



# How to Do Business with LADWP

A Quick Guide for  
Contractors and Suppliers



Los Angeles  
Department of  
Water & Power

## PROCUREMENT AT LADWP



LADWP awards approximately \$1 billion dollars in contracts annually to businesses that help meet our operational needs and contribute services and materials to its numerous capital projects. LADWP's Supply Chain Services Division awards these contracts in accordance with the Los Angeles City Charter and Administrative Code, State and Federal requirements, and LADWP procurement policies. This publication is designed to provide vendors information and guidance on how to do business with LADWP.

## HOW WE BUY



The cornerstone of public bidding is the concept of a “level playing field,” which binds all of the bidders to a common standard. This governs all bids that are received, resulting in the award of contracts based on published or advertised standards. Therefore, competitive bidding is

the primary method in which LADWP awards contracts. Depending on what is being purchased, solicitations for competitive bids are generally issued as an Invitation for Bid (IFB) or Request for Proposal (RFP):

### Invitation for Bid (IFB)

- Typically used for construction projects, materials, equipment, rentals, and non-professional services
- Sometimes referred to as “Low Bid” or “Sealed Bid”
- No exceptions are allowed so bids must conform to all material terms, conditions, and specifications of the IFB
- Award goes to the lowest-priced, responsive and responsible bidder



### **Request for Proposals (RFP)**

- Typically used to obtain professional, expert, technical or other special or complex services (including design-build services) for which 'low bids' are not practical
- RFP's have a predetermined evaluation criteria, such as technical, management, and past experience, as well as a cost factor
- Exceptions may be allowed and negotiations may take place during the evaluation process
- Award goes to the highest scoring responsible proposer whose proposal is most advantageous to LADWP, based on the stated selection and evaluation criteria.

### **HOW TO PARTICIPATE**

LADWP advertises all contracting opportunities (i.e., solicitations) on the Regional Alliance Marketplace for Procurement (RAMP). RAMP is a free service provided by the City of Los Angeles that features all City contracting opportunities in one central location. Vendors who wish to do business with LADWP must self-register on [www.rampla.org](http://www.rampla.org) to:

- View open contracting opportunities
- Create a unique user profile to be notified automatically of new opportunities
- Download documents associated with posted opportunities

# WHAT WE BUY

LADWP purchases materials and equipment as well as construction, professional and other general services to maintain operations and support major projects. These materials and services are identified below by their NAICS code (North American Industry Classification System).

Aggregate, Concrete, Rock Products and Sand	238120	Fuel, Oil and Lubricants	333914
Auto, Vans, Vehicles, Trucks and Construction Trucks	336111	Furniture and Office Equipment	423420
Automotive Parts and Engines	336310	Hand Tools and Safety Supplies	423710
Batteries	335912	Janitorial Supplies	423850
Building Materials (e.g., Lumber, Plywood, etc.)	423310	Laboratory Supplies	423490
Chemicals, Oils and Lubricants	333914	Lamps Incandescent and Fluorescent	335110
Communication Network Equipment	334210	Lumber and Plywood	321113
Computer Hardware and Software	541512	Metal Framing Materials	238130
Concrete	327390	Meters	334514
Conduit and Conduit Fittings	335932	Office Supplies and Stationary	424120
Copiers and Printers	423430	Pipe and Fittings	331511
Copper Cable	331420	Plumbing-Lavatory and Kitchen Materials	423720
Cranes	333120	Poles-Wood and Non-Wood	321113/423610
Electrical Cable and Wire	238210	Power Circuit Breakers, Switches, Relays, Parts and Accessories	334419
Electrical Connectors and Fittings	335932/423610	Promotional Items	541870
Electrical Meters and Parts	334515	Safety Supplies, Tools and Equipment	423450/423990
Electrical Poles	335129	Shop Machinery	333318
Electrical Protection and Safety Gear	561990	Street Light and Street Lighting Materials	335129
Electrical Supplies	327110	Tires	423130
Emergency Food and Supplies	453998	Tractor and Crane Parts	423380
Equipment Parts	423490	Transformer, Reactors and Power Regulators	335311
Fasteners	423710	Uniforms	315190
Fire Resistant Clothing	812332	Valve Parts	423840
Flags	314999	Valves and Fire Hydrants	423840
Water Treatment Chemicals	325998	Water Meters and Parts	423830
		Wood Pallets	321999

## Public Works

Construction of New Facilities	236210/237110 237130/237990
Pile drilling	238910
Trench Shoring, Well Drilling	238990/ 237110
Trunkline Construction	237110
Ground Water Remediation	562910

## Professional Services

Accounting	541211
Advertising	541810
Advocacy Services	813990
Appraisal and Escrow Services	531320
Audit Services	541211
Computer Maintenance (Software and Hardware)	811212
Dust Mitigation	237990
Employee Assistance Programs	541611
Engineering and Design Services	541330
Environmental Site Investigation Remediation	562910
Environmental Special Studies	541620
Exhibit Fabrication	339950
Geotechnical	541380
Groundwater Remediation	562910
Insurance Brokerage	524210
IT Consulting and Design Services (Software and Hardware)	541690
Laboratory Testing	541380
Legal Services	541110
Marketing and Marketing Research	541910
Medical Services Testing	612999
Other Inspection Services	541990
Pole Inspection	541990
Pole Trussing Services	541990
Travel Management	561510
Various Training Services	611430
Web Site Design	541511

## Miscellaneous/General Services

Equipment Rental or Leasing	238910
Janitorial Services	561720
Uniform Laundering and Rental	812332
Trailer Rental	532120
Pesticide Spraying	561730
HAVC Repair and Maintenance	238220
Printing	323111
Vegetation and Brush Remediation	562910
Security Services	561621
Hazardous Substances and Emergency Spill Response	562211
Tree Trimming	561730

## BIDDING REQUIREMENTS



### Responsive and Responsible Bidding

Regardless of the method of solicitation or amount of competition, LADWP always seeks to award to responsible vendors who submit responsive bids.

A responsible vendor is one who has the technical capability, financial stability, and integrity to satisfactorily fulfill the contract requirements.

A responsive bid is one in which the bid substantially conforms to the requirements of the bid such as the specifications, terms and conditions and contract compliance, including insurance requirements. Bidders must also satisfy all mandatory submissions as instructed in the solicitation to be deemed responsive in order to be eligible for award of the contract. These requirements include:

- **All Mandatory Bidding Forms**

Most solicitations will have several mandatory bidding forms to be completed, signed, and submitted with the bid or proposal.

- **Socio-Economic Program Requirements**

Some solicitations will have a socio-economic program requirement, such as a minimum mandatory Small Business Enterprise (SBE) or Disabled Veteran Business Enterprise (DVBE) participation requirement or a Good Faith Effort (GFE) requirement. In either case, the bidder is expected to comply with, and submit, all relevant documents related to the specified program.

## SUPPLIER DIVERSITY

LADWP is strongly committed to working with local, small businesses to enhance its contracting and purchasing operations. Specialized certifications also provide both tangible and intangible

benefits that can boost opportunities for qualified firms.

### **Small Business Enterprise (SBE) or Disabled Veteran Business Enterprise (DVBE) Certification**

LADWP has a SBE/DVBE Participation Program that creates additional opportunities for certified SBE's or DVBE's. Under this program, LADWP establishes a minimum mandatory SBE/DVBE contract participation requirement in most service contracts valued over \$150,000.

### **Local Business Enterprise (LBE)**

LBE certification from the City of Los Angeles Public Works Bureau of Contract Administration provides a preference for LBE prime contractors bidding on applicable contracts in excess of \$150,000. Preference may also be granted to non-LBE primes for utilizing certified LBE subcontractors.

### **Small Local Business Enterprise (SLBE) Certifications**

SLBE certification from the City of Los Angeles Public Works Bureau of Contract Administration provides SLBE prime contractors a preference for bidding on applicable contracts under \$100,000.

### **MBE/WBE/LGBTBE Certification**

MBE, WBE, and LGTBE certifications provide firms with marketing exposure as the utilization of MBE/WBE/LGBTBE's is strongly encouraged in LADWP contracts. In contract solicitations where the Good Faith Effort (GFE) requirement is applicable, prime contractors are required to seek , and encouraged to utilize, disadvantaged businesses (which include MBE's, WBE's and SBE's) as subcontractors.

## **CONTACT**

For questions or assistance, please contact LADWP's Vendor Liaison Center:

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