

File No. 091405

Committee Item No. 5

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Land Use and Economic Development Date January 11, 2010

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

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#### OTHER

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Completed by: Alisa Somera Date January 7, 2010  
Completed by: \_\_\_\_\_ Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document can be found in the file and the online version.

1 [Local Business Enterprise and Non-Discrimination in Contracting Ordinance.]

2  
3 Ordinance amending the San Francisco Administrative Code by amending Sections  
4 14B.2, 14B.3, 14B.7, 14B.8, 14B.13 to (1) each fiscal year, require departments to set  
5 aside not less than 50% of public works/construction contracts worth \$400,000 or less  
6 and to set a goal of not less than 25% 50% of other contracts worth \$100,000 or less for  
7 the Micro-Local Business Enterprise Set Aside Program, (2) permit departments to  
8 designate public works/construction Job Order Contracts , without limitation as to  
9 dollar value, as set aside for the Micro-Local Business Enterprise Set Aside Program in  
10 order to satisfy the department's 50% requirement, (3) require departments to report  
11 quarterly during the year 2010 and thereafter yearly to the Board of Supervisors on the  
12 contracts set aside for the Micro-Local Business Enterprise Set Aside Program, and to  
13 cooperate with HRC's requests for information to fulfill its reporting requirements, and  
14 (4) require Micro - LBEs that subcontract any portion of a set-aside contract to perform  
15 at least 25% of the contract work, (5) create a SBA-LBE category, in addition to the  
16 Small and Micro-LBE categories, that gives contractors with income set with reference  
17 to Small Business Administration limits a bid preference of 2% on contracts between  
18 \$5 million and \$20 million, and (6) provide that subcontracting and subconsulting goals  
19 may be satisfied only with Small and Micro-LBEs, except that if there are insufficient  
20 Small and Micro-LBEs available, the HRC Director may permit the use of SBA-LBEs or  
21 set separate goals for Small and Micro-LBEs and SBA LBEs. (7) contractors who  
22 achieve total LBE participation on a bid or proposal in excess of 35% of their  
23 established LBE subcontracting and subconsulting goals are to be excepted from  
24 satisfying good faith outreach requirements, and (8) total LBE participation on a bid  
25 or proposal to be calculated using only Micro and Small-LBE contractors, joint venture

1 partners and subcontractors and subconsultants, except that SBA-LBE subcontractors  
2 and subconsultants may be counted if the Director has established goals for them.

3  
4 NOTE: Additions are *single-underline italics Times New Roman*;  
5 deletions are ~~*strike-through italics Times New Roman*~~.  
6 Board amendment additions are double-underlined;  
7 Board amendment deletions are ~~strikethrough-normal~~.

8 Be it ordained by the People of the City and County of San Francisco:

9 Section 1. The San Francisco Administrative Code is hereby amended by amending  
10 Section 14B.1, to read as follows:

11 **SECTION 14B.3. DEFINITIONS.**

12 "Architect/Engineering Contract" means an agreement for architectural, engineering, or  
13 other professional design, consulting or construction management services for a public  
14 work/construction project.

15 "Back contracting" shall mean any agreement or other arrangement between a prime  
16 contractor and its subcontractor that requires the prime contractor to perform or to secure the  
17 performance of the subcontract in such a fashion and/or under such terms and conditions that  
18 the prime contractor enjoys the financial benefits of the subcontract. Such agreements or  
19 other arrangements include, but are not limited to, situations in which either a prime contractor  
20 or subcontractor agrees that any term, condition or obligation imposed upon the subcontractor  
21 by the subcontract shall be performed by or be the responsibility of the prime contractor.

22 "Bid" means a quotation, proposal, solicitation or offer by a bidder or contractor to  
23 perform or provide labor, materials, equipment, supplies or services to the City for a price.

24 "Bidder" means any business that submits a bid or proposal.

25 "City" means the City and County of San Francisco.

1 "Commercially useful function" shall mean that the business is directly responsible for  
2 providing the materials, equipment, supplies or services to the City as required by the  
3 solicitation or request for quotes, bids or proposals. Businesses that engage in the business of  
4 providing brokerage, referral or temporary employment services shall not be deemed to  
5 perform a "commercially useful function" unless the brokerage, referral or temporary  
6 employment services are those required and sought by the City. When the City requires and  
7 seeks specialty products made to order for the City or otherwise seeks products which, by  
8 industry practice, are not regularly stocked in warehouse inventory but instead are purchased  
9 directly from the manufacturer, no more than five percent of the cost of the product shall be  
10 credited towards LBE participation goals. When the City requires and seeks products which  
11 are, by industry practice, stocked in warehouse inventory and are in fact, regularly stocked by  
12 the listed supplier or distributor, no more than sixty percent of the cost of the product shall be  
13 credited towards LBE participation goals. If the listed supplier or distributor does not regularly  
14 stock the required product, no more than five percent of the cost of the product shall be  
15 credited towards LBE participation goals.

16 "Commission" means the Human Rights Commission.

17 "Commodity contract" means an agreement to purchase any product, including  
18 materials, equipment and supplies.

19 "Contract" means any agreement between the City and a person to provide or procure  
20 labor, materials, equipment, supplies, or services to, for, or on behalf of the City for a price to  
21 be paid out of monies deposited in the City Treasury or out of trust monies under the control  
22 of or collected by the City. A "contract" includes an agreement between a non-profit or public  
23 entity and a contractor for the performance of construction or construction-related services,  
24 where the contract is funded by the City. A "contract" does not include: (1) grants, whether  
25 funded by the City or by Federal or State grant funds, to a nonprofit entity to provide services

1 to the community; (2) sales of the City's personal or real property; (3) loan transactions,  
2 whether the City is a debtor or creditor; (4) lease, franchise, or concession agreements; (5)  
3 agreements to use City real property; (6) gifts of materials, equipment, supplies or services to  
4 the City; or (7) agreements with a public agency except for contracts or other agreements  
5 between the City and persons or entities, public or private, in which such persons or entities  
6 receive money from or through the City for the purpose of contracting with businesses to  
7 perform public improvements. Without limitation of the foregoing, "contract" includes any  
8 agreement between the City and a person to provide or procure labor, materials, equipment,  
9 supplies, or services to, for, or on behalf of the City for PUC Regional Projects.

10 "Contract awarding authority" means any City officer, department, commission,  
11 employee or board authorized to enter into contracts on behalf of the City. A non-profit or  
12 public entity that receives funds from the City to pay for construction or construction related  
13 services is a "contract awarding authority" for the purposes of contracting for the performance  
14 of those services.

15 "Contractor" means any person who enters into a contract with the City.

16 "Control" means an individual possesses the legal authority to manage business  
17 assets, good will and the daily operations of a business, and actively and continuously  
18 exercises such authority.

19 "Director" means the Director of the Human Rights Commission, or his or her designee.

20 "Discount" means a downward adjustment in price or upward adjustment in rating of a  
21 proposal, whichever applies, that is made under Section 14B.7.

22 "General Manager" means the General Manager of the San Francisco Public Utilities  
23 Commission, or his or her designee.

1 "General services contract" means an agreement for those services that are not  
2 professional services. Examples of "general services" include: janitorial, security guard, pest  
3 control and landscaping services.

4 "Joint venture" shall mean an association of two or more professional services or  
5 architecture/engineering businesses acting as a contractor and performing or providing  
6 services on a professional services or architecture/engineering contract, in which each joint  
7 venture partner combines property, capital, efforts, skill, and/or knowledge and each joint  
8 venture partner shares in the ownership, control, management responsibilities, risks and  
9 profits of the joint venture in proportion to its claimed level of participation.

10 "Local Business Enterprise (LBE)" means a business that is certified as an LBE under  
11 Section 14B.3. LBEs are either Small-LBEs or Micro-LBEs, and are also either MBEs, WBEs,  
12 or OBEs.

