 16,200 students and staff. This college has a broad variety of programs including culinary and construction. As a result, the waste stream is different from other District colleges. Currently, MSW is disposed in a 40 cubic yard compactor serviced once per week. There are also additional roll-off containers that are used for bulky solid waste items, organic waste, and wood waste (LATTC-owned). All roll-off containers are serviced as-needed.

Organic materials are generated from campus landscaping, child development center, culinary arts, and the cafeteria. Some of the cafeteria food scraps are managed using a dehydrator with materials remaining that could be collected and diverted. Further, some green waste is processed on-site using a chipper, with green waste remaining also for collection and diversion. The SERVICE PROVIDER shall provide an AB 341 compliant program, and services for organic waste, including landscaping and food waste, in compliance with AB 1826/SB 1383.

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
Los Angeles Trade Technical College	MSW	1	40	1x/week	Compactor	40	123**
	MSW	3	40	5x/year	Roll-off	NA	71
	Food	1	2YD bin	1x/week	Front/Side	1	NA
	Food	2	2YD bin	5x/week	Front loader	20	NA
	Recycle	6	4YD	1x/week	Front loader	9	NA
	Green	2	40	As needed	Roll-off	NA	NA
	Wood*	1	40	2x/year	Roll-off	NA	21

\*Denotes District-owned bin

\*\*Pre-pandemic tonnage

- h) **Los Angeles Valley College (LAVC)** is located in the Valley Village neighborhood of the City of Los Angeles in the San Fernando Valley and has approximately 16,700 students and staff. The campus has been annually recognized since 2010 by the Arbor Day Foundation as a Tree Campus USA®. The care of its large and diverse type of trees and landscaping results in an equally large amount of green waste. The college has a cafeteria and a child development center and the food waste from these uses are currently not diverted from landfill. However, a back of house food scrap recycling program for the cafeteria is anticipated to be rolled out in April/May, 2022.

All materials are managed in two 30-cubic yard MSW compactors along with roll-offs for green waste. The compactors are serviced once per week, and roll-offs are serviced as-needed. Commingled recycling bins will be located in one location near the compactors and roll-offs. SERVICE PROVIDER shall accommodate improvements to the recycling program, and implement an organic waste program for green waste and food waste in compliance with AB 1826/SB 1383.

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
Los Angeles Valley College	MSW	2	35	1x/week	Compactor	NA	212**
	MSW	1	40	3x/year	Roll-off	NA	NA
	Food	3	2YD bin	1x/week	Front loader	2	NA
	Recycle	4	4YD	1x/week	Front loader	16	NA
	Green	1	40	5x/year	Roll-off	NA	75
	Green	2	10	3x/year	Roll-off	NA	26

\*\*Pre-pandemic tonnage

- i) **West Los Angeles College (WLAC)** is located near Culver City in the western Baldwin Hills. There are approximately 9,500 students enrolled and staff at the college. All waste is managed with one 40-cubic yard MSW compactor serviced once per week, one 40-cubic yard recycle roll-off serviced as-needed, and two 40-cubic yard green roll-offs serviced as-needed. Mixed recyclables, primarily cardboard, are managed in a 40-cubic yard compactor.

The three roll-offs provide sufficient service for the campus to manage waste generated from general activities, landscaping, and special events. The college has a cafeteria and a child development center and the food waste from these uses are currently not diverted from landfill.

WLAC is initiating Scout Service for solid waste, SERVICE PROVIDER shall place twelve 3-yard solid waste bins on the campus at locations designated by the college for service 1x/week. Scout Service on this campus will require a smaller vehicle to pull bins out from various locations to designated service locations. SERVICE PROVIDER shall provide an AB 341 compliant recycling program, and shall provide services for

organic waste, including landscaping and food waste, in compliance with AB 1826/SB 1383.

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
West Los Angeles College	MSW	1	40	1x/week	Compactor	40	160**
	MSW	12	3YD	1x/week	Front loader	NA	NA
	Food	3	64-gal cart	1x/week	Front/Side	NA	NA
	Food	6	64-gal cart	1x/week	Front/Side	NA	NA
	Food	2	64-gal cart	1x/week	Front/Side	NA	NA
	Food	2	64-gal cart	1x/week	Front/Side	NA	NA
	Recycle	1	40	10x/year	Compactor	NA	61**
	Metal	1	40	1x/year	Roll-off	NA	NA
	Green/Wood	2	40	3x/year	Roll-off	NA	NA

\*\*Pre-pandemic tonnage

- j) **Van De Kamp Innovation Center (VDK)** is a small educational facility in the Glassell Park neighborhood of the City of Los Angeles. The site hosts a charter school, office spaces, and a location for trainings for the District. The facility is significantly smaller than the other campuses, and waste is managed with three 3-cubic yard MSW containers serviced two times per week, and one 6-cubic yard recycling bin serviced once per week. Although most landscaping is of the low maintenance drought tolerant type, there is some landscaping green waste and a minimal amount of green waste collection is needed. Waste management services for the charter school, an Environmental Sciences School under the jurisdiction of LAUSD, is provided by VDK. The school has on its own placed recycling containers next to trash cans on campus and recently started a small food waste collection program which currently appears to be composted in a small garden area. Food waste from breakfasts and lunches will need to be collected. The SERVICE PROVIDER shall provide a recycling program compliant with AB 341 and shall provide services for organic waste, including landscaping and food waste, in compliance with AB 1826/SB 1383.

Facility	Material	Qty	Size (cubic yard)	Service Frequency	Collection Type	CY Per Week	Tons per Year
Van de Kamp Innovation Center	MSW	3	3	2x/week	Front loader	18	NA
	Food	1	2YD bin	1x/week	Front/Side	NA	NA
	Recycle	1	6	1x/week	Front loader	6	NA

## **10. Special Conditions and Services**

### **a) Emergency Service**

In the event of a highly unlikely facility emergency, requiring expedient service to ensure safety and property damage (e.g., pipes breaking, fire prevention, construction related urgency) with a response time of two (2) hours or less shall be provided by the SERVICE PROVIDER at the quoted rates herein for similar service. When requested by the District, the SERVICE PROVIDER shall furnish additional three or four cubic yard bins, open-top 30-40 cubic yard bins, and/or 10-20 cubic yard “lowboy” containers to be placed as requested. Rates for any such additional bins shall be as indicated herein.

### **b) Additional Services**

As part of the consideration for entering into an Agreement with the District, SERVICE PROVIDER shall provide the following at no charge, and shall not adjust its rates to the District to offset costs incurred in providing any of the services listed below:

The SERVICE PROVIDER shall provide additional bins and/or services when requested by District Representative, (e.g., Special Events, Athletic Events, etc.).

SERVICE PROVIDER shall work with the colleges in identifying and resolving continual problems with inadequate capacity or overflowing condition of bins or bin enclosures, and/or other unsanitary conditions caused by the college. District is responsible for the maintenance of the bin enclosures. SERVICE PROVIDER is responsible to inform the District of any maintenance issues associated with the bin enclosures, such as fencing, gates, graffiti, vandalism, overflowing materials, etc.

SERVICE PROVIDER shall respond to calls from the District to dispose of bulky items and other solid waste as result of illegal or unauthorized dumping occurring within the District limits. It is the parties' expectations that this service will occur on a relatively infrequent basis, and, accordingly, if this service becomes necessary at a level exceeding SERVICE PROVIDER'S expenses, the District shall meet and confer with the SERVICE PROVIDER in good faith to evaluate the level of additional compensation to which the SERVICE PROVIDER may be entitled for such additional service.

### **c) Waste Characterization Study**

Ongoing review of the types and quantities of materials generated and diverted at the District's facilities is necessary to identify opportunities to increase diversion, reduce waste generation, and evaluate the efficacy of the solid waste programs. A waste characterization study shall be performed for each facility at the same time each year the end of Year 1 and the end of Year 3, preferably during the fall or spring semesters. The study shall identify by each facility the types and quantities of materials disposed

and recycled. The study, at the minimum, shall include study duration, location, CalRecycle waste sort protocols, or other protocol to be approved by the District. The study shall be conducted using visual and/or physical inspection and shall identify material types, weights, percentage of each and respective diversion rates. Upon review of the study findings, the SERVICE PROVIDER shall make recommendations to increase recycling rates, which items should be targeted for reduction upstream, and to reduce contamination rates. Bidders should also refer to Section V. A. of this bid document regarding adjustments to service levels including reduction in waste disposal service needs and costs which reasonably could offset any increase in recycling services. Protocol for conducting the study can be found on the CalRecycle website, at:

<https://www2.calrecycle.ca.gov/WasteCharacterization/General/SortingProcedures>

#### **d) Public Outreach and Education**

An effective outreach and education program is necessary to facilitate the implementation and ongoing participation in recycling and organics diversion programs throughout the District. The SERVICE PROVIDER shall work with the District to create waste diversion and recycling outreach/ educational materials and programs for the District's facilities that will be in support of and in accordance with District Board Rules 71100-71103 (Exhibit H).

Within three (3) months of award of the contract, the SERVICE PROVIDER shall prepare and provide to the Vice President of Administrative Services and/or Facility Director (Facility representative) at each District location a comprehensive recycling and organics diversion outreach and education plan for review and approval. The outreach and education materials and programs shall focus on the hierarchy of reducing, reusing, repurposing, recycling, and composting, and shall provide information on what and where to recycle various materials, and the environmental benefits of the program. The SERVICE PROVIDER shall utilize a variety of outreach methods, including electronic and print media. Printed materials shall be provided in sufficient quantities for the Facility Representative's use and distribution.

The SERVICE PROVIDER will provide and distribute outreach and education in the form of online resources, web-ads, fliers, cards, or other methods acceptable to the Facility Representative. All brochures, mailings, and other educational materials are to be approved by the Facility Representative in advance of distribution, and shall not bear the District logo unless otherwise approved by the District. Any outreach material utilizing paper provided and distributed by the SERVICE PROVIDER shall be made from post-consumer recycled-content paper and must be labeled "Printed on Recycled Paper." SERVICE PROVIDER shall cooperate fully with the District in this regard.

To ensure success of efforts to recharge the mixed recycling program at certain locations, as well as implementing the new organics recycling programs at all locations, the District requires the SERVICE PROVIDER work in close partnership



with the District (Vice Presidents of Administration and Facilities Directors) in leading, coordinating and carrying out Outreach & Education to support program success.

The SERVICE PROVIDER shall provide to each location:

- 1) An Outreach & Education liaison/coordinator.
- 2) Work with District staff to prepare mixed recycling and organics recycling information that can be placed on facility websites, posters in key internal areas, signage above recycling/organics containers, etc. Additionally, coordinating and partnering with any District students involved in Media Arts for the creation of educational videos is also desired to any extent possible.
- 3) Provide at least two training sessions on mixed recycling to staff (see Training below).
- 4) Provide at least two training sessions on organics recycling to staff (see Training below).
- 5) Plan and participate in at least two booths/events each year. In Year One, there shall be a promotional kick-off event/booth to raise awareness for students, faculty and staff about the effort to recharged mixed recycling at certain locations and the new organics recycling programs. The kick-off event/booth shall provide educational activities, displays and survey. A minimum of 100 promotional t-shirts for each college (e.g., ELAC Recycles!) shall be made and given away as a high value promotional "draw". It is suggested that as a part of the promotion, students be encouraged to submit t-shirt designs for a competition. In each of the following years, an Earth Day related event/booth shall be coordinated and hosted. (See Events below)
- 6) Partnering with a multi-lingual youth education organization, with experience in and knowledge of recycling programs, such as CalRecycle funded/recognized Conservation Corps, for outreach program events/booths would be very acceptable to the District. At least one staff person from the SERVICE PROVIDER should be on-site during booths/events.

**e) Recycling Representative**

SERVICE PROVIDER shall provide a representative able to visit District facilities to promote and explain the Recycling programs, and participate in demonstrations, fairs and special events.

**f) Meetings**

SERVICE PROVIDER will conduct a minimum of two planning/execution meetings with Facility Representatives describing program changes, dates of program implementation, and other necessary information. The meetings shall be conducted at a facility to be determined by the Facility Representative.

**g) Events**

At the direction of the Facility Representative, the SERVICE PROVIDER shall participate in and promote Recycling and other diversion techniques at District events and local activities. Such participation would normally include providing, without cost to District, educational information promoting the goals of the District's recycling programs.

**h) Facility Tours**

SERVICE PROVIDER shall provide Facility Representatives tours of its solid waste facility/facilities.

**i) Reporting Requirements**

The District requires consistent and accurate reporting of the information collected by the SERVICE PROVIDER. The SERVICE PROVIDER must implement a reporting system for tracking and reporting all waste collection, recycling and diversion information. The SERVICE PROVIDER will be required to provide the Facility Representatives with the following quarterly reports via email within 30 days of the quarter close:

- Types and quantities (weight) of materials recycled.
- Types and quantities (weight) of materials disposed.
- Types and quantities (weight) of materials recovered at Material Recovery Facilities (MRF's) or other processing facilities.
- Diversion rate, which is defined as the quantity of materials diverted divided by the total quantity of material collected. The diversion rate data must include the types and quantities of materials that are diverted and disposed.
- List of all Landfills, Compost Facilities, Material Recovery Facilities, Transfer Stations, Waste-to-Energy Plants and/or other processing facilities used.

**j) Training**

The SERVICE PROVIDER shall provide training and assistance to the Facility Representatives for their designee for any new programs to ensure their success. Such programs may include collection of commingled recyclables, or a food scraps collection program. The SERVICE PROVIDER will be expected to train staff (in English, Spanish and other appropriate languages) on matters pertinent to the collection of waste and recyclables. Examples of such matters include, but are not limited to the following: what is recyclable and/or compostable; how to process materials; type and color of plastic bags that are acceptable to contain mixed recyclables and food waste; signage; bin locations; and monitoring the success of the program. The trainings should also provide an opportunity to answer questions about these matters.

During the course of the contract, the SERVICE PROVIDER shall provide the Facility Representatives (Vice Presidents of Administration or Facility Directors) with an assessment and suggestions for the current waste infrastructure, bin locations and material flow in order to optimize the collection system. This assessment includes, but is not limited to, the following: a campus bin evaluation; bin placement; potential for compactors; and routing of trucks.

**k) Changes Not Affecting Contract Price**

The Procurement Manager shall have the unilateral right to make modifications in the Special/General Conditions and Specifications of the contract if such modifications do not affect the contract price. Such changes shall be made only by written notification from the Procurement Manager to the SERVICE PROVIDER'S Contract Manager. Should the SERVICE PROVIDER'S Contract Manager fail to protest such modifications within seven (7) calendar days after receipt of notice from the Procurement Manager, then the contract shall be amended without any change in the contract price.

**l) Changes Affecting Contract Price**

The District may from time to time, without invalidating the contract, modify the contract by adding, deleting or changing pick-up frequency, bin type; or by adding, deleting or changing specifications. All such changes shall be ordered by means of a written Change Order. Any changes in compensation to the SERVICE PROVIDER resulting from such Change Orders shall be agreed upon by the District and the SERVICE PROVIDER in writing, and shall be issued as sequentially numbered amendments to the contract.

Upon 30 days written notice, the District may opt to change the scope of work associated with this contract. Reductions in Scope of Work could result in the phasing out of the contract over a period of time. At no time will the SERVICE PROVIDER be

provided additional compensation for the phased reduction in service and/or additional management cost. The SERVICE PROVIDER shall be notified of any changes in scope by way of an amendment to the Service Agreement.

**m) Holidays, Schedule Changes**

The District may, at its sole discretion, elect to omit and/or modify scheduled pick-ups when said pickups would occur on District observed holidays. The District will provide seven (7) day advance written notice of any such schedule modifications. The SERVICE PROVIDER shall identify the number of pick-ups that were omitted or reduced at each facility for the respective billing period. The quantity shall be extended by the quoted rates herein and shall be reflected on the invoice for the same period.

During the off schedule (e.g., winter, spring, and summer breaks), pickups at some locations may be reduced to an “as required basis” for solid waste, recycling, and organics. The District will notify the SERVICE PROVIDER of the beginning and ending date of the off schedule and set up an off pick-ups schedule. Months which contain both regular service and off service will be prorated accordingly.

**n) Contract Management**

The LACCD Director of Business Services, Vice President of Administrative Services or their designee shall act on behalf of the District with respect to all aspects of this Contract.

The Director of Business Services, Vice President of Administrative Services or their designee shall have authority to require the SERVICE PROVIDER to comply with all provisions of this contract. The SERVICE PROVIDER shall strictly and promptly follow the instructions of the Director of Business Services, Vice President of Administrative Services or their designee in every case. The Director of Business Services, Vice President of Administrative Services or their designee shall exercise any discretionary authority in a reasonable manner or in accordance with State procedures.

The SERVICE PROVIDER shall provide the Director of Business Services, Vice President of Administrative Services or their designee free and easy access to inspect and measure the manner and progress of the service at all times and to inspect the types and qualities of tools, equipment, chemicals, supplies and all other materials used in the performance of the services. It is agreed that such an inspection and measurement is not for the purpose of controlling or directing the service or employment of the SERVICE PROVIDER, but to assure that all services meet the requirements of the contract.

The Director of Business Services, Vice President of Administrative Services or their designee shall have the authority to require the SERVICE PROVIDER to make temporary changes in the services if such changes do not affect the prices contained

in the IFB Form. Such temporary changes shall be in writing and shall not affect the amount of payment to the SERVICE PROVIDER.

**o) District/Service Provider Teaming**

After award, SERVICE PROVIDER'S representative(s) will be required to meet with designated District personnel. These meetings will focus on topics such as routing of SERVICE PROVIDER'S vehicles, the most effective use, sizes and locations of containers, frequency of service, usage reports, billing, etc. These meetings will be held in the following time increments:

- Months 1-3: meet once a month.
- Months 4-6: meet every other a month.
- Remainder of the contract: meet every six months.

These meetings will be strictly enforced or contract may be forfeited. Delays due to acts out of the control of all parties are excluded from this requirement (Force Majeure). A change of the SERVICE PROVIDER'S representative must be reported immediately to the District.

**p) Invoicing and Payment**

Invoices for services provided by SERVICE PROVIDER shall be rendered on a monthly basis, 30 days in arrears. All invoices must include the following, and information shall be provided separately for each facility:

- Contract Number/Site Location.
- Total waste tonnage per month with cost per ton.
- Total recycling tonnage per month with cost per ton.
- Total organics tonnage per month with cost per ton.
- Certified weight tickets from weigh scales or the landfill's scale house.
- List of the facilities where waste was disposed or recycled.

