



**CRA/LA**

Building Communities with Jobs & Housing

The Community Redevelopment Agency of the City of Los Angeles  
354 South Spring Street, Suite 500  
Los Angeles, CA 90013

**REQUEST FOR QUOTATION**

**FOR**

**MESSENGER/COURIER AND NOTARY SERVICES**

**RFQT#: BP-08-810**

Issue Date: **March 24, 2007**

Due Date:

**11:59 PM, May 10, 2007**

**SECTION 01. DESCRIPTION**

The Community Redevelopment Agency of the City of Los Angeles is requesting quotations from qualified and experienced firms to provide **MESSENGER/COURIER AND NOTARY SERVICES** on an "AS-NEEDED" basis for various CRA redevelopment projects. Initial term will be for fiscal year 2008 (July 1, 2007 - June 30, 2008) with four (4) one-year options to renew services. **Please see ATTACHMENT 1 for further information.**

**SECTION 02. GENERAL INFORMATION & SUBMISSION INSTRUCTIONS**

- Download Bid/Solicitation document
- Save file to your computer's hard drive
- Open file and complete forms in their entirety. Incomplete submissions may be rejected.
- SIGN the form electronically.
- Save the form and submit as an attachment via email. Email your response to: [contract@cra.lacity.org](mailto:contract@cra.lacity.org)
- Upon receipt of your response, CRA will send you an email as "proof of submission" to verify that your response has been received.

**(NOTE: If you do not receive an email verifying CRA's receipt of your response within 72 hours after submission, contact the Contracts & Purchasing staff indicated below.)**

**NOTES**

- If you are responding to multiple categories, please submit a separate response/bid for each category.
- If you are submitting supplemental information with your response:
  - File of 2 MB or less can be submitted via email with response
  - Other additional information/materials such as catalogs, work samples, etc. must be mailed to:  
**The Community Redevelopment Agency**  
**354 South Spring St., Suite 500**  
**Los Angeles, CA 90013**  
**Attn: Records Department**  
**Show RFQT number on all materials submitted by mail**

**Questions:**

For questions related to this RFQT, please contact:

TONYA ROSS

Phone: **(213) 977-1845**

Email: [tross@cra.lacity.org](mailto:tross@cra.lacity.org)

**SECTION 03. DELIVERY INSTRUCTIONS**

**Special Instructions:**

**SEE ATTACHMENT 1-QUOTE INFORMATION**

Services may be requested at all CRA locations. A complete listing of all CRA offices can be obtained at:

[CRA Location List](#)

**SECTION 04. VENDOR CONTACT INFORMATION**

VENDOR NAME

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE

FAX

EMAIL ADDRESS

WEBSITE ADDRESS

CITY OF L.A. BUSINESS TAX REGISTRATION NO.

FEDERAL TAX ID #

**(NOTE: See Section .07, Item 8 for further information.)**

**SECTION 05. VENDOR REFERENCES**

Provide three (3) customer references for which your company has provided similar goods or services under a contract similar in scope to that described in this RFQT. (For each reference, provide Company Name, Street Address, City-State-Zip, Contact Person, Email address and Telephone Number).

Reference #1

Reference #2

Reference #3

**SECTION 06. VENDOR QUESTIONNAIRE**

Brief Summary of your Company: (If your company has more than one office location, provide information for the office submitting this response.)

Principal Line of Business:

Legal Form of Company:    Partnership    Non-Profit    Corporation    Joint Venture    Sole Proprietorship

Year Business Started:

Number of Employees:

Number of Locations:

City of Los Angeles:

Los Angeles County:

Number of employees living within:

Does you have contracts with the City of Los Angeles?   Yes      No  

If so, how many?

Provide a description of the City of Los Angeles Contracts held within the last 10 years:

**SECTION 07. GENERAL CONDITIONS**

**1. LATE QUOTE:** Vendor(s) responding to this RFQT shall ensure that their Quote is received by the CRA, on or before the date and time specified. Quotes received after the date and time specified shall be considered LATE, and shall not be considered for award unless one or more of the following conditions exist:

A. Quote was sent by Registered or Certified Mail, and postmarked not later than the third (3<sup>rd</sup>) calendar day before the date specified for receipt.

B. Quote was sent by email and it is determined by CRA that late receipt was due solely to mishandling by the CRA after receipt by the CRA and Vendor is able to provide a copy of CRA's email response acknowledging receipt of Vendor's quote.

