

GLENN COUNTY

Request for Proposal for Technical Consulting Services



Proposals must be received no later than 5:00 P.M. on August 24th 2021

County of Glenn

County Administrative Office

Willows Memorial Hall, 2nd Floor

525 West Sycamore Street, Suite B1

Willows, California 95988

Phone: (530)934-6400 | Email: gcboard@countyofglenn.net

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**GLENN COUNTY
REQUEST FOR PROPOSAL
FOR TECHNICAL CONSULTING SERVICES**

1. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit and award a multi-year contract to a service provider for Technical Consulting Services. The County of Glenn (County) is requesting proposals from highly qualified consultants with demonstrated expertise in providing technical support services which may include, but are not limited to, information technology planning, coordination, implementation and information technology infrastructure services, etc.

2. BACKGROUND INFORMATION

The County has maintained a Support Service Contract with a outsourced vendor since 2003. The contract is scheduled to expire in August of 2021. The County seeks a highly qualified consultant that can 1) provide scheduled and emergency on-site and remote technical consulting, 2) Information Technology (“IT”) analysis, planning and program coordination, and 3) other duties as assigned by the County.

The County intends to award a contract for the proposed consulting services, as further described in Section 8 of this Request for Proposal (RFP), that are expected to be performed for a three-year term which shall be from **September 1, 2021 through August 31, 2024**; annual renegotiation of the contract will be at the discretion of the County and shall be based on changes to County staffing levels, network size/needs and/or funding levels.

3. PROJECT SCOPE

The services are expected to be performed by the selected service provider during the period of September 1, 2021 through August 31, 2024; The Information Technology (IT) and Network Summary (as of June 2021) for the County are included below as Attachment A.

- i.** The County is requesting proposals from highly qualified and experienced technology consultants who have the capability of providing three (3), or possibly more, dedicated staff members to support the technology infrastructure of the County and its departments. The support personnel shall be expected to provide support for the County, 8 hours per day, and 5 days a week. Special Project Assignments may require work to be done before 8 A.M. and/or after 5 P.M. and/or on the weekend. Emergency situations may require the same. Emergency response time is to be no more than 30 minutes for call back, with staff arrival on site within 2 hours. Each support staff member must be available for a minimum of 40 hours per week. Staff must arrive at their assigned location (either Orland or Willows) when scheduled: travel time is not included in the scheduled work day. County shall not pay for travel time to and from the job site, but shall pay for travel time during the scheduled work day, as long as it is from one County department to another.
- ii.** The County maintains an electronic data processing environment consisting of servers and workstations listed in Attachment A of this contract.
- iii.** On-site and remote support services: Contractor will deliver a minimum of 120 hours per week of pre-scheduled and emergency on-site and remote technical consulting. Approximately 100 of the

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120 hours shall physically be spent within the County of Glenn. Services include information technology planning, coordination, and implementation support; system recovery, maintenance and repair insuring ongoing operations; hardware and software inventory review, preventative maintenance, performance monitoring procedures, phone system support, system documentation, knowledge transfer, monthly attendance and status report to the Information Services Coordinating (ISC) Committee, periodic strategic planning sessions, and staff training analysis.

- iv. IT Analysis, Planning & Program Coordination; Contractor will have overall responsibility for the information technology infrastructure. Initiatives and priorities (including policy proposals, operation, guidelines, and strategic plans) are reviewed by the ISC Committee. Contractor is expected to appoint a Project Lead and two "subordinates" for work in Glenn County. The Project Lead will present any initiatives or recommendations to the IS Committee.
- v. Scope of work shall include, but shall not be limited to:
 - Responsibility for Countywide IT
 - Planning, organizing, and directing IT activities under advice of the County Administrative Office
 - Collaborative IT analysis and long-range planning
 - Assisting in the development, evaluation, implementation of policies and procedures
 - Managing IT resources and projects
 - Assisting with procurement of hardware and software
 - Monitoring systems hardware and software, including vendor applications, database management, and operational control packages
 - Leading efforts to improve operations and streamline work processes
 - Coordinating efforts to provide seamless service both internal and external (to the public)
 - Performing a broad range of responsibilities over IT initiatives
 - Evaluating operational performance and implementing changes
 - Ascertain priorities and meet deadlines and objectives
 - Effectively planning for and using internal and contractual resources
 - Acting as liaison to each County department with staff assigned to each department
 - Providing helpdesk and monitoring services
 - Coordinating and maintaining cohesive efforts with existing IT contractor(s) that provide IT support within individual departments. Providing oversight efforts for existing contractor(s)
 - Maintaining proprietary programs & software including that from grantor agencies to the limits allowed by software providers and funding sources
 - Ensuring that maintenance agreements for existing software & hardware are kept current
 - Refreshing County Web Site annually
 - Providing training for County Personnel
 - May be required to maintain the County's Cisco VoIP switch and connection the Internet including providing advice and support in dealing with the Cisco Switch contractor, AT&T, Airespring, and other phone system support partners

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4. QUALIFICATIONS

Qualifications In order to participate in this RFP process, a proposer must meet the minimum qualifications threshold listed below. Minimum requirements can be met by combining experience, expertise, and resources of vendor and any proposed subcontractors.

- i.** Experience of five (5) or more years working with government entities/public sector/ judicial branch customers (reference Attachment B)
- ii.** Vendor has completed at least two (2) projects of a scope similar to that anticipated by this RFP in the past two (2) years (reference Attachment B)
- iii.** Neither vendor nor any of its proposed subcontractors are currently under suspension or debarment by any state or federal government agency and neither vendor nor any of its proposed subcontractors are tax delinquent with the State of California or Federal Government (reference Attachment D, Vendor Certification Form). All bidders will be screened against the federal government's "System for Award Management" as administrated by General Services Agency (GSA). Vendors listed by GSA or other federal governmental agencies as not currently being able to do business with the federal government cannot be selected by the County to provide IT support.
- iv.** Minimum insurance coverage as specified in Attachment A, Proposed Contract with Addendum A.
- v.** The proposer must state specifically in its Executive Summary (reference Attachment B) how it meets or complies with each minimum qualification specified above. With respect to meeting the minimum insurance requirements, proposers must provide copies of current insurance certificates to show evidence of coverage. Subject to the County's right, in its sole and complete discretion, to waive minor deviations or defects, only those proposals that meet all of the foregoing minimum qualifications shall be considered for a full evaluation and a possible contract award.