## **B. GENERAL CONDITIONS**

### **1. Transition Period**

In the event the District's current SERVICE PROVIDER is not awarded the Agreement resulting from this IFB, then there will be a reasonable transition period when the current SERVICE PROVIDER must remove their bins and the awarded SERVICE PROVIDER places their bins at the specified pick-up locations. It is incumbent upon both parties that a smooth transition occurs in order to minimize the disruption of services to the District. After the District Board of Trustees has approved a recommendation to award this IFB, a Notice to Proceed letter shall be sent to the awarded SERVICE PROVIDER. The District shall be responsible for coordinating with the awarded SERVICE PROVIDER and the current SERVICE PROVIDER for the removal and placement of awarded SERVICE PROVIDER'S bins.

### **2. Service Provider's Equipment**

SERVICE PROVIDER shall provide adequate equipment for the collection of solid waste, recyclables and organic materials. Each vehicle used for collection shall have the name and telephone number of the SERVICE PROVIDER plainly visible on the outside of the vehicle for purposes of identification. SERVICE PROVIDER'S trucks shall be of appropriate size with metal bodies free from holes and cracks to prevent any spillage on District grounds or public highways.

All equipment used for collection should be watertight and shall be covered with suitable waterproof tarpaulin, metal covers, or other satisfactory covers. The SERVICE PROVIDER shall transport all waste and/or recyclables collected in performance of this contract in a careful and sanitary manner. No waste shall be permitted to leak, fall or be spilled upon streets, alleys, or onto public or private properties. Any leakage or spillage shall be immediately corrected and the area cleaned by the SERVICE PROVIDER. SERVICE PROVIDER shall comply with all requirements of the Health Department having jurisdiction of the location.

### **3. Vehicles/Operators**

All SERVICE PROVIDER vehicles used in performance of this contract are to be properly registered, licensed and insured and shall have necessary permits, to comply with state and local regulations. SERVICE PROVIDER shall provide the services called for in such a manner and method as to conform to all provisions of the laws, rules, and regulations of the cities of: Culver City, Los Angeles, Monterey Park, and South Gate; Los Angeles County; and the State of California.

#### **4. Fees, Licenses and Permits**

The SERVICE PROVIDER will be responsible for determining and obtaining any and all licenses and permits required for operation under this contract. The cost of any licenses and permits are considered a cost of doing business under this contract, and will not be allowed as separate prices in the bid. Due to the nature of the services covered by this IFB and the associated price fluctuations resulting from the amount of waste/recyclables generated, the Agreement to be awarded will include an estimated cost. This will allow for administrative controls within the cost realm as approved by the Board of Trustees.

#### **5. Subcontractors**

Subcontractors, if any, engaged by the SERVICE PROVIDER for the service shall be subject to the approval of the District. SERVICE PROVIDER shall be held responsible for all operations of sub-contractors and shall require them to maintain adequate Workers' Compensation, Automobile and Commercial General Liability Insurances. SERVICE PROVIDER shall provide and submit a list of Subcontractors with their bid.

### **VII. MINIMUM QUALIFICATIONS**

Bidders should meet the minimum qualifications listed below. Please also see Minimum Qualifications Questionnaire in Attachment 1.

- Possess at least five years as an established and appropriately permitted waste hauling and recycling company in the City and/or County of Los Angeles.
- Possess direct experience in the evaluation, planning and implementation of waste diversion programs to facilitate the District in meeting the legislated program implementation, tracking and reporting requirements of AB 341, AB 1826, SB 1383, and other legislated requirements noted in section IV.B.5 above.
- Demonstrated experience working with higher education institutions, school districts, jurisdictions or similar sized multi-facility customers and adherence to the minimum qualifications noted herein.
- Possesses direct experience in providing Source Reduction, Recycling and Organics/Food Recovery Outreach and Education services.
- California business license issued by the State of California or city in California.
- Possesses a health and safety Experience Modification Rate (EMR) of 1 (one) or better.

- Minimum of two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) in the aggregate of general liability insurance; one million dollars (\$1,000,000) of Workers Compensation insurance per accident; and business auto liability insurance with coverage at least as broad as provided by Insurance Services office form CA 00 01 with limits not less than two million dollars (\$2,000,000) combined single limit, including owned, non-owned, and hired autos. (Proof of insurance will be required and requested prior to contract execution.)





EXHIBIT A
BID FORM AND MINIMUM QUALIFICATIONS QUESTIONNAIRE

The questions appearing below constitute minimum qualifications that are required to be met by BIDDER to be eligible to bid. Evaluation is on a pass/fail basis. A "no" answer to any question shall result in automatic disqualification.

Table with 3 columns: COUNT, MINIMUM QUALIFICATIONS, YES OR NO. Contains 8 rows of qualification questions with checkboxes for Yes/No.



EXHIBIT A

**BID FORM AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**A. The questions appearing below constitute minimum qualifications that are required to be met by **VENDOR** to be eligible to bid. Evaluation is on a pass/fail basis. A “no” answer to any question shall result in automatic disqualification.**

COUNT	MINIMUM QUALIFICATIONS	<u>YES OR NO</u>
9	Is it true that Bidder can provide audited financial statements and an operating budget displaying the total cost of its operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Is it true that the Vendor currently holds a California Business License either issued by the State of California or a municipality in the State of California? [Vendor should include evidence of license attached to its bid submittal.]	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Is it true that Vendor carries a minimum of \$2,000,000 per occurrence and \$4,000,000 in the aggregate of general liability insurance, \$1,000,000 of Worker’s Compensation insurance per accident, and business auto liability insurance with limits no less than \$2,000,000? These items are noted in Exhibit F. (Proof of insurance will be required and requested prior to contract execution.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Is it true that the Bidder intends to proactively work with the District to ensure all possible recycling and organics recovery programs are either maximized or established in the most cost-efficient manner that affords the District the ability to either realize a cost savings or, at the very least, a cost neutral situation after the “right sizing” of MSW services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Left Intentionally Blank	
	<b>LACCD: RECOMMEND BIDDER FOR APPROVAL?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**LACCD IFB NO. 21-08**

**SOLID WASTE & RECYCLING SERVICES BID FORM PRICING SHEETS**

The intent of the bid forms is to capture each Bidder's Annual Cost for providing the noted frequency of collection for the number of bins per respective size and waste or material type. As stated in this IFB, the anticipated Agreement will be three years plus two one-year options. Please read the following information for calculation of each of the five service years.

Where tonnage is provided for the materials to be collected, be certain to calculate in the per ton costs for that material as a part of the "Monthly Rates" bid.

Where no tonnage is presented, include only the pull/transport costs in the Monthly Rates based upon the noted Frequency. The "Monthly Rates" requested for each type of service should be totaled and tallied by the Bidder to determine their Total Costs for Year One (1).

**Note:** Bidders are reminded to review historic tonnage where provided (see Section 9); review population numbers (see Section V. A.); factor in approximate thirty percent (30%) population reduction; and account for the resultant decrease in MSW in their bids.

Take the Total Cost for Year 1 for each respective College or facility location and enter it into the **Bidders Cumulative Annual Service Totals Table - Year One (1) – Year Three (3)**.

For Years Two (2) and Three (3), provide a projected estimated rate for total yearly services on each location. The Consumer Price Index (CPI) as published by the United States Department of Labor, Bureau of Labor Statistics, for All Urban Consumers, Los Angeles-Riverside-Orange County Area shall be utilized as the method for projecting costs for Years Two (2) and Three (3). Bidder shall provide narrative, attached separately to their Bidder's Cumulative Annual Service Totals Table – Year One (1) – Three (3), to describe their rate increase projections and calculations, specifically denoting what portion of their rates relates to facility tipping fees.

Tally the numbers for Years One (1), Two (2), and Three (3) into the final **Bid Total – Service Totals Year 1-3**. The low bid price will be the aggregate of the annualized prices for Years One (1), Two (2) and Three (3). This is the cumulative Year One (1) – Year Three (3) costs which shall be the number reviewed at the bid opening.



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

Finally, for calculation of the rate for Option Years Four (4) and Five (5): each additional option year shall be based on the annual average cost of a 3-year aggregate bid, plus an estimated CPI index noted above, that is compounded for each additional year. Bidders shall enter their calculated costs onto **Bidder's Reference Worksheet – Years 4 (Four) - 5 (Five)**.

The **UNIT PRICE LOG** for **Bins & Carts** and **Compactors & Roll-offs** is the pricing form to be completed and submitted that will be utilized if certain existing conditions change during the course of the anticipated agreement. Examples of changes include, but are not limited to, the following: Subsequent to establishment of the required recycling and organics recycling collection programs, services are adjusted for changed volumes generated; The opening of currently inactive dining services requiring organics recycling collection services; A newly added facility requiring services; and, The lease of a District facility (or portion thereof) to a tenant ends requiring service reduction or discontinuation.

Bidders are required to complete the **CONFIDENTIAL - PER TON TIPPING FEE BY LACCD MATERIAL & FACILITY** form that provides a Per Unit Cost and a Tipping Fee Rate naming the facilities where each respective material type will be disposed or tipped and each facility's per ton tipping fee.



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**BID FORMS**

Annual rates are to be proposed for each facility using the forms included in this section. Fees are assumed to be fixed and include all costs such as but not limited to, transportation costs and facility tipping fees.

**LOS ANGELES CITY COLLEGE**

MATERIAL	COLLECTION TYPE	QTY	SIZE	FREQUENCY	RENTAL FEE (MONTHLY)	HAUL RATE (PER PULL)	DISPOSAL RATE (PER TON)	MONTHLY RATE
MSW	Compactor	1	40-cy	1x/Week		\$	\$	\$
MSW	Bin	8	3-cy	1x/Week				\$
FOOD	Bin	6	2-cy	1x/Week				\$
RECYCLE	Bin	8	3-cy	1x/Week				\$
GREEN	Roll-off	1	40-cy	3x/Year As Needed		\$	\$	\$
WOOD*	Roll-off	1	40-cy	3x/Year As Needed		\$	\$	\$
METAL*	Roll-off	1	40-cy	2x/Year As Needed		\$	\$	\$
						\$	\$	\$
						\$	\$	\$
<b>TOTALS</b>					\$	\$	\$	\$

\*College owned bin

**CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_**



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**East Los Angeles College**

MATERIAL	COLLECTION TYPE	QTY	SIZE	FREQUENCY	RENTAL FEE (MONTHLY)	HAUL RATE (PER PULL)	DISPOSAL RATE (PER TON)	MONTHLY RATE
MSW	Compactor	1	40-cy	1x/Week	\$	\$	\$	\$
FOOD	Bin	3	2-cy	1x/Week				\$
RECYCLE	Bin	8	3-cy	1x/Week				\$
METAL*	Roll-off	1	40-cy	2x/Year As Needed		\$	\$	\$
GREEN	Roll-off	1	40-cy	1x/Week		\$	\$	\$
GREEN	Roll-off	1	20-cy	3x/Year As Needed		\$	\$	\$
C&D	Roll-off	2	40-cy	2x/Year As Needed		\$	\$	\$
						\$	\$	\$
<b>TOTALS</b>					\$	\$	\$	\$

\*College owned bin

CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**Corporate Center Drive Campus**

<b>MATERIAL</b>	<b>COLLECTION TYPE</b>	<b>QTY</b>	<b>SIZE</b>	<b>FREQUENCY</b>	<b>RENTAL FEE (MONTHLY)</b>	<b>HAUL RATE (PER PULL)</b>	<b>DISPOSAL RATE (PER TON)</b>	<b>MONTHLY RATE</b>
MSW	Bin	2	3-cy	4x/Week				\$
FOOD	Bin	1	2-cy	1x/Week				\$
RECYCLE	Bin	1	4-cy	2x/Week				\$
								\$
								\$
<b>TOTALS</b>								\$

**CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_**



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**South Gate Education Center**

<b>MATERIAL</b>	<b>COLLECTION TYPE</b>	<b>QTY</b>	<b>SIZE</b>	<b>FREQUENCY</b>	<b>RENTAL FEE (MONTHLY)</b>	<b>HAUL RATE (PER PULL)</b>	<b>DISPOSAL RATE (PER TON)</b>	<b>MONTHLY RATE</b>
MSW	Bin	3	3-cy	2x/Week				\$
FOOD	Bin	2	2-cy	1x/Week				\$
RECYCLE	Bin	1	4-cy	1x/Week				\$
								\$
								\$
<b>TOTALS</b>								\$

**CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_**





**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**Los Angeles Harbor College**

MATERIAL	COLLECTION TYPE	QTY	SIZE	FREQUENCY	RENTAL FEE (MONTHLY)	HAUL RATE (PER PULL)	DISPOSAL RATE (PER TON)	MONTHLY RATE
MSW	Compactor	1	30-cy	1x/Week		\$	\$	\$
MSW	Compactor	1	40-cy	26x/Year As Needed		\$	\$	\$
FOOD	Cart	3	64-gallon	1x/Week				\$
FOOD	Bin	3	2-cy	1x/Week				\$
RECYCLE	Bin	8	4-cy	1x/Week				\$
METAL*	Roll-Off	1	40-cy	1x/Year As Needed		\$	\$	\$
WOOD*	Roll-Off	1	40-cy	3x/Year As Needed		\$	\$	\$
GREEN	Bin	2	4-cy	1x/Week		\$	\$	\$
C&D	Roll-off	1	40-cy	2x/Year As Needed		\$	\$	\$
C&D	Roll-Off	1	10-cy	2x/Year As Needed		\$	\$	\$
<b>TOTALS</b>						\$	\$	\$

\* College owned bin

**CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_**



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**Los Angeles Mission College**

<b>MATERIAL</b>	<b>COLLECTION TYPE</b>	<b>QTY</b>	<b>SIZE</b>	<b>FREQUENCY</b>	<b>RENTAL FEE (MONTHLY)</b>	<b>HAUL RATE (PER PULL)</b>	<b>DISPOSAL RATE (PER TON)</b>	<b>MONTHLY RATE</b>
MSW	Compactor	1	35-cy	1x/Week		\$	\$	\$
MSW	Roll-off	1	40-cy	2x/Year As Needed		\$	\$	\$
FOOD	Cart	3	64-gallon	1x/Week				\$
FOOD	Bin	2	2-cy	3x/Week				\$
RECYCLE	Bin	6	4-cy	1x/Week				\$
GREEN	Roll-off	1	30-cy	3x/Year As Needed		\$	\$	\$
						\$	\$	\$
						\$	\$	\$
<b>TOTALS</b>						\$	\$	\$

**CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_**



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**Los Angeles Pierce College**

<b>MATERIAL</b>	<b>COLLECTION TYPE</b>	<b>QTY</b>	<b>SIZE</b>	<b>FREQUENCY</b>	<b>RENTAL FEE (MONTHLY)</b>	<b>HAUL RATE (PER PULL)</b>	<b>DISPOSAL RATE (PER TON)</b>	<b>MONTHLY RATE</b>
MSW	Compactor	1	40-cy	2x/Week	\$	\$	\$	\$
MSW	Roll-off	1	40-cy	2x/Year As Needed		\$	\$	\$
FOOD	Cart	6	64-gallon	1x/Week				\$
RECYCLE	Bin	6	4-cy	1x/Week				\$
GREEN	Roll-off	2	40-cy	3x/Year As Needed		\$	\$	\$
						\$	\$	\$
						\$	\$	\$
<b>TOTALS</b>					\$	\$	\$	\$

**CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_**



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**Los Angeles Southwest College**

<b>MATERIAL</b>	<b>COLLECTION TYPE</b>	<b>QTY</b>	<b>SIZE</b>	<b>FREQUENCY</b>	<b>RENTAL FEE (MONTHLY)</b>	<b>HAUL RATE (PER PULL)</b>	<b>DISPOSAL RATE (PER TON)</b>	<b>MONTHLY RATE</b>
MSW	Compactor	1	40-cy	1x/Week		\$	\$	\$
MSW	Bin	5	3-cy	1x/Week				\$
FOOD	Bin	3	2-cy	1x/Week				\$
RECYCLE	Bin	5	4-cy	1x/Week				\$
RECYCLE	Roll-off	1	30-cy	2x/year		\$	\$	\$
GREEN	Roll-off	2	20-cy	6x/Year As Needed		\$	\$	\$
C&D	Roll-off	1	20-cy	6x/Year As Needed		\$	\$	\$
						\$	\$	\$
<b>TOTALS</b>						\$	\$	\$

**CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_**



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**Los Angeles Trade Tech College**

<b>MATERIAL</b>	<b>COLLECTION TYPE</b>	<b>QTY</b>	<b>SIZE</b>	<b>FREQUENCY</b>	<b>RENTAL FEE (MONTHLY)</b>	<b>HAUL RATE (PER PULL)</b>	<b>DISPOSAL RATE (PER TON)</b>	<b>MONTHLY RATE</b>
MSW	Compactor	1	40-cy	1x/Week	\$	\$	\$	\$
MSW	Roll-off	1	40-cy	5x/Year As Needed		\$	\$	\$
FOOD	Bin	1	2-cy	1x/Week				\$
FOOD	Bin	4	2-cy	5x/Week				\$
RECYCLE	Bin	8	4-cy	1x/Week				\$
GREEN	Roll-off	1	40-cy	5x/Year As Needed		\$	\$	\$
WOOD*	Roll-off	1	40-cy	3x/Year As Needed		\$	\$	\$
METAL*	Roll-off	1	40-cy	2x/Year As Needed		\$	\$	\$
						\$	\$	\$
						\$	\$	\$
<b>TOTALS</b>					\$	\$	\$	\$

\* College owned bin

**CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_**



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**Los Angeles Valley College**

MATERIAL	COLLECTION TYPE	QTY	SIZE	FREQUENCY	RENTAL FEE (MONTHLY)	HAUL RATE (PER PULL)	DISPOSAL RATE (PER TON)	MONTHLY RATE
MSW	Compactor	2	35-cy	1x/Week		\$	\$	\$
MSW	Roll-off	1	40-cy	3x/Year As Needed		\$	\$	\$
FOOD	Bin	3	2-cy	1x/Week				\$
RECYCLE	Bin	4	4-cy	1x/Week				\$
GREEN	Roll-off	1	40-cy	5x/Year As Needed		\$	\$	\$
GREEN	Roll-off	1	10-cy	3x/Year As Needed		\$	\$	\$
						\$	\$	\$
						\$	\$	\$
<b>TOTALS</b>						\$	\$	\$

**CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_**



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**West Los Angeles College**

MATERIAL	COLLECTION TYPE	QTY	SIZE	FREQUENCY	RENTAL FEE (MONTHLY)	HAUL RATE (PER PULL)	DISPOSAL RATE (PER TON)	MONTHLY RATE
MSW	Compactor	1	40-cy	1x/Week		\$	\$	\$
MSW	Bin	12	3-cy	1x/Week				\$
FOOD	Cart	13	64-gal cart	1x/Week				\$
FOOD	Bin	3	2-cy	1x/Week				\$
RECYCLE	Compactor	1	40-cy	1x/Week		\$	\$	\$
RECYCLE	Bin	4	4-cy	1x/Week				\$
METAL	Roll-off	1	40-cy	1x/Year As Needed		\$	\$	\$
GREEN	Roll-off	2	40-cy	3x/Year As Needed		\$	\$	\$
						\$	\$	\$
						\$	\$	\$
<b>TOTALS</b>						\$	\$	\$

CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**Van De Kamp Innovation Center**

MATERIAL	COLLECTION TYPE	QTY	SIZE	FREQUENCY	RENTAL FEE (MONTHLY)	HAUL RATE (PER PULL)	DISPOSAL RATE (PER TON)	MONTHLY RATE
MSW	Bin	3	3-cy	2x/Week				\$
FOOD	Bin	1	2-cy	1x/Week				\$
RECYCLE	Bin	1	6-cy	1x/Week				\$
								\$
								\$
<b>TOTAL</b>								\$

CUMULATIVE YEAR 1 TOTAL BID \$ \_\_\_\_\_





**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**Bidder's Cumulative Annual Service Totals Table – Year One (1)-Three (3)**

<b>SITE</b>	<b>SERVICE TOTAL COST YEAR 1</b>	<b>SERVICE TOTAL COST YEAR 2</b>	<b>SERVICE TOTAL COST YEAR 3</b>	<b>SERVICE TOTAL FOR YEARS 1-3</b>
Los Angeles City College	\$	\$	\$	\$
East Los Angeles College	\$	\$	\$	\$
Los Angeles Harbor College	\$	\$	\$	\$
Los Angeles Mission College	\$	\$	\$	\$
Los Angeles Pierce College	\$	\$	\$	\$
Los Angeles Southwest College	\$	\$	\$	\$
Los Angeles Trade Technical College	\$	\$	\$	\$
Los Angeles Valley College	\$	\$	\$	\$
West Los Angeles College	\$	\$	\$	\$
Corporate Center Drive Campus	\$	\$	\$	\$
South Gate Education Center	\$	\$	\$	\$
Van de Kamp Innovation Center	\$	\$	\$	\$
<b>Subtotals</b>	\$	\$	\$	
<b>BID OPENING GRAND TOTAL</b>				\$



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**Bidder's Reference Worksheet – Years 4 (Four) - 5 (Five)**

<b>SITE</b>	<b>SERVICE TOTAL COST ESTIMATE OPTION YEAR 4</b>	<b>SERVICE TOTAL COST ESTIMATE OPTION YEAR 5</b>
Los Angeles City College	\$	\$
East Los Angeles College	\$	\$
Los Angeles Harbor College	\$	\$
Los Angeles Mission College	\$	\$
Los Angeles Pierce College	\$	\$
Los Angeles Southwest College	\$	\$
Los Angeles Trade Technical College	\$	\$
Los Angeles Valley College	\$	\$
West Los Angeles College	\$	\$
Corporate Center Drive Campus	\$	\$
South Gate Education Center	\$	\$
Van de Kamp Innovation Center	\$	\$
<b>TOTALS</b>	\$	\$



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**UNIT PRICE LOG – Bins & Carts**

Unit Prices will be used as additives or deductives to base bid when and where applicable.

<b>MATERIAL</b>	<b>COLLECTION TYPE</b>	<b>SIZE</b>	<b>HAUL RATE (PER PULL)</b>	<b>WEEKLY RATE</b>	<b>MONTHLY RATE</b>
<b>MSW</b>	Bin	3-cy	\$	\$	\$
<b>MSW</b>	Bin	4-cy	\$	\$	\$
<b>RECYCLE</b>	Bin	3-cy	\$	\$	\$
<b>RECYCLE</b>	Bin	4-cy	\$	\$	\$
<b>RECYCLE</b>	Bin	6-cy	\$	\$	\$
<b>FOOD</b>	Bin	1-cy	\$	\$	\$
<b>FOOD</b>	Bin	2-cy	\$	\$	\$
<b>FOOD</b>	Cart	64-gallon	\$	\$	\$



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**UNIT PRICE LOG – Compactors & Roll-off Bins**

Unit Prices will be used as additives or deductives to base bid when and where applicable.

<b>MATERIAL</b>	<b>COLLECTION TYPE</b>	<b>SIZE</b>	<b>HAUL RATE (PER PULL)</b>	<b>WEEKLY RATE</b>	<b>MONTHLY RATE</b>
<b>MSW</b>	Compactor	30-cy	\$	\$	\$
<b>MSW</b>	Compactor	35-cy	\$	\$	\$
<b>MSW</b>	Compactor	40-cy	\$	\$	\$
<b>MSW</b>	Roll-off	20-cy	\$	\$	\$
<b>MSW</b>	Roll-off	30-cy	\$	\$	\$
<b>MSW</b>	Roll-off	40-cy	\$	\$	\$
<b>GREEN</b>	Roll-off	10-cy	\$	\$	\$
<b>GREEN</b>	Roll-off	20-cy	\$	\$	\$
<b>GREEN</b>	Roll-off	30-cy	\$	\$	\$
<b>GREEN</b>	Roll-off	40-cy	\$	\$	\$
<b>C&amp;D</b>	Roll-off	10-cy	\$	\$	\$
<b>C&amp;D</b>	Roll-off	20-cy	\$	\$	\$



# LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

## Attachment 1

### BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE

#### CONFIDENTIAL - PER TON TIPPING FEE BY LACCD MATERIAL & FACILITY

SITE	MSW	MIXED PAPER AND CONTAINERS	FOOD WASTE ONLY	GREEN WASTE ONLY	GREEN/ FOOD WASTE MIXED	WOOD WASTE ONLY	C&D
Los Angeles City College	\$	\$	\$	\$	\$	\$	\$
East Los Angeles College	\$	\$	\$	\$	\$	\$	\$
Los Angeles Harbor College	\$	\$	\$	\$	\$	\$	\$
Los Angeles Mission College	\$	\$	\$	\$	\$	\$	\$
Los Angeles Pierce College	\$	\$	\$	\$	\$	\$	\$
Los Angeles Southwest College	\$	\$	\$	\$	\$	\$	\$
Los Angeles Trade Technical College	\$	\$	\$	\$	\$	\$	\$
Los Angeles Valley College	\$	\$	\$	\$	\$	\$	\$
West Los Angeles College	\$	\$	\$	\$	\$	\$	\$
Corporate Center Drive Campus	\$	\$	\$	\$	\$	\$	\$
South Gate Education Center	\$	\$	\$	\$	\$	\$	\$
Van de Kamp Innovation Center	\$	\$	\$	\$	\$	\$	\$



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**C. PAST PROJECT EXPERIENCE / REFERENCES**

The following table requests references showing Vendor’s general experience in public contracts or with similar entities. Failure or inability to provide the required number of past projects requested shall result in disqualification.

Please list the contracts and their respective contract values that the Vendor has completed in the past three (3) years. For each project listed state: (a) the project name; (b) a general description of the Vendor’s scope of performance required under the contract; (c) the total dollar amount of the contract; (d) the name, address and telephone number of a representative for the project owner who may be contacted as a reference; (e) the date of actual completion of the contract from start date of contract and (f) whether the contract was completed within the contractual time and budget or price provided for in the contract.

<b>REFERENCES</b>					
<b>(a) Customer</b>	<b>(b) Type of Customer (e.g., University, College, School District, Jurisdiction, etc.)</b>	<b>(c) Dollar (\$) value of contract</b>	<b>(d) Reference Contact Information (NAME, ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS)</b>	<b>(e) Number of years providing service?</b>	<b>(f) Currently servicing this customer? (Y/N)</b>
1.					
2.					
3.					
4.					



**Attachment 1**

**BID FORMS AND MINIMUM QUALIFICATIONS QUESTIONNAIRE**

The undersigned hereby declares that as the authorized representative of the Vendor named herein that I have the authority to legally bind the Vendor to the responses above and understand that at any time such responses are discovered or determined to be untrue or incorrect that such occurrence will disqualify my company from consideration in this Invitation for Bid, and that all of the representations of this Bid are made under penalty of perjury under the laws of the State of California.

Individual Name: \_\_\_\_\_

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

\_\_\_\_\_



**EXHIBIT A**

**NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER  
AND SUBMITTED WITH ITS BID**

(Name) \_\_\_\_\_, being first duly sworn, disposes and says that he or she is (Title) \_\_\_\_\_ of (Company) \_\_\_\_\_, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced any other Bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or that anyone shall refrain from proposing; that the Bidder has not in any manner, directly, or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other Bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusion or sham bid.

IN WITNESS WHEREOF, the undersigned has executed this Noncollusion Affidavit this \_\_\_\_\_ Day of \_\_\_\_\_, 2022.

BIDDER \_\_\_\_\_  
(Type or Print Complete Legal Name of Firm)

By: \_\_\_\_\_ (Signature)

Name: \_\_\_\_\_ (Type or Print)

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_





**EXHIBIT B**

**CERTIFICATION OF NON-DISCRIMINATION  
MUST BE EXECUTED BY BIDDER AND SUBMITTED WITH ITS BID**

Bidder hereby certifies that in performing work or providing products for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical handicap, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Bidder shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Noncollusion Affidavit this \_\_\_\_\_ Day of \_\_\_\_\_, 2022.

BIDDER \_\_\_\_\_  
(Type or Print Complete Legal Name of Firm)

By: \_\_\_\_\_ (Signature)

Name: \_\_\_\_\_ (Type or Print)

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



**EXHIBIT C**  
**CONFIDENTIALITY AGREEMENT**

The undersigned, a duly authorized officer of

\_\_\_\_\_, does hereby represent, warrant and agree to the following statement:

All financial, statistical, personal, technical or other data and information relating to the District's operation which are designated confidential by the District and made available to the undersigned shall be protected by the undersigned from unauthorized use and disclosure.

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

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

By: \_\_\_\_\_ Authorized Officer



**EXHIBIT D**

**ACKNOWLEDGMENT OF ADDENDA**

The Bidder shall signify receipt of all Addenda, if any, here:

ADDENDUM NO.	DATE RECEIVED	SIGNATURE

If necessary, please print and sign additional pages.

BIDDER \_\_\_\_\_  
 (Type or Print Complete Legal Name of Firm)

By: \_\_\_\_\_ (Signature)

Name: \_\_\_\_\_ (Type or Print)

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



**EXHIBIT E**

**EXCEPTIONS AND DEVIATIONS TO SERVICES AGREEMENT**

The Bidder acknowledges it has seen and reviewed the Services Agreement in Exhibit F and attests to the following:

1. Certain exceptions and deviations may deem the bid non-responsive and result in rejection of the bid.

a. Bids that mandate the use of bidder standard services contract, rather than utilizing the District's standard services contract.

b. Bids that reject the following integral provisions of the District's contract terms and conditions will be treated as a rejection of the District's contract and these bids will be rejected.

- Section 7 Term of Agreement
- Section 18 Governing Law & Venue
- Section 19 Non-Discrimination
- Section 22 Board Authorization
- Section 27 Requirements for Federally-Funded Contracts

2. In the event that exceptions and deviations to the Services Agreement are requested after the contract has been awarded, the District may deem the bid non-responsive and may disqualify the bid at its discretion.

We have no exceptions or deviations to the Implementation Services Agreement

We have the following or the attached exceptions and/or deviations to the Implementation Services Agreement

BIDDER \_\_\_\_\_  
(Type or Print Complete Legal Name of Firm)

By: \_\_\_\_\_ (Signature)

Name: \_\_\_\_\_ (Type or Print)

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



**EXHIBIT F**

**Sample Form Agreement  
SERVICES AGREEMENT**

PARTIES:

LOS ANGELES COMMUNITY COLLEGE DISTRICT ("District")

770 Wilshire Boulevard

Los Angeles, California 90017

("District")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

("Contractor")

DATE:

TERM OF AGREEMENT: Three years with two one-year (subject to satisfactory annual review) option periods, with an Effective Start date of July 1, 2022 upon approval by the Board of Trustees of the Los Angeles Community College District on June 1, 2022.

**RECITALS**

WHEREAS, the District is authorized to contract for the procurement of professional services as authorized by law; and

WHEREAS, the Contractor is specially licensed, trained, experienced and competent to perform the services described herein pursuant to this agreement;

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereby agree as follows:



EXHIBIT F

Sample Form Agreement
SERVICES AGREEMENT

AGREEMENT

- 1. SERVICES. The Contractor shall perform the Services set forth in Attachment 1 (the "Services") in compliance with specifications and standards set forth in that Attachment. The District shall have the right to order, in writing, changes in the scope of work or under the Services to be performed with any applicable version of the compensation paid hereunder agreed upon by the District and the Contractor. Any adjustment to fees, rate schedules, or schedule of performance can only be adjusted pursuant to written agreement between the parties.
2. KEY PERSONNEL. In performing the Services, Contractor hereby designates the following as "Key Personnel" under this Agreement. Contractor shall not reassign, replace or reduce the labor commitment of any Key Personnel without the prior written consent of the District.

Three horizontal lines for signature or text entry.

- 3. CONTRACT DOCUMENTS. The complete contract between the Contractor and the District includes the following documents as applicable: the advertisement for Invitation For Bids, the IFB conditions, requirements and specifications, the Contractor's bid and its acceptance by the District, the District's contract, and all amendments thereto. Any of these documents shall be interpreted to include all provisions of the other documents as though fully set forth therein.
4. WARRANTIES. The Contractor warrants and represents that it is specially trained, qualified, duly licensed, experienced, and competent to provide the Services. The Contractor warrants that Services (and any goods in connection therewith) furnished hereunder will conform to the requirements of this agreement (including all descriptions, specifications and drawings made a part hereof) and in the case of goods will be merchantable, fit for their intended purposes, free from all defects in materials and workmanship and to the extent not manufactured pursuant to detailed designs furnished by the District, free from defects in design. The District's approval of designs or specifications furnished by the Contractor shall not relieve the Contractor of its obligations under this warranty. All warranties, including special



## **EXHIBIT F**

### **Sample Form Agreement SERVICES AGREEMENT**

warranties specified elsewhere herein, shall inure to the District, its successors, assigns, and users of the goods or services.

5. **FEES.** The District shall pay the Contractor the fees set forth in Attachment 1, in accordance with the terms and conditions of this Agreement. The Contractor represents that such fees do not exceed the Contractor's customary current price schedule. The District shall pay all applicable taxes; excepting, however, the federal excise tax, and all state and local property taxes, as college districts are exempt therefrom. Payment shall be made by the District's Accounts Payable Office upon submittal of invoice(s) approved by the Vice-Chancellor of Finance and Resource Development, or designee, at the District Educational Services Center.
6. **EXPENSES.** The Contractor shall assume all expenses incurred in connection with performance except as otherwise provided in this agreement.
7. **TERM OF AGREEMENT.** This agreement shall be for the term set forth above, unless sooner terminated pursuant to the terms hereof.
8. **TERMINATION OF AGREEMENT.** This agreement may be terminated by the District by providing 30 days' prior written notice to the Contractor or immediately upon breach of this agreement by the Contractor.
9. **DOCUMENTATION.** The Contractor agrees to provide to the District, at no charge, a sufficient number of nonproprietary manuals and other printed materials, as used in connection with the Services, and updated versions thereof, which are necessary or useful to the District in its use of the Services provided hereunder.
10. **RIGHTS IN DATA.** All technical communications and records originated or prepared by the Contractor pursuant to this agreement including papers, reports, charts, computer programs, and other documentation, but not including the Contractor's administrative communications and records relating to this agreement shall be delivered to and shall become the exclusive property of the District and may be copyrighted by the District. The ideas, concepts, know-how, or techniques relating to data processing, developed during the course of this agreement by the Contractor or jointly by the Contractor and the District can be used by either party in any way it may deem appropriate. All inventions, discoveries or improvements of the computer programs developed pursuant to this agreement shall be the property of the District. During the term of this agreement, certain information which the District deems confidential ("Confidential Information") might be disclosed to the Contractor. The Contractor agrees not to divulge, duplicate or use any Confidential Information



## EXHIBIT F

### Sample Form Agreement SERVICES AGREEMENT

obtained by the Contractor during the Contractor's engagement. Such Confidential Information may include, but is not limited to, student and employee information, computer programs, and data in the District's written records or stored on the District's computer systems.

11. **CONTRACTOR ACCOUNTING RECORDS.** Records of the Contractor's directly employed personnel, other consultants and reimbursable expenses pertaining to the work and records of account between the District and the Contractor shall be maintained on an accounting basis acceptable to the District and shall be available for examination by the District or its authorized representative(s) during regular business hours within one (1) week following a request by the District to examine such records. Failure by the Contractor to permit such examination within one (1) week of a request shall permit the District to withhold all further payments until such examination is completed unless an extension of time for examination is authorized by the District in writing.
12. **RELATIONSHIP OF PARTIES.** With regard to performance hereunder, the Contractor is an independent contractor and not an officer, agent, partner, joint venturer, or employee of the District. The Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees is in any manner agents or employees of the District.
13. **DISTRICT REPRESENTATIVE.** The contact person set forth above or his or her designee shall represent the District in the implementation of this agreement.
14. **WAIVER OF DAMAGES; INDEMNITY.** The Contractor hereby waives and releases the District from any claims the Contractor may have at any time arising out of or relating in anyway to this agreement, except to the extent caused by the District's willful misconduct. Notwithstanding the foregoing, the parties agree that in no event shall the District be liable for any loss of the Contractor's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District has been advised in advance of the possibility of such damages. This shall constitute the District's sole liability to the Contractor and the Contractor's exclusive remedies against the District.

Except for the sole negligence or willful misconduct of the District the Contractor shall indemnify, hold harmless and defend the District and its Board of Trustees, officers, employees, and agents





## **EXHIBIT F**

### **Sample Form Agreement SERVICES AGREEMENT**

from any liability, losses, costs, damages, claims, and obligations relating to or arising from this agreement.