C. Only Quote received

**6. APPEAL OF AWARD:** Vendor may appeal non-selection of award. Appeals shall be in writing, setting forth the reason(s) for the appeal, and submitted to the CRA's Director of Administrative Services within three (3) calendar days after notification of proposed award. A Hearing will be provided not sooner than five (5) calendar days after receipt of the request for Hearing, unless waived in writing by the Vendor. "NO SHOW" by Vendor at the hearing shall deem the appeal canceled. After the close of the Hearing, the Director of Administrative Services shall make a determination with respect Vendor's basis for the appeal and modify the award. CRA reserves the right to reject all quotes. The determination of the Director of Administrative Services, in accordance with the CRA's Executive Management and/or Board of Commissioners, as applicable, is final.

**2. VENDOR DISCOUNT:** Vendor agrees to offer the CRA any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this Purchase Order which meet the discount terms.

Note: The word Vendor refers to any person, firm, organization, etc., awarded a Purchase Order/Contract by the Agency.

**7. DELIVERY INSTRUCTIONS FOR GOODS/COMMODITIES:** Unless otherwise stated in Section 03., all orders/shipments are expected to be delivered to: Community Redevelopment Agency, 354 South Spring Street, Suite 300 – Central Receiving, Los Angeles, CA. Deliveries are accepted between the hours of 9:00 a.m. - 11:00 p.m. and 1:00 p.m. - 3:00 p.m., Monday through Friday. Inside delivery to Central Receiving on the 3<sup>rd</sup> floor of CRA's Central Office is required. The building does not have a freight elevator and pallets will not fit in the passenger elevator assigned for deliveries. NOTE: Sub-purchase orders issued by various CRA Departments under this quote may require special delivery instructions. No parking validations for deliveries – cost of parking is the responsibility of the vendor.

**3. QUANTITIES:** The quantities stated herein are estimates of the CRA's annual requirements based upon prior history of purchases. Vendor agrees to furnish more or less than the estimates in accordance with the CRA's actual needs as they occur throughout the term of the annual purchase order contract period at the unit price(s) quoted.

**8. CITY OF LOS ANGELES - BUSINESS TAX REGISTRATION CERTIFICATE (BTRC) NUMBER:** The City of Los Angeles Business Tax Ordinance (Article 1., Chapter 2., Section 21.00 of the Los Angeles Municipal Code) requires Vendors to obtain and maintain a Business Tax Registration Certificate (BTRC). Vendor shall not allow any such certificate to be revoked or suspended for the term of any Annual Purchase Order or Contract.

*If Vendor does not currently have a City of Los Angeles Business Tax Registration Certificate (BTRC), it must be obtained prior to award of any Annual Purchase Order or Contract.*

Contact the City Clerk Tax and Permit Division at (213) 978-1521 or Room 201, City Hall, for compliance details. Vendor must comply with this requirement if awarded an Annual Purchase Order or Contract by CRA.

**4. SPECIFICATION CHANGES:** If provisions of the Quotation documents restrict Vendor from quoting, Vendor may request in writing that the specifications be modified. Such request must be received by the Director of Administrative Services at least three (3) working days before the due date of the response. Any addendum of approved changes in the specifications will be posted on the CRA's web site. Barring such approval by ADDENDUM, specification changes are not acceptable, except inadvertent error(s), by the CRA.

**5. QUOTATION PERIODS AND WAIVER OF INFORMALITIES:** Quotes shall be subject to acceptance by the CRA for a period of 120 days from the date submitted. The CRA reserves the right to reject any and all quotes, and to waive any informality in said quotes.

**SECTION 08. SELECTION CRITERIA**

The CRA will evaluate all quotations received in response to this RFQT based on the following non-prioritized criteria:

- Qualifications/Skills/Demonstrated Experience
- Compliance with the requirements set forth in this RFQT
- Proposed cost/fee schedule
- Delivery times (if applicable)
- Customer references
- Overall responsiveness to RFQT

**SECTION 09. CRA CONTRACTING POLICY REQUIREMENTS**

If your firm is awarded a Purchase Order or Contract, your firm will be required to comply with the following terms and conditions and policy requirements. Final award will be subject to your firm's acceptance and compliance with: [\(Click link to review each policy\)](#)

- [Terms and Conditions](#)
- [Insurance Requirements](#)
- [Equal Opportunity/Affirmative Action Policies](#)
- [Living Wage Policy & 2006/2007 Living Wage Rates](#)
- [Contractor Responsibility Policy](#)
- [Service Contractor Retention Policy](#)
- [Equal Benefits Policy](#)

**SECTION 10. VENDOR CERTIFICATION OF QUOTATION**

The undersigned certifies that this quotation is firm 120 days after submission of quotation, and in accordance with the terms and conditions of RFQT No. BP-08-810. If accepted and an Annual Purchase Order is awarded, prices quoted shall remain firm for duration of the initial Purchase Order or Contract.