13 "Minimum competitive amount" means for professional services, general services,  
14 architect/engineering and commodities contracts, the "minimum competitive amount" as  
15 defined in ~~Chapter Section 6.40(A) of the Administrative Code, which shall be \$29,000 except that~~  
16 ~~on January 1, 2010, and every five years thereafter, the Controller shall recalculate the minimum~~  
17 ~~competitive amount to reflect any proportional increase in the Urban Regional Consumer Price Index~~  
18 ~~from January 1, 2005, rounded to the nearest \$1,000.~~

19 "Minority Business Enterprise (MBE)" means a business that is certified as an MBE  
20 under Section 14B.4(B)

21 "Other Business Enterprise (OBE)" means a business that is certified as an OBE under  
22 Section 14B.4(D).

23 "Owns" or "Ownership" means an individual: (a) possesses a record ownership  
24 interest, such as partnership interest or stock interest, of at least 51 percent of the business;  
25 (b) possesses incidents of ownership, including an interest in profit and loss, equal to at least

1 the required record ownership interest; (c) contributes capital to the business equal to at least  
2 the required record ownership percentage (unsecured promissory notes or notes secured by  
3 the business or business assets are not sufficient to constitute capital contributions); and (d)  
4 contributes expertise relevant to the business "commercially useful function" proportionate to  
5 the stated ownership interest.

6 "Person" means any individual or group of individuals, including but not limited to  
7 partnerships, associations, and corporations.

8 "Professional services contract" means an agreement for services that require  
9 extended analysis, the exercise of discretion and independent judgment, or the application of  
10 an advanced, specialized type of knowledge, expertise, or training customarily acquired either  
11 by a prolonged course of study or equivalent experience in the field. Examples of professional  
12 service providers include licensed professionals such as accountants, and non-licensed  
13 professionals such as parking lot management, software developers and financial consultants.  
14 For the purpose of this Ordinance, a contract for architectural, engineering, or other  
15 professional design, consulting or construction management services for a public work project  
16 shall be considered an architect/engineering contract and not a professional services contract.

17 "PUC" or "Public Utilities Commission" means the San Francisco Public Utilities Commission,  
18 the City Department that provides water, wastewater, and municipal power services to San  
19 Francisco and, under contractual agreement with 29 wholesale water agencies, also supplies  
20 water to 1.6 million additional customers within three Bay Area counties.

21 "Public works/construction contract" means a contract for the erection, construction,  
22 renovation, alteration, improvement, demolition, excavation, installation, or repair of any public  
23 building, structure, infrastructure, bridge, road, street, park, dam, tunnel, utility or similar public  
24 facility that is performed by or for the City, and the cost of which is to be paid wholly or  
25 partially out of moneys deposited in the City Treasury or out of trust monies under the control

1 of or collected by the City. For purposes of this Ordinance only, "public works/construction  
2 contract" includes contracts between a person, including a non-profit entity or public agency,  
3 and a contractor for construction or construction-related services, where the contract is funded  
4 by the City.

5 "PUC Regional Projects" means the projects to be performed outside of the geographic  
6 limits of San Francisco that are identified as regional projects and included in the formally  
7 approved Capital Improvement Program of the San Francisco Public Utilities Commission's  
8 approximately \$4.3 billion project to seismically reinforce and otherwise enhance the Hetch  
9 Hetchy water supply system, as it may be amended from time to time, and shall also include  
10 Repair and Replacement work ("R&R") only where such work is to be performed in  
11 association with a regional Capital Improvement Program project.

12 "Subcontractor" means any person providing goods or services to a contractor or  
13 subcontractor in fulfillment of the contractor or subcontractor's obligations arising from a  
14 contract with the City.

15 "Threshold amount" means, for public works/construction projects, the "threshold  
16 amount" as defined in Chapter 6.1(L) (M) of the Administrative Code *which shall be \$114,000*  
17 *except that on January 1, 2010, and every five years thereafter, the Controller shall recalculate the*  
18 *threshold amount to reflect any proportional increase in the Urban Regional Consumer Price Index*  
19 *from January 1, 2005, rounded to the nearest \$1,000.*

20 "Woman Business Enterprise (WBE)" means a business that is certified as a WBE  
21 under Section 14B.4(C).

22  
23 Section 2. The San Francisco Administrative Code is hereby amended by amending  
24 Section 14B.3, to read as follows:

25 **SECTION 14B.3. LBE CERTIFICATION.**



1 (A) Criteria for LBE Certification. Through appropriately promulgated procedures, if  
2 any, the Director shall certify as an LBE any business that meets all of the following criteria  
3 and also meet either the criteria set forth in Section 14.B.3(B), ~~or~~ Section 14.B.3(C) or Section  
4 14B.3(D):

5 (1) The business is financially and operationally independent from, and operates at  
6 arm's length to, any other business.

7 (2) The business is continuously in operation.

8 (3) The business is a for-profit enterprise.

9 (4) The business performs a commercially useful function.

10 (5) The business maintains its principal place of business in a fixed office within the  
11 geographic boundaries of the City that provides all of the services for which LBE certification  
12 is sought, other than work required to be performed at a job site; provided, however, that  
13 suppliers are not required to maintain their principal place of business in San Francisco, but  
14 are required to maintain a fixed office in San Francisco that meets all of the requirements of  
15 this Section other than the principal place of business requirement.

16 An office is a fixed and established place of business, including a qualified home office,  
17 where business is conducted on a regular basis of the type for which certification is sought. A  
18 residence qualifies as an office only if none of the persons who own or control the business  
19 also maintains an office outside the residence in the same or related field, and the persons  
20 who own or control the business claimed a business deduction on the prior year's income tax  
21 return, or for, businesses started after the last tax return, would qualify for a deduction on the  
22 next tax return. None of the following constitutes an office: a post office box, a temporary  
23 location, a movable property, a location that was established to oversee a project such as a  
24 construction project office, or work space provided in exchange for services, as opposed to  
25 monetary rent.

1 To establish a principal place of business in San Francisco, a business must  
2 demonstrate that the majority of its principals are based in the San Francisco office, and that it  
3 pays San Francisco payroll taxes on at least 51% of its total payroll.

4 Suppliers must maintain a warehouse in the City that is continuously stocked with  
5 inventory consistent with their certification. Truckers must park their registered vehicles and  
6 trailers within the City.

7 (6) The business possesses a current San Francisco Business Tax Registration  
8 Certificate.

9 (7) The business has been located and doing business in San Francisco for at least six  
10 months preceding the application for certification.

11 (8) The business owner has licenses or other relevant trade or professional  
12 certifications, or, where licensing is not required, relevant training and experience that are  
13 appropriate for the type of business for which the business seeks certification.

14 (9) The business is owned and controlled as defined herein by individuals who reside in  
15 the United States or its territories.

16 (10) The business has average gross annual receipts in the prior three fiscal years that  
17 satisfy the criteria set forth in either Section 14B.3(B), ~~or~~ Section 14B.3(C), or Section 14B.3(D).

18 (11) The business is not owned or controlled as defined herein in part or in whole by a  
19 full time City employee.

20 (B) Criteria for Small - LBE. The Director shall certify as a "Small - LBE" any business  
21 that meets the requirements of 14B.3(A) and has average gross annual receipts in the prior  
22 three fiscal years that do not exceed the following limits: (1) public works/construction -  
23 \$14,000,000; (2) specialty construction contractors - \$7,000,000; (3)  
24 goods/materials/equipment and general services - \$7,000,000; (4) professional services and  
25 architect/engineering - \$2,500,000; and (5) trucking - \$3,500,000. The City shall determine

1 gross receipts, according to recognized accounting methodologies that the City determines  
2 most accurately reflect the actual money that the business received during the relevant  
3 period. Any business under common ownership, in whole or in part, with any other business  
4 meets the requirements of this subparagraph only if the aggregate gross annual receipts of all  
5 of the businesses under such common ownership do not exceed these limits. All businesses  
6 owned by married spouses or domestic partners are considered under common ownership  
7 unless the businesses are in unrelated industries and no community property or other jointly  
8 owned assets were used to establish or are used to operate either business.