Without limiting the foregoing, the Contractor shall indemnify and hold harmless the District, and its Board of Trustees, officers, employees, and agents from all liability, losses, costs, damages, claims, and obligations of any nature or kind, including attorneys' fees, costs, and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance, registered or unregistered trademark, service mark, or tradename, furnished or used in connection with this agreement. The Contractor, at its own expense, shall defend any action brought against the District to the extent that such action is based upon a claim that the goods or software supplied by the Contractor or the operation of such goods infringes a patent, trademark, or copyright or violates a trade secret.

Each party hereto (the "Indemnifying Party") agrees to protect, indemnify, defend and hold harmless to the other party, and its affiliates, successors, assigns, directors, officers, employees, and agents, from and against any and all losses, claims, liens, liabilities and expenses whatsoever, arising from or relating to the performance of this Agreement but only to the extent of the Indemnifying Party's fault hereunder.

15. **INSURANCE.** Without limiting the Contractor's indemnification of the District and as a material condition of this agreement, the Contractor shall procure and maintain at its sole expense, for the duration of this agreement, insurance coverage with limits, terms and conditions at least as broad as set forth in this section. The Contractor shall secure and maintain, at a minimum, insurance as set forth below, with insurance companies acceptable to the District to protect the District from claims which may arise from operations under this agreement, whether such operations be by the Contractor or any subcontractor or anyone directly or indirectly employed by any of them. As a material condition of this agreement, the Contractor shall furnish to the District certificates of such insurance and endorsements, which shall include a provision for a minimum thirty-days' notice to the District prior to cancellation of or a material change in coverage.

The Contractor shall provide the following insurance:

- a) Commercial General Liability Insurance, "occurrence" form only, to provide defense and indemnity coverage to the Contractor and the District for bodily injury and property damage. Such insurance shall name the District as an additional named insured and shall have a combined single limit of not less than two million dollars (\$2,000,000) per occurrence/four million dollars (\$4,000,000) aggregate. The policy



## EXHIBIT F

### Sample Form Agreement SERVICES AGREEMENT

so secured and maintained shall include personal injury, contractual or assumed liability insurance; independent contractors; premises and operations; products liability and completed operation; broad form property damage; broad form liability; and owned, hired and non-owned automobile insurance. The policy shall be endorsed to provide specifically that any insurance carried by the District which may be applicable to any claim or loss shall be deemed excess and non-contributory, and the Contractor's insurance primary, despite any provisions in the Contractor's policy to the contrary.

- b) Workers' Compensation Insurance with limits as required by the Labor Code of the State of California and Employers Liability insurance limits of not less than one million dollars (\$1,000,000) per accident.
- c) Business auto liability insurance with coverage at least as broad as provided by Insurance Services office form CA 00 01 with limits not less than two million dollars (\$2,000,000) combined single limit, including owned, non-owned, and hired autos;

Failure to maintain the insurance and furnish the required documents may terminate this agreement without waiver of any other remedy the District may have under law.

- 16. **AMENDMENTS.** This agreement is the entire agreement between the parties as to its subject matter and supersedes all prior or contemporaneous understandings, negotiations, or agreements between the parties, whether written or oral, with respect thereto. This agreement may be amended only in a writing signed by both parties.
- 17. **ASSIGNMENT.** This agreement may not be assigned or otherwise transferred, in whole or in part, by either the District or the Contractor without prior written consent of the other.
- 18. **GOVERNING LAW.** This agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the parties hereunder, and any action arising from or relating to this agreement, shall be construed and enforced in accordance with, and governed by, the laws of the State of California or United States law, without giving effect to conflict of laws principles. Any action or proceeding arising out of or relating to this agreement shall be brought in the county of Los Angeles, State of California, and each party hereto irrevocably



**EXHIBIT F**

**Sample Form Agreement  
SERVICES AGREEMENT**

consents to such jurisdiction and venue, and waives any claim of inconvenient forum.

19. **NONDISCRIMINATION.** The Contractor hereby certifies that in performing work or providing services for the District, there shall be no discrimination in its hiring, employment practices, or operation because of sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or sexual orientation, except as provided for in section 12940 of the Government Code. The Contractor shall comply with applicable federal and California anti-discrimination laws, including but not limited to, the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code, the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts. The Contractor agrees to require compliance with this nondiscrimination policy by all subcontractors employed in connection with this agreement.
20. **EQUAL OPPORTUNITY EMPLOYER.** The Contractor, in the execution of this agreement, certifies that it is an equal employment opportunity employer.
21. **ATTORNEYS' FEES AND COSTS.** If either party shall bring any action or proceeding against the other party arising from or relating to this agreement, each party shall bear its own attorneys' fees and costs, regardless of which party prevails.
22. **BOARD AUTHORIZATION.** The effectiveness of this agreement is expressly conditioned upon approval by the District's Board of Trustees.
23. **SEVERABILITY.** The Contractor and the District agree that if any part, term, or provision of this agreement is found to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect other parts, terms, or provisions of this agreement, which shall be given effect without the portion held invalid, illegal, or unenforceable, and to that extent the parts, terms, and provisions of this agreement are severable.
24. **TERMINATION FOR NON-APPROPRIATION OF FUNDS.** If the term of this agreement extends into fiscal years subsequent to that in which it is approved, such continuation of the agreement is contingent on the appropriation and availability of funds for such purpose, as determined in good faith by the District. If funds to effect



## **EXHIBIT F**

### **Sample Form Agreement SERVICES AGREEMENT**

such continued purpose are not appropriated or available as determined in good faith by the District, this agreement shall automatically terminate and the District shall be relieved of any further obligation.

25. **NOTICE.** Any notice required to be given pursuant to the terms of this agreement shall be in writing and served personally or by deposit in the United States mail, postage and fees fully prepaid, addressed to the applicable address set forth above. Service of any such notice if given personally shall be deemed complete upon delivery, and if made by mail shall be deemed complete on the day of actual receipt or at the expiration of 2 business days after the date of mailing, whichever is earlier.
26. **CONFLICTS OF INTEREST.** The Contractor agrees not to accept any employment or representation during the term of this agreement which is or may likely make the Contractor financially interested. (as provided in California Government Code Sections 1090 and 87100) in any decision made by the District on any matter in connection with which the Contractor has been retained pursuant to this agreement.
27. **REQUIREMENTS FOR FEDERALLY FUNDED CONTRACTS.**
- A.) If this Agreement is funded by the District, in whole or in part, from revenues received from the Federal Government, then the following additional provisions shall apply. It shall be the Contractor's responsibility to ascertain if Federal funds are involved. B.) Contractor, and any subcontractors at any tier, shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- C.) No contract, or any subcontract at any tier, shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold (currently \$100,000) shall provide the required certification regarding its exclusion status and that of its principal employees.
28. **DISTRICT AUTHORITY.** The Chancellor, Deputy Chancellor, Director of Business Services, Contracts Manager, Chief Facilities Executive, Director of Facilities Planning and Development, College President or Vice President of Administrative



**EXHIBIT F**

**Sample Form Agreement  
SERVICES AGREEMENT**

Services have delegated authority from the District Board of Trustees to bind the District contractually. Persons acting in positions not specified above or having specific delegated authority the Board of Trustees and those in the capacity as project managers or consultants to the District do not have authority to: (1) obligate or commit the District to any payment of money; (2) obligate District to any modification to this Contract or the Contract Sum; (3) relieve Contractor of any of its obligations under this Contract; or (4) approve or order any Work to be done or materials, equipment or supplies to be delivered.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement in Los Angeles, California, on the date set forth above.

-DISTRICT-

LOS ANGELES COMMUNITY COLLEGE DISTRICT By BOARD OF TRUSTEES OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

By

- CONTRACTOR -

By



EXHIBIT G

CERTIFICATION OF SMALL, LOCAL, AND EMERGING, DISABLED VETERAN BUSINESS

The undersigned, a duly authorized officer of \_\_\_\_\_, does hereby certify, represent and warrant the following statement(s) below (Please check all statement boxes that apply):

A. Bidder/Proposer is a "Small" business that has met the applicable ownership, operation, and sized requirements, and has been certified by a Federal agency or a California public agency as a small business enterprise.

B. Bidder/Proposer is a "Local" business and has its principal place of business in the County of Los Angeles.

C. Bidder/Proposer is an "Emerging" business that has been in business in its substantially current form for only up to five (5) years.

D. Bidder/Proposer is a "Disabled Veteran Owned" business that is fifty-one percent (51%) owned and operated by one or more disabled veterans certified by the State of California Department of General Services or a Federal government agency.

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

\_\_\_\_\_  
*Name of Bidder/Proposer*

By: \_\_\_\_\_  
*Authorized Officer Signature*

\_\_\_\_\_  
*Title*



**EXHIBIT H**

**BOARD RULES: Environmental Protection and Education**

LOS ANGELES COMMUNITY COLLEGE DISTRICT

**BOARD RULES, CHAPTER VII, ARTICLE XI  
ENVIRONMENTAL PROTECTION**

**71100. INTEGRATED WASTE MANAGEMENT.**

The District, including the Educational Services Center and each of the colleges, shall engage in responsible business practices intended to help protect the environment by meeting California's goals for diverting solid waste from landfills.

**71100.10** Waste diversion goals shall be attained predominantly by way of source reduction, property and material reutilization, and recycling.

**71100.20** Purchasing and utilizing durable and reusable products shall attain additional waste diversion.

**71100.30** The District shall support new markets for recycled content products, whenever feasible and within fiscal constraints.

**71100.40** The District shall provide responsible staff with current regulatory requirements and develop educational and outreach materials to ensure waste diversion goals are met.

**71101. AUTHORITIES AND RESPONSIBILITIES.**

The Chancellor or his or her designee shall ensure that each campus and the Educational Services Center implement and maintain a site-specific Integrated Waste Management Plan ("Plan") pursuant to the Public Resources Code commencing with Section 40148 for Large State Facilities. The Plans shall be submitted on forms acceptable to the California Integrated Waste Management Board ("CIWMB").

**71101.10** The College President or Chancellor's designee, as applicable, shall approve the site-specific Plan upon review by the Vice President, Administration/Administrative Services or Director, Business Services.



## **EXHIBIT H**

### **BOARD RULES: Environmental Protection and Education**

**71101.20** The Vice President, Administration/Administrative Services or Director, Business Services, as appropriate, shall appoint a person to act as Recycling Coordinator for each location.

**71101.30** The Recycling Coordinator shall maintain required records and correspondence and provide administrators, managers, and supervisors with recycling guidelines.

**71101.40** Administrators, managers, and supervisors shall familiarize themselves with the integrated wastes generated by the operations for which they are responsible and:

1. Take steps to reduce waste at its source;
2. Reuse equipment, components, and materials, whenever possible;
3. Recycle materials according to the site-specific Plan;
4. Purchase durable and reusable products, whenever feasible; and
5. Consider purchasing recycled content products, whenever feasible and within fiscal constraints.

**71101.50** All employees shall recycle at the point of waste generation in accordance with the site-specific Plan.

### **71102. WASTE DIVERSION TECHNIQUES.**

**71102.10** Source Reduction means any action undertaken by an individual, department, or organization to eliminate or reduce the amount of materials before disposal into the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and minimize, if not eliminate, the addition of certain materials to the waste stream. Source reduction activities shall include:

1. Use of electronic media to minimize the amount of paper generated.





## **EXHIBIT H**

### **BOARD RULES: Environmental Protection and Education**

2. Use of audio/video presentation materials to minimize the number of handouts distributed.
3. Two-sided copying to minimize the amount of paper generated.

#### **71102.20**

Reutilization means making use of discarded property or materials or components thereof. This action is intended to conserve resources, promote efficiency, and delay the addition of materials to the waste stream.

Reutilization activities shall include:

1. Salvage of components from broken equipment for use as spare parts to repair similar equipment.
2. Use of waste paper for note pads, draft documents, or meeting notes.
3. Reuse of certain boxes and envelopes for storage and inter-office mail and/or courier mail.
4. Use of newspapers for packing materials.
5. Selling by bid, or donating to charity, all reusable surplus personal property removed from service by the District.

#### **71102.30**

Recycling means collecting and transporting waste materials for the purpose of remanufacture. This action is intended to conserve resources and divert materials away from the waste stream. Recycling activities shall include:

1. Collection of beverage containers, mixed papers, cardboard, newspapers, magazines, catalogs, telephone books, and other publications for recycling.
2. Collection of tree and brush waste for composting.
3. Grasscycling whenever possible with mulching mowers.



**EXHIBIT H**

**BOARD RULES: Environmental Protection and Education**

4. Tracking of demolition and excess construction materials in consultation with general contractors to ensure marketable materials are recycled.

**71103. EDUCATIONAL/OUTREACH PROGRAMS.**

- 71103.10** Employees shall be trained in source reduction, reutilization, and recycling techniques prescribed for their assigned workplace(s).
- 71103.20** Recycling Coordinators shall provide periodic information regarding new source reduction techniques, waste diversion goals, and recycling performance.
- 71103.30** The District's Recycling Coordinator shall maintain the overall Plan in compliance with the California Public Resources Code and CIWMB rules.

Amended 12-07-16



## **EXHIBIT I**

### **CAMPUS MAPS**

#### **JOB WALK NOTES:**

- Job Walk participants must follow social distancing requirements and be prepared to wear facial coverings at all times during the Job Walks;
  - Job Walk participants may be asked to show identification; and
- Job Walk participants may want to bring a hat and sunscreen for sun protection as well as water to stay hydrated.

The following information provides the detailed meeting locations and schedule for each day of the Job Walks.

### **IMPORTANT DAILY JOB WALK COVID SYMPTOM SCREENING**

**NOTE:** The District at this time continues to require visitors to the colleges to complete a daily COVID symptom screening survey. **ALL PROSPECTIVE BIDDER REPRESENTATIVES ARE REQUIRED** to complete the COVID symptom screening survey **EACH DAY**.

Please use the following [link to the screening survey](#). Simply use the name of the first facility noted for each day's Job Walk.

#### **Monday April 25, 2022 (three locations):**

**Please meet at 9:00 a.m. at West Los Angeles College** located at 9000 Overland Avenue, Culver City, CA 90230 and meet at approximately 1:00 p.m. in front of the Plant Facilities office A-15. Enter from Overland Avenue. Please see attached map for location details.

The group will then proceed, in their own vehicles, to **Los Angeles Southwest College** which is located at 1600 W. Imperial Highway, Los Angeles, CA 90047. Enter the college at the Western Avenue entrance located at 11514 S. Western Avenue, Los Angeles, CA 90047. Please park in the Maintenance & Operations Parking Lot No. 11 which is located on the southeast corner of the campus (bottom right of map). Please proceed to the Maintenance & Operations Building Breakroom/Conference Room to begin the Job Walk. Please see attached map for location details.

Finally, the group will then proceed, in their own vehicles, to **Los Angeles Harbor College** located at 1111 Figueroa Place, Wilmington, CA 90744, and meet at Parking Lot No. 10. This is located at the college marquis sign near the intersection of "L" Street and Figueroa Place. Please see attached map for location details.



## **EXHIBIT I**

### **CAMPUS MAPS**

Please use the following [link to the screening survey](#). Simply use the name of the first facility noted for each day's Job Walk.

#### **Tuesday, April 26, 2022 (three locations):**

**Please meet at 9:00 a.m. at Los Angeles Pierce College** located at 6201 Winnetka Avenue, Woodland Hills, CA 91371, and meet at the Maintenance and Operations Parking Lot. Enter the campus at Winnetka/Brahma Entrance, be prepared to show ID. Please see attached map for location details.

The group will then proceed, in their own vehicles, to **Los Angeles Valley College** located at 5800 Fulton Avenue, Van Nuys, CA 91401. Enter Parking Lot D from Ethel Street (near the intersection with Oxnard Boulevard). Please see attached map for location details. Meet inside of the Maintenance & Operations Building.

Finally, the group will then proceed to **Los Angeles Mission College** located at 13356 Eldridge Avenue, Sylmar, CA 91342. Please park on the first floor of the parking structure. The group will proceed to the Facilities Office - Bungalows by the parking structure. Please see attached map for location details.



**EXHIBIT I**  
**CAMPUS MAPS**

Please use the following [link to the screening survey](#). Simply use the name of the first facility noted for each day's Job Walk.

**Wednesday, April 27, 2022 (six locations):**

**This will be a longer day – there will be no break or lunch provided, please plan and prepare accordingly.**

**Please meet at 9:00 a.m. at Los Angeles City College** located at 855 N Vermont Avenue, Los Angeles, CA 90029. Please park and meet at the Facilities Building, 4301 Melrose Avenue, Los Angeles, CA 90029 – entrance gate is near the corner of Melrose & New Hampshire. Street parking is available on New Hampshire and Melrose, and an LACC parking structure (Lot 3) is available near 840 North Heliotrope Drive (allow extra time to walk to Facilities Building). Please see attached map for location details.

The group will then proceed, in their own vehicles, to the **Van de Kamp Innovation Center** located at 2930 Fletcher Drive, Los Angeles, CA 90065. The parking for the location is under the solar panels, meet at the west (far) end of the parking lot near the trash enclosure. Please see attached map for location details.

The group will then proceed, in their own vehicles, to **Los Angeles Trade Technical College** located at 400 W Washington Boulevard, Los Angeles, CA 90015. Please park in the Olive Street Parking Structure (**C6** on map). The Entrance is on Olive Street between Washington Boulevard and 21<sup>st</sup> Street. Meeting point will be on east side of parking lot, near stairs/elevator down to ground floor. Please see attached map for location details.