Executed at  on this  day of

City/State Date Month Year

COMPANY NAME  YOUR NAME  TITLE

AUTHORIZED SIGNATURE

Please submit your quote to provide CRA with  
**MESSENGER/COURIER AND NOTARY SERVICES**  
 on as "as-needed" basis throughout Fiscal Year 2008 (July 1, 2007 thru June 30, 2008).

**NOTE: Firms may quote on all or portions of this RFQT.  
 AWARD OF PURCHASE ORDER MAY BE MADE TO ONE OR MORE VENDORS**

Vendor shall provide Messenger and Notary Services within the Greater Los Angeles area. Services shall include, traveling notary services and messenger services. Items are generally documents or small packages.

Does your firm have standard rate schedule(s) Yes  No . Submit your firm's rate schedule with your response or submit separately in accordance with instructions set forth in Section 02.

**MESSENGER/COURIER SERVICES:**

Delivery destination for Courier services required by CRA shall vary. The below geographical locations are representative and may not be all inclusive

Indicate your quote based on packages and letters weighing less than 5 pounds, unless otherwise specified:

|                                       | COST<br>PER HOUR     | COST<br>PER MILE     |
|---------------------------------------|----------------------|----------------------|
| Delivery within City of Los Angeles   | <input type="text"/> | <input type="text"/> |
| Delivery within Los Angeles County    | <input type="text"/> | <input type="text"/> |
| Delivery within Orange County         | <input type="text"/> | <input type="text"/> |
| Delivery within San Bernardino County | <input type="text"/> | <input type="text"/> |
| Delivery within Ventura County        | <input type="text"/> | <input type="text"/> |

Other Charges (please specify)

What is your firm's estimated response time for routine delivery?  Hours  
 What is your firm's estimated response time for **RUSH** delivery?  Hours

Provide bonding information (if available).

**NOTARY SERVICES:**

Rates:

Traveling Notary Service, per signature: \$  each  
 Waiting time, per hour: \$   
 Document Recording: \$  each

## ADDITIONAL CHARGES

Indicate if there are any additional charges not addressed herein which CRA could incur:

## PAYMENT TERMS

**Payment Terms:** The vendor quotes the following payment terms: CRA's standard payment terms are "net 30 after receipt of invoice".

If your firm provides a discount for early payment, please indicate:  % discount for payment within  days.

## RENEWAL OPTIONS

**Renewal Option:** State if your firm will grant the CRA the option to renew any annual Purchase Order or Contract awarded under the same terms and conditions, subject only to price changes which can be justified, e.g. increases in manufacturer's published prices, etc.

**RENEWAL YEAR 1** INDICATE IF RENEWAL OPTION IS GRANTED FOR 1<sup>st</sup> ADDITIONAL YEAR, July 1, 2008 – June 30, 2009: Yes  No

PRICE INCREASE SHALL NOT EXCEED  % DURING THE FIRST RENEWAL PERIOD.

**RENEWAL YEAR 2** INDICATE IF RENEWAL OPTION IS GRANTED FOR A 2<sup>nd</sup> ADDITIONAL YEAR, July 1, 2009 – June 30, 2010 : Yes  No

PRICE INCREASE SHALL NOT EXCEED  % DURING THE SECOND RENEWAL PERIOD.

**RENEWAL YEAR 3** INDICATE IF RENEWAL OPTION IS GRANTED FOR A 3<sup>rd</sup> ADDITIONAL YEAR, July 1, 2010 – June 30, 2011: Yes  No

PRICE INCREASE SHALL NOT EXCEED  % DURING THE THIRD RENEWAL PERIOD.

**RENEWAL YEAR 4** INDICATE IF RENEWAL OPTION IS GRANTED FOR A 4<sup>th</sup> ADDITIONAL YEAR, July 1, 2011 – June 30, 2012: Yes  No

PRICE INCREASE SHALL NOT EXCEED  % DURING THE FOURTH RENEWAL PERIOD.

Please use this attachment to provide other supplemental information to demonstrate the full range of services offered by your firm:

A large, empty rectangular box with a thin black border, intended for the user to provide supplemental information. The box occupies most of the page area below the instruction.