

399 Elmhurst Street
Hayward, CA 94544-1395
510-670-5480

REQUEST FOR PROPOSAL

Alameda County Public Works Agency (ACPWA) Database Consulting Services

October 20, 2014

I. Introduction/Intent

The Public Works Agency (ACPWA) intends to award a three year contract (with option to renew) to the bidder selected as the most responsible bidder whose response conforms to the RFP and meets the Agency's requirements. This Request for Proposal (RFP) describes the project, the required scope of services and the information that must be included in the proposal. Failure to submit information in accordance with the RFP's requirements and procedure may be cause for disqualification.

ACPWA will host a pre-proposal meeting on November 6 at 10:00 AM at the Alameda County Public Works Building, 3rd Floor Annex Training Room 340A, located at 399 Elmhurst Street. Hayward, CA 94544, to meet with prospective vendors and introduce the County's Small Local Emerging Business (SLEB) program. The goals of the pre-proposal meeting are to provide an opportunity for interested Consultants to ask specific questions and to provide the Agency with an opportunity to receive feedback regarding the project and RFP.

- a) After reviewing the vendor replies to this RFP, the vendor responses will be ranked and the top three vendors will be selected to present their proposal to ACPWA. It is the intention of the ACPWA to enter into a "Standard Services Agreement" with the successful consulting firm.
- b) Consultant is required to submit a Certificate of Insurance (Exhibit F)
- c) The criteria for selection will be based on the thoroughness and completeness of the RFP as described in Section V of this RFP.

II. Background

Alameda County Public Works Agency (ACPWA) is preparing to contract for Database Consulting Services. These services play a major role and have a large impact on the effectiveness of the data processed within the Agency. ACPWA has about 250 computer users and requires a very high level of professional services regarding the maintenance and support of its Financial, Accounting and Budgeting applications; as well as Assessor Processing and Program Management applications. There are periods of intense processing needing completion within mandated time limits. An intimate relationship must be created between the software application programmers, Agency staff and complex data. For example, information is uploaded or created, evaluated, manipulated and run through extensive calculations to develop tax rolls. The nature of this contract will be maintenance support and also project oriented, to fill the on-going and future needs of the Public Works Agency.

III. Scope of Work

Maintenance and ongoing support of existing Microsoft SQL/.NET application programs: ARP, AR, CAS, Timecard, BAP, PMA and MTL. Microsoft SQL, Sybase Powerbuilder maintenance and support of existing applications and migration planning/development from an M/S SQL/Powerbuilder system to a Microsoft SQL/Web-based .NET environment are services to be provided. This includes on-going Microsoft SQL/.NET enhancements to reports and existing applications. Yearly high-profile assessor processing is performed within a prescribed time frame. Nightly downloads are run from the County's PeopleSoft application and integrated into the Agency's financial systems. Migration from these and other Agency existing Sybase Powerbuilder and MS Access DB applications to the existing Microsoft SQL/Microsoft .NET environment using industry best practices to accurately and completely process needed information within set deadlines, to minimize downtime and increase efficiencies is essential.

IV. Bidder Qualifications & Requirements

Minimum requirement of three year's full time experience of support and development of a Microsoft SQL database application with similar complexity, size of company and range of scope. Extensive knowledge of database design, security, implementation, and maintenance, with a focus on Microsoft SQL Server. Demonstrated migration experience in Microsoft SQL application development, knowledge of Sybase/Powerbuilder and PeopleSoft as well as experience developing web-based applications are highly desirable. Current Agency applications use Microsoft.Net Framework 3.5, Visual Studio 2010, Visual Basic and Winforms. They integrate with Infragistics Ultragrid, Gembox and Active Reports (by Grape City). Older programs are in Sybase PowerBuilder 11.

V. RFP Submittal Deadline

One original signed by an officer authorized to bind the company, and three hard copies of the proposal must be received at the Alameda County Public Works Agency at the address below by 4:00 p.m. PST on Thursday, December 4, 2014. All proposals, whether delivered by an employee of Proposer, U.S. Postal Service, courier or package delivery service, must be received by the receptionist at the stated address prior to the time designated. Submittals received after that date/time will not be considered, and any submittal received after the scheduled time shall be returned to the consultant unopened. Fax or e-mail submittals are not acceptable.

Alameda County Public Works Agency
Attn: Keith Whitaker, Management Services Administrator
399 Elmhurst Street, Room 113
Hayward, CA 94544-1307

VI. Form of the Proposal

Proposal content and completeness are important and, although proposal length is not limited, clarity and conciseness are essential and will be considered in assessing the bidder's capabilities. In order to simplify the process and to obtain the maximum degree of comparability, the proposal should be organized in the following manner:

1. Company Profile

2. Title page - show the RFP subject, the name of the proposer's firm, location address, telephone number, name of the contact person, and the date. Indicate DBE firm(s) and other firms serving as subcontractors.

3. Resumes and References – Clearly identify the Project manager, Application Programming staff and 3 to 5 references demonstrating the fulfillment of the minimum requirements (Section IV above). Include resumes, including Company names and contact information.