The group will then proceed, in their own vehicles, to **East Los Angeles College** located at 1301 Avenida Cesar Chavez Monterey Park, CA 91754, and meet at the Plant Facilities Building No. K9A. Please park in Structure No. 4. Please see attached map for location details. *This location will also include visiting two separate sites by traveling in your own vehicle to:*

- 1.) **Corporate Center**, located at 1055 Corporate Center Drive, Monterey Park, CA 91754
- 2.) **South Gate Education Center**, located at 23480 Firestone Boulevard, South Gate, CA 90280; and



**ATA / ATB**



**CE**



**FA**



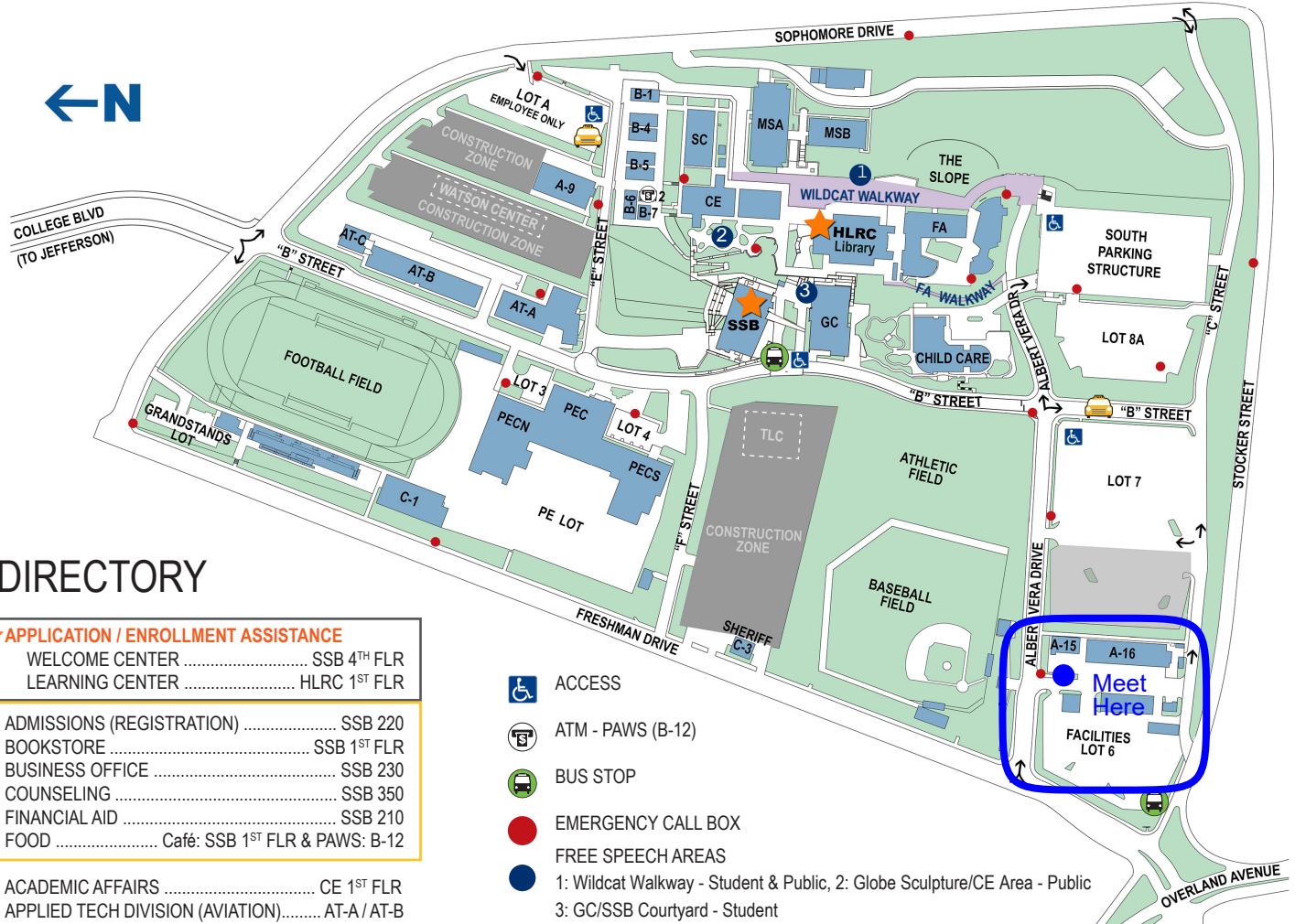
**SSB**



**MSA / MSB**



**PEC / N / S**



# DIRECTORY

**★ APPLICATION / ENROLLMENT ASSISTANCE**  
 WELCOME CENTER ..... SSB 4<sup>TH</sup> FLR  
 LEARNING CENTER ..... HLRC 1<sup>ST</sup> FLR

ADMISSIONS (REGISTRATION) ..... SSB 220  
 BOOKSTORE ..... SSB 1<sup>ST</sup> FLR  
 BUSINESS OFFICE ..... SSB 230  
 COUNSELING ..... SSB 350  
 FINANCIAL AID ..... SSB 210  
 FOOD ..... Café: SSB 1<sup>ST</sup> FLR & PAWS: B-12

ACADEMIC AFFAIRS ..... CE 1<sup>ST</sup> FLR  
 APPLIED TECH DIVISION (AVIATION)..... AT-A / AT-B  
 ARTS & PERFORMANCES DIV..... AT-A 115 & FA 102  
 ASO (ASSOCIATED STUDENT ORG) ..... A-9  
 ATHLETICS ..... PECN  
 AVIATION TECH COMPLEX ..... AT-A, AT-B, AT-C  
 BEHAVIORAL SCIENCE ..... GC 380  
 BOOKSTORE ..... SSB 1<sup>ST</sup> FLR  
 BUSINESS DIVISION..... CE 212  
 CALWORKS ..... B-4  
 CAMPUS COMMUNITY PROGRAMS  
**BLDG B1:** Upward Bound - Math/Science  
**BLDG B4:** CalWORKS, Talent Search, Upward Bound  
**BLDG B5:** Educational Opportunity Center, TRIO Student Support Services, YearUp  
 CHILD DEVELOPMENT CENTER ..... CDC  
 CINEMA/FILM PRODUCTION ..... ATA & ATB  
 COMPUTER SCIENCE DIVISION ..... CE 229  
 COUNSELING ..... SSB 350  
 DENTAL HYGIENE ..... MSB 101  
 DISABLED STUDENT SERVICES ..... SSB 320

- ACCESS
- ATM - PAWS (B-12)
- BUS STOP
- EMERGENCY CALL BOX
- FREE SPEECH AREAS  
 1: Wildcat Walkway - Student & Public, 2: Globe Sculpture/CE Area - Public  
 3: GC/SSB Courtyard - Student
- GENDER NEUTRAL BATHROOMS can be found in:  
 SSB - 1st, 2nd & 3rd Floors; GC - 1st, 2nd, 3rd Floors; MSB - 1st & 2nd Floors
- LACTATION ROOM - SSB 405
- TAXI, UBER, LYFT Pickup / Drop Off Zone

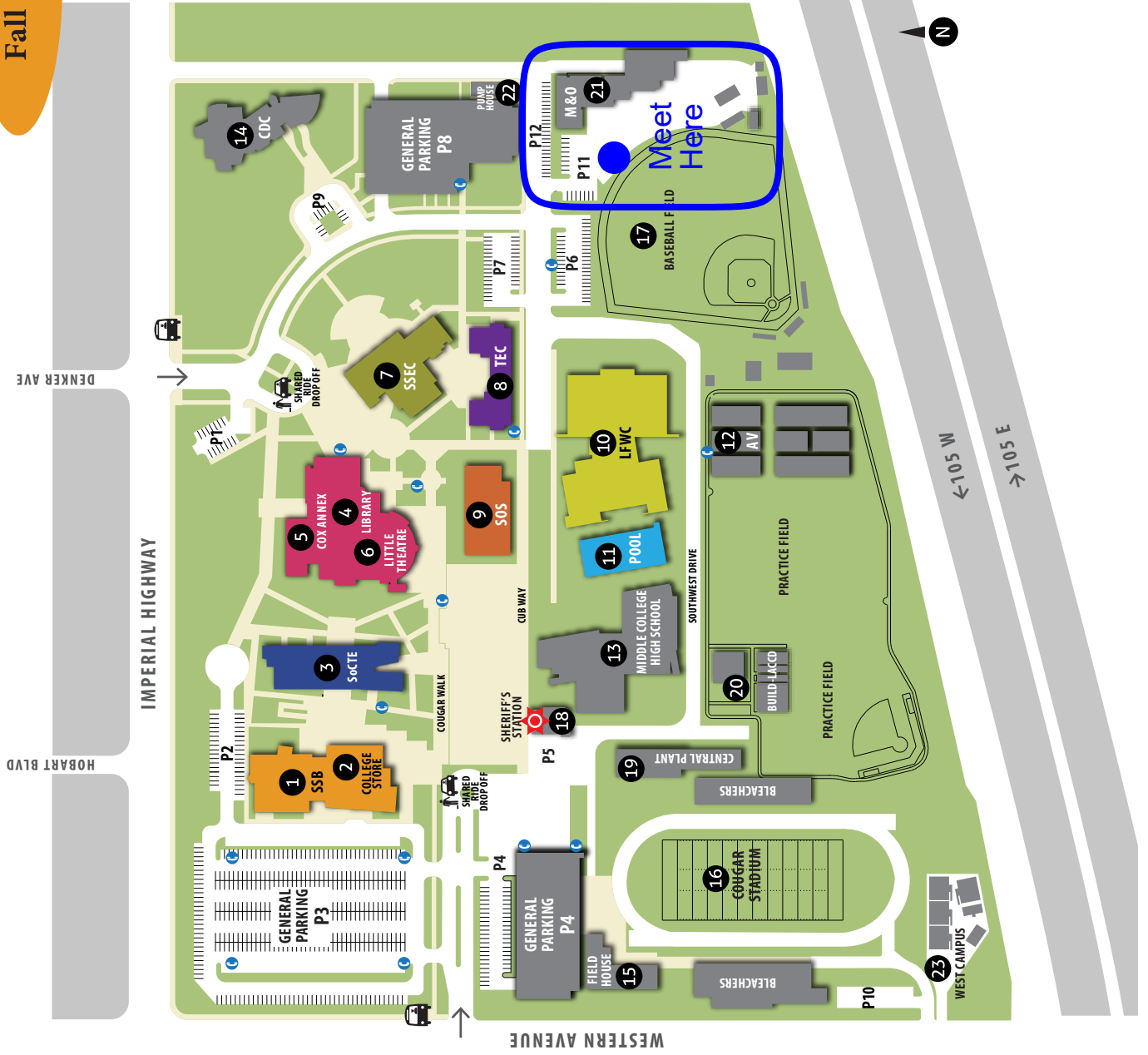
DISTANCE (ONLINE) LEARNING ..... HLRC 4<sup>TH</sup> FLR  
 DREAM CENTER ..... SSB 1<sup>ST</sup> FLR  
 EOPS/CARE ..... SSB 330  
 FINANCIAL AID ..... SSB 210  
 FINE ARTS COMPLEX ..... FA  
 FOOD ..... Café: SSB 1<sup>ST</sup> FLR & PAWS: B-12  
 HEALTH CENTER ..... A-9  
 HEALTH SCIENCES DIVISION..... MSB 101  
 HIGH SCHOOL OUTREACH ..... FA 102  
 INTERNATIONAL STUDENTS ..... SSB 415  
 KINESIOLOGY / PE DIVISION ..... PEC  
 LANGUAGE ARTS DIVISION ..... GC 280

LIBRARY ..... HLRC 2<sup>ND</sup> FLR  
 MATHEMATICS DIVISION ..... MSB 214  
 MEN'S PE ..... PECN  
 SCIENCE DIVISION ..... MSB 211  
 SHERIFF'S OFFICE (POLICE) ..... C-3 (IN LOT 5)  
 SOCIAL SCIENCE DIVISION ..... GC 380  
 STUDENT SERVICES ..... CE 1<sup>ST</sup> FLR  
 TRANSFER CENTER ..... SSB 340  
 TUTORING CENTER ..... HLRC 1<sup>ST</sup> FLR  
 VETERANS CENTER ..... FA 300  
 WESTSIDE EXTENSION ..... FA 202  
 WOMEN'S PE ..... PECS



# LOS ANGELES SOUTHWEST COLLEGE

Fall 2021



- 1 Student Services Building (SSB)
- 2 College Store
- 3 School of Career & Technical Education (SoCTE)
- 4 Odessa Cox Building & Library
- 5 Cox Annex
- 6 Little Theatre
- 7 Student Services Education Center (SSEC)
- 8 Technical Education Center (TEC)
- 9 School of Science (SOS)
- 10 Thomas Lakin Fitness & Wellness Center (LFWC)
- 11 Swimming Pool
- 12 Academic Village – Bright Star School (AV)
- 13 Middle College High School
- 14 Child Development Center (CDC)
- 15 Athletic Field House
- 16 Cougar Stadium
- 17 Baseball Field
- 18 Campus Sheriff's Station
- 19 Central Plant
- 20 Build-LACCD
- 21 Maintenance & Operations (M&O)
- 22 East Pump House
- 23 West Campus

### PARKING LOTS

- P1 Annex Visitor
- P2 Staff
- P3 General
- P4 General
- P5 Sheriff
- P6 Staff
- P7 Staff
- P8 General
- P9 CDC Visitor
- P10 General
- P11 FMO Staff
- P12 General



EMERGENCY BLUE PHONE



SHERIFF (323) 241-5311



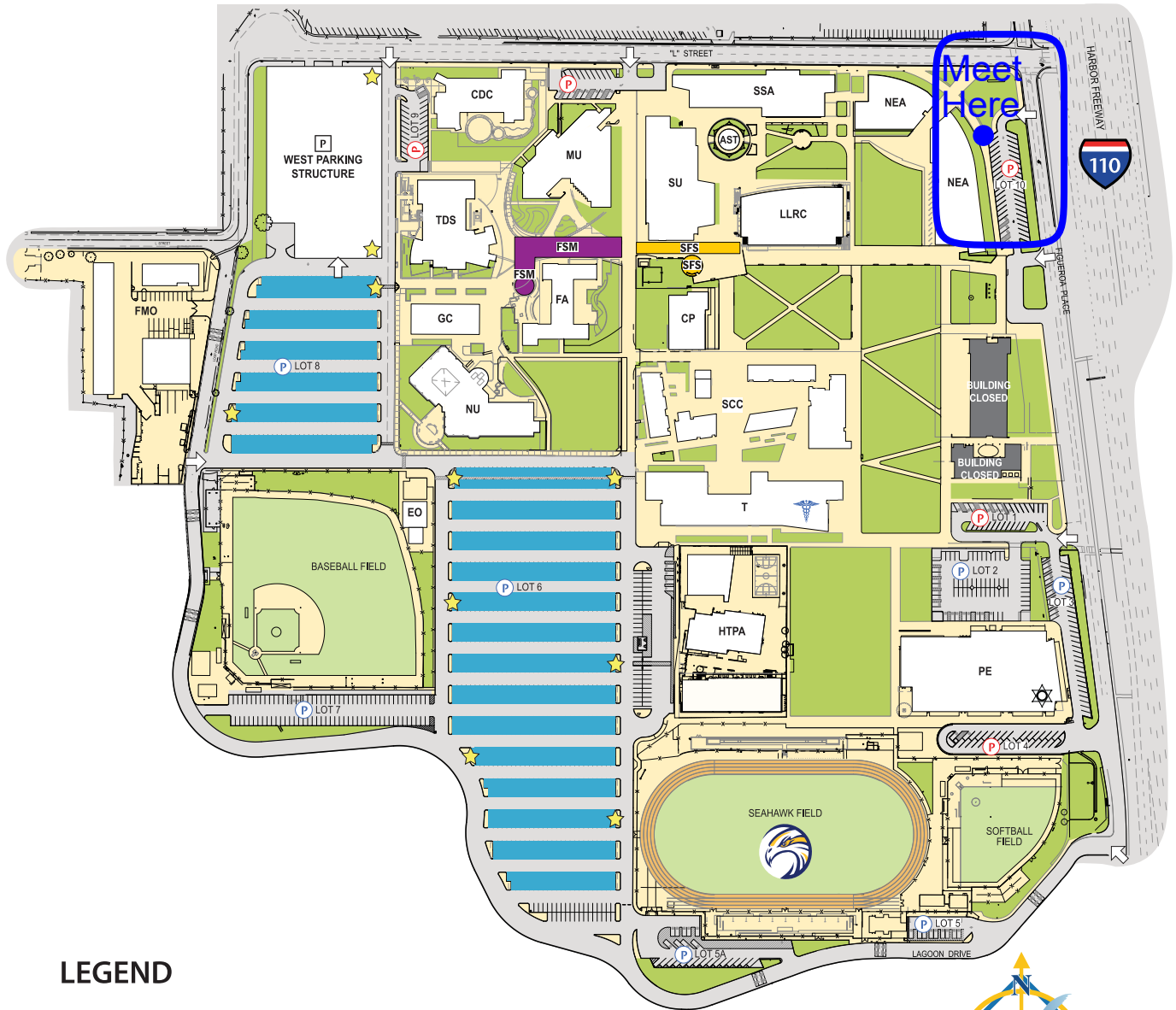
BUS STOP



SHARED RIDE PICK UP

### CAMPUS ADDRESS

1600 West Imperial Highway  
 Los Angeles, CA 90047  
[www.lasc.edu](http://www.lasc.edu)  
 (323) 241-5420



**LEGEND**

- |      |                                       |     |                                   |
|------|---------------------------------------|-----|-----------------------------------|
| CP   | Central Plant                         | AST | Planetarium                       |
| CDC  | Child Development Center              | PE  | PE/Wellness                       |
| EO   | Events Office                         | SCC | Science Complex                   |
| FMO  | Facilities Maintenance and Operations | ⚡   | Sheriff's Department              |
| FA   | Fine Arts                             | (P) | Staff Parking Lot                 |
| FSM  | Freedom of Speech Mall                | SFS | Student Freedom of Speech Area    |
| GC   | General Classrooms                    | ⚕   | Student Health Center             |
| HTPA | Harbor Teacher Preparatory Academy    | (P) | Student Parking Lot               |
| LLRC | Library/Learning Resource Center      | SSA | Student Services & Administration |
| MU   | Music                                 | SU  | Student Union                     |
| NEA  | Northeast Academic                    | T   | Technology                        |
| NU   | Nursing                               | TDS | Theater Drama Speech              |
|      |                                       | ←   | Vehicle Entry                     |
|      |                                       | (P) | West Parking Structure            |







- ADMINISTRATION ALDER 1000**
- Academic Affairs
  - Administrative Services
  - Adult & Continuing Education
  - Classrooms 1003 /1003B
  - PACE & Honors

- CENTER FOR THE SCIENCES 9000**
- Agricultural Science
  - Astronomy
  - Chemistry
  - Life Sciences
  - Nursing
  - Physics
  - Planetarium

- COLLEGE SERVICES BUILDING 2100**
- Bookstore
  - Brahma Café
  - Business Office
  - Copy Tech
  - Human Resources
  - Mail Room

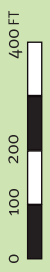
- LIBRARY AND LEARNING CROSSROADS 5000**
- 1st Floor • ASO
  - Brahma Grill Food Court
  - Center for Academic Success & Tutoring Lab
  - Center for Prof. Excellence
  - Veterans Resource Center

- PIERCE VILLAGE 8000 - 8400**
- Community Services/Extension
  - Electronics
  - ENCORE

- STUDENT SERVICES BUILDING 4800**
- Admissions & Records
  - Assessment
  - Counseling
  - EOPS/CARE/CAFYES
  - Financial Aid/Scholarships
  - Foundation
  - GAIN/CalWORKS

- Access Transit & Shuttle Stop
- Daily Parking Permit Dispenser
- Designated Smoking Area
- Free Speech (Public & Student)
- Keycard Gate

- Restrooms
- Gender-Inclusive Restrooms
- Sheriff's Department
- Student Speech Area
- Under Construction

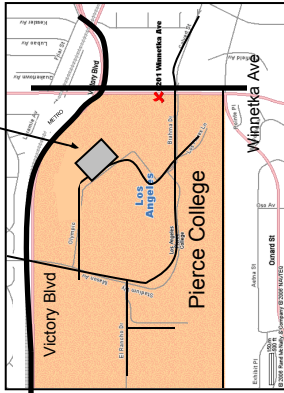


6101 Winnetka Avenue  
Woodland Hills, CA 91371  
www.piercecollege.edu

**Meet Here**

To Maintenance and Operations, and Receiving

# Pierce College Village Map



Room activities are subject to change. Please use the most recent updated map.