5. PROPOSAL PROCESS

- i.** Cost proposals should be submitted as outlined in this RFP and shall include, at a minimum, the following documents:
 - Attachment B: Executive Summary and Addendum
 - Attachment C: Company Background Information
 - Attachment D: Vendor Application Form
 - Attachment E: Cost Proposal Summary
 - Attachment F: Other Information, if necessary
 - Attachment G: IRS Form W-9 Request for Taxpayer Identification Number and Certification
- ii.** Questions regarding the proposal should be submitted in writing or emailed by August 10th, 2021 at 5:00 P.M. Questions will not be accepted by telephone, facsimile (FAX), or orally, the County reserves the right to decline a response to any question if, in the County's assessment, the information cannot be obtained and shared with all potential bidders in a timely manner. The County will post responses to questions to all bidders by August 17, 2021 at 5:00 P.M., on the County of Glenn website. Questions should be addressed to:

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County of Glenn Administrative Office

Willows Memorial Hall, 2nd Floor

525 West Sycamore Street, Suite B1

Willows, California 95988

Or emailed to: gcboard@countyofglenn.net

A summary of the questions submitted, including responses deemed relevant and appropriate by the County, will be provided to all potential bidders.

- iii.** Submission Proposals must be received no later than 5:00 P.M., August 24, 2021. Proposals received after the 5:00 P.M. deadline shall not be considered. Reliance on the Postal Service providers will not excuse late proposals. Proposals must be signed by a duly authorized officer of the bidding organization, delivered along with all required documents, and plainly marked as follows:

County of Glenn Administrative Office

Willows Memorial Hall, 2nd Floor

525 West Sycamore Street, Suite B1

Willows, California 95988

Attn: Request for Proposal – IT Services

All proposals are final after the filing deadline. No adjustments shall be permitted after that time. Any proposal received after the exact time specified for receipt will not be considered unless it is received before an award is made, and it is determined by the County Administrative Officer that the late receipt was due solely to mishandling by the County after receipt at the designated address. The only acceptable evidence to establish whether a proposal is late or meets the exception listed above, shall be the time of receipt the County as determined by the date stamp on the proposal wrapper or other evidence of receipt maintained by the County of Glenn.

All costs of the proposal preparation shall be the responsibility of the Proposer.

All materials submitted in response to the proposal become the property of the County of Glenn and may be returned only at the County's option and the bidder's expense.

The original and three (3) copies of the proposal package must be completed and submitted as outlined above.

Bidders must be aware that the submission of a proposal in response to this proposal shall create a contractual liability to perform according to the enclosed contract if the proposal is accepted by the County for the award of the contract.

Bidders will be required to conform to all applicable provisions of law and regulations.

- iv.** Proposal Review and Evaluation Criteria: The County Administrative Officer, Information Services Coordinating Committee, selected County staff and selected interested professionals will evaluate the proposals to determine a bidder's responsibility and responsiveness.

A responsible bidder is one whose proposal substantially complies with all requirements of the proposal.

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A responsible bidder is one who:

- Possesses the competency, experience and education required to effectively perform the duties as enumerated in the Agreement, attached as Attachment 1.
- Has the ability to begin handling Technical Consulting Services for the County of Glenn by the Award Date or shortly thereafter, taking into consideration available expertise and any business commitments, and
- Has no record of unsatisfactory performance, lack of integrity, or poor business ethics, and
- Is otherwise qualified and eligible to receive an award under applicable statutes and regulations, and
- Has the experience of successfully performing similar services, and
- Has articulated a comprehensible approach to completing the required work, and
- Has acceptable references.

Any proposal may be declared irregular and not considered for award if it is conditional, incomplete, or not responsive to the proposal, or contains any alteration of form or irregularity that would prevent it from being compared to other proposals.

The County reserves the right to waive any proposal irregularity; however, this will not relieve the Contractor from full compliance with the bidding requirements if awarded the contract.

The County reserves the right to reject any and all proposals, and to cancel the procurement process. The justification supporting the reason for any type of rejection shall be submitted to the bidder(s) in writing.

After review of all proposals and a recommendation for award of contract is made, all bidders shall be notified in writing of the recommendation.

Given that the expertise required for this proposal is highly specialized, the County reserves the right to negotiate a contract with the successful bidder including to further negotiate the proposed scope of work, method of delivery and amount of compensation.

- v. Contract Award: The contract award will not be based solely on price, but a combination of factors determined to be in the best interest of the County submitted by a responsive, responsible, and qualified bidder approved by County.

The contract shall not take effect until 12:01 AM on September 1, 2021, once approved by the Board of Supervisors.

Payment for services under any contract resulting from this proposal is dependent upon the availability of County, State, and Federal funding.

- vi. Protests: Following notification to bidders of the recommendation for award of contract, protests may be submitted to the County regarding the proposal process and selection of the Contractor. Protests shall be received within ten (10) calendar days immediately following the recommendation to award a contract. The County shall consider any protest or objection regarding the award of the contract, providing it is submitted in the time period stated above.

Protests shall be in writing and shall be addressed to:

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County of Glenn Administrative Office

Willows Memorial Hall, 2nd Floor

525 West Sycamore Street, Suite B1

Willows, California 95988

Or emailed to: gcboard@countyofglenn.net

Protests shall state the reason for the protest, citing the law, rule, regulation, or practice on which the protest is based. The County of Glenn shall respond in writing to the protestor within seven (7) calendar days of the end of the protest period. The response shall include the final decision on the protest and the basis for the decision.

6. PROPOSAL TIMELINE

The County of Glenn has developed the following list of key events related to this proposal. All dates are subject to change at the discretion of the County.

Event	Date
Issuance of Request for Proposal (RFP)	07/22/2021
Deadline for RFP Questions	08/06/2021
Questions and Answers Posted	08/13/2021
Deadline for Proposal Submission	08/20/2021
Potential Interview Dates	08/23/2021 - 08/25/2021
Notice of Intent to Award	08/27/2021
Board of Supervisors Meeting	08/31/2021
Protest Period	08/31/2021 - 09/03/2021
Glenn County Response to Protest	09/10/2021
Contract Start Date	09/01/2021
Contract End Date	08/31/2024

7. PROPOSAL ATTACHMENTS

ATTACHMENTS	DESCRIPTION
Attachment A: Project Scope	County of Glenn IT and Network Summary (as of June 2021)
Attachment B: Independent Contractor Agreement	If selected, the person or entity submitting a proposal must sign an Agreement with these terms and conditions. Please visit the Glenn County Website for the most current version of our Independent Consultant Agreement. Or see attachment below.
Attachment C:	Vendor Application Form

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8. PROPOSAL CONTENTS

The following information must be included in the proposal. A proposal lacking any of the following information may be deemed non-responsive:

- Title Page - the title page will include the following information:
 - Proposal title;
 - Date submitted;
 - Proposer's name;
 - Identification of Proposer as individual, partnership, corporation, public agency, or joint venture of one or more of the preceding;
 - Proposer's contact information (physical and electronic addresses, telephone, and fax);
 - Name and contact information (physical and electronic addresses, telephone, and fax) for the person or persons (if different than above) who will be authorized to make representations for the Proposer; and
- Signature of duly authorized representative.
 - If the proposal is made by a sole proprietor, it must be signed by the sole proprietor.
 - If the proposal is made by a partnership, it must be signed by a member of the partnership and include the name and address of each member of the partnership and include the name and address of each member.
 - If the proposal is made by a corporation, it must be signed by two officers of the corporation, consisting of one of each of the following: (1) chairman of the board, president, or vice president, and (2) the secretary, assistant secretary, chief financial officer, or assistant financial officer. If the proposal is made by a corporation and is signed by a person other than an officer, or by only one officer, there must be attached to the proposal satisfactory evidence that the person signing is authorized by the corporation to execute contracts and bind the corporation on its behalf (e.g., certified copy of a corporation resolution or copy of appropriate corporate bylaws).
 - If the proposal is made by a public agency, it must be signed by an individual authorized to make representations on behalf of the agency (e.g., certified copy of Public Agency resolution or appropriate agency bylaws).
- Proposed method to complete the work as specified.

9. DESCRIPTION OF SERVICES TO BE PROVIDED

- a) **Services:** Provide a general description of the services to be provided to meet the "Responsibilities of Contractor", as described in Attachment 1. The proposal must address how services will be provided to clients who use English as their second language.
- b) **Organization and Staffing Plan:** This section of the proposal must include information regarding the Proposer's organizational structure, including experience, training and credentials of consultants included in the proposal.

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- c) **Reporting and Billing Requirements:** Proposals must include a plan for maintaining case and billing information required for reporting and billing purposes as outlined in the Agreement attached.
- d) **Qualifications and Resumes:** Resumes must be included in this section that describes background and experience in conducting the proposed activities. Proposal must describe the Proposer's knowledge of the requirements necessary to render these services and describe professional qualifications and experience, including the Proposer's ability and experience in conducting the proposed activities.
- e) **Acceptance of the Terms and Conditions:** Attachment 1, Proposed Agreement, sets forth Terms and Conditions, Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An "exception" includes any addition, deletion, qualification, limitation, or other change. If exceptions are identified, the Proposer must provide an explanation or rationale for each exception and/or proposed change.
- f) **Certifications, Attachments, and other requirements:** Proposer must include the following certifications/forms in its proposal:
 - Copies of current business licenses, professional certifications, including state bar number certificate or other credentials.
- g) **Cost Portion of Proposal:** Proposers are asked to submit proposals based on and including an hourly rate and a total annual cost. The Proposer must specify the total maximum cost to the for the following periods:
 - September 1, 2021 – August 31, 2022,
 - September 1, 2022 – August 31, 2023; and
 - September 1, 2023 – August 31, 2024.

The cost proposal should include the following costs of Proposer, and the method in which these costs will be charged (if in addition to the base or hourly rate):

- Travel (includes in-county and out-of-county travel),
- Training,
- Insurance: These costs must reflect coverage levels as outlined in Attachment 1, Proposed Agreement, Paragraph 12.
- Overhead (includes rent, utilities, supplies, etc.)
- No facilities will be provided for the Proposer under this proposal. All office space will be the responsibility of the Proposer.
- Other unique costs as determined by Proposer.

10. ADDITIONAL REQUIREMENTS

Proposers should provide at least three current professional references.

Information for references must include the following:

- Organization name;

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- Contact person name, address, and telephone number; and
- Dates that services were provided.

11. EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents. Proposals will be evaluated by an evaluation team to determine the Proposer’s demonstrated ability to provide quality professional services. Proposals will be evaluated and ranked by score. The highest scoring participants may be set up for an in-person interview.

The County will evaluate submitted proposals on a 100-point scale using the criteria set forth in the table below. Although some categories are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for an award. The evaluation categories, maximum possible points for each category, and evaluation criteria for each category are set forth below:

CRITERIA	MAX POINTS	SCORE
Understanding of the work to be done; Description of how services will be provided	10	
Experience with similar kinds of work; Related experience, background and professional qualifications of the personnel who are responsible for providing services and contract administration	25	
Quality of staff for work to be done; Organization and Staffing Plan; Adequate oversight of the quality of services	20	
Feedback from references	25	
Familiarity with state, federal, and local procedures	20	
TOTAL	100	

12. INTERVIEWS

The County may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by teleconference. If conducted in person, interviews will likely be held at the County Administrative offices in Willows, California. The County will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The County will notify eligible Proposers regarding interview arrangements.

13. RIGHTS

The County reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar proposals in the future. This proposal is in no way an agreement, obligation, or contract and in no way is the County responsible for the cost of preparing a proposal. One copy of each proposal will be retained by the County for official files and will become a public record.

14. CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE. The County will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise and regardless of any statement in the proposal (a) purporting to limit the right to disclose information in the proposal, or (b) requiring the County to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

15. ATTACHMENT A – ELECTRONIC DATA PROCESSING ENVIRONMENT

County of Glenn IT and Network Summary (as of June 2021)

Overview

The County of Glenn IT environment consists of a primary datacenter (Memorial Hall) with ten (10) remote sites connected via fiber and Wi-Fi for access to primary IT and network resources and services.

The ten (10) remote sites leverage either a fully meshed AT&T MPLS circuit and/or wireless access, running at various bandwidths, with a 500Mbps fiber circuit as the primary Internet access method located at Memorial Hall.

Multiple vendors are leveraged for core IT and network services. These include, but are not limited to, software and hardware vendors such as Cisco, VMware, Citrix, Microsoft, and Dell.

Network Infrastructure (Cisco)

The network infrastructure is built utilizing a host of Cisco platforms and technologies. Remote sites include both Cisco switch stacks as well as layer 3 switching and/or a standard routing platform. Each site's network is built with multiple VLANs for data, management, voice, and public access.

The Memorial Hall datacenter leverages a robust and fully redundant datacenter architecture utilizing Cisco Nexus, Cisco VSS and other switching and routing solutions to fill out the remaining needs. Additionally, Cisco UCS Manager along with a hyperconverged infrastructure in the form of Cisco Hyperflex is leveraged as the primary VDI hardware platform and management component of all server hardware in the datacenter.

Remaining Cisco solutions provide Internet perimeter and DMZ security including Cisco FMC/FTD, Cisco Umbrella and IPS solutions.

Finally, the county-wide communication system includes a Cisco BE6000 VOIP systems for voice, messaging (Jabber) and integrated AD authentication as well as an Internet SIP trunk for all inbound and outbound calls.

Virtualization Platform Infrastructure (VMWare)

Residing on top of the core Cisco infrastructure are network, server, storage, desktop, and security virtualization solutions with VMware being the primary virtualization platform.

VMware vSphere with Operations Manager is configured and installed on all Cisco hardware and is fully integrated into the network, server, security, storage, and virtual desktop software stacks.

Application & Virtual Desktop Infrastructure (Citrix)

Citrix is the primary desktop and server virtualization platform. The Citrix solution is built with full redundancy including multiple NetScaler load balancers, Storefront servers, Provisioning servers, Delivery Controllers and ShareFile servers.

XenDesktop is deployed and leveraged by all county employees with two distinct installations for the core county infrastructure and another for the Glenn County Sheriffs' Office. The primary Citrix environment consists of both provisioned RDSH and Windows 10 virtual machines; including Windows 10, Windows 2016 and Windows 2019.

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Citrix App Layering is fully integrated into the stack with the deployments of 2019 OS layers along with multiple direct and elastic application layers for each department.

Server Platform (Microsoft)

The local server platform consists of a Microsoft Windows Server 2016 Active Directory domain that is integrated with Microsoft Azure AD through Microsoft Azure ADSync. Microsoft 365 is utilized primarily for Exchange Online, Office software use, and Microsoft Teams.

Virtualized and physical workstations and servers are deployed in the environment with approximately 75 “core” virtual servers with each remote site running virtualized Windows instances on top of Cisco hardware and VMware ESXi.

Microsoft Windows Servers consisting of 2019, 2016, 2012 R2, 2008 R2 versions make up the majority of the deployed server operating systems with very few Linux systems. Microsoft licensing is obtained through a three (3) year Enterprise License Agreement (ELA) with CDW-G and is currently in year 2 of the contract.

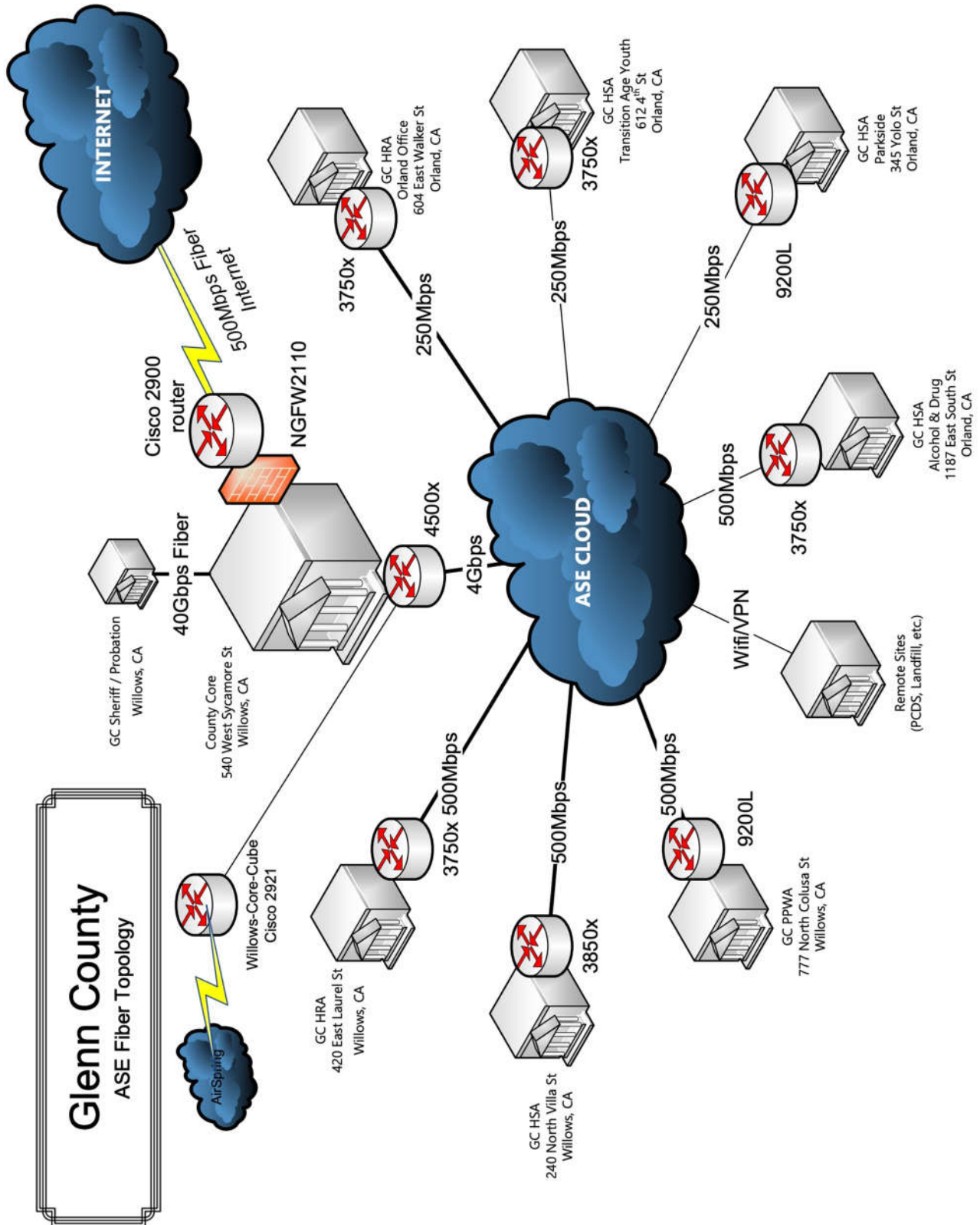
Workstation, Thin-Client, and Storage Infrastructure (Dell)

Dell is the primary hardware vendor at the desktop level with a small footprint of physical PCs along with a large fleet of Wyse thin clients. Wyse Management Suite (CCM) is in use for managing and configuring thin clients and their VDI connections.

The county central storage system includes a large SAN/NAS deployment relying on Dell EqualLogic, PowerStore and IDPA4400 (for backup).

State & Federal Systems Integration

Finally, in addition to the above, there are a host of State and Federal connections for various agencies including Health and Human Services (HHSA), Glenn County Sheriff’s Office (GCSO) and Glenn County Elections, among others. These connections are managed by both county IT and coordinated with the appropriate agency. Most of these systems support or are utilizing solutions from the vendors listed above.



ATTACHMENT B – INDEPENDENT CONTRACTOR AGREEMENT EXAMPLE

This Independent Contractor Agreement (“Agreement”) is made and entered into this *date* day of *month*, 2020, by and between Glenn County, a political subdivision of the State of California (“County”), and *name of consultant* (“Consultant”).

RECITALS:

- A. County has determined that it is desirable to retain Consultant to provide *brief description of services to be provided*; and
- B. Consultant represents that it possesses the qualifications, experience, and facilities necessary to perform the services contemplated herein and has proposed to provide those services; and
- C. Consultant represents and warrants that Consultant is an independently established business entity formed as a *[sole proprietorship, partnership, limited liability company, limited liability partnership, or corporation]*, that customarily provides services of the same nature as the services provided for County under this Agreement; and
- D. Consultant represents and warrants that Consultant advertises these services to and contracts with entities other than County; and
- E. Consultant represents and warrants that Consultant maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement; and
- F. The County desires to retain Consultant to perform the proposed services.

County and Consultant agrees as follows:

AGREEMENT:

- 1. Scope of Services. Pursuant to Government Code Section 31000, County retains Consultant to perform all of the non-exclusive professional services described in Exhibit “A” which is attached hereto (*attach Scope of Work as Exhibit A*) and incorporated herein by this reference which shall include *provide brief scope of work description* (“Services”).
- 2. Term. Services under this Agreement shall commence on *date*, and shall continue until *date*, or until the agreement is terminated by either party in accordance with the provisions of this Agreement.
- 3. Compensation.
 - A. The compensation to be paid by County to Consultant for the professional services described in Exhibit “A” shall be *[the Fixed price, Annual price, Monthly price or Hourly rate]* set forth in Exhibit “B” which is attached hereto (*attach Fee Schedule as Exhibit B*) and incorporated herein by this reference. Notwithstanding the foregoing, it is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered by this Agreement, insufficient funds are appropriated to make the

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payments called for by this Agreement, this Agreement shall be of no further force and effect. In this event, the County shall have no liability to pay any further amounts whatsoever to Consultant or furnish any other consideration under this Agreement and Consultant shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Consultant to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth herein are required by Article XVI, section 18 of the California Constitution. Consultant acknowledges and agrees that Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.

B. To the extent that Consultant is entitled to reimbursement for travel, meals, and lodging, such reimbursement shall be subject to the prior approval of the County Purchasing Agent or authorized assistant/deputy and shall be reimbursed in accordance with the County's Reimbursement for Expenses policy contained in Title 7 of the Glenn County Administrative Manual.

C. The total compensation payable under this Agreement, inclusive of all expenses, shall not exceed *dollar amount in words* dollars (*\$XXXXX.XX*). The County shall make no payment to Consultant in any greater amount for any extra, further, or additional services, unless such services and payment therefore have been mutually agreed to and this Agreement has been formally amended in accordance with the provisions of this Agreement.

D. Consultant agrees to testify at County's request if litigation is brought against County in connection with Consultant's work. Unless the action is brought by Consultant or is based upon Consultant's negligence or intentional tortious conduct, County will compensate Consultant for the testimony at Consultant's hourly rate as provided in Exhibit "B".

4. Invoice and Payments. Consultant shall submit invoices for services rendered during the preceding month. Consultant shall attach to each invoice documentation for the hours charged (if applicable) and the documentation shall include an itemized narrative of work completed during the period billed. The County shall pay invoices that are undisputed within thirty (30) days of receipt and approval. The parties agree to exercise good faith and diligence in the resolution of any disputed invoice amounts.

5. Notice. Any invoices, notices, or other documents required to be given under this Agreement shall be delivered either personally, by first-class postage pre-paid U.S. Mail, or overnight courier to the following addresses or such other address provided by the parties in accordance with this section:

If to the County:
COUNTY OF GLENN ADMINISTRATIVE OFFICE
Willows Memorial Hall, 2nd Floor
525 West Sycamore Street, Suite B1
Willows, California 95988
Telephone: (530) 934-6400

If to Consultant:

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Consultant Name
Address
City, State, Zip
Telephone:

Notice shall be deemed to be effective two days after mailing.

6. Independent Contractor.

A. It is understood and agreed, and is the intention of the parties hereto, that Consultant is an independent contractor, and not the employee or agent of County for any purpose whatsoever. County shall have no right to and shall not control the manner or prescribe the method by which the professional services are performed by Consultant herein and Consultant shall have the right to provide the same or similar services to entities other than County without restriction. Consultant shall be entirely and solely responsible for its acts and the acts of its agents, employees, and subcontractors while engaged in the performance of services hereunder. Consultant shall have no claim under this Agreement or otherwise against County for vacation pay, sick leave, retirement benefits, Social Security, workers compensation, disability, or unemployment insurance benefits or other employee benefits of any kind. The parties acknowledge that County shall not withhold from Consultant's compensation any funds for income tax, FICA, disability insurance, unemployment insurance or similar withholding and Consultant is solely responsible for the timely payment of all such taxes and related payments to the state and federal governments, for itself and for its employees, agents, and subcontractors who might render services in connection with this Agreement. The Consultant shall inform all persons who perform any services pursuant to this Agreement of the provisions of this section.

B. In the event that the Consultant's activities under this Agreement, or any of them, are found by any state or federal agency to be those of an employee rather than an independent contractor, Consultant agrees to indemnify County and hold County harmless for any damages, costs, or taxes imposed upon it pursuant to the Internal Revenue Code or state or federal taxing laws, including but not limited to any penalties and interest which County may be assessed by such state or federal agency for failing to withhold from the compensation paid to Consultant under this Agreement any amount which may have been required to be withheld by law.

C. In the event that the Consultant's activities under this Agreement, or any of them, are found by the California Public Employee's Retirement System (CalPERS) to be those of an employee rather than an independent contractor, Consultant shall defend (with legal counsel reasonably acceptable to the County), indemnify and hold harmless the County, its officers, employees, and agents, from and against any and all claims, losses, costs, contributions, arrears, interest, damages, penalties, expenses and liabilities of every kind, nature and description (including incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the Services provided under this Agreement.

7. Authority of Consultant. It is understood that Consultant is to provide information, research, advice, recommendations, and consultation services to the County. Consultant shall possess no authority with respect to any County decision. The County is responsible for and shall make all governmental decisions related to work of Consultant.

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8. Subcontracting and Assignment. Consultant shall not subcontract or assign any portion of the work to be performed under this Agreement without the prior written consent of County.

9. Ownership of Work Product. All technical data, evaluations, calculations, plans, drawings, details, specifications, estimates, reports, documents, or other work product of Consultant, in both paper and original electronic program forms, shall become the property of the County as they are produced and shall be delivered to the County upon completion of services. Consultant may retain copies for its files and internal use, however, Consultant shall not disclose any of the work products of this Agreement to any third party, person, or entity, without prior written consent of the County. Upon reasonable notice, County representatives shall have access to the work for purposes of inspecting same and determining that the work is being performed in accordance with the terms of the Agreement.

10. Indemnification. To the fullest extent permitted by law, Consultant shall defend (with legal counsel reasonably acceptable to the County), indemnify and hold harmless the County, its officers, employees, and agents, from and against any and all claims, losses, costs, damages, injuries (including injury to or death of an employee of Consultant or its subcontractors), expenses and liabilities of every kind, nature and description (including incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Consultant, any subcontractor, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). To the extent there is an obligation to indemnify under this paragraph; Consultant shall be responsible for incidental and consequential damages resulting directly or indirectly, in whole or in part, from Consultant's negligence, recklessness, or willful misconduct.

11. Insurance.

A. Insurance Requirements. Without limiting Consultant's indemnification of the County, Consultant shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property that may arise from, or be in connection with, the performance of the work hereunder by Consultant, Consultant's agents, representatives, employees, and sub-consultants. At the very least, Consultant shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

The agency responsible for administering this Agreement is also responsible for enforcing insurance requirements described below. This includes securing certificates of insurance before work under this Agreement is begun. Consultant shall furnish to the County certificates of insurance. All certificates of insurance to be received and approved by the County before work under this Agreement has begun. The County reserves the right to require complete, certified copies of all insurance policies required by this Agreement. Consultant agrees to notify County within two working days of any notice from an insuring agency that cancels, suspends, and reduces in coverage or policy limits the insurance coverages described herein.

Any deductibles or self-insured retention must be declared on certificates of insurance and approved by the County. At the option of the County, either the Contractor shall reduce or eliminate such deductibles or self-insured retentions, with respect to the County, its officers, officials, employees and volunteers, or the Contractor shall procure a bond guaranteeing payment of losses and

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related investigations, claims administration and defense expenses. Insurance is to be placed with California admitted insurers (licensed to do business in California) with a current A.M. Best's rating of no less than A-VII, however, if no California admitted insurance company provides the required insurance, it is acceptable to provide the required insurance through the United States domiciled carrier that meets the required Best's rating and that is listed in the current List of Approved Surplus Line Insurers (LASLI) maintained by the California Department of Insurance. However, Workers' Compensation coverage issued by the State Compensation Insurance Fund (SCIF) shall be acceptable.

B. Insurance Required:

(i) General liability: At least \$1,000,000 combined single limit per occurrence coverage for bodily injury, personal injury and property damage. If a general aggregate limit is used, then either the general aggregate limit shall apply separately to this project/location, or the general aggregate limit shall be twice the required per occurrence limit. The Consultant or Consultant's insurance carrier shall notify County if incurred losses covered by the policy exceed 50% of the annual aggregate limit.

(ii) Automobile Liability: At least \$100,000 to cover bodily injury for one person and \$300,000 for two or more persons, and \$50,000 to cover property damages. However, policy limits for construction projects shall be at least \$1,000,000 combined single limit per accident for bodily injury and property damage for autos used by the Consultant to fulfill the requirements of this Agreement, and coverage shall be provided for "any auto", code 1 as listed on the Acord form "Certificate of Insurance."

(iii) Workers' Compensation and Employer's Liability: Workers' Compensation insurance up to statutory limits and Employer Liability insurance with policy limits of at least \$1,000,000 for bodily injury or disease.

(iv) Professional Liability Insurance: Professional liability insurance covering professional services shall be provided in an amount of at least \$1,000,000 per occurrence or \$1,000,000 on a claims-made basis. However, if coverage is written on a claims-made basis, the policy shall be endorsed to provide at least a two-year extended reporting provision.

(v) Professional Technology Professional Liability Errors and Omissions Insurance: appropriate to the Consultant's profession and work hereunder, with limits not less than \$2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

a. The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the Agency in the care, custody, or control of the Vendor. If not covered under the Vendor's liability policy, such "property" coverage of the Agency may be endorsed onto the Vendor's Cyber Liability Policy as covered property as follows:

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b. Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information “property” of the Agency that will be in the care, custody, or control of Vendor.

c. The Insurance obligations under this agreement shall be the greater of 1—all the Insurance coverage and limits carried by or available to the Vendor; or 2— the minimum Insurance requirements shown in this agreement. Any insurance proceeds in excess of the specified limits and coverage required, which are applicable to a given loss, shall be available to Agency. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the indemnity or other obligations of the Vendor under this agreement.

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Such insurance shall include Glenn County, its elected officials, officers, and employees as an additional insured, and shall not be reduced or canceled without 30 days written prior notice delivered to County. Consultant shall provide County with a certificate of insurance as evidence of insurance protection provided. Insurance certificates provided by any insurance company or underwriter shall not contain the language “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company,” or similar language. If Consultant has employees, he/she shall obtain and maintain continuously Workers’ Compensation Insurance to cover Consultant and Consultant’s employees and partners.

All endorsements are to be received and approved by the County of Glenn before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

Unless otherwise agreed by the parties, Consultant shall cause all of its Subcontractors to maintain the insurance coverages specified in this Insurance section and name Consultant as an additional insured on all such coverages. Evidence thereof shall be furnished as County may reasonably request.

The coverage types and limits required pursuant to this Agreement shall in no way limit the liability of Consultant.

12. Professional Services.

A. All work performed under this Agreement shall be performed and completed in a professional manner. All services shall be performed in the manner and according to the professional standards observed by a competent practitioner of the profession in which Consultant and any subcontractors are engaged.

B. Consultant represents and warrants that it is professionally qualified to perform the services described herein; acknowledges that County is relying upon Consultant's qualifications to perform these services in a professional manner; and agrees that County's full or partial acceptance of any

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work does not release Consultant from its obligation to perform the services in accordance with this Agreement unless County expressly agrees otherwise in writing.

C. Consultant shall not be considered to be in default because of any nonperformance caused by occurrences beyond its reasonable control. The compensation specified in Paragraph 3 may be reduced to account for such nonperformance.

13. Responsibility of Consultant.

A. Consultant shall be solely responsible for the quality and accuracy of its work and the work of its consultants performed in connection with this Agreement. Any review, approval, or concurrence therewith by the County shall not be deemed to constitute acceptance or waiver by the County of any error or omission as to such work.

B. Consultant shall coordinate the activities of all sub-consultants and is responsible to ensure that all work product is consistent with one another to produce a unified, workable, and acceptable whole functional product. County shall promptly notify Consultant of any defect in Consultant's performance.

14. Audit. The following audit requirements apply from the effective date of this Agreement until three years after County's final payment:

A. Consultant shall allow County's authorized representatives reasonable access during normal business hours to inspect, audit, and copy Consultant's records as needed to evaluate and verify any invoices, payments, and claims that Consultant submits to County or that any payee of Consultant submits to Consultant in connection with this Agreement. 'Records' includes, but is not limited to, correspondence, accounting records, sub-consultant files, change order files, and any other supporting evidence relevant to the invoices, payments, or claims.

B. County and Consultant shall be subject to the examination and audit of the State Auditor, at the request of County or as part of any audit of County. Such examinations and audits shall be confined to matters connected with the performance of this Agreement including but not limited to administration costs.

This section shall survive the expiration or termination of this Agreement.

15. Publication of Documents and Data. Consultant may not publish or disclose to any third party any information obtained in connection with services rendered under this Agreement without the prior written consent of the County. Notwithstanding the forgoing, submission or distribution to meet official regulatory requirements, or for other purposes authorized by this agreement, shall not be construed as publication in derogation of the rights of either the County or Consultant.

16. Employment Practices. Consultant, by execution of this Agreement, certifies that it does not discriminate against any person upon the basis of race, color, creed, national origin, age, sex, disability, or marital status in its employment practices.

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17. Termination. Either party shall have the right to terminate this Agreement at any time for any reason upon thirty (30) days advance written notice to the other party. Agreements exceeding the annual monetary limits delegated to the Purchasing Agent (currently \$50,000.00), or any authorized deputy, are not valid unless specifically authorized by the Board of Supervisors. If this Agreement was executed for the County by the Purchasing Agent under the general delegation set forth in section 4.004.030 of the Glenn County Code, this Agreement shall automatically terminate on the date that the provision of services or personal property or incurring of expenses, the cumulative total of which, exceeds fifty-thousand dollars (\$50,000). If this Agreement was executed by an authorized assistant or deputy Purchasing Agent under the general delegation set forth in section 4.004.030 of the Glenn County Code, this Agreement shall automatically terminate on the date that the provision of services or personal property or incurring of expenses, the cumulative total of which, exceeds the amount delegated to that assistant or deputy by the County Purchasing Agent.

18. Jurisdiction. This Agreement shall be administered and interpreted under the laws of the State of California and any action brought hereunder shall be brought in the Superior Court in and for the County of Glenn.

19. Compliance With Law. Consultant shall comply with all applicable federal, state, and local statutes, ordinances, regulations, rules, and orders, including but not limited to those concerning equal opportunity and non-discrimination.

20. Prevailing Wages. To the extent that any of the work performed under this Agreement is a “public work” within the meaning of Labor Code section 1720, subject to the payment of prevailing wages and Labor Code Section 1771, Consultant shall cause all such work, as applicable, to be performed as a “public work” in compliance with California prevailing wage laws. In the event Consultant fails to do so, Consultant shall be liable for the payment of all penalties, wages and/or damages as required by applicable law.

21. Conflict With Laws or Regulations/Severability. This Agreement is subject to all applicable laws and regulations. If any provision of this Agreement is found by any court or other legal authority, or is agreed by the parties, to be in conflict with any code or regulation governing its subject, the conflicting provision shall be considered null and void. If the effect of nullifying any conflicting provision is such that a material benefit of the agreement to either party is lost, the Agreement may be terminated at the option of the affected party. In all other cases, the remainder of the agreement shall continue in full force and effect.

22. Provisions Required by Law Deemed Inserted. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though it were included. If through mistake or otherwise, any provision is not inserted or is not correctly inserted, then upon application of either Party, the Agreement shall be amended to make the insertion or correction. All references to statutes and regulations shall include all amendments, replacements, and enactments in the subject which are in effect as of the date of this Agreement, and any later changes which do not materially and substantially alter the positions of the Parties.

23. Waivers. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement.

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24. Amendments. Any amendments to this Agreement shall be in writing and executed by both parties.

25. Entire Agreement. This Agreement, constitutes the entire Agreement between the parties for the provision of services to County by Consultant and supersedes all prior oral and written agreements and communications.

26. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of any successors to or assigns of the parties.

27. Construction. This Agreement reflects the contributions of both parties and accordingly the provisions of Civil Code section 1654 shall not apply in interpreting this Agreement.

28. Counterparts/Electronic, Facsimile, and PDF Signatures. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

{SIGNATURES}

Exhibits:

Exhibit A – Scope of Work

Exhibit B – Fee Schedule

16. ATTACHMENT C – VENDOR APPLICATION

GLENN COUNTY VENDOR INTEREST APPLICATION FORM RETURN TO: 525 W. SYCAMORE ST., STE B1; WILLOWS, CA.95988 OR EMAIL TO: GCBOARD@COUNTYOFGLENN.NET					
BUSINESS CONTACT INFORMATION					
Company name:				DUNS #:	
Phone:		Fax:		E-mail:	
Mailing Address:					
City:		State:		ZIP Code:	
Primary Type of Business:					
Length of time in present business:					
Do you provide: (Choose one and check appropriate commodities - see over)					
<input type="checkbox"/> Equipment	<input type="checkbox"/> Services	<input type="checkbox"/> Supplies	<input type="checkbox"/> Service and Supplies		
SERVICES					
Briefly describe the services you provide:					
SUPPLIES					
Briefly describe the supplies you provide:					
PLEASE RETURN APPLICATION TO THE ABOVE ADDRESS AND PROVIDE A IRS W9 FORM WITH YOUR APPLICATION http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3					

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COMMODITIES/SERVICES (please check all that apply)

<input type="checkbox"/>	000100	Aerial Photography	<input type="checkbox"/>	000410	Dictation Equip	<input type="checkbox"/>	001350	Portable Buildings
<input type="checkbox"/>	000110	Ag & Forestry Equip/Su	<input type="checkbox"/>	000415	Disaster Equip/Services	<input type="checkbox"/>	001365	Printing
<input type="checkbox"/>	000115	Air Pollution Equipment	<input type="checkbox"/>	000430	Drafting Equip/Supp	<input type="checkbox"/>	001370	Printing Equipment
<input type="checkbox"/>	000145	Apparel	<input type="checkbox"/>	000500	Electrical Supplies	<input type="checkbox"/>	001379	Publications
<input type="checkbox"/>	000150	Appliances	<input type="checkbox"/>	000510	Engineering, Geo	<input type="checkbox"/>	001390	Pumps
<input type="checkbox"/>	000152	Architects	<input type="checkbox"/>	000511	Engineering, Mech	<input type="checkbox"/>	001400	Radios
<input type="checkbox"/>	000155	Arts & Crafts	<input type="checkbox"/>	000512	Engineering, Strct	<input type="checkbox"/>	001430	Recreation/Park Equip
<input type="checkbox"/>	000160	Asphalt Emulsion	<input type="checkbox"/>	000515	Environmental Services	<input type="checkbox"/>	001440	Recycling Vend/Consult
<input type="checkbox"/>	000165	Auction Services	<input type="checkbox"/>	000520	Emblems/Labels	<input type="checkbox"/>	001450	Refrigeration Equip
<input type="checkbox"/>	000170	Audio Visual	<input type="checkbox"/>	000530	Envelopes	<input type="checkbox"/>	001460	Road & Hwy Maint
<input type="checkbox"/>	000175	Auto & Truck Dealers	<input type="checkbox"/>	000600	Filing Systems	<input type="checkbox"/>	001470	Roofing/Roof Materials
<input type="checkbox"/>	000180	Auto Parts	<input type="checkbox"/>	000620	Filters	<input type="checkbox"/>	001500	Safety Equip/Supplies
<input type="checkbox"/>	000181	Auto Repair	<input type="checkbox"/>	000640	Fire Extinguishers	<input type="checkbox"/>	001505	Sand Bags
<input type="checkbox"/>	000185	Aviation/Airplanes	<input type="checkbox"/>	000650	Flags/Banners	<input type="checkbox"/>	001510	Security Systems
<input type="checkbox"/>	000190	Award Pins/Badges	<input type="checkbox"/>	000670	Forms	<input type="checkbox"/>	001515	Signs
<input type="checkbox"/>	000200	Bags/Liners	<input type="checkbox"/>	000700	Glass	<input type="checkbox"/>	001530	Signs, Name plates
<input type="checkbox"/>	000210	Batteries	<input type="checkbox"/>	000800	Hardware & Tools	<input type="checkbox"/>	001540	Steel
<input type="checkbox"/>	000215	Binders	<input type="checkbox"/>	000810	Haz Waste Disp	<input type="checkbox"/>	001550	Steel Posts
<input type="checkbox"/>	000225	Builders Exchanges	<input type="checkbox"/>	000815	Health Equip/Supp	<input type="checkbox"/>	001560	Storage Systems
<input type="checkbox"/>	000300	Calendars	<input type="checkbox"/>	000820	Heavy Equip/Supp	<input type="checkbox"/>	001570	Storage Tanks
<input type="checkbox"/>	000302	Carpeting	<input type="checkbox"/>	000900	Janitorial Services	<input type="checkbox"/>	001580	Surveying Equipment
<input type="checkbox"/>	000303	Castings/Plaques	<input type="checkbox"/>	000910	Janitorial Supplies	<input type="checkbox"/>	001600	Telephones
<input type="checkbox"/>	000304	Chainsaws	<input type="checkbox"/>	001000	Kitchen Equipment	<input type="checkbox"/>	001610	Time Clocks
<input type="checkbox"/>	000305	Chemicals – PH	<input type="checkbox"/>	001004	Laboratory Services	<input type="checkbox"/>	001615	Tires
<input type="checkbox"/>	000306	Chemicals – Ag	<input type="checkbox"/>	001005	Laboratory Supply	<input type="checkbox"/>	001630	Traffic Signals
<input type="checkbox"/>	000309	Communications	<input type="checkbox"/>	001010	Lamps & Lighting	<input type="checkbox"/>	001640	Trailers
<input type="checkbox"/>	000310	Communications/Data	<input type="checkbox"/>	001015	Landscaping Services	<input type="checkbox"/>	001660	Tree Service
<input type="checkbox"/>	000315	Compressed Gases	<input type="checkbox"/>	001016	Landscaping Supp	<input type="checkbox"/>	001670	Truck Parts & Equip
<input type="checkbox"/>	000320	Compressors	<input type="checkbox"/>	001060	Locks & Safes	<input type="checkbox"/>	001680	Trucking Services
<input type="checkbox"/>	000325	Computer Furn/Access	<input type="checkbox"/>	001080	Lumber Products	<input type="checkbox"/>	001690	Typewriters
<input type="checkbox"/>	000330	Computer Repair	<input type="checkbox"/>	001090	Mailroom Equip/Supp	<input type="checkbox"/>	001700	Uniforms
<input type="checkbox"/>	000335	Computer Repair	<input type="checkbox"/>	001100	Maint Equip/Supp	<input type="checkbox"/>	001800	Vacuum Cleaners
<input type="checkbox"/>	000345	Computers/Supplies	<input type="checkbox"/>	001110	Map Reproduction	<input type="checkbox"/>	other:	Please Describe
<input type="checkbox"/>	000350	Concrete Equipment	<input type="checkbox"/>	001150	Micrographics Service	<input type="checkbox"/>		
<input type="checkbox"/>	000355	Const Equip/Supplies	<input type="checkbox"/>	001180	Miscellaneous	<input type="checkbox"/>		
<input type="checkbox"/>	000365	Construction Materials	<input type="checkbox"/>	001200	Office Furniture	<input type="checkbox"/>		
<input type="checkbox"/>	000370	Contractors, Misc	<input type="checkbox"/>	001210	Office Machines	<input type="checkbox"/>		
<input type="checkbox"/>	000371	Contractors, Bridge	<input type="checkbox"/>	001220	Office Supplies	<input type="checkbox"/>		
<input type="checkbox"/>	000372	Contractors, Electric	<input type="checkbox"/>	001230	Organic Products	<input type="checkbox"/>		
<input type="checkbox"/>	000373	Contractors, HVAC	<input type="checkbox"/>	001300	Painting Services	<input type="checkbox"/>		
<input type="checkbox"/>	000374	Contractors, Paving	<input type="checkbox"/>	001301	Painting Supplies	<input type="checkbox"/>		
<input type="checkbox"/>	000375	Consultants, Misc	<input type="checkbox"/>	001310	Paper	<input type="checkbox"/>		
<input type="checkbox"/>	000376	Contractors, Plumbing	<input type="checkbox"/>	001330	Petroleum Products	<input type="checkbox"/>		
<input type="checkbox"/>	000377	Contractors, Roofing	<input type="checkbox"/>	001331	Petroleum Maintenance	<input type="checkbox"/>		
<input type="checkbox"/>	000380	Copiers	<input type="checkbox"/>	001333	Photo Services/Supp	<input type="checkbox"/>		
<input type="checkbox"/>	000383	Correctional Supplies	<input type="checkbox"/>	001335	Plastics	<input type="checkbox"/>		
<input type="checkbox"/>	000385	Corrugated Pipe	<input type="checkbox"/>	001340	Plumbing Supplies	<input type="checkbox"/>		