9 (C) Criteria for Micro - LBE. The Director shall certify as a "Micro - LBE" any business  
10 that meets the requirements in 14B.3(A) and also has average gross annual receipts in the  
11 prior three fiscal years that do not exceed the following limits: (1) public works/construction -  
12 \$7,000,000; (2) specialty construction contractors - \$3,500,000; (3)  
13 goods/materials/equipment and general services - \$3,500,000; (4) professional services and  
14 architect/engineering - \$1,250,000; and (5) trucking - \$1,750,000. Any business under  
15 common ownership, in whole or in part, with any other business meets the requirements of  
16 this subparagraph only if the aggregate gross annual receipts of all of the businesses under  
17 such common ownership do not exceed these limits. All businesses owned by married  
18 spouses or domestic partners are considered under common ownership unless the  
19 businesses are in unrelated industries and no community property or other jointly owned  
20 assets were used to establish or are used to operate either business.

21 (D) Criteria for SBA LBE. The Director shall certify as a "SBA LBE" any business that: (1)  
22 meets the requirements in 14B.3(A); (2) has average gross annual receipts in the prior three fiscal  
23 years that does not exceed the following "Small Business" thresholds based on certain U.S. Small  
24 Business Administration benchmarks: (1) public works/construction - \$33.5 million; (2) specialty  
25 construction contractors - \$17 million; (3) goods/materials/equipment and general services - \$17

1 million; (4) professional services and architect/engineering - \$7 million and (5) trucking - \$8.5 million.  
2 This certification is available to graduated LBE firms and to other firms that meet these criteria. The  
3 City shall determine gross receipts, according to recognized accounting methodologies that the City  
4 determines most accurately reflect the actual money that the business received during the relevant  
5 period. Any business under common ownership, in whole or in part, with any other business meets the  
6 requirements of this subparagraph only if the aggregate gross annual receipts of all of the businesses  
7 under common ownership do not exceed these limits. All businesses owned by married spouses or  
8 domestic partners are considered under common ownership unless the businesses are in unrelated  
9 industries and no community property or other jointly owned assets were used to establish or are used  
10 to operate either business.

11  
12 Section 2. The San Francisco Administrative Code is hereby amended by amending  
13 Section 14B.7, to read as follows:

14 **SECTION 14B.7. PRIME CONTRACTS**

15 A) Good Faith Efforts to Obtain LBE Bids on Contracts Subject to this Ordinance.  
16 Contract awarding authorities shall use good-faith efforts for all contracts subject to the  
17 discount provisions of this Ordinance to solicit and to obtain bids from the broadest possible  
18 range of LBEs and to ensure that neither MBEs nor WBEs nor OBEs are arbitrarily excluded  
19 from participation. Good faith efforts shall include the following.

20 (1) Arranging contracts by size and type of work to maximize the opportunities for  
21 LBEs to participate. This includes dividing projects into smaller parts.

22 (a) As soon as practical before soliciting bids or proposals, contract awarding  
23 authorities shall submit large contract proposals to the Director for review. The Director shall  
24 determine whether the proposed contract can be divided into smaller contracts so as to  
25 enhance the opportunity for participation by LBEs. For purposes of this paragraph, "large

1 project" means any public works/construction contract estimated to cost more than  
2 \$5,000,000, any professional services contract estimated to cost more than \$100,000, and  
3 any multiple year commodities contract with a term greater than one year, including any  
4 options to renew or extend.

5 (b) If the Director determines, after consulting with the contract awarding authority,  
6 that the contract can be divided into smaller contracts, then the Director and the contract  
7 awarding authority shall confer regarding all of the costs and benefits of soliciting the contract  
8 as a single contract or dividing it into smaller contracts, including but not limited to the  
9 potential for enhanced opportunities for LBE participation as prime contractors, the potential  
10 for LBE participation as subcontractors, relative costs, administrative issues, and any other  
11 matters relevant to the accomplishment of the purpose of the subject contract or contracts. If,  
12 after exchanging information and conferring regarding these issues, the contract awarding  
13 authority and the Director are unable to agree on whether or how the contract divided into  
14 smaller contracts, or on the size and number of contracts, the Mayor or the Mayor's designee  
15 shall resolve the matter.

16 (2) Encouraging LBEs to attend prebid meetings that are held to inform potential  
17 bidders of contracting opportunities.

18 (3) Advertising in general circulation media, trade association publications and local  
19 business media, and posting the contacting opportunity on the Department's website or other  
20 centralized City website.

21 (4) Notifying LBEs that are certified to perform the work contemplated in a contract  
22 and soliciting their interest in the contract.

23 (5) Providing LBEs with adequate information about the plans, specifications and  
24 requirements of the contract.  
25

1 (6) When allowed by local laws governing City contracting, negotiating with LBEs in  
2 good faith.

3 (7) Using the services of community and contractors' groups to assist in the  
4 recruitment of LBEs.

5 (8) For professional services, general services, architectural/engineering and  
6 commodities contracts, the estimated cost of which exceeds \$10,000 but is less than the  
7 minimum competitive amount or for public works/construction contracts, the estimated cost of  
8 which exceeds \$10,000 but is less than the threshold amount, contract awarding authorities  
9 are not required to undertake the good faith efforts steps set forth in Sections 14B.7(A)(3)  
10 when it is impracticable to do so.

11 (B) Best Efforts on Contracts Not Otherwise Subject to this Ordinance. In the award of  
12 leases, franchises, concessions, and other contracts not subject to the discount provisions of  
13 this Ordinance, contract awarding authorities shall utilize the good faith efforts steps unless  
14 impracticable to do so. At a minimum, contract awarding authorities should notify LBEs that  
15 are certified to perform the work contemplated in a contract and solicit their interest in the  
16 contract.

17 (C) Non-Discrimination in Prime Contracting. Contract awarding authorities shall  
18 ensure that all aspects of the contracting process are free from discrimination against any  
19 person on any basis prohibited by law, and ensure broad contracting opportunities for all  
20 categories of LBEs. Contract awarding authorities shall maintain such documentation of their  
21 selection process as required by the Director to monitor and ensure compliance with this  
22 provision.

23 (D) Contracts Subject to Prime Bidding Discounts. Unless otherwise provided in this  
24 Ordinance, contract awarding authorities shall apply discounts to all contracts the estimated  
25 cost of which exceeds \$10,000.

1 (E) Amount of Discount. Unless otherwise provided in this Ordinance, contract  
2 awarding authorities shall apply a 10% discount to any bid from a Small - LBE or Micro - LBE.  
3 Unless otherwise provided in this Ordinance, contract awarding authorities shall apply a 2% bid  
4 discount to any bid from an SBA-LBE. Contract awarding authorities shall apply these discounts  
5 to each stage of the selection process, including qualifications, proposals and interviews.

6 (F) Joint Ventures For Professional Services and Architecture/Engineering. Unless  
7 otherwise provided in this Ordinance, contract awarding authorities shall extend the following  
8 bid/rating discount to all bids, proposals and contracts from Small and Micro-LBEs on  
9 professional services and architecture/engineering contracts: (1) five percent to a joint venture  
10 with LBE participation that equals or exceeds 35 percent but is under 40 percent; (2) seven  
11 and one-half percent to a joint venture with LBE participation that equals or exceeds 40  
12 percent; (3) ten percent to a LBE or a joint venture among LBEs. Contract awarding  
13 authorities shall apply the bid/rating discount to each stage of the selection process, including  
14 qualifications, proposals and interviews.