Use this link for the most up-to-date map



8408

8410

8407  
8400

8406  
8401

8405  
8402

8320-8321

8310B  
8310A

8300

8000

8330

8204  
8203  
8202  
8201  
8200 Extension  
8209  
8210  
8211  
8212  
8213

8346  
8345  
8341  
8340

8344  
8342

8104  
8103  
8102  
8101  
8100  
8109  
8110  
8111  
8112  
8113

8343

FACULTY & STAFF PARKING

Village Road



SHERIFF'S STATION

South Gym

North Gym

POOL

PATH OF TRAVEL

PATH OF TRAVEL

Avenue of Champions

PATH OF TRAVEL

PATH OF TRAVEL

## Village Room Numbers and Activity

Room	Activity
8400	Classroom
8401	Classroom
8402	Classroom
8405	Classroom
8406	Classroom
8407	Classroom
8408	Classroom
8410	Classroom

Room	Activity
8300	Digital Dark Room
8310A	ENCORE
8310B	Conference Room
8320-8321	Classroom
8330	Classroom
8340	Faculty Offices
8341	Faculty Offices
8342	Faculty Offices
8343	Faculty Offices
8344	Faculty Offices
8345	Faculty Offices
8346	Faculty Offices

Room	Activity
8200	Pierce Extension/Comm. Services
8201-8202	Classrooms, Extension
8203-8204	Vacant
8205-8209	Classrooms
8210	Classroom
8211	Media Arts - RoundUp
8212	Media Arts Faculty Office/KPCRradio
8213	Faculty Offices

Room	Activity
8100	Vacant
8101-8102	Faculty Offices for KPCRradio
8103-8104, 8109	Classrooms
8110	Electronics Lab/Classrooms
8111-8112	Electronics Faculty Office
8113	Classrooms
8111-8112	Faculty Offices

Room	Activity
8200	Pierce Extension/Comm. Services
8201-8202	Classrooms, Extension
8203-8204	Vacant
8205-8209	Classrooms
8210	Classroom
8211	Media Arts - RoundUp
8212	Media Arts Faculty Office/KPCRradio
8213	Faculty Offices

Room	Activity
8200	Pierce Extension/Comm. Services
8201-8202	Classrooms, Extension
8203-8204	Vacant
8205-8209	Classrooms
8210	Classroom
8211	Media Arts - RoundUp
8212	Media Arts Faculty Office/KPCRradio
8213	Faculty Offices

Restrooms



Room allocations as printed on this map are subject to change.



# Los Angeles Valley College

Abbreviations of buildings used in the class schedule

A	Art	E-14	LAVC IS A SMOKE-FREE CAMPUS
ACA	Administration & Career Advancement	B-9	<b>P</b> Parking Pay Station - Cash Only
AHS	Allied Health & Sciences Center	H-4	<b>P</b> Parking Pay Station - Accepts Credit Cards
B	Bungalows 80-85	G-6	<b>ATM</b> ATM Machine
BJ	Business Journalism	F-4	<b>♿</b> Access Services pick-up/drop off
BSC	Behavioral Science	D-6	<b>☎</b> Emergency Blue Phone
CC	Campus Center	E-9	<b>👶</b> Lactation Room
CDFC	Child Development & Family Complex	G-18	<b>🚧</b> Construction and Support Areas
CSC	Community Services Center	J-9	<b>♂</b> All Gender Restrooms
E	Engineering	C-4	<b>🚑</b> AED Device
EST	Emergency Services Training	F-6	
FL	Foreign Language	B-7	
H	Humanities	D-7	
LARC	Library & Academic Resource Center	C-12	
M	Music	B-15	
M&O	Maintenance & Operations	G-14	
MAC	Monarch Athletics Center	K-8	
MP STD	Motion Picture Studio	B-14	
MS	Math Science	E-4	
NGYM	North Gym	H-9	
PLN	Planetarium	D-4	
SGYM	South Gym	H-6	
SSA	Student Services Annex	C-5	
SSC	Student Services Center	B-6	
SU	Student Union	E-12	
TA	Theater Arts	B-14	
TV STD	Krupnick Media Arts Center	B-14	

<b>A</b>	Art Gallery & Patio	E-14
<b>ACA</b>	Academic Affairs Office	B-8
	Academic Senate Room	B-8
	Administrative Services	B-9
	CalWORKs	B-9
	Conference Center	B-8
	Continuing Ed. Noncredit	B-9
	Cooperative Education	B-9
	Foundation / Institutional Effect. / PR	B-9
	Mailroom	B-8
	Master Calendar Office	B-8
	Ombudsperson Office	B-9
	Personnel / Payroll	B-8
	President's Office	B-9
	Reprographics / Staff Services	B-8
	Honors Program / TAP	B-8
	Workforce Development Ctr.	B-9
<b>CC</b>	Umoja Black Scholars	E-8
	Fireside Room	E-8
	Information Technology Office	E-10
	Monarch Hall & Patio	E-9
	Multicultural Center	E-10
	STEM Office	E-9
<b>CDFC</b>	Child Development Center	G-17
	Family Resource Center (CDFC FRC)	F-18

<b>CSC</b>	Community Services Office	J-8
	Gymnastics Center (CSC GYM)	J-8
	Dance Rm. (CSC MP2)	J-8
	Rock Wall (CSC MP1)	J-8
<b>LARC</b>	Computer Commons	C-12
	General Tutoring	C-12
	Historical Museum	C-12
	Library	C-12
	Math Lab	C-12
	Prof. Development Ctr. / Media Svcs.	C-12
	Writing Center	C-12
<b>M</b>	Music Recital Hall	B-15
<b>M&amp;O</b>	Sheriff's Station	G-14
	M&O Office	G-14
	Receiving	H-14
<b>MAC</b>	Weight Room	K-8
<b>NGYM</b>	Adapted Physical Education Ctr. (APEC)	G-9
<b>SGYM</b>	Fitness Center (FC)	H-7
	Competition Gym	H-6

<b>SSA</b>	Career/Transfer Center	C-5
	Counseling	C-5
	Svcs. for Students with Disabilities	C-5
<b>SSC</b>	Admissions & Records	B-6
	EOPS / CARE / Guardian Scholars	B-6
	Financial Aid	B-6
	GPS Center	B-6
	Mosaic Center	B-6
	Student Services Multipurpose Rm	B-6
	TRIO / Upward Bound	B-6
	Welcome Center	B-6
<b>SU</b>	Bookstore (Monarch Student Store)	F-12
	Business Office	F-12
	Cafeteria (Monarch Café)	E-12
	Lion Café (Movita Juice Bar)	F-12
	Student Life Office / ASU	E-12
	Skybox Conference Rm.	E-12
	Textbook Buyback Window	F-12
	Game Room (Lion's Den)	E-12
	VCH Student Health Center	E-12
<b>TA</b>	Horseshoe Theater	B-14
	Main Stage Theater	C-14
<b>Parking</b>	Lot A	B-3
	Lot B	C-18

<b>Parking (cont.)</b>	Lot D	G-16
	Lot E	K-9
	Lot F	J-7
	Lot G	N-2
	Parking Structure	H-11
	College Road North	A-15
	College Road South	A-8
<b>Athletic Facilities</b>	Archery Range	O-6
	Aquatics Center (POOL)	H-8
	Baseball Field	N-4
	Grass Soccer Field	J-4
	Monarch Stadium & Track	M-8
	Softball Field	L-4
	Tennis Courts (EAST CTS)	K-2
	Walking Track	I-5
<b>Outdoor Areas</b>	Free Speech Area	D-9
	Monarch Square	D-10
	North Mall	D-13
	Student Free Speech Areas	C-6, C-10, F-11
	Student Services Plaza	C-6
	Student Union Plaza	F-11
<b>Other</b>	Admin 1-3	F-9
	Central Plant	E-6
	CPT Trailer	F-10
	Omega Data Center	C-14

# MAIN CAMPUS

13356 ELDRIDGE AVENUE, SYLMAR, CA 91342



# LOS ANGELES MISSION COLLEGE



## MAIN CAMPUS

### ACADEMIC BUILDINGS:

#### 1 AMP – ARTS, MEDIA & PERFORMANCE

- 1st Floor (Ground Level)**
- Art Gallery
  - Scene Shop/Sculpture Studio
  - Theater
  - Green Room
  - Music/Theater Lab
  - Production Studio
  - Piano/Recital Room

- 2nd Floor**
- Faculty Offices
  - Theater Balcony
  - Screening Room
  - Animation Studio
  - Digital Imaging Lab
  - Multimedia Lab
  - Graphic Design Lab

- 3rd Floor (Top Level)**
- Design Studio/Interior Design
  - Drawing/Painting Studios
  - General Smart Lecture Lab

#### 2 CCDS – CENTER FOR CHILD DEVELOPMENT STUDIES

- Child Development Center
- Classrooms 200-202
- FCCHN Office

#### 3 CSB – COLLABORATIVE STUDIES BUILDING

- 1st Floor**
- Classrooms 101-111
  - College Culture Reentry Hub
  - Faculty Offices
  - Lactation Station
- 2nd Floor**
- Classrooms 208-232

#### 4 CAI – CULINARY ARTS

- 1st Floor (Ground Level)**
- Culinary Arts Institute
  - Eagles' Landing Student Store
- 2nd Floor (Top Level)**
- Classrooms 208-232
  - Faculty Offices

#### 5 INST – INSTRUCTIONAL BUILDING

- 1st Floor**
- CALWORKS
  - Classrooms 1001-1018
  - Disabled Students Programs & Services (DSPS)
  - DSPS Test Center
  - Faculty Offices
  - Foster/Kinship Care Education (FKCE)

- 2nd Floor**
- Classrooms 2001-2021
  - Computer Science Lab
  - Computer Applications & Office Technologies Center

#### 6 LRC – LIBRARY/LEARNING RESOURCE CENTER

- 1st Floor (Lower Level)**
- Career Education
  - TRIO

- 2nd Floor (Ground Level)**
- Adult Basic Education Department/ Noncredit Program
  - Career Center
  - Computer Lab
  - Electronic Training Rooms
  - ESL Assessment
  - Faculty Learning Center
  - Learning Center
  - Teleconference Room
  - Test Center
- 3rd Floor (Top Level)**
- Library

## EAST CAMPUS

### CMS CENTER FOR MATH AND SCIENCE

### HFAC HEALTH, FITNESS AND ATHLETICS COMPLEX

### STUDENT SERVICES & ADMINISTRATIVE BUILDINGS:

- A ACADEMIC AFFAIRS**
- Vice President of Academic Affairs
  - Academic Affairs
  - Vice President of Student Services
  - Student Services

- B CAMPUS SERVICES**
- Office of the President
  - Vice President of Administrative Services
  - Business Office
  - Fiscal Services
  - Foundation
  - Human Resources
  - Mailroom
  - Public Relations Manager
  - Purchasing
  - Receiving
  - Reprographics
  - Student Health Center
  - Transfer Center

- C CAMPUS CENTER**
- 1st Floor (Lower Level)**
- STUDENT SUCCESS CENTER:**
- Associated Student Organization (ASO)
  - Basic Needs Center
  - Career Center
  - College Culture Reentry Hub
  - Dream Resource Center
  - Food Pantry
  - International Students Program
  - L.A. College Promise
  - LAUSD CATS
  - METAS
  - Outreach & Recruitment
  - Veterans Resource Center (VRC)
- 2nd Floor (Ground Level)**
- Assembly Area
  - Audio-Visual
  - Meeting Rooms 1-6
  - Campus Center Café

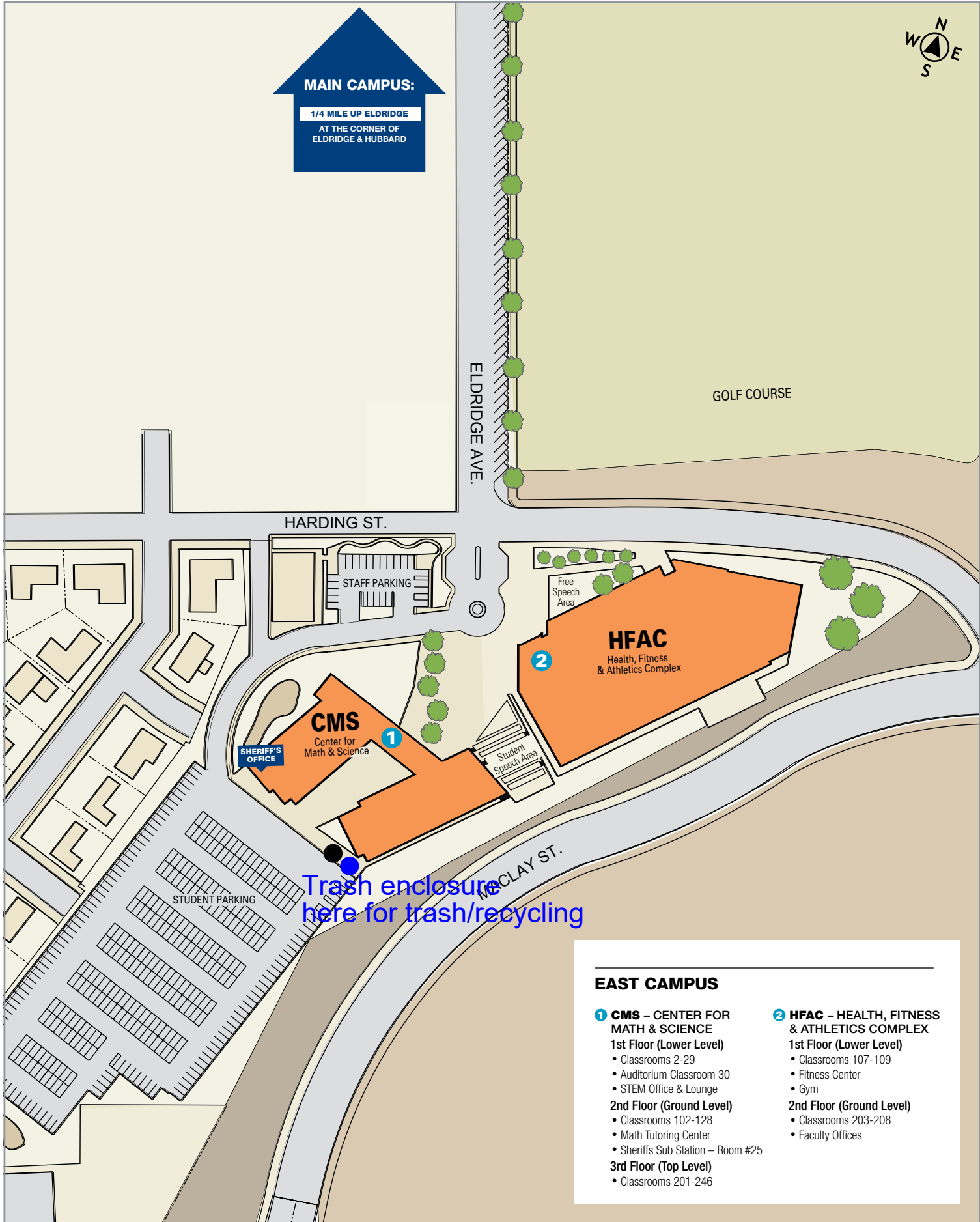
- D FACILITIES SERVICES**
- Plant Facilities

- E STUDENT SERVICES CENTER**
- Information Booth
  - Admissions & Records
  - Counseling
  - EOPS
  - Financial Aid & Scholarships

**EAST CAMPUS:**  
**HFAC** – HEALTH, FITNESS AND ATHLETICS COMPLEX  
**CMS** – CENTER FOR MATH AND SCIENCE

**1/4 MILE DOWN ELDRIDGE**  
**AT THE CORNER OF ELDRIDGE & HARDING**





**EAST CAMPUS**

- 1 CMS – CENTER FOR MATH & SCIENCE**
- 1st Floor (Lower Level)**
- Classrooms 2-29
  - Auditorium Classroom 30
  - STEM Office & Lounge
- 2nd Floor (Ground Level)**
- Classrooms 102-128
  - Math Tutoring Center
  - Sheriffs Sub Station – Room #25
- 3rd Floor (Top Level)**
- Classrooms 201-246

- 2 HFAC – HEALTH, FITNESS & ATHLETICS COMPLEX**
- 1st Floor (Lower Level)**
- Classrooms 107-109
  - Fitness Center
  - Gym
- 2nd Floor (Ground Level)**
- Classrooms 203-208
  - Faculty Offices

