

(CRO)

CONTRACTOR RESPONSIBILITY ORDINANCE SUBMISSION GUIDELINES

Update 04/2006

(FOR SERVICE CONTRACT ONLY)

All Contractors who are not governmental agencies are subject to the provisions of the Contractor Responsibility Ordinance (CRO). Using the following guidelines and internet links, please complete the CRO Questionnaire and a Pledge of Compliance, and return the completed forms with the RFCR/Contract.

FOLLOWINGS ARE NOT SUBJECT TO CRO:

- **Contract amount is less than \$25,000; or**
- **Contract period is less than 3 months; or**
- **The Contractor is a governmental entity; or**
- **The contract is an Amendment --conditional.**

1. COMPLETE A PLEDGE OF COMPLIANCE WITH CRO FORM (Prime & Subcontractor)

Please download form from Public Works, Bureau of Contract Administration, General Services Office, Special Research & Investigation Section (SRIS/PW) website <http://www.lacity.org/bca/CRO Pledge of Compliance.PDF>. Prime contractor shall ensure that their subcontractors complete a pledge of compliance

2. COMPLETE A SERVICE CONTRACT QUESTIONNAIRE (Prime Contractor)

- Please download a Service Questionnaire from Public Works, Special Research & Investigation Section (SRIS/PW) website: <http://www.lacity.org/BCA/CROQ Service.PDF>
- ALL questions must have answers.
- Any "YES" answer needs to have explanation on attachment sheet.
- If "YES" was answered on question number 8, number 9, and contractor can only provide a list less than required 10 years/ 5 years, the following statement should be added to contractor's list: *"All information provided is to the best of our efforts. Additional required records are on file and can be provided upon request."*
- Must have an original authorized signature on Page 1 and Page 6.
- It is the department's responsibility of checking the completeness and agreeableness of answers submitted by agency. Any missing answers or attachments need to be obtained from contractor before sending to Public Works, Special Research & Investigation Section (SRIS/PW) for questionnaire verification of receipt.
- WDD accepts fax pages with initials on information corrections.

Please contact Sucy Yu / WDD Contract Unit at (213) 744-7212 or sucy.yu@lacity.org for questions.