15 The contract awarding authority shall apply the joint venture bid/ratings discount only to  
16 professional services and architecture/engineering contracts and only to a joint venture (1)  
17 that meets the requirements contained in this Ordinance, and (2) when the LBE is an active  
18 partner in the joint venture, performs work, manages the job and takes financial risks in  
19 proportion to the required level of participation stated in the bid documents, is responsible for  
20 a clearly defined portion of the work to be performed, and shares proportionately in the  
21 ownership, control, management responsibilities, risks, and profits of the joint venture. The  
22 portion of the LBE joint venture's work shall be set forth in detail separately from the work to  
23 be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the  
24 contract must be assigned a commercially reasonable dollar value.

1 (G) Affidavit. Each bidder, proposer and contractor shall be required to sign an  
2 affidavit declaring under penalty of perjury its intention to comply fully with the provisions of  
3 this Ordinance and attesting to the truth and accuracy of all information provided regarding  
4 such compliance.

5 (H) Additional Requirements and Required Contract Terms. Contract awarding  
6 authorities shall include in all contracts with their contractors, and all contractors shall include  
7 in their contracts with subcontractors the following requirements, in addition to other  
8 requirements set forth in the Municipal Code. For the purposes of this Section, "contractor"  
9 includes all subcontractors.

10 (1) Each contract shall incorporate this Ordinance by reference, shall require  
11 contractors to comply with its provisions in awarding and administering such contracts, and  
12 shall provide that the willful failure of any bidder or contractor to comply with the requirements  
13 of this Ordinance or rules and regulations implementing this Ordinance shall be deemed a  
14 material breach of contract.

15 (2) Contracts shall provide that in the event that the Director finds that any bidder,  
16 subcontractor or contractor willfully fails to comply with any of the provisions of this Ordinance,  
17 rules and regulations implementing the Ordinance, or contract provisions pertaining to LBE,  
18 MBE, WBE, OBE or Micro-LBE participation, outreach, or non-discrimination, the bidder,  
19 subcontractor or contractor shall be liable for liquidated damages for each contract in an  
20 amount equal to the bidder's or contractor's net profit on the contract, 10 percent of the total  
21 amount of the contract or \$1,000, whichever is greatest, as determined by the Director. All  
22 contracts shall also contain a provision in which the bidder, subcontractor or contractor  
23 acknowledges and agrees that the liquidated damages assessed shall be payable to the City  
24 upon demand and may be set off against any monies due to the bidder, subcontractor or  
25 contractor from any contract with the City.



1 (3) Contracts shall require all contractors to maintain records, including such  
2 information requested by the Director or Commission, necessary for monitoring their  
3 compliance with this Ordinance. Contracts shall require prime contractors to include in any  
4 subcontract with a LBE a provision requiring the subcontractor to maintain the same records.  
5 Contracts shall require contractors and subcontractors to maintain such records for three  
6 years following completion of the project and shall permit the Director, Commission and  
7 Controller to inspect and audit such records.

8 (4) Contracts shall require prime contractors, during the term of the contract, to fulfill  
9 the LBE participation commitments submitted with their bids. Willful failure to comply with the  
10 level of LBE subcontractor participation specified in the contract shall be deemed a material  
11 breach of contract.

12 (5) Contracts shall require, and shall require prime contractors to include in any  
13 subcontract with a LBE a provision requiring, the prime contractor to compensate any LBE  
14 subcontractor for damages for breach of contract or liquidated damages equal to 5% of the  
15 subcontract amount, whichever is greater, if the prime contractor willfully fails to comply with  
16 its commitment to use the LBE subcontractor as specified in the bid/proposal unless the  
17 Director and the contract awarding authority both give advance approval to the prime  
18 contractor to substitute subcontractors or otherwise modify the commitments in the  
19 bid/proposal documents. This provision shall also state that it is enforceable in a court of  
20 competent jurisdiction.

21 (6) Contracts shall require prime contractors, whenever amendments, modifications,  
22 supplements, or change orders cumulatively increase the total dollar value of the contract by  
23 more than 10 percent, to comply with those provisions of this Ordinance that applied to the  
24 original contract with respect to the amendment, modification, supplement or change order.  
25

1 (7) Contracts shall require prime contractors to submit to the Director for approval all  
2 contract amendments, modifications, supplements, and change orders that cumulatively  
3 increase by more than 20 percent the total dollar value of all contracts originally valued at  
4 \$50,000 or more. The Director shall review the proposed amendment, modification,  
5 supplement or change order to correct any contracting practices that exclude any category of  
6 LBEs from new contracting opportunities.

7 (8) Contracts in which subcontracting is used shall prohibit back contracting to the  
8 prime contractor or lower-tier subcontracting for any purpose inconsistent with the provisions  
9 of this Ordinance, rules and regulations adopted pursuant to this Ordinance, or contract  
10 provisions pertaining to LBE utilization.

11 (9) Contracts in which subcontracting is used shall require the prime contractor to pay  
12 its subcontractors within three working days after receiving payment from the City unless the  
13 prime contractor notifies the Director in writing within 10 working days prior to receiving  
14 payment from the City that there is a bona fide dispute between the prime contractor and the  
15 subcontractor, in which case the prime contractor may withhold the disputed amount but shall  
16 pay the undisputed amount. The Director may, upon making a determination that a bona fide  
17 dispute exists between the prime contractor and subcontractor, waive this three-day payment  
18 requirement. In making the determination as to whether a bona fide dispute exists, the  
19 Director shall not consider the merits of the dispute. Contracts in which subcontracting is used  
20 shall also require the contractor, within 10 working days following receipt of payment from the  
21 City, to file an affidavit, under penalty of perjury, that he or she has paid all subcontractors.  
22 The affidavit shall provide the names and address of all subcontractors and the amount paid  
23 to each.

24 (I) Exceptions.  
25

1 (1) The bid discount provisions of this Ordinance *for Small and Micro-LBEs* are not  
2 applicable to any contract estimated by the contract awarding authority to cost in excess of  
3 \$10,000,000, *and the bid discount provisions of this Ordinance for SBA-LBEs are not applicable to*  
4 *any contract estimated by the contract awarding authority to cost less than \$5,000,000 and in excess of*  
5 \$20,000,000.

6 (2) Notwithstanding any other provision of this Section, contract awarding authorities  
7 shall not apply a discount where to do so would result in a contract being awarded to a  
8 business without the capacity to perform it. The Commission may adopt rules and regulations  
9 setting standards for determining that an LBE has sufficient skill, experience, and financial  
10 capacity to perform the contract.

11 (J) Waivers. The Director shall waive the LBE bid discounts, and report the waiver to  
12 the Commission, if:

13 (1) The Director finds, with the advice of the contract awarding authority and the  
14 Office of Contract Administration, that needed goods or services are available from a sole  
15 source that is qualified to do business with the City;

16 (2) The contract awarding authority certifies in writing to the Director, prior to the  
17 Controller's contract certification, that the contract is being awarded under the emergency  
18 provisions of Administrative Code Section 6.60 or Administrative Code Section 21.15 and that  
19 there is either (i) no time to apply bid discounts or establish subcontracting goals, or (ii) no  
20 immediately available LBEs that are capable of performing the emergency work; or

21 (3) For contracts in excess of \$5,000,000, a contract awarding authority establishes  
22 that sufficient qualified LBEs capable of providing the needed goods and services required by  
23 the contract are not available, or the application of the LBE discount will result in significant  
24 additional costs to the City if the waiver of the bid discount is not granted.