# Campus Map

Address: 855 N. Vermont Ave.  
 Los Angeles CA 90029

Telephone: (323) 953-4000

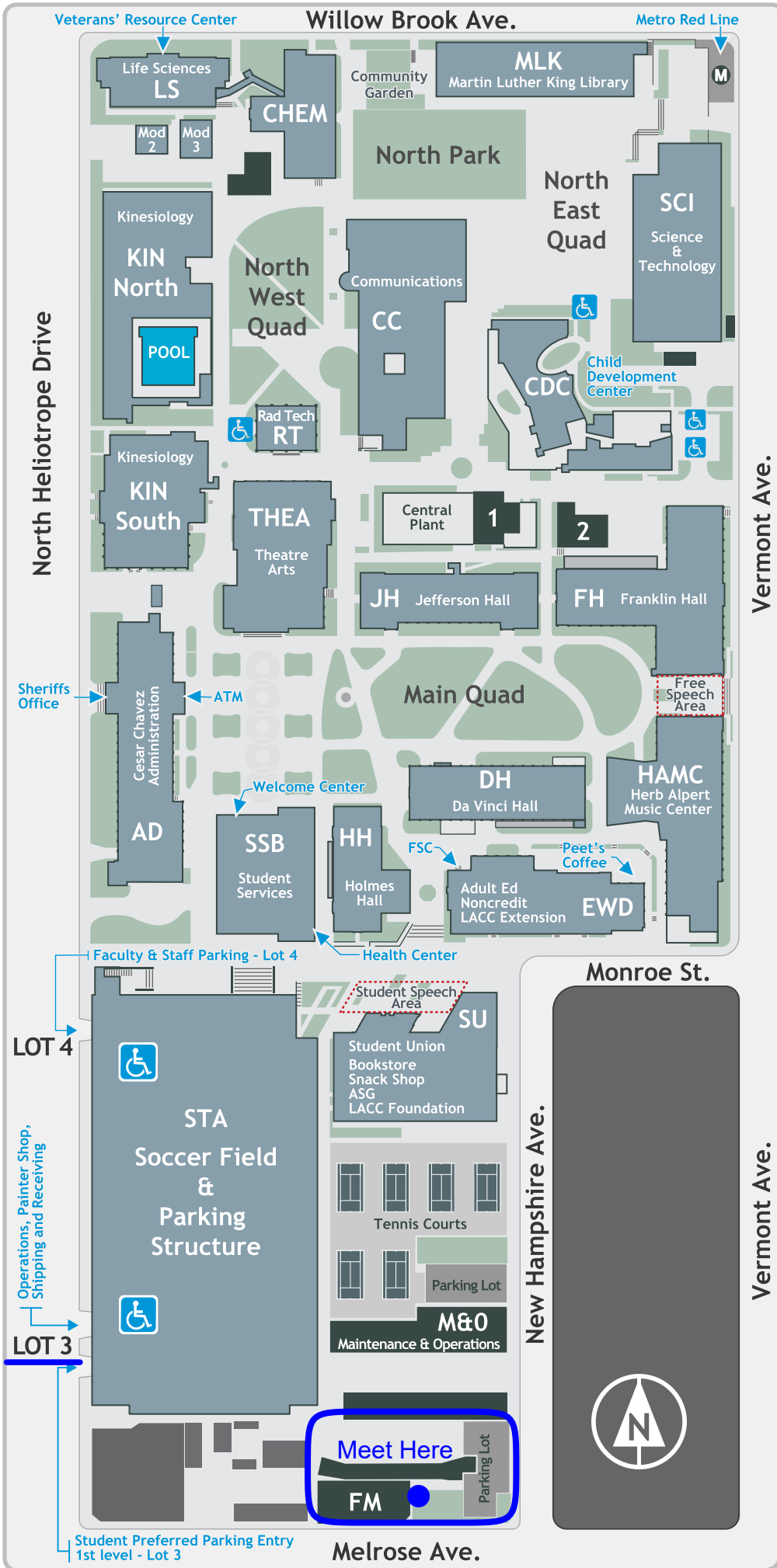
Call Center: (888) 930 - LACC  
 [1 (888) 930 - 5222]

[www.lacitycollege.edu](http://www.lacitycollege.edu)

For Los Angeles County Sheriffs  
 (Campus Police): (323) 953-2911  
 or dial #3 on any campus phone.

### SSB - Student Services Building:

- Admissions & Records
- Business Office
- CalWORKs
- Career / Transfer Centers
- Counseling
- EOPS / CARE / NextUp
- ESL Assessment / Student Success
- Financial Aid
- First Year Experience
- Foster & Kinship Care Education
- Health & Wellness Center
- Ralph Bunche Honors Program
- International Students
- Office of Special Services
- TRIO
- Upward Bound
- Welcome Center



## Campus Map

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- First Year Experience
- Foster & Kinship Care Education
- Health & Wellness Center
- Ralph Bunche Honors Program
- International Students
- Office of Special Services
- TRIO
- Upward Bound
- Welcome Center

**Monroe St.**

  
**Parking Lot 1**

  
**Parking Structure Lot 2**

**Marathon St.**

**Note: Visual & Media Arts classes also in Mod 2 and Mod 3 Units.**

Fall 2021

Revised May 12, 2021

## Academic Affairs

lacitycollege.edu/Academics/

<b>Academic Affairs Office</b>	ext. 2052	AD 208
<b>Business Administration</b>	ext. 2549	AD 304
<b>Chemistry/Earth Sciences</b>	ext. 2600	SCI 324
<b>Child Development</b>	ext. 2290	CDC
<b>Cinema-Television</b>	ext. 2631	CC 181
<b>Computer App/Office Tech</b>	ext. 2810	FH 103
<b>Communication Studies</b>	ext. 2961	CC 187
<b>CSIT/Computer Tech</b>	ext. 2810	FH 103
<b>Dental Tech</b>	ext. 2500	SCI 324
<b>English/ESL</b>	ext. 2700	JH 301
<b>Economic and Workforce Dev</b>	ext. 2230	EWD
<b>Family and Consumer Studies</b>	ext. 2290	AD 200
<b>Journalism</b>	ext. 2835	CHEM 208
<b>Kinesiology</b>	ext. 2864	KIN 2nd fl.
<b>LACC Extension</b>	ext. 2651	EWD 501
<b>Law/Administration of Justice</b>	ext. 2754	HH 200H
<b>Life Science</b>	ext. 2796	SCI 222E
<b>Math</b>	ext. 2810	FH 103
<b>Modern Languages &amp; Civilizations</b>	ext. 2736	JH 111
<b>Music</b>	ext. 2880	HAMC 106
<b>Noncredit/Adult Education</b>	Ext. 2230	EWD 104
<b>Nursing</b>	ext. 2065	SCI 218
<b>Philosophy</b>	ext. 2763	HH 200C
<b>Pi Shoppe (Math Tutoring)</b>	Ext. 2810	FH 104
<b>Photography</b>	ext. 2835	CHEM BSMT
<b>Physics/Engineering</b>	ext. 2923	SCI 222D
<b>Psychology</b>	ext. 2930	CHEM 111
<b>Radiologic Tech (X-Ray)</b>	ext. 2940	RT
<b>Social Sciences</b>	ext. 2561	FH 219E
<b>Speech Lab Office</b>	ext. 2963	LS 105
<b>Student Learning Outcomes</b>	ext. 1069	AD 315
<b>Teaching Learning Center</b>	ext. 2480	AD 300
<b>Theater Arts</b>	ext. 2983	THEA
<b>Visual and Media Arts</b>	ext. 2515	CHEM 119C
<b>Writing Center</b>	ext. 2726	JH 318

## Student Services

lacitycollege.edu/Resources/

<b>Admissions and Records</b>	ext. 2104	SSB 1st Floor
<b>ASG</b>	ext. 2475	SU 2nd Floor
<b>Bookstore/Cub Store</b>	ext. 2142	SU 1st Floor
<b>Business Office</b>	ext. 2180	SSB 2nd Floor
<b>Coffee Shop</b>	ext. 3145	EWD
<b>CalWORKs</b>	ext. 2586	SSB 3rd Floor
<b>Career Center</b>	ext. 2210	SSB 2nd Floor
<b>Child Development Center</b>	ext. 2220	CDC
<b>Computer Center</b>	ext. 2400	MLK 2nd Floor
<b>Counseling</b>	ext. 2250	SSB 2nd Floor
<b>Dream Resource Center</b>	ext. 2464	KINS 101
<b>EOPS/CARE/NextUp</b>	ext. 2300	SSB 3rd Floor
<b>ESL Assessment/Success Center</b>	ext. 2264	SSB 2nd Floor
<b>Financial Aid</b>	ext. 2010	SSB 1st Floor
<b>First Year Experience (FYE)</b>	ext. 2266	SSB 2nd Floor
<b>Foster &amp; Kinship Care Education</b>	ext. 2335	SSB 3rd Floor
<b>Foundation</b>	ext. 2490	SU 3rd Floor
<b>Genderversity &amp; Multicultural Center</b>	ext. 2463	AD 108
<b>Guardian Scholars (Foster Youth)</b>	ext. 2345	SSB 360
<b>Health and Wellness Center</b>	ext. 2485	SSB 1st Floor
<b>International Students</b>	ext. 2470	SSB 2nd Floor
<b>Martin Luther King Jr. Library</b>	ext. 2400	MLK Library
<b>Office of Special Services (OSS)</b>	ext. 2270	SSB 1st Floor
<b>Outreach and Recruitment</b>	ext. 4002	SU 219
<b>President's Office</b>	ext. 4010	AD 214
<b>Ralph Bunche Honors Program</b>	ext. 2340	SSB 2nd Floor
<b>Student Life and Leadership Development</b>	ext. 2450	SU 2nd Floor
<b>Student Services Office</b>	ext. 2460	AD 207
<b>Teaching &amp; Learning Center</b>	ext. 2480	AD 300
<b>Transfer Center</b>	ext. 2215	SSB 2nd Floor
<b>TRIO Student Support Services</b>	ext. 2466	SSB 3rd Floor
<b>Upward Bound</b>	ext. 2315	SSB 2nd Floor
<b>Veterans Resource Center (VRC)</b>	ext. 2125	LS 101
<b>Welcome Center</b>	ext. 2455	SSB 1st Floor

## Administrative Services

<b>Administrative Services Office</b>	ext. 2082	AD 218
<b>Carpenter Shop</b>	ext. 2437	CS
<b>Custodial Services</b>	ext. 2440	FM
<b>Electrical Shop</b>	ext. 2441	CC
<b>Facilities Management</b>	ext. 2442	FM
<b>Lost &amp; Found</b>	ext. 4005	AD 111
<b>Operations</b>	ext. 2416	FM
<b>Paint Shop</b>	ext. 2445	Lot 3
<b>Plumber Shop</b>	ext. 2444	FM
<b>Sheriff's Office</b>	ext. 4005	AD 111
<b>Shipping and Receiving</b>	ext. 2495	Lot 3



## Directions and Parking Instructions to Van de Kamp Location

### LACC OFFICE LOCATION

Los Angeles City College at  
 LACCD Van de Kamp Innovation Center  
 2930 Fletcher Drive  
 2<sup>nd</sup> Floor  
 Los Angeles, CA 90065

### PARKING

Parking is free and adjacent to the Environmental Science and Technology High School (it has the LACCD Van de Kamp Innovation Center sign on it building)

### DRIVING DIRECTIONS

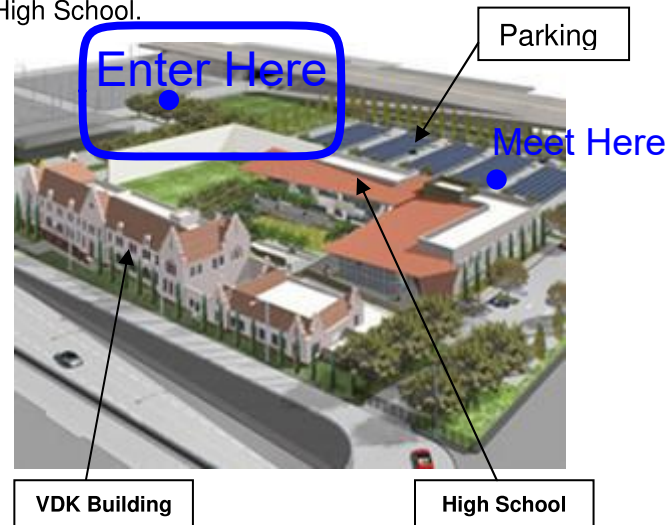
Driving directions and map are included below.

#### From the 2 Freeway South

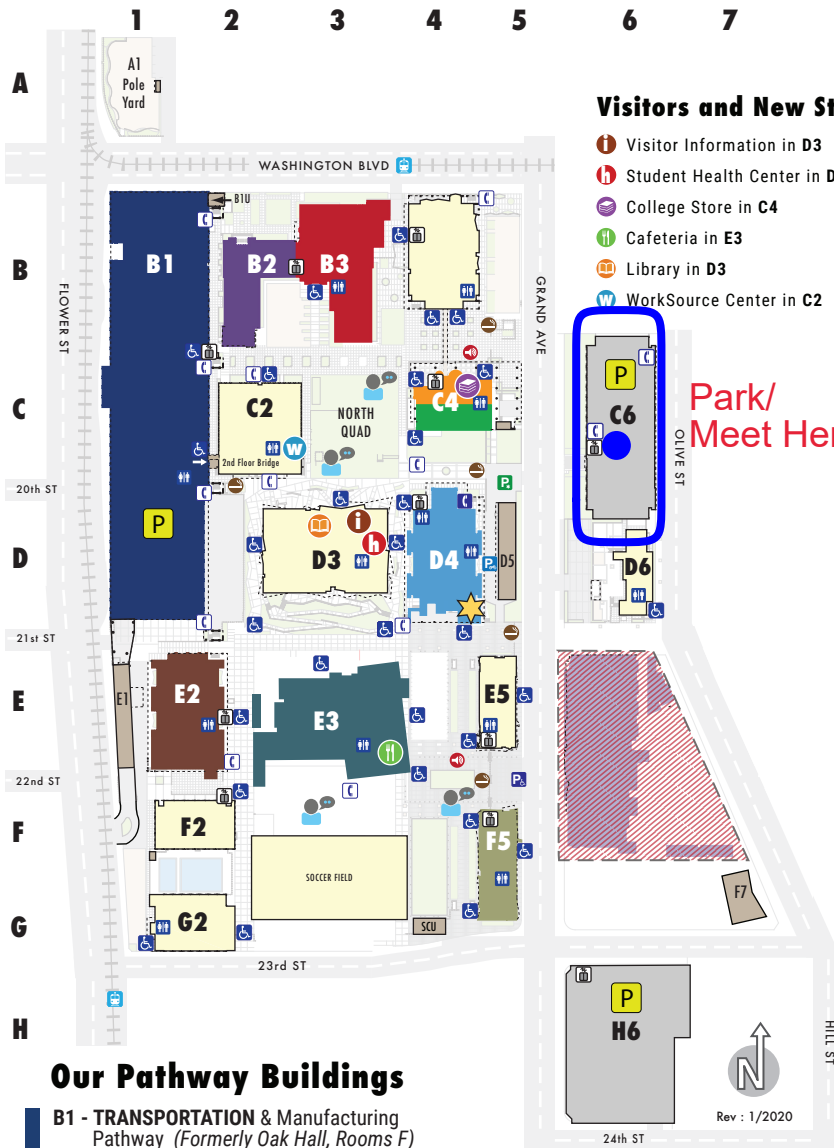
Exit at San Fernando Road  
 Turn right onto San Fernando Road  
 Immediately get into the left turn lane and make the left onto Fletcher Drive (stop light at Fletcher)  
 Turn left into first the driveway on the left (Denny's and El Pollo Loco are the signposts)  
 Once at the rear of the building and park, there will be signs posted directing to Room 110 on the first floor of the Environment Science and Technology High School.

#### From the 2 freeway North

Exit at San Fernando Road  
 Turn left on to San Fernando Road  
 Stay in left lane and make the first left onto Fletcher Drive (stop light at Fletcher)  
 Turn left into the first driveway on the left (Denny's and El Pollo Loco are the signposts)  
 Once at the rear of the building and park, there will be signs posted directing to Room 110 on the first floor of the Environment Science and Technology High School.







