

**City of Los Angeles**  
Department of Public Works  
Bureau of Contract Administration / Office of Contract Administration / Labor Compliance Section  
1149 S. Broadway, Suite 300, Los Angeles, CA 90015  
Phone: (213) 847-2629 – Fax: (213) 847-2722

**JOBS COORDINATOR AFFIDAVIT**

The Jobs Coordinator plays an integral part in the success of its partners in obtaining the targeted hiring percentages (based on construction hours worked) of 30% Local Hire / 20% Apprentice Hire of which 50% will be performed by Local residents / 10% Disadvantaged Worker Hire.

**SECTION 1. PRIME CONTRACTOR INFORMATION**

Project Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SECTION 2. JOBS COORDINATOR INFORMATION**

Jobs Coordinator Name: \_\_\_\_\_  
Jobs Coordinator Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SECTION 3. DECLARATION**

The Prime Contractor certifies that its designated Jobs Coordinator possesses, but not limited to, the following demonstrable experience and qualifications as outlined in Section VI.4 (a) & (b) of the City's Public Works Infrastructure Stabilization Policy (DPW-Policy).

I understand that I am required to permit the City of Los Angeles access to and upon request, must provide documentation of its Jobs Coordinator experience and qualifications for the purpose of ascertaining compliance with the DPW-Policy. Furthermore, I understand that failure to comply may be deemed a material breach of any City contract by the Awarding Authority; or the Awarding Authority may cancel, terminate or suspend in whole or in part, the contract; or monies due or to become due under a contract may be retained by the City until compliance is achieved. The City may also pursue any and all other remedies at law or in equity for any breach. The City may use the failure to comply with the DPW-Policy as evidence against the Contractor in actions taken pursuant to the provisions of the Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.

I certify that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Name of Signatory (please print)

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Title

\_\_\_\_\_  
City of Los Angeles BTRC