1           (K) Pilot Micro-LBE Set-Aside Program. Each fiscal year, the Contract awarding  
2 departments in consultation with the ~~The~~ Director may shall set aside for competitive award to  
3 Micro - LBEs any of the following not less than 50% of the ~~contracts that fall within each of the~~  
4 ~~following categories:~~

5           (1) Public work/construction contracts where the contract amount is equal to or less  
6 than ~~\$400,000; 250,000;~~

7           (2) ~~Contracts other than public work/construction contracts where the contract amount~~  
8 ~~is equal to or less than \$100,000.~~

9           In order to satisfy the requirement to set aside not less than 50% of the contracts that fall within  
10 this category each of these categories, contract awarding departments may count Job Order  
11 Contracts, without limitation as to dollar value, that the department has set aside for Micro-LBEs  
12 under Administrative Code Section 6.62(C).

13           Other contracts. Each fiscal year, the contract awarding departments in consultation  
14 with the Director may set aside for competitive award to Micro - LBEs contracts other than  
15 public work/construction contracts where the contract amount is equal to or less than  
16 \$100,000 . The contract awarding departments shall have a goal of setting aside in each  
17 fiscal year 25% of all contracts that are eligible to be set aside.

18           (3) The competitive award requirements of the Municipal Code shall otherwise apply to  
19 contracts in the set-aside program, except that if (a) fewer than two Micro - LBEs submit bids,  
20 or (b) the contract awarding authority determines that the contract would not be awarded at a  
21 fair market price, then the contract awarding authority may reject all bids and remove the  
22 contract from the set-aside program.

23           (4) ~~The Director shall have a goal of setting aside in each fiscal year 25% of all contracts that~~  
24 ~~are eligible to be set aside in each fiscal year.~~

1           (4) In the year 2010, contract awarding departments must make the following disclosures to  
2 the Board of Supervisors each quarter. Thereafter, beginning in 2011, contract awarding departments  
3 must make the following disclosures to the Board of Supervisors every year when the contract  
4 awarding department makes its annual budget submission to the Board of Supervisors. These  
5 disclosures shall include: (1) the number of contracts and the amount of each contract awarded under  
6 the Micro – LBE set-aside; and (2) all public work/construction contracts equaling \$400,000 or less  
7 not awarded under this program, and all other contracts equaling \$100,000 or less not awarded under  
8 this program, accompanied by an explanation as to why the contract was not set-aside for award under  
9 this program, or, if set aside, whether it was subsequently not awarded or awarded under any other  
10 procedure.

11           (5) Contracts that are set-aside for award to Micro - LBEs shall not be subject to  
12 subcontracting goals under Section 14B.8. Micro - LBEs that subcontract any portion of a set-  
13 aside contract should subcontract to businesses certified as Micro - LBEs, to the maximum  
14 extent possible. Micro - LBEs that subcontract any portion of a set-aside contract must serve  
15 a commercially useful function based on the contract's scope of work, and must perform at  
16 least ~~50%~~ 25% of the contract work.

17           (L) Prompt payment. The City shall pay LBEs within 30 days of the date on which the  
18 City receives an invoice for work performed for and accepted by the City. The Controller shall  
19 work with the Director and contract awarding authorities to implement this Citywide prompt-  
20 payment policy. The City shall consult with affected community members and relevant City  
21 officials, including the Director, the Controller, and contract awarding authorities, to design  
22 and implement a prompt payment program within six (6) months of the effective date of this  
23 Ordinance. Such program shall include procedures for the payment of late penalties where  
24 prompt payment does not occur.

1 Section 3. The San Francisco Administrative Code is hereby amended by amending  
2 Section 14B.8, to read as follows:

3 **SECTION 14B.8. SUBCONTRACTING.**

4 (A) **LBE Participation Goals.** Prior to soliciting bids or proposals, contract awarding  
5 authorities shall provide the Director with a proposed job scope for all public  
6 work/construction, and for all architect/engineering, professional service and general service  
7 contracts that exceed the minimum competitive amount or threshold amount. The contract  
8 awarding authority may ask the Director to waive subcontracting goals where it anticipates  
9 that there are no subcontracting opportunities or there are not sufficient LBEs available to  
10 perform the subcontracting work available on the contract.

11 The Director shall set LBE subcontracting participation goals for each such contract,  
12 where appropriate, based on the following factors:

13 (1) The extent of subcontracting opportunities presented by the contract; and

14 (2) The availability of LBE subcontractors capable of providing goods and services on  
15 the contract.

16 Contractors shall satisfy the LBE subcontracting participation goals by using Small and  
17 Micro-LBE firms with the following exception. If the Director determines there are not  
18 sufficient Small and Micro-LBE firms available to perform the subcontracting work available on  
19 the contract, the Director may permit contractors to satisfy the LBE subcontracting  
20 participation goals by using SBA-LBE firms or may set separate goals for Small and Micro-  
21 LBE firms and for SBA-LBE firms.

22 (B) Satisfaction of Good Faith Efforts Requirements. At the time of a bid or proposal, all bids  
23 and proposals must meet the LBE subcontractor and subconsultant goals set by the Director, and also  
24 must conduct good faith efforts and file evidence of good faith efforts as required in Sections 14B.(D)  
25 and (E) respectively, with the following exception. If upon submission of a bid or proposal, the bid or

1 proposal demonstrates provides for a total LBE participation rate that exceeds by 35% the  
2 established LBE subcontractor and subconsultant goal of the bid or proposal, the contractor will not be  
3 required to conduct good faith efforts or to file evidence of good faith efforts as required in Sections  
4 14B.(D) and (E). Participation by the The following LBEs shall be considered in determining the  
5 total LBE participation on a bid or proposal rate: Small and Micro- LBE prime contractors, Small  
6 and Micro-LBE joint venture partners, and Small and Micro- LBE subcontractors and  
7 subconsultants. Participation by SBA-LBE firms as subcontractors and subconsultants shall be  
8 counted if under subsection 14B(8)(A), the Director permitted use of SBA-LBE firms to satisfy  
9 subcontracting goals on the contract.

10 (CB) Bids or proposals that do not meet the LBE participation goal set under 14B.8(A)  
11 will be rejected as non-responsive unless the Director finds that the bidder diligently undertook  
12 all the good faith efforts required by this Ordinance and that the failure to meet the goal  
13 resulted from an excusable error. The contract awarding authority shall require bidders or  
14 proposers on the contracts to contact a LBE before listing that LBE as a subcontractor in the  
15 bid or proposal. A bid or proposal that fails to comply with this requirement will be rejected as  
16 non-responsive. In addition only LBE's that have been contacted and agreed to be listed as  
17 subcontractors shall be credited toward meeting the LBE participation goal.

18 (DE) Good Faith Outreach. In addition to meeting the LBE participation goal bidders  
19 shall undertake good faith outreach as set forth in this Section 14B.8(DE) to select  
20 subcontractors to meet LBE goals, except that bidders on public works/construction contracts  
21 for less than the threshold amount are not required to undertake the good faith efforts steps  
22 set forth in Sections 14B.8(DE)(3) when it is impracticable to do so. Bids or proposals from  
23 bidders who fail to undertake the adequate good faith outreach steps and/or who fail to submit  
24 the applicable documentation of such good faith outreach required in Section 14B.8(ED) shall  
25 be declared nonresponsive, unless they meet the exception in Section 14B.8(B). The Human

1 Rights Commission shall by Rule and Regulation assign a numeric value to each of the good  
2 faith outreach steps listed below. Adequate good faith outreach shall be a minimum of 80  
3 points with a total of 100 points possible.

