

**ORDINANCE NO. 186109**

An ordinance amending Articles 8 and 9.7 of Chapter IV of the Los Angeles Municipal Code to allow contracting forms to be submitted electronically.

**THE PEOPLE OF THE CITY OF LOS ANGELES  
DO ORDAIN AS FOLLOWS:**

Section 1. Subdivision 1 of Subsection H of Section 48.09 of the Los Angeles Municipal Code is amended to read as follows:

1. A bidder for a contract, as those terms are defined in Los Angeles Administrative Code Section 10.40 1, shall submit with its bid a certification, through a form prescribed by the Ethics Commission, that the bidder acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualifies as a lobbying entity under Section 48.02 of this article. An agency may permit the electronic submission of the form and the use of electronic signatures that comply with California's electronic signature laws, but an agency may not alter the content of the form. The exemptions contained in Section 48.03 of this article and Los Angeles Administrative Code Section 10.40.4 shall not apply to this subsection.

Sec. 2. Subparagraph c of Subdivision 2 of Subsection B of Section 49.7.35 of the Los Angeles Municipal Code is redesignated as Subparagraph d.

Sec. 3. Subparagraphs b and c of Subdivision 2 of Subsection B of Section 49.7.35 of the Los Angeles Municipal Code are amended to read as follows:

b. The awarding authority may permit bidders to submit the form electronically and to use electronic signatures that comply with California's electronic signature laws, but an awarding authority may not alter the content of the form.

c. The awarding authority shall electronically submit the form to the Ethics Commission, in a Portable Document Format (PDF) or other electronic format pre-approved by the Ethics Commission, within ten business days of the bid due date. The awarding authority must also comply with the reporting requirements in Section 49.5.11 B.

Sec. 4. The prefatory language of Subdivision 4 of Subsection B of Section 49.7.35 of the Los Angeles Municipal Code is amended to read as follows:

4. **Requirement to Amend Form.** If the information submitted pursuant to Subsection B.3. or B.5. changes after the form is submitted, the

bidder shall amend the form and submit it to the awarding authority within ten business days of the change.

Sec. 5. Subparagraph c of Subdivision 5 of Subsection B of Section 49.7.35 of the Los Angeles Municipal Code is redesignated as Subparagraph d.

Sec. 6. Subparagraphs b and c of Subdivision 5 of Subsection B of Section 49.7.35 of the Los Angeles Municipal Code are amended to read as follows:

b. A contractor shall submit the form identified in Subsection B.3. to the awarding authority within ten business days of the date the awarding authority first discusses the amendment with the contractor. The awarding authority shall determine whether the form is complete.

c. The awarding authority shall electronically submit the form to the Ethics Commission, in a Portable Document Format (PDF) or other electronic format pre-approved by the Ethics Commission, within ten business days of receiving the form from the contractor. The awarding authority must also comply with the reporting requirements in Section 49.5.11 B.

Sec. 7. Subparagraph c of Subdivision 2 of Subsection B of Section 49.7.36 of the Los Angeles Municipal Code is redesignated as Subparagraph d.

Sec. 8. Subparagraphs b and c of Subdivision 2 of Subsection B of Section 49.7.36 of the Los Angeles Municipal Code are amended to read as follows:

b. The awarding authority may permit bidders to submit the form electronically and to use electronic signatures that comply with California's electronic signature laws, but an awarding authority may not alter the content of the form.

c. The awarding authority shall electronically submit the form to the Ethics Commission, in a Portable Document Format (PDF) or other electronic format pre-approved by the Ethics Commission, within ten business days of the bid due date. The awarding authority must also comply with the reporting requirements in Section 49.5.11 B.

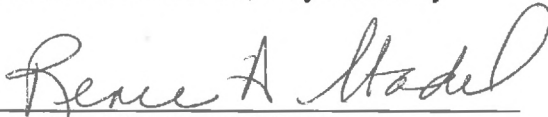
Sec. 9. The prefatory language of Subdivision 4 of Subsection B of Section 49.7.36 of the Los Angeles Municipal Code is amended to read as follows:

**4. Requirement to Amend Form.** If the information submitted pursuant to Subsection B.3. changes after the form is submitted, the underwriting firm shall amend the form and submit it to the awarding authority within ten business days of the change.

Sec. 10. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By   
RENEE STADEL  
Assistant City Attorney

Date 2/21/2019

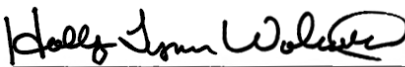
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The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR





Ordinance Passed 05/01/2019

Approved 05/07/2019

Ordinance Effective Date: 06/13/2019  
Council File No.: 18-1238

## DECLARATION OF POSTING ORDINANCE

I, Staci Roberts state as follows: I am, and was at all times hereinafter mentioned, a resident of the State of California, over the age of eighteen years, and a Deputy City Clerk of the City of Los Angeles, California.

**Ordinance No.** 186109 - a copy of which is hereto attached, was finally adopted by the Los Angeles City Council on 05/01/2019, and under the direction of said City Council and the City Clerk, pursuant to Section 251 of the Charter of the City of Los Angeles and Ordinance No. 172959, I conspicuously posted a true copy of said ordinance at each of the three public places located in the City of Los Angeles, California, as follows: 1) one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; 2) one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; 3) one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records beginning on 05/14/2019 and will be continuously posted for ten or more days.

I declare under penalty of perjury that the foregoing is true and correct.



\_\_\_\_\_  
Deputy Clerk

Date: 05/10/2019

Ordinance Effective Date: 06/13/2019

Council File No.: 18-1238