**Visitors and New Students**

- Visitor Information in D3
- Student Health Center in D3
- College Store in C4
- Cafeteria in E3
- Library in D3
- WorkSource Center in C2

Park/  
Meet Here

**Our Pathway Buildings**

- B1 - TRANSPORTATION & Manufacturing Pathway** (Formerly Oak Hall, Rooms F)
- B2 - COSMETOLOGY Pathway** (Formerly Magnolia Hall, Rooms MH)
- B3 - HEALTH & Related Sciences Pathway** (Formerly Magnolia Hall, Rooms MH)
- C4 - APPLIED SCIENCES Pathway** (Formerly Cedar Hall, Rooms K)
- C4 - BUSINESS & Civic Engagement Pathway** (Formerly Cedar Hall, Rooms K)
- D4 - DESIGN & MEDIA ARTS Pathway** (Formerly Cypress Hall, Rooms D)
- E2 - CONSTRUCTION, Maintenance Pathway & Utilities** (Formerly Sequoia Hall, Rooms B)
- E3 - CULINARY ARTS Pathway** (Formerly Sage Hall, Rooms H)
- F5 - LIBERAL ARTS Pathway** (Formerly Aspen Hall, Rooms TE)

**Our Services/  
Activities Buildings**

- C2 - Tom Bradley Center for Student Life** (Formerly Redwood Hall, Rooms C)
- D3 - Student Support Center (the Hub)** (Formerly Mariposa Hall, Rooms MA)
- D6 - Child Development Center (CDC)**
- E5 - Administration/Services Building** (Formerly Juniper Hall, Rooms ST)
- F2 - Athletics Building** (Formerly Willow Hall, Rooms J)
- G2 - Gymnasium** (Formerly Laurel Gym, Rooms G)

**PARKING & UTILITY/  
RESOURCE BUILDINGS**

- B1** - Flower St. Parking
- C6** - Olive St. Parking
- H6** - 24th St. Parking
- D5** - M&O Resource
- E1** - Central Receiving
- F7** - LADWP
- B1U** - B1 Utility
- SCU** - South Campus Utility

**PERSONAL NEEDS**

**Gender Neutral Restrooms**

B1-108E	C2-104A	D5-131	D6-116	D6-210	E5-108
B3-318	C4-215	D5-320	D6-117	E2-231	F5-211
B4-135	D3-107G	D6-106	D6-209	E2-338	G2-101

**Lactation Room**

C4-213

**Service**

**GETTING STARTED & ENROLLMENT**

Admissions & Records	E5	1st Flr Lobby
Bridges to Success Center	D3	105

**ACADEMIC SERVICES**

Academic Connections	D3	109
Distance Education	D3	07
Library	D3	2nd Floor
Open Computer Labs	D3	09

**COUNSELING & HEALTH SERVICES**

NextUP	E5	415
Cross Cultural Counseling Center	E5	214
Disabled Student Program & Services	D3	100
EOPS/Care	E5	416
GAIN/CalWorks	E5	403
International Students	E5	316
Student Health Center	D3	107
University Transfer Center	E5	203
Veteran Student Center	D3	101

**FINANCIAL & RELATED SERVICES**

Business Office	E5	1st Flr Lobby
College Store	C4	102
Financial Aid	E5	1st Flr Lobby
Financial Aid Lab	E5	314

**EMPLOYMENT & INTERNSHIPS**

Career Center	E5	413
Cooperative Work Experience Education (Internships)	C4	203A
Employment Center	C2	107A
Worksource Center	C2	106

**STUDENT LIFE**

Associated Student Organization (ASO)	C2	105
Cafeteria	E3	
Gymnasium	G2	
Office of Student Life	C2	105

**COLLEGE SUPPORT & ADMINISTRATIVE SERVICES**

Academic Technology	D3	07
Copy/Mail Center	D3	06
Foundation	E5	513
Garden Room	B4	
Information Technology (IT)	D3	04
Labor Center	D3	05
Office of Administrative Services	E5	305
Office of Institutional Effectiveness	E5	519
Office of Instructional Affairs	E5	512
Office of Student Affairs	E5	532
Office of the President	E5	543
Payroll/Personnel	E5	429
Physical Plant Office	D4	152
Recruitment	E5	513
Sheriff's Office	D4	150
Slate-Z	E5	543

**LEGEND**

Sheriff's Office	Metro Rail Stop	Elevator	Accessible Drop-Off
Construction Area	Public Pay Phone	Accessible Entrance	Student Parking (unless otherwise noted)
Smoking Area	Emergency Blue Phone	Gender Neutral Restroom	Motorcycle Parking
Free Speech Areas (Public and Student)	Student Free Speech Areas		Sheriff Parking

# Campus Map & Directory

**South Gate Campus (SG)**  
2340 Firestone Boulevard  
South Gate, CA 90280

**Rosemead Center**  
2444 Del Mar Avenue  
Rosemead, CA 91770

**Corporate Center Offices**  
1055 Corporate Center Drive  
Monterey Park, CA 91754

**5 F9 Complex**

106-108: AJ Department Offices  
101: Classroom  
102: Classroom  
103: Classroom  
104: Classroom  
105: Classroom  
106: Classroom  
107: Classroom  
108: Classroom  
109: Classroom  
110: Classroom  
111: Classroom  
112: Classroom

**4 C2 Complex**

Classrooms / Offices  
125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

**3 C2 Complex**

Classrooms / Offices  
101-102: Offices  
103-104: Life Science Offices  
105-108: Life Science Offices  
109: Office  
110: Office  
111: Classroom  
112: Classroom  
113: Classroom

**2 A6 Complex**

Classrooms  
A6-101: Classroom  
A6-102: Classroom  
A6-103: Classroom  
A6-104: Classroom  
A6-105: Classroom

**1 A Complex**

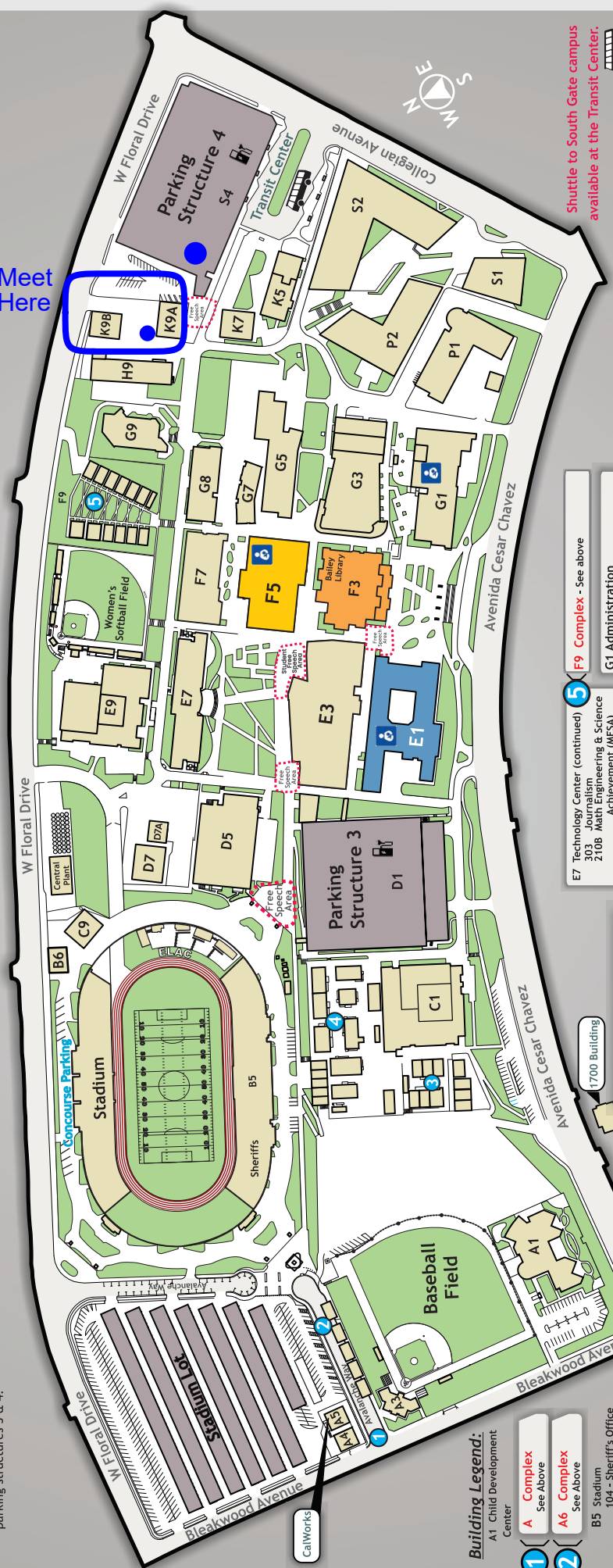
Classrooms / Offices  
A4: Classroom  
A5: CatWorks  
A3: Baseball Lockers Showers

**Denotes Free Speech Area**

**Lactation Rooms:**  
E1-138  
F5-308  
G1-301D

Electric charging stations located on the first floor of parking structures 3 & 4.

Meet Here



Shuttle to South Gate campus available at the Transit Center.

**Building Legend:**

- A1 Child Development Center
- A Complex - See Above
- A6 Complex - See Above
- B5 Stadium
- 104 - Sheriff's Office
- B6 Classrooms
- C1 Men's Gym
- 135b Athletics
- 125 Classroom
- 128 Fitness Center
- 135 Kinesiology
- C2 Complex - See above
- C2 Complex - See above
- D1 Parking Structure 3
- D5 Swimming Pool / Classroom
- D7 Transfer Center
- D7A Veterans Center

**5 F9 Complex - See above**

G1 Administration  
204 Academic Affairs  
204 Academic Services  
204 Administrative Services  
103 Fiscal  
107 International Students  
101 International Office  
116 Mail Room  
302D Office  
305 President's Office  
114 Reprographics

**5 F9 Complex - See above**

E7 Technology Center (continued)  
303 Journalism  
210B Math Engineering & Science Achievement (MESA)  
B016 Photography

**5 F9 Complex - See above**

E9 103 Women's Gymnasium  
112 Classroom  
114 Classroom

**5 F9 Complex - See above**

E3 Student Success  
580 Chicano Studies  
560 Communication Studies  
360 English  
271 Honors Program  
280 Learning Assistance Center  
170 Modern Languages  
170 Modern Languages Lab  
100 Non-Credit  
220 Writing Center

**5 F9 Complex - See above**

E7 Technology Center  
210 Adelman/First Year Experience (FYE)  
112 Architecture  
420 Applications and Office Technologies (CAOT)  
314 Electronics  
104 Engineering

**5 F9 Complex - See above**

G8 Anthropology, Geography, Geology Physics  
G9 Nursing  
H9 Plant Facilities

**5 F9 Complex - See above**

G1 Administration  
204 Academic Affairs  
204 Academic Services  
204 Administrative Services  
103 Fiscal  
107 International Students  
101 International Office  
116 Mail Room  
302D Office  
305 President's Office  
114 Reprographics

**5 F9 Complex - See above**

E9 103 Women's Gymnasium  
112 Classroom  
114 Classroom

**5 F9 Complex - See above**

E3 Student Success  
580 Chicano Studies  
560 Communication Studies  
360 English  
271 Honors Program  
280 Learning Assistance Center  
170 Modern Languages  
170 Modern Languages Lab  
100 Non-Credit  
220 Writing Center

**5 F9 Complex - See above**

E7 Technology Center  
210 Adelman/First Year Experience (FYE)  
112 Architecture  
420 Applications and Office Technologies (CAOT)  
314 Electronics  
104 Engineering

**5 F9 Complex - See above**

E7 Technology Center  
210 Adelman/First Year Experience (FYE)  
112 Architecture  
420 Applications and Office Technologies (CAOT)  
314 Electronics  
104 Engineering

**5 F9 Complex - See above**

K5 Classrooms  
104 Escalante Program (IT Helpdesk)

**5 F9 Complex - See above**

G3 Ingalls Auditorium Foyer Room  
G5 211 Allied Health  
315 Chemistry  
211 Life Sciences  
111 Mathematics  
L009 MENTE Math Lab

**5 F9 Complex - See above**

E9 103 Women's Gymnasium  
112 Classroom  
114 Classroom

**5 F9 Complex - See above**

E3 Student Success  
580 Chicano Studies  
560 Communication Studies  
360 English  
271 Honors Program  
280 Learning Assistance Center  
170 Modern Languages  
170 Modern Languages Lab  
100 Non-Credit  
220 Writing Center

**5 F9 Complex - See above**

E7 Technology Center  
210 Adelman/First Year Experience (FYE)  
112 Architecture  
420 Applications and Office Technologies (CAOT)  
314 Electronics  
104 Engineering

**5 F9 Complex - See above**

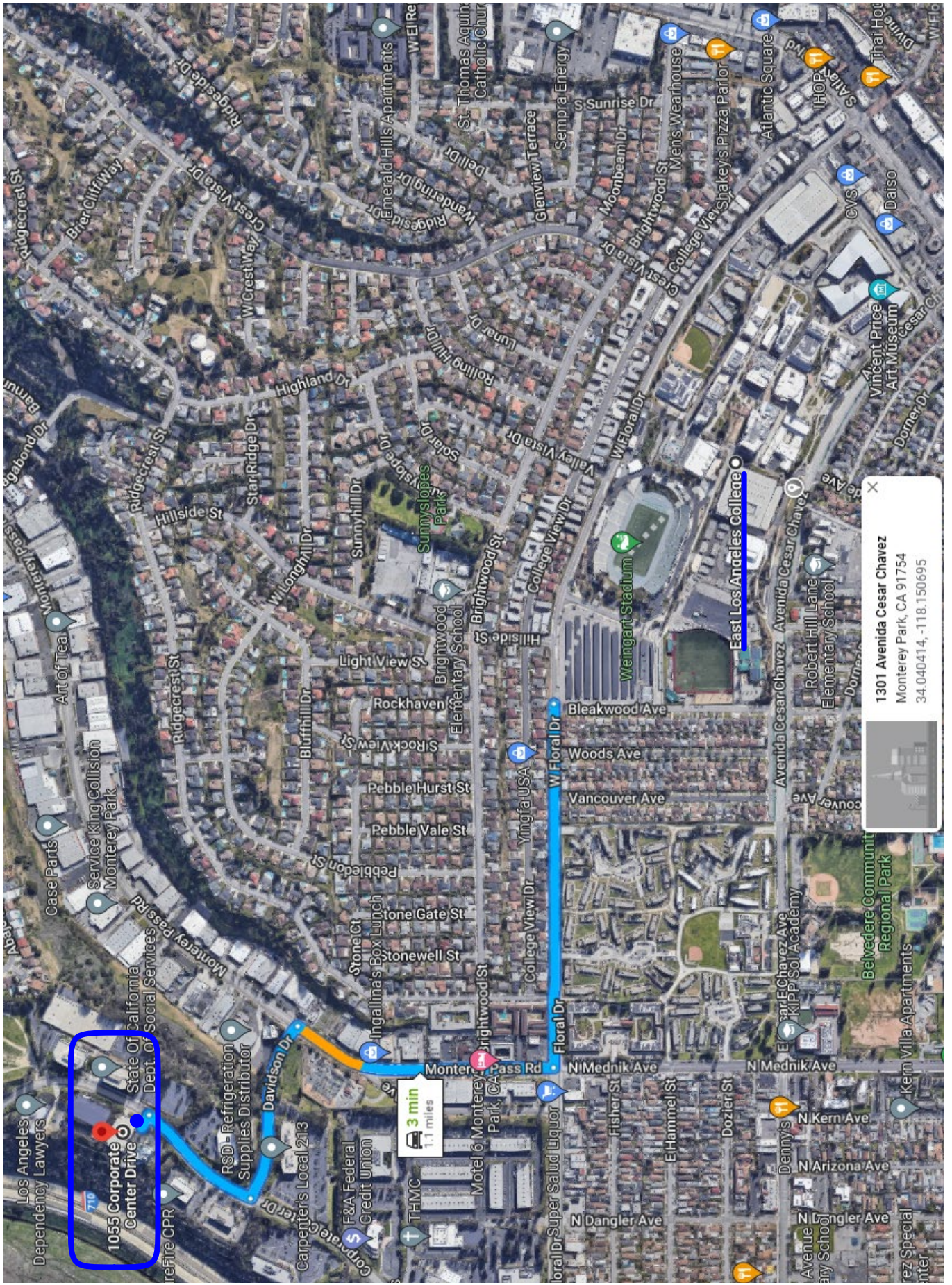
E7 Technology Center  
210 Adelman/First Year Experience (FYE)  
112 Architecture  
420 Applications and Office Technologies (CAOT)  
314 Electronics  
104 Engineering

**Performing & Fine Arts Complex**

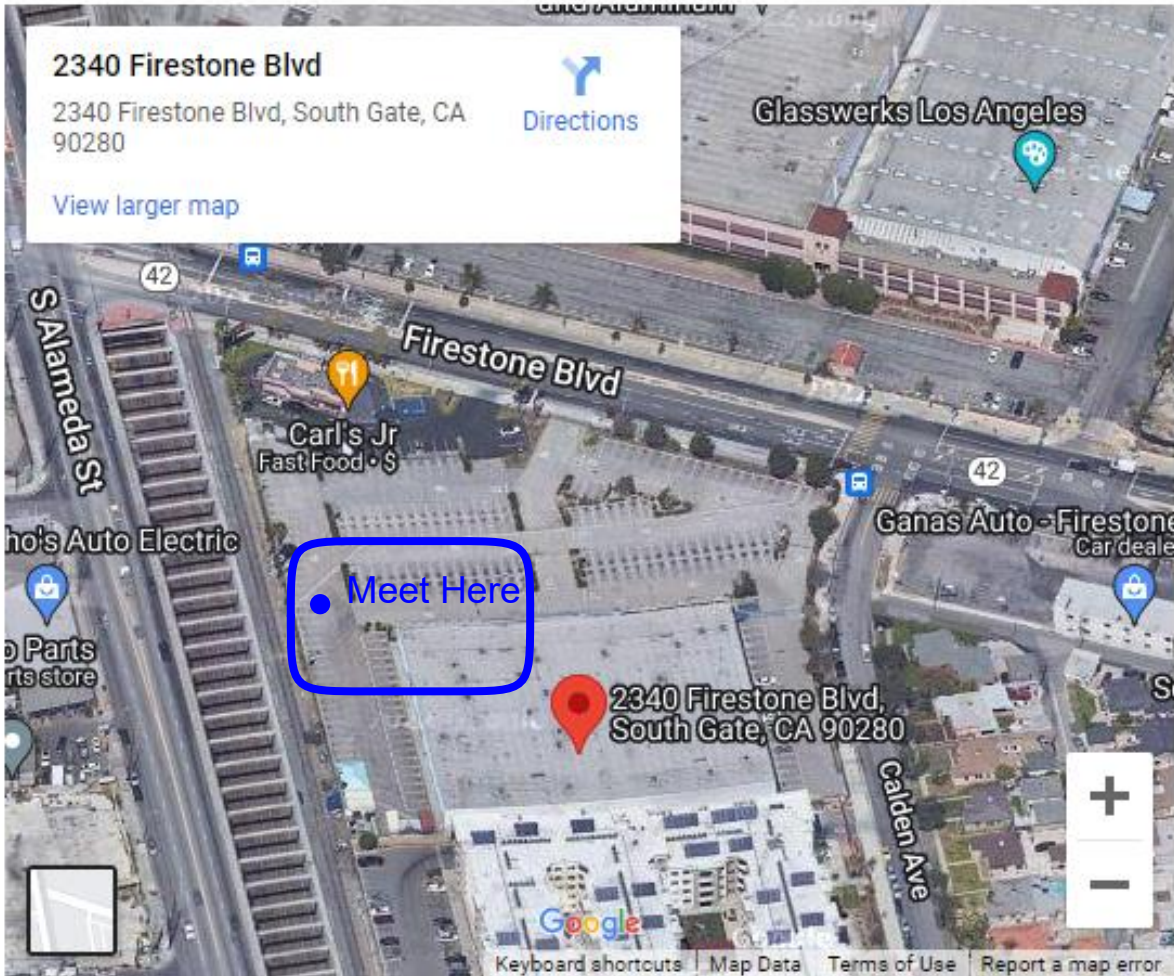
P2 Theater  
S1 101 Theater Arts Museum  
S2 202 Art  
202 Art  
108 Dance  
213 Music

S4 Parking Structure 4  
Transit Center

# Corporate Center: 1055 Corporate Center Drive



# South Gate Campus Location



[View Larger Map](#)

## Driving Directions:

Directions from the 710 Freeway:

Exit Firestone Boulevard West; Drive two miles west; College is on the corner of Firestone and Alameda, just before the railroad tracks.

Directions from the 110 Freeway:

Exit East Manchester Ave and go East. East Manchester will become Firestone Boulevard.

Drive approximately two miles East; College is on the corner of Firestone and Alameda, just after the railroad tracks.

South Gate Education Center is located at **2340 Firestone Blvd, South Gate CA 90280-2654.**