4 (1) Attending any presolicitation, or prebid, or pre-proposal meetings scheduled by the  
5 City to inform all bidders of LBE program requirements for the project for which the contract is  
6 awarded;

7 (2) Identifying and selecting subcontracting opportunities to meet LBE goals;

8 (3) Advertising for LBE subcontractors by posting the opportunity in an accessible  
9 location, specified by the City, not less than 10 calendar days before the date the bids can first  
10 be submitted. The advertisement must include information where bidders may obtain  
11 adequate information about the plans, specifications, requirements for the work. This  
12 paragraph applies only if the City gave public notice of the project not less than 15 calendar  
13 days prior to the date the bids can first be submitted;

14 (4) Not less than 10 calendar days before the date the bids can first be submitted,  
15 contacting at least the requisite number of LBEs by trade certified to perform the identified  
16 work required by the 14B Rules and Regulations, and

17 (5) Performing follow-up contact on the initial solicitation with interested  
18 subcontractors or subconsultants and negotiating in good faith with LBEs, as set forth in the  
19 14B Rules and Regulations, and not unjustifiably rejecting their bids or proposals.

20 (6) Advising and assisting interested LBEs that are bidding on and performing City  
21 public work and construction contracts with the City's bonding and financial assistance  
22 programs to obtain bonds, lines of credit, or insurance required by the City or the bidder.

23 (~~E-D~~) Documentation of Good Faith Outreach. Each bid and proposal shall document  
24 good faith outreach and include the documentation with the bid. Such documentation shall  
25 include: (1) the dollar amount of each subcontract and a statement of the scope of work to be



1 performed under the subcontract; (2) the identification of each subcontract awarded to an LBE  
2 and, (3) for each subcontract, copies of the subcontractor bids submitted. Such  
3 documentation shall contain at least the bid amount and a description of the scope of work,  
4 and separately, for each subcontract, a full and complete statement of the reason(s) for  
5 selection of the subcontractor. If the reason is based on relative qualifications, the statement  
6 must address the particular qualifications at issue. If the reason is the bid's respective dollar  
7 amounts, the statement must state the amounts and describe the similarities and/or  
8 dissimilarities in the scope of work covered by the bids. If no written bids were submitted by  
9 some or all of the subcontractors who bid the job, the bidder shall submit a written statement  
10 containing (1) the amount of each oral bid; and (2) separately, for each subcontract, a full and  
11 complete statement of the reason(s) for selection of the subcontractor. Bidders shall maintain  
12 the documentation described in this paragraph for three years following submission of the bid  
13 or completion of the contract, whichever is later.

14  
15 Section 9. The San Francisco Administrative Code is hereby amended by amending  
16 Section 14B.13 to read as follows:

17 **SECTION 14B.13. POWERS AND DUTIES OF CONTRACT AWARDING AUTHORITIES.**

18 (A) In addition to the powers and duties given to contract awarding authorities  
19 elsewhere, contract awarding authorities shall:

20 (1) Adjust bid bonding and insurance requirements in accordance with the most current  
21 version of the City's "Contract Insurance Manual" or as otherwise authorized by the City Risk  
22 Manager, Department of Administrative Services.

23 (2) Use the City's Surety Bonding Program set forth in Section 14B.16 to assist LBEs  
24 bidding on and performing City public works/construction contracts to meet bonding  
25 requirements and/or obtain construction loans.

1 (3) Submit to the Office of Contract Administration (OCA) in electronic format or a  
2 format specified by the OCA, all bid opportunities, requests for proposals and solicitations for  
3 which published notice or advertising is required, no later than 10 calendar days prior to the  
4 due date of the bid opportunity, request for proposals or solicitation. A contract awarding  
5 authority must obtain a waiver from its commission, or in the case of a department that has no  
6 commission, from the Board of Supervisors, if it cannot meet the requirements of this Section.

7 (4) Impose such sanctions or take such other actions as are designed to ensure  
8 compliance with the provisions of this Ordinance, which shall include, but are not limited to:

9 (a) Refuse to award a contract.

10 (b) Order the suspension of a contract.

11 (c) Order the withholding of funds.

12 (d) Order the revision of a contract based upon a material breach of contract provisions  
13 pertaining to LBE participation or outreach to MBEs, WBEs, or OBEs.

14 (e) Disqualify a bidder, contractor, subcontractor, or other business from eligibility for  
15 providing goods or services to the City for a period not to exceed five years, based on the  
16 standards set forth in this Ordinance and rules and regulations promulgated by the  
17 Commission. Any business disqualified under this subsection shall have a right to review and  
18 reconsideration by the Commission after two years upon a showing of corrective action  
19 indicating that violations are not likely to recur.

20 (5) Not award any contract to a person or business that is disqualified from doing  
21 business with the City under the provisions of this Ordinance.

22 (6) Designate a staff person to be responsible for responding to the Director and  
23 Commission regarding the requirements of this Ordinance.

24 (7) Maintain accurate records as required by the Director and the Commission for each  
25 contract awarded, its dollar value, the nature of the goods or services to be provided, the

1 name of the contractor awarded the contract, its identity as a Small-LBE, Micro - LBE, MBE,  
2 WBE or OBE, the efforts made by the contract awarding authority to solicit bids from LBEs,  
3 including Micro - LBEs, MBEs, WBEs and OBEs, responses received from such businesses,  
4 and a full and complete statement of the reason(s) for selection of the contractor addressing  
5 the particular qualifications at issue.

6 (8) Where feasible, provide technical assistance to LBEs to increase their ability to  
7 compete effectively for the award of City contracts.

8 (9) Work with the Director and the Controller to implement a City-wide prompt-payment  
9 policy requiring that LBEs be paid by the City within 30 days of the date on which the City  
10 receives an invoice from a LBE for work performed for the City.

11 (10) Provide the Director with written notice of all contract amendments, modifications,  
12 supplements and change orders that cumulatively result in an increase or decrease of the  
13 contract's dollar amount of more than 10 percent. Such notice shall be provided within 10  
14 days of each such contract modification.

15 (11) Whenever contract amendments, modifications, supplements or change orders  
16 cumulatively increase the total dollar value of a contract by more than 10 percent, the contract  
17 awarding authority shall require compliance with those provisions of this Ordinance that  
18 applied to the original contract.

19 (12) All contract amendments, modifications, supplements or change orders that  
20 cumulatively increase by more than 20 percent the total dollar value of all contracts originally  
21 valued at \$50,000 or more shall be subject to prior approval of the Director, who shall review  
22 the proposed amendment, modification, supplement or change order to correct contracting  
23 practices that exclude Small-LBEs or Micro - LBEs from new contracting opportunities or  
24 discriminate against MBEs, WBEs or OBEs.

1 (B) Contract awarding authorities or departments may invite, encourage or request  
2 businesses to joint venture on any professional services or architecture/engineering contact to  
3 promote LBE participation.

4 (C) For the purpose of determining LBE participation, contracts awarded to joint  
5 ventures in which one or more LBEs are combined with one or more business that are not  
6 LBEs shall be deemed by the contract awarding authority to be awarded to LBEs only to the  
7 extent of the LBE participation in the joint venture.

8 (D) Subject to the budgetary and fiscal provisions of the San Francisco Charter and to  
9 any limitations or requirements associated with the issuance of municipal financings, including  
10 but not limited to the use of tax-exempt financing and other long-term obligations, contract  
11 awarding authorities shall set aside the following percentage of the value of each contract, as  
12 defined in Section 14B.2, to fund the administration and enforcement of this Chapter 14B by  
13 the HRC. Such funds shall be used solely for the actual costs of administering and enforcing  
14 this Chapter. The HRC shall provide monthly statements to contract awarding authorities and  
15 the Controller's Office that account for all expenditures related to administering and enforcing  
16 this Chapter, broken down by staff member, project, and activity. Any funds that are not  
17 expended on the actual costs of administration and enforcement relating to the subject  
18 contract shall be returned to the source fund as soon as practicable. This Section 14B.13 (D)  
19 shall not apply to contracts that are funded by bonds that were authorized prior to the effective  
20 date of this Ordinance.

21 (1) For contracts having an estimated value under \$1 million, the contract awarding  
22 authority shall set aside 2% of the value of the contract for the purpose described in this  
23 Section.

1 (2) For contracts having an estimated value of at least \$1 million but less than \$10  
2 million, the contract awarding authority shall set aside 1% of the value of the contract for the  
3 purpose described in this Section.

4 (3) For contracts having an estimated value of at least \$10 million but less than \$50  
5 million, the contract awarding authority shall set aside .5% of the value of the contract for the  
6 purpose described in this Section.

7 (4) For contracts having an estimated value of \$50 million or more, the HRC Director, in  
8 consultation with the contract awarding authority, shall determine the level of funding  
9 necessary to administer and enforce this Ordinance with respect to the subject contract,  
10 provided that the funding shall not exceed .5% of the value of the contract. The contract  
11 awarding authority shall set aside the designated funds to be used solely for the purpose  
12 described in this Section.

13 (5) Notwithstanding Sections 14B.13 (D)(1), (2), (3) and (4), for the Port of San  
14 Francisco, the San Francisco Public Utilities Commission, the San Francisco Department of  
15 Public Works and the San Francisco International Airport, each such contract awarding  
16 authority and the HRC Director shall confer and jointly shall estimate the costs of  
17 administering and enforcing this Chapter with respect to each contract to be issued by each  
18 such contract awarding authority. The contract awarding authority shall set aside the agreed-  
19 upon funds to be used solely for the purpose described in this Section.

20 If, after exchanging information regarding the nature of the contract and the  
21 administrative activities required, the contract awarding authority and the Director do not  
22 agree on the cost of administering and enforcing this Chapter, the Mayor or the Mayor's  
23 designee shall determine the appropriate amount to be set aside for the purpose described in  
24 this Section.

1 The Human Rights Commission shall report on compliance by contract awarding  
2 authorities with set-asides determined under this Section 14B.13 (D)(5) and on the agreed  
3 upon funds for contract awarding authorities under 14B.13 (D)(5) in the Commission's annual  
4 report under Section 14B.15 (B).

5 The Board of Supervisors shall assess the operation of this Section 14B.13 (D)(5) in its  
6 three-year review under Section 14B.18 (H).

7  
8 Section 11. The San Francisco Administrative Code is hereby amended by amending  
9 Section 14B.15 to read as follows:

10 **SECTION 14B.15. REPORTING AND REVIEW.**

11 (A) Reporting by the Director. Commencing January 1, 2007, and no later than the first  
12 day of every third month thereafter, the Director shall issue a written report to this Board. That  
13 report shall document each City department's performance under the terms of this Ordinance,  
14 including, among other things, each City department's progress in meeting LBE goals and  
15 ensuring non-discrimination against MBEs, WBEs, and OBEs, and the success of each  
16 department's prime contractors in complying with the LBE subcontracting provisions of this  
17 Ordinance and ensuring non-discrimination against MBEs, WBEs, and OBEs. That report  
18 shall also state the level of participation of all categories of LBEs and whether or not each City  
19 department has fully reported all data required by this Ordinance or requested by HRC or the  
20 Controller.

21 (1) Whenever the Director's report concludes that a department management's  
22 intentional disregard or negligent performance of obligations imposed by this Ordinance has  
23 contributed to that department's failure to meet its prime contracting goals or requirements of  
24 this Ordinance, or the failure of its prime contractors to meet their subcontracting goals or  
25 requirements of this Ordinance, or whenever the Director's report concludes that a City

1 department has failed to provide any data required by this Ordinance or requested by the  
2 HRC or the Controller, the Clerk of this Board shall schedule before the appropriate  
3 Committee of the Board a hearing on that report. The Clerk shall also give notice of that  
4 hearing to the heads of the departments identified in the report and request the attendance of  
5 the heads of those departments at the committee hearing. The Clerk's notice shall inform the  
6 department heads that they must be prepared to respond to the Director's finding of  
7 intentional disregard and/or negligent performance and to explain what steps they intend to  
8 take to forestall repetition of the problems identified in the Directors' report. The same  
9 procedure shall be followed whenever the Director's report identifies any department as  
10 having failed to meet its prime or subcontracting goals for three consecutive quarters. If the  
11 Director's report indicates that a City department has not met its goals for three consecutive  
12 quarters, HRC and the City department shall institute a targeted program to remedy lack of  
13 participation by LBEs in any affected industry.

14 (2) The Director shall report to the Commission all waivers acted upon pursuant to  
15 Section 14B.7(J) and 14B.8(A). Such report shall be made on a monthly basis following the  
16 granting of the waiver.

17 (B) Reporting by City Departments. *By the last day of each fiscal year, As part of their*  
18 *annual budget submission to the Board of Supervisors,* all contract awarding authorities and City  
19 departments shall report annually to the Mayor on their progress in the preceding fiscal year  
20 toward the achievement of the LBE goals and their steps to ensure non-discrimination against  
21 MBEs, WBEs, and OBEs. *All contract awarding authorities and City departments shall cooperate*  
22 *with requests by the Human Rights Commission for information needed by the Human Rights*  
23 *Commission to make the reports to the Board of Supervisors required by Chapter 14B.15(A).*

24 (C) Reporting by the Commission. By July 1st of each fiscal year, the Commission shall  
25 submit an annual report to the Mayor and this Board on the progress of the City toward the

1 goals of this Ordinance, together with an identification of problems and specific  
2 recommendations for: (1) improving the City's performance in fostering LBE participation in  
3 City contracting, and (2) ensuring non-discrimination against MBEs, WBEs, and OBEs. The  
4 Commission's report shall include an analysis of the bidding environment in the various  
5 industries that participate in City contracts.

6 Each year, after receiving the Commission's annual report, the Board shall hold a  
7 hearing to review the City's performance under this Ordinance, the administration of this  
8 Ordinance by the HRC, and the progress of City departments towards the purposes of this  
9 Ordinance, and other subjects pertaining to the ordinance.

10 The Board shall act upon the Commission's recommendations by the first Board  
11 meeting of January in each fiscal year.

12  
13 APPROVED AS TO FORM:  
14 DENNIS J. HERRERA, City Attorney

15  
16 By:   
17 Linda M. Ross  
18 Deputy City Attorney  
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## LEGISLATIVE DIGEST

[Local Business Enterprise and Non-Discrimination in Contracting Ordinance.]

Ordinance amending the San Francisco Administrative Code by amending Sections 14B.2, 14B.3, 14B.7, 14B.8, 14B.13 to (1) each fiscal year, require departments to set aside not less than 50% of public works/construction contracts worth \$400,000 or less and to set a goal of not less than 25% of other contracts worth \$100,000 or less for the Micro-Local Business Enterprise Set Aside Program, (2) permit departments to designate Job Order Contracts, without limitation as to dollar value, as set aside for the Micro-Local Business Enterprise Set Aside Program in order to satisfy the department's 50% requirement, (3) require departments to report quarterly during the year 2010 and thereafter yearly to the Board of Supervisors on the contracts set aside for the Micro-Local Business Enterprise Set Aside Program, and to cooperate with HRC's requests for information to fulfill its reporting requirements, and (4) require Micro - LBEs that subcontract any portion of a set-aside contract to perform at least 25% of the contract work, (5) create a SBA-LBE category, in addition to the Small and Micro-LBE categories, that gives contractors with income set with reference to Small Business Administration limits a bid preference of 2% on contracts between \$5 million and \$20 million, (5) provide that subcontracting and subconsulting goals may be satisfied only with Small and Micro-LBEs, except that if there are insufficient Small and Micro-LBEs available, the HRC Director may permit the use of SBA-LBEs or set separate goals for Small and Micro-LBEs and SBA LBEs, (6) contractors who achieve total LBE participation on a bid or proposal in excess of 35% of their established LBE subcontracting and subconsulting goals are to be excepted from satisfying good faith outreach requirements, and (7) total LBE participation on a bid or proposal to be calculated using only Micro and Small-LBE contractors, joint venture partners and subcontractors and subconsultants, except that SBA-LBE subcontractors and subconsultants may be counted if the Director has established goals for them.

### Existing Law

#### Micro-Local Business Enterprise Set-Aside Program

The Human Rights Commission (HRC) Director may set aside 25% of all public work/construction contracts where the contract amount is equal to or less than \$250,000 and all other contracts equal to or less than \$100,000. This program does not require subcontracting goals. However, the competitive award requirements of the Municipal Code apply to the contracts in the set-aside program, except that if (a) fewer than two Micro - Local Business Enterprises (LBEs) submit bids, or (b) the contract awarding authority determines that the contract would not be awarded at a fair market price, then the contract awarding authority may reject all bids and remove the contract from the set-aside program. Micro -

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LBEs that subcontract any portion of a set-aside contract are required to perform at least 50% of the contract work.

#### SBA Local Business Enterprise Program

There is no current program.

#### Local Business Enterprise Participation Goal and Good Faith Efforts

The HRC Director sets a LBE participation goal for each contract based on 1) the extent of the subcontracting and subconsultant opportunities presented by the contract; and 2) the availability of LBE subcontractors and subconsultants capable of providing goods and services on the contract. Each bidder or proposer must meet the LBE participation goal for the contract.

In addition to meeting the LBE participation goal for the contract, each bidder or proposer must achieve adequate good faith efforts to outreach to LBEs to be subcontractors and subconsultants and to file evidence of those efforts with the bid or proposal. The HRC created a numeric point system to evaluate the six steps outlined in the 14B Ordinance. All bidders and proposers must achieve a score of at least 80 points to meet the adequate good faith efforts.

#### Amendments to Current Law

#### Micro-Local Business Enterprise Set-Aside Program

Under Section 14B.7(K), this proposed Ordinance would amend the current program to (1) each fiscal year, require departments to set aside not less than 50% of public works/construction contracts worth \$400,000 or less and to set a goal of not less than 25% of other contracts worth \$100,000 or less for the Micro-Local Business Enterprise Set Aside Program, (2) permit departments to designate public/works Job Order Contracts, without limitation as to dollar value, as set aside for the Micro-Local Business Enterprise Set Aside Program in order to satisfy the department's 50% requirement, (3) require departments to report quarterly during the year 2010 and thereafter yearly to the Board of Supervisors on the contracts set aside for the Micro-Local Business Enterprise Set Aside Program, and to cooperate with HRC's requests for information to fulfill its reporting requirements, and (4) require Micro - LBEs that subcontract any portion of a set-aside contract to perform at least 25% of the contract work. As in current law, contracts set aside under the Micro-Local Business Set-Aside Program will not be subject to LBE subcontracting goals.

#### Small Business Administration - Local Business Enterprise Program

Under Section 14B.3(D), the proposed Ordinance would create a SBA-LBE category, in addition to the Small and Micro-LBE categories, that gives contractors with income set with

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reference to Small Business Administration limits a bid preference of 2% on contracts between \$5 million and \$20 million. Contractors eligible for this category would have average gross annual receipts in the prior three fiscal years that do not exceed the following limits: (1) public works/construction - \$33.5 million; (2) specialty construction contractors - \$17 million; (3) goods/materials/equipment and general services - \$17 million; (4) professional services and architect/engineering - \$7 million and (5) trucking - \$8.5 million. This certification is available to graduated LBE firms and to other firms that meet these criteria.

Contractors could not use SBA-LBEs to satisfy subcontracting and subconsulting goals except if the HRC Director found that there were insufficient Small and Micro-LBEs, the Director could permit SBA-LBEs to satisfy goals or set separate goals for Small and Micro-LBEs and for SBA-LBEs.

#### Local Business Enterprise Participation Goal and Good Faith Efforts

Under Section 14B.7(B), this proposed Ordinance would create a method by which contractors who exceed the LBE subcontracting and subconsulting goals set by the HRC for the contract can be excepted from meeting the requirements in Sections 14B.(D) and (E) to conduct good faith outreach and to file evidence of good faith outreach with a bid or proposal.

If upon submission of a bid or proposal, the bid or proposal provides for total LBE participation that exceeds by 35% the established LBE subcontractor and subconsultant goal of the bid or proposal, the bid or proposal will not be required to conduct good faith efforts or to file evidence of good faith efforts as required in Sections 14B.(D) and (E). The following LBEs shall be considered in determining the total LBE participation rate on the bid or proposal: Small and Micro-LBE prime contractors, joint venture partners, subcontractors/ and subconsultants, except that SBA-LBE subcontractors/subconsultants would count if the HRC Director had found that there were insufficient Small and Micro-LBEs to satisfy subcontracting/subconsulting goals and had permitted participation of SBA-LBEs.



SMALL BUSINESS COMMISSION  
OFFICE OF SMALL BUSINESS



CITY AND COUNTY OF SAN FRANCISCO  
GAVIN NEWSOM, MAYOR

December 13, 2009

Ms. Angela Calvillo, Clerk of the Board  
Board of Supervisors  
City Hall room 244  
1 Carlton B. Goodlett Place  
San Francisco, CA 94102-4694

**RE: File No. 091405: [Local Business Enterprise and Non-Discrimination in Contracting Ordinance.]**  
Ordinance amending the San Francisco Administrative Code by amending Sections 14B.2, 14B.3, 14B.7, 14B.8, 14B.13 to (1) each fiscal year, require departments to set aside not less than 50% of public works/construction contracts worth \$400,000 or less and not less than 50% of other contracts worth \$100,000 or less for the Micro-Local Business Enterprise Set Aside Program, (2) permit departments to designate Job Order Contracts, without limitation as to dollar value, as set aside for the Micro-Local Business Enterprise Set Aside Program in order to satisfy the department's 50% requirement, (3) require departments to report quarterly during the year 2010 and thereafter yearly to the Board of Supervisors on the contracts set aside for the Micro-Local Business Enterprise Set Aside Program, and to cooperate with HRC's requests for information to fulfill its reporting requirements, and (4) require Micro - LBEs that subcontract any portion of a set-aside contract to perform at least 25% of the contract work, (5) create a SBA-LBE category, in addition to the Small and Micro-LBE categories, that gives contractors with income set with reference to Small Business Administration limits a bid preference of 2% on contracts between \$5,000,000 and \$20,000,000, and (6) contractors who achieve total LBE participation in excess of 35% of their established LBE subcontracting and subconsultanting goals are to be excepted from satisfying good faith outreach requirements.

Small Business Commission Recommendation: **Approval**

Dear Ms. Calvillo:

On November 15, 2009, the Small Business Commission heard and recommends to the Board of Supervisors approval for File #091405.

The Small Business Commission commends Mayor Newsom, Supervisor Chiu, Supervisor Chu and Supervisor Maxwell's efforts to increase the opportunities for the San Francisco's LBE to participate in City contracts. The Small Business Commission stressed the importance of providing the Human Rights Commission with the needed technology to track the outcomes of File # 091405: Local Business Enterprise and Non-Discrimination in Contracting Ordinance, and will be monitoring the quarterly reports.

Sincerely,

A handwritten signature in black ink that reads 'Regina Dick-Endrizzi'.

Regina Dick-Endrizzi  
Director, Office of Small Business

cc. Supervisor Maxwell, Mar, Chiu and Chu  
Starr Terrell  
Alisa Somera, Clerk of the Land Use and Economic Development Committee