4. Proposal Content:

- Overview and Summary - this section should clearly convey the Consultant's understanding of the work and project approach. The consultant should address the following:
 - understanding of the purpose of the project as specified in the detailed scope of services
 - demonstrated awareness of institutional and organizational business processes and adherence to acceptable accounting practices
 - summary of the overall approach to the project and the methodologies that will be used, and administrative and operational management expertise that will be employed.
- Detailed Work Plan
The Consultant shall include a full description of the work elements and the proposed methodology concerning Microsoft SQL and Powerbuilder support and migration of these applications to a Microsoft SQL/Web-based .NET environment. The work description should be detailed to a sufficient level (work elements, sub-elements, etc.) to show a clear understanding of the precise work required to meet project goals and objectives.
- Management Program
Consultant's approach to management of the work. If the proposal is a team effort, the allocation of work to the team members should be indicated. The management program should describe the following:
 - Organizational work assignments structure, including work elements and sub-elements performed by contractor and subcontractors.
- Staffing Plan
 - Include the names and qualifications of key personnel and the assignment of personnel to individual work elements. Any changes in staffing must be mutually agreed upon by the Consultant and ACPWA. Resumes should be attached as appendices. Staffing assignments should be specific enough to demonstrate understanding of skills required and commitment of proper resources. Because of the highly technical nature of the work proposed under this contract, changes in staffing that result in a substitution of less qualified personnel may be grounds for termination of the contract. Management approach, including the role of the prime contractor and subcontractors, and any specific features of the management approach that require explanation. Include a description of subcontractor supervision.
- Supplemental Question – (limit response to no more than one page)
 - Describe several significant systems you have built in .Net. What were your design goals, and what adjustments did you have to make when the application was used in the real world?

VII. Evaluation Criteria

Proposals will be evaluated by a County Selection Committee (CSC). The CSC may be composed of Agency staff and other parties that may have expertise in the Agency's database services requirements. The CSC will score and recommend a Contractor in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

As a result of this RFP, the Agency intends to award a contract to the responsible bidder whose response conforms to the RFP and whose bid represents the greatest value to the Agency, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the Agency. The goal is to award a contract to the bidder that proposes the Agency the best quality as determined by the combined weight of the evaluation criteria. The County may award a contract of higher qualitative competence over the lowest priced response.

The evaluation criteria is specified below and will be used in ranking and determining the quality of bidder's proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined

below. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a high-weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score is one hundred ten (110) points, including the possible ten (10) points for local and small, local and emerging, or local preference points (maximum 10% of final score).

The three top bidders receiving the highest evaluation scores will be invited to an oral presentation and interview. Only the bidders meeting the short list criteria will process to the next stage. All other bidders will be deemed eliminated from the process. All bidders will be notified of the short list participants; however, the scores will not be communicated to bidders.

The zero to five-point scale is defined as follows:

0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average / Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent / Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

	Evaluation Criteria	Weight
A.	Completeness of Response: Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.	Pass/Fail
	Debarment and Suspension: Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov .	Pass/Fail
B.	Company Profile	1.0
C.	Resumes/References/Relevant Experience	4.0
D.	Overview and Summary	3.0
E.	Detailed Work Plan. Work elements clearly defined.	4.0
F.	Management Program	3.0
G.	Staffing Plan	3.0
H.	Supplemental Question	2.0
	SMALL LOCAL EMERGING BUSINESS (SLEB) PREFERENCE	
	Local Preference: Points equaling five percent of bidder's total score, for the above Evaluation Criteria, will be added. This will be the bidder's final score for purposes of award valuation.	Five Percent (5%)
	Small and Local or Emerging and Local Preference: Points equaling five percent (5%) of bidder's total score, for the above Evaluation Criteria, will be added. This will be the bidder's final score for purposes of award valuation.	Five Percent (5%)

VIII. Fee Proposal

The fee proposal will be submitted in a separate envelope. This section should include a summary of billing rates for each member of the proposed staffing plan and the proposed cost of project with a fixed labor cost for all services for the entire contract period. Each work element item in the proposed work plan will be itemized. It is expected that adding the amount for each itemized work plan element would arrive at a total or lump sum for the proposal. As part of negotiating the final contract with the successful bidder, the Agency anticipates establishing a not to exceed maximum.

IX. Notice of Recommendation to Award

At the conclusion of the RFP evaluation process, all bidders will be notified in writing by e-mail, fax or certified mail, of the contract award recommendation.

X. Contract Award

Any contract awarded will be based on a careful and complete evaluation of all proposals. The Agency may contact the referenced clients to verify the information provided in the proposer's responses to this request. The Agency may also conduct additional independent reference checks, if required, to complete its verification process. The award recommendation will be for the proposal that is most advantageous to the Agency. The contract period is from January 1, 2015 to January 1, 2018 with extensions possible at the option of ACPWA for an additional two years through January 1, 2020. Board approval to award a contract is required. A contract must be negotiated, finalized, and signed by the awardee prior to Board Approval.

Final Standard Agreement terms and conditions will be negotiated with the selected bidder. Bidder may access a copy of the Standard Services Agreement, can be found online at:

<http://www.acgov.org/gsa/purchasing/standardServicesAgreement.pdf>

XI. Term/Termination/Renewal

1. The term of the contract, which may be awarded pursuant to this RFP, will be three years.
2. The County has and reserves the right to suspend, terminate or abandon the execution of any work by the Contractor without cause at any time upon giving to the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor's work, the Contractor shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. The County may terminate the contract at any time without written notice upon a material breach of contract and substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor. In the event of such termination with or without cause, the County reserves the right to invite the next highest ranked bidder to enter into a contract or re-bid the project if it is determined to be in its best interest to do so.
3. The County may, at its sole option, terminate any contract that may be awarded as a result of this RFP at the end of any County Fiscal Year, for reason of non-appropriation of funds. In such event, the County will give Contractor at least thirty (30) days written notice that such function will not be funded for the next fiscal period. In such event, the County will return any associated equipment to the Contractor in good working order, wear and tear excepted.
4. By mutual agreement, any contract which may be awarded pursuant to this RFP, may be extended for an additional two-year term at agreed prices with all other terms and conditions remaining the same.

XII. Important Dates

- Pre-proposal Meeting: Thursday, November 6, 2014 at 10:00 AM at 399 Elmhurst Street, Annex Training Room 340A
- RFP Proposal Submittal Deadline: Thursday, December 4, 2014, 4:00 PM, PST
- Oral Interviews: Week of January 5, 2015
- Contract Negotiation with No. 1 ranked firm: January 2015

COUNTY PROVISIONS

1. Preference for Local Products and Vendors:

A five percent (5%) preference shall be granted to Alameda County products or Alameda County vendors on all sealed bids on contracts except with respect to those contracts which state law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFP/Q; and which holds a valid business license issued by the County or a city within the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County. Locality must be maintained for the term of the contract. Evidence of locality shall be provided immediately upon request and at any time during the term of any contract that may be awarded to Contractor pursuant to this RFP/Q.

2. Small and Emerging Locally Owned Business:

A small business for purposes of this RFP is defined by the United States Small Business Administration as having no more than \$25,000,000 in average annual gross receipts over the last three (3) years. An emerging business, as defined by the County is one having annual gross receipts of less than one-half (1/2) of the above amount over the same period of time. In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions, Application and Renewal Application) has been attached hereto as Exhibit B and must be completed and returned by a qualifying contractor.

A locally owned business, for purposes of satisfying the locality requirements of this provision, is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFP/Q; and which holds a valid business license issued by the County or a city within the County.

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services. As a result of the County's commitment to advance the economic opportunities of these businesses the following provisions shall apply to this RFP:

- a. If Bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a five percent (5%) bid preference, in addition to that set forth in paragraph 1., above, for a total bid preference of ten percent (10%). However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder.
- b. Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid preference and must subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of Bidder's total bid amount in order to be considered for the contract award. Bidder, in its bid response, must submit written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from this RFP. Evidence of participation shall be provided immediately upon request at any time during the term of such contract.

The County reserves the right to waive these small/emerging local business participation requirements in this RFP, if the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less.

The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB. If you apply and are certified as a SLEB, you will receive a 5% SLEB bid preference:

- non-profit community based organizations (CBO);
- non-profit churches or non-profit religious organizations (NPO);
- public schools; and universities; and
- government agencies

Non-profits must provide proof of their tax exempt status. These are defined as organizations that are certified by the U.S. Internal Revenue Service as 501(c) 3.

For more information regarding the SLEB program, go to:

<http://www.acgov.org/auditor/sleb>

If additional information is needed regarding this requirement, please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

3. First Source Program:

The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and the new Workforce Investment Act requires that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Vendors awarded contracts for goods and services in excess of One Hundred Thousand Dollars (\$100,000) as a result of any subsequently issued RFQ are to allow Alameda County ten (10) working days to refer potential candidates to vendor to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Vendor will be pre-screened, qualified applicants based on vendor specifications. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Vendor.

Bidders are required to complete, sign and submit in their bid response, the First Source Agreement that has been attached hereto as Exhibit D, whereby they agree to notify the First Source Program of job openings prior to advertising elsewhere (ten day window) in the event that they are awarded a contract as a result of this RFP/Q. Exhibit D will be completed and signed by County upon contract award and made a part of the final contract document.

If compliance with the First Source Program will interfere with Contractor's pre-existing labor agreements, recruiting practices, or will otherwise obstruct the Contractor's ability to carry out the terms of the contract, the Contractor will provide to the County a written justification of non-compliance.

If additional information is needed regarding this requirement, please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

4. Online Contract Compliance System

As part of the Alameda County (Insert Department/Agency Name) commitment to assist contractors to conveniently comply with legal and contractual requirements, the County has established an online Contract Compliance System. The system was designed to help reduce contractors' administrative costs and to provide various work-flow automation features that improve the project reporting process.

The Alameda County Contract Compliance System will be implemented to monitor contract compliance for County contracts through the use of a new interactive website, Elation Systems. The prime contractor and all participating subcontractors awarded contracts as a result of this bid process for this project, are required to use the secure web-based system to submit SLEB Program information including, but not limited to, monthly progress payment reports and other information related to SLEB participation.

The Alameda County Contract Compliance System has been designed to provide online functionality that streamlines the process, reduces paperwork and assists contractors and subcontractors in complying with the County's SLEB Program and its reporting requirements. Utilizing the Alameda County Contract Compliance System will reduce the amount of time currently required to submit hard copy documentation regarding contract compliance information and is provided for use by County contractors and subcontractors at no cost.

Procedural differences between the previous conventional reporting and the new web-based system include:

- Monthly progress payment status reports will be submitted via the web-based system.
- Paper copies will no longer be required.
- Contractor will be required to enter data for payments made and subcontractors will be required to enter data for payments received into the web-based system.

Alameda County Contract Compliance System training and ongoing support are provided at no charge to contractors and participating sub-contractors awarded a contract as a result of this bid process for this project. Contractors having contracts with the County should schedule a representative from their office/company, along with each of their subcontractors, to attend training. Training sessions are approximately one hour and will be held periodically in a number of locations throughout Alameda County.

Upon award of contract, please view the training schedule http://www.elationsys.com/elationsys/support_1.htm or call Elation Systems at (510) 764-1870. A special access code will be provided to contractors and subcontractors participating in any contract awarded as a result of this bid process to allow use of the System free of charge. It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize the Alameda County Contract Compliance System.

Please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org if you have any other questions regarding utilization of the Alameda County Contract Compliance System.

Compliance Information and Records

As needed and upon request, for the purposes of determining compliance with the SLEB Program, the Contractor shall provide the County with access to all records and documents that relate to SLEB participation and/or certification. Proprietary information will be safeguarded. All subcontractor submittals must be through the prime contractor.

Debarment/Suspension Policy

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each bidder will be screened at the time of RFP/RFQ response to ensure bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

Bid Protest/Appeals Process

Public Works Agency prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project once the Notice of Recommendation to Award has been issued. Bid protests submitted prior to issuance of the Notices of Recommendation to Award will not be accepted by the County.

1. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the Agency's Management Services Administrator, located at 399 Elmhurst St, Hayward, CA 94544, Fax: (510) 670-5541, before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Recommendation to Award, not the date received by the Bidder. A Bid protest received after 5:00 p.m. is considered received as of the next business day.
 - a. The Bid protest must contain a complete statement of the reasons and facts for the protest.
 - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
 - c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
 - d. The County Agency/Department will transmit a copy of the bid protest to all bidders as soon as possible after receipt of the protest.
2. Upon receipt of written protest, Public Works Agency ("Agency") will review and evaluate the protest and issue a written decision. The Agency, may, at its discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest will be issued at least ten (10) business days prior to the Board hearing or Agency award date.

The decision will be communicated by e-mail or fax, and certified mail, and will inform the bidder whether or not the recommendation to the Board of Supervisors or Public Works in the Notice of Recommendation to Award is going to change. A copy of the decision will be furnished to all Bidders affected by the decision. As used in this paragraph, a Bidder is affected by the decision on a Bid protest if a decision on the protest could have resulted in the Bidder not being the apparent successful Bidder on the Bid.
3. The decision of the Agency on the bid protest may be appealed to the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Room 249, Oakland, CA 94612, Fax: (510) 272-6502. The Bidder whose Bid is the subject of the protest, all Bidders affected by the Agency's decision on the protest, and the protestor have the right to appeal if not satisfied with the Agency's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the Agency, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by the Agency shall not be considered under any circumstances by the Agency or the Auditor-Controller OCC.
 - a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
 - b. In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if the contracting department materially erred in following the Bid or, where appropriate, County contracting policies or other laws and regulations.
 - c. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the Agency. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal. The Auditor-Controller (OCC) shall only review the materials and conclusions reached by the Agency or department designee, and will determine whether to uphold or overturn the protest decision.
 - d. The Auditor's Office may overturn the results of a bid process for ethical violations by Purchasing staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
 - e. The decision of the Auditor-Controller's OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCC will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all Bidders affected by the decision.
4. The County will complete the Bid protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisor or the Agency.
5. The procedures and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder's failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

APPLICATIONS SUMMARY

The database system consists of several integrated systems: Accounts Receivable (AR), Accounting, Revenue and Projections (ARP), Cost Accounting (CAS), Timesheet (Time Card), Project Management (PMA), Permit Tracking (Permits) and Material Testing (MTL). All systems have query and reporting functions that are very flexible. For each query or report choice, there are variety of selection criteria to use, for example date ranges, job numbers, account numbers, responsible employees, payroll sections, departments,just to name a few.

The AR system is used to track billings, receipts, deposits, contracts and accounts receivable balances. Information is input by Agency staff.

The ARP system is used to track budgeting information, revenues and expenditures, purchase orders, and accounts payable detail and balances. The information is downloaded from the County's Alcolink Financials system (PeopleSoft), which is the County's budget and accounting management system.

The CAS system is used for tracking costs by job, activity and employee for billing, cost analysis and State Road Reporting purposes. Weighted labor rates, equipment rates and overhead rates are used. Source data comes from timesheets and expenditures.

The Time Card system is used by employees to create electronic bi-weekly timesheets and by management staff for analysis purposes. Timesheet information is uploaded into the County's HRMS Payroll/HR system (PeopleSoft) and is posted to CAS. Time Card also has an interface with the Maintenance and Operations' Infrastructure Management System (MaintStar).

The Project Management system (PMA) is used to manage the Agency's Capital Improvement Program (CIP). This system is used by Engineering, Construction and Finance departments to create and manage project plans, including revenue funds and expenditures, as well as other information about the project.

The Permit Tracking system is used to track costs and receipt information related to Land Development permits. The reference information comes from CAS and AR.

Other systems currently under development, includes a system for the Materials Testing Lab.

ACCOUNTING APPLICATIONS – ARP REPORTS

Opt	Name	Description
1260	Five Year Report	Five Year Budget Report
1261	Seven Year Report	Seven Year Budget Report
1262	Model Five Year Report	Five Year Report for your Model
1263	Revenue & Expenditure Summary	Summary Budget and Actual Report
1264	Budget and Expense Report	Budget Report with Alcolink Expense
1265	Budget Report	Current, History & Projected Budgets
1266	Revenue & Expenditure Detail	Detail Budget and Actual Report
1267	Ledger Card	Ledger Card Report
1268	Model Change Report	Report changes made to your Model
1269	Actual Report	Actual by Month and Three Year Actual
1271	Vendor/Journal Report	Report Info for one Vendor or Journal
1273	PO Report	PO Report
1274	Expenditure Report	Expenditure reporting
1275	Voucher Report	Voucher and PO Invoice Report
1277	Art Commission Report	Art Commission Report
1278	Budget Change Log Report	Report Budget Changes
1279	Survey Reports	Analysis of County Surveyor Net Cost
17	CAS Posted Thru: 08/30/2014	ALCOLINK Posted Thru : 09/16/2014

Function No:

ACCOUNTING APPLICATIONS – CAS TABLES

Opt	Name	Description
1258	Cost Entry	CJ Entry for Expense and Labor
1259	Project Budget Entry	Project Budget (Check Book) entry
1281	Organization Table	Organization Maintenance
1282	Account	Account Maintenance
1283	Program Table	Program Maintenance
1471	Cost Center Table	CAS Cost Center Table
1473	Job Table	CAS Job Table
1475	Activity Table	CAS Activity Table
1476	Major Activity Table	CAS ties function to a major activity
1477	Major Object Table	Major Object Table
1478	Control Account Table	Control Account (account groups) Table
1479	Employee Table	Employee, Paytype and Function
1481	Equipment Group	Equipment Group Table
1483	Equipment Table	CAS Equipment Table
1487	CAS Fund	CAS Fund Table
1488	Section Table	CAS Employee Section Table
1489	Phase Table	Phase (M&O Task) table
1490	Employee Function Table	Employee Function Table
1491	Overhead Group Table	CAS Overhead Group Table
1492	Paytype Table	Employee Pay Type Table
22	CAS Posted Thru: 08/30/2014	

Function No:

ACCOUNTING APPLICATIONS – CAS REPORTS

Opt	Name	Description
1205	Entry Verification	CJ Entry verification
1207	TC CAS Variance	Compares TC and CAS labor hours
1431	Expenditure Report	CAS Expenditure Report
1433	Labor and Equipment Detail	Labor and Equipment Detail (CAS)
1437	Cost Center Report	CAS Cost Center Report
1441	Activity Report	CAS Activity Report
1445	Equipment Report (CAS)	CAS Equipment Report
1447	Project Budget Report	Project (Check Book) Report
1449	Organization Report	CAS Organization Report (old department)
1453	Direct / Indirect Cost Report	CAS Report with direct and Indirect cost
1461	Job Cost Report (CAS)	CAS Job Report
1463	Job History Report	Job History and Job by Section Report
1469	Applied vs Actual Cost Report	Year end Report
1498	Report Log	Report report usage
1499	Tables Report	Report for Most CAS Tables
15	CAS Posted Thru: 08/30/2014	ALCOLINK Posted Thru : 09/16/2014

Function No:

ACCOUNTING APPLICATIONS – AR TABLES

Opt	Name	Description
81	Department Table (Old)	Old Department Table (no longer in AR)
1121	Invoice Entry	Enter, display and adjust Invoices
1131	Receipt Entry	Receipt Entry
1135	Deposit Entry	Deposit Entry
1137	Check Log	Check Log
1170	Fund Table (Old)	Old Fund Table (no longer used in AR)
1181	County Organization Table	County Organization Table Maintenance
1182	Account Table (Old)	Old Account Table (No longer used in AR)
1182	County Account Table	County Account Table Maintenance
1183	County Program Table	County Program Table Maintenance
1183	Project Table (Old)	Old Project Table (No long used in AR)
1184	Fund Department Table (Old)	Fund Department Table Maintnenace
1184	County Fund Table	County Fund Table Maintenance
1185	Customer Table	Customer Table Maintenance
1186	Clerk Table	Clerk Table Maintenance
1187	Chart of Accounts (Old)	Chart of Accounts Maintenance
1188	Funding Source Table	Funding Source
1189	Change Receipt Numbers	Change Receipt type or Receipt Number
1295	Function Maintenance	List of Application Functions
1297	User Maintenance	ARP Users and Authority

Function No:

ACCOUNTING APPLICATIONS – ARP TABLES

Opt	Name	Description
1251	Budget Entry	Budget Entry
1253	Model Entry	Update Your Model
1254	Build Model	Build budget MODEL for current user
1280	ARPCARD Table	Display ALCOLINK data
1284	Fund Table	Fund Maintenance
1285	Project Table	Project Maintenance
1286	PO Table	Search for and review PO's
1287	PO Group	PO Group Table
1288	PO Type Table	PO Type Maintenance
1289	Employee Function Table	Employee Function Maintenance
1291	Vendor Table	ARP Vendor Table
1292	Voucher Table	Voucher and PO Invoice table
1293	Report Parameters	View report parameters
1294	Elation Contracts	Display Elation Contract Information
1295	Function Maintenance	List of Application Functions
1297	User Maintenance	ARP Users and Authority
1299	Online Documentation	Online Help - you can modify this

17	CAS Posted Thru: 08/30/2014
----	-----------------------------

Function No:

ACCOUNTING APPLICATIONS – PERMIT ENTRY SCREEN

Permit List

Permit Type *

Status

App Date

Permit Zone

App Name

Res Emp

Sub Type

Permit #

Address 1 (# street)

Tract

Job

Address 2 (city, state)

Parcel Map

Type	Zone	Number	Job	App Name	Res Emp	Receipts	CJ Amount	Balance	Status	P Map	Tract	Sub Type	L
S	00	200005	73843	ALTIMA CONTRACTING	D56	\$36,000.00	\$12,787.74	\$23,212.26	A		6771	TRACT	8

Permit 'S00-200005'

Sub Division Permit

Permit *

Status *

Job

Apply Date *

Type *

Street # *

No

Responsible Employee *

Street Name *

Tract

Parcel Map

Town *

Owner / Contractor *

Engineer Name *

Applicant Name *

Engineer Address *

Mail Address *

Engineer Phone *

Applicant Phone *

Inactive Date

Inactive Comment

Geosoil Engineer

Acceptance Date

Geosoil Fileno

Last Change By

Geosoil Phone

Last Change Date

Bond Info

Job End Date

Detail
Permit Log

Type	Date	Description	Bonds 01	Bonds 10	Cost	Deposits	Balance
Labor	01/22/2002	D56 DELEON, ROSEMARIE SUBDIVISION REVIEW Hrs 2.0			\$181.23	\$0.00	(\$181.23)
Deposit	01/22/2002	L5347 900003/499990/00000 ALTIMA CONTRACTING			\$0.00	\$6,000.00	\$5,818.77
Labor	01/23/2002	D56 DELEON, ROSEMARIE SUBDIVISION REVIEW Hrs 2.0			\$181.23	\$0.00	\$5,637.54
Labor	01/25/2002	D56 DELEON, ROSEMARIE SUBDIVISION REVIEW Hrs 3.0			\$271.85	\$0.00	\$5,365.69
Labor	01/28/2002	D56 DELEON, ROSEMARIE SUBDIVISION REVIEW Hrs 3.0			\$271.85	\$0.00	\$5,093.84
Labor	01/29/2002	D56 DELEON, ROSEMARIE SUBDIVISION REVIEW Hrs 2.0			\$181.23	\$0.00	\$4,912.61
Labor	01/31/2002	D56 DELEON, ROSEMARIE SUBDIVISION REVIEW Hrs 2.0			\$181.23	\$0.00	\$4,731.38
Labor	02/04/2002	D56 DELEON, ROSEMARIE SUBDIVISION REVIEW Hrs 2.0			\$181.23	\$0.00	\$4,550.15
Labor	02/05/2002	D56 DELEON, ROSEMARIE SUBDIVISION REVIEW Hrs 2.0			\$181.23	\$0.00	\$4,368.92
Equip	02/06/2002	1997 JEEP 4x4 CHEROKEE GRADING PLAN REVIEW Hrs 3.0			\$14.70	\$0.00	\$4,354.22
Labor	02/06/2002	C88 CHO, ANDY GRADING PLAN REVIEW Hrs 3.0			\$274.94	\$0.00	\$4,079.28
Labor	02/06/2002	002 OWRE, ZAIDA SUBDIVISION REVIEW Hrs 2.5			\$294.70	\$0.00	\$3,784.58
Labor	02/06/2002	D56 DELEON, ROSEMARIE SUBDIVISION REVIEW Hrs 2.0			\$181.23	\$0.00	\$3,603.35
Total			\$0.00	\$2,000.00	\$12,787.74	\$36,000.00	
Balance						\$23,212.26	

ACCOUNTING APPLICATIONS – PERMIT TRUST PROCESSES

The screenshot shows a software window with a title bar containing a small icon and standard window controls (minimize, maximize, close). The main area contains a table with three columns: 'Opt', 'Name', and 'Description'. The table lists various accounting functions related to permit trusts. Below the table, there is a status bar with a yellow background showing '10' and a cyan background showing 'CAS Posted Thru: 08/30/2014'. At the bottom, there is a 'Function No:' label followed by an empty text box, and two buttons labeled 'Run' and 'Close'.

Opt	Name	Description
1146	CAS Trust Transfer	Trust transfers and billing amounts.
1147	Trust Aged Report	Trust (permits) aged balance report
1148	Trust Balance Report	Trust (permit) balance summary or detail
1149	Permit Report	Permit Report
3301	Permit	Subdivision and Grading Permits
3311	Permit Job List	Flood and Road Permit Jobs (no permit)
3313	Trust Adjustments	Trust Adjstment
3371	Old Receipts	Receipts before 1999
3373	Default Permit Provisions	Edit Grading Default Provisions
3375	Job Range Table	Assign job range for permit type/zone

10 CAS Posted Thru: 08/30/2014

Function No:

ACCOUNTING APPLICATIONS – JOB REPORT MENU

1461 Job Report

Report Options | Rpt Population | Query Help

Version * Last Run

Format * Job / Major Activity

Summarize to * Job

Subtotals Level * Job

Show Employees Names * Yes

Show Equipment Cost * Yes

Date Range * 07/01/2013 Thru 06/30/2014

Show Graph No Show Fund Life to Date No

Report Title

*** Fiscal Only ***

State Report * No Include Actual Jobs * Yes

Only Approved Cost * Yes Labor Only * No

Show Overhead Cost * Yes

Run Cancel Save Remove

ACCOUNTING APPLICATIONS – JOB REPORT SELECT CRITERIA

1461 Job Report

Report Options | Rpt Population | Query Help

Query By Example

Fund

Job

Employee

Activity

Equipment

Account

Organization

Emp/Eq or Doc

PO / IDSO

Cost Center

GASB

Single Audit

Responsible Emp

Employee Function

Employee Section

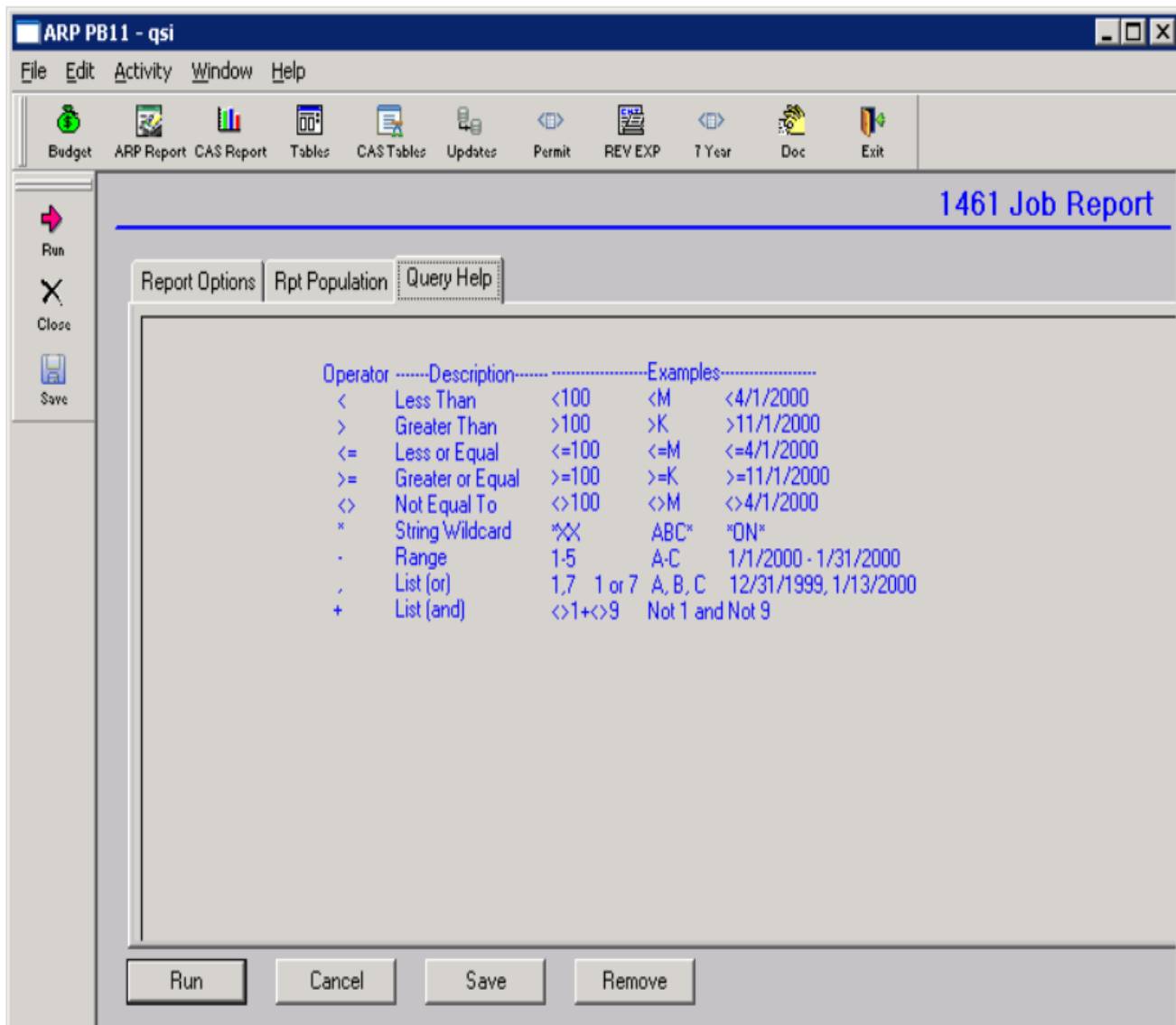
CIP Job

Pay Type

Labor Only Report

Run Cancel Save Remove

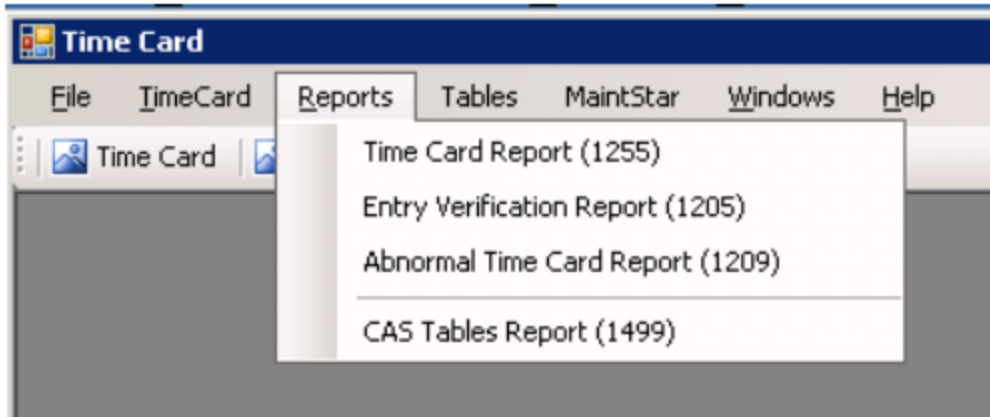
ACCOUNTING APPLICATIONS – QUERY HELP



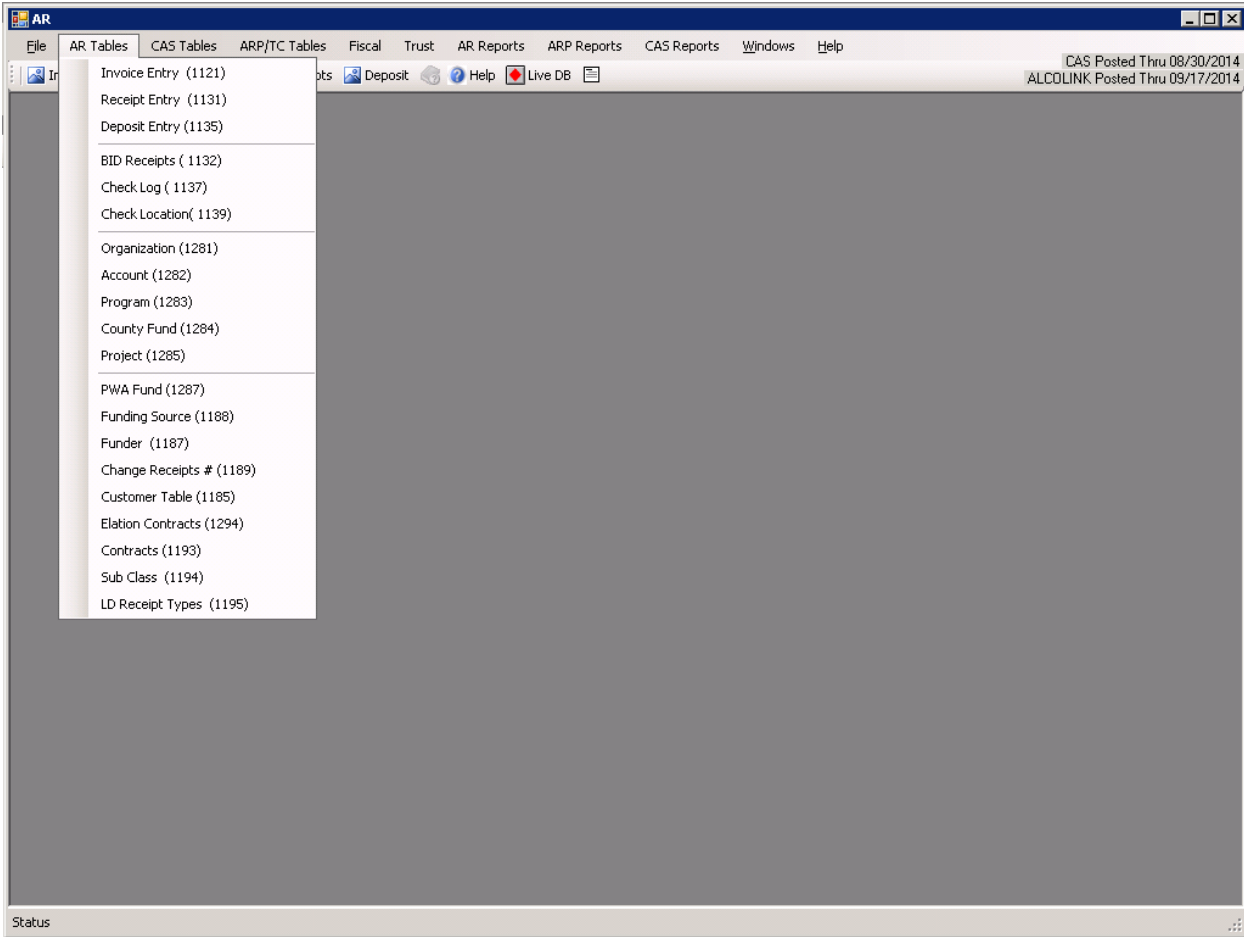
TIMECARD TABLES



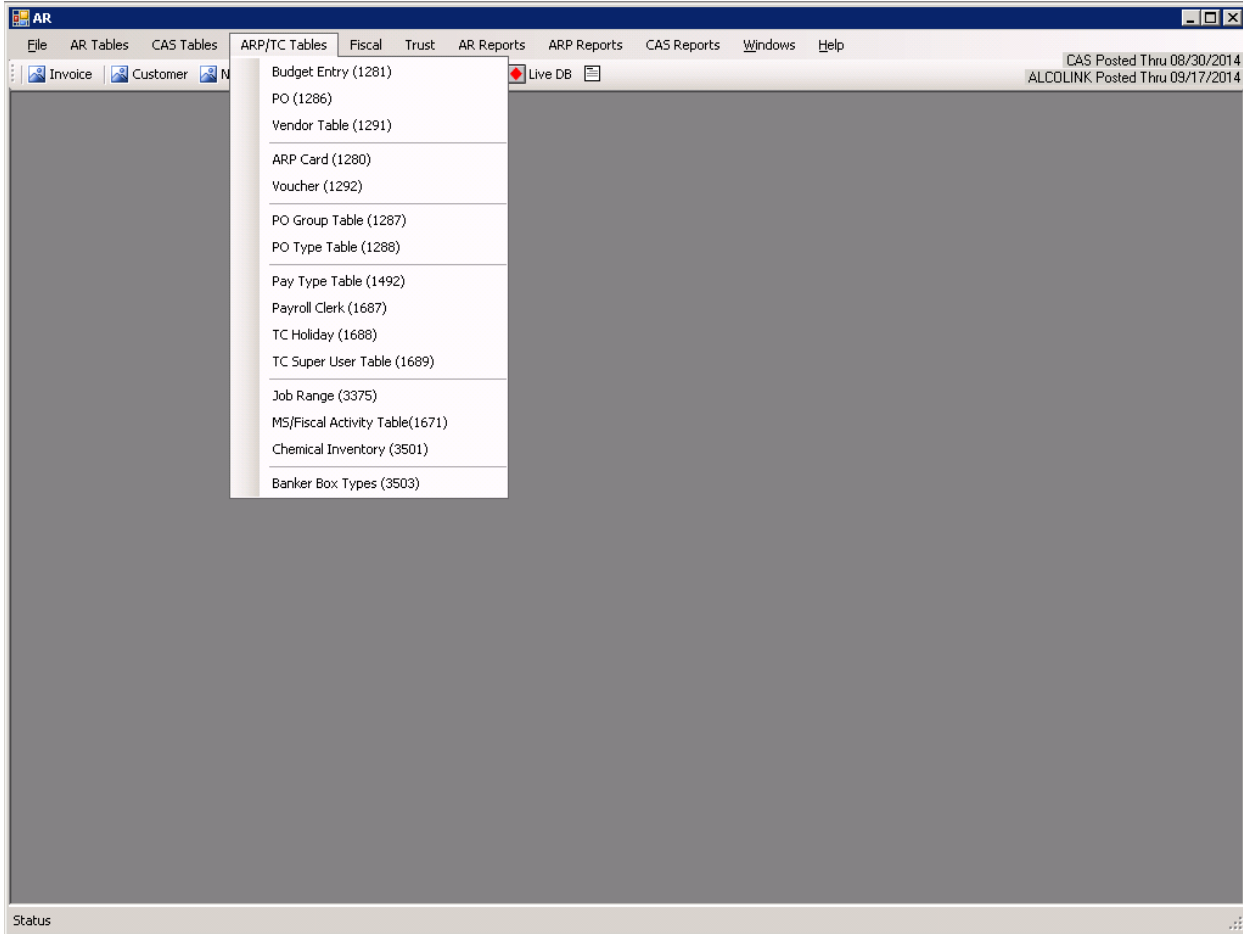
TIMECARD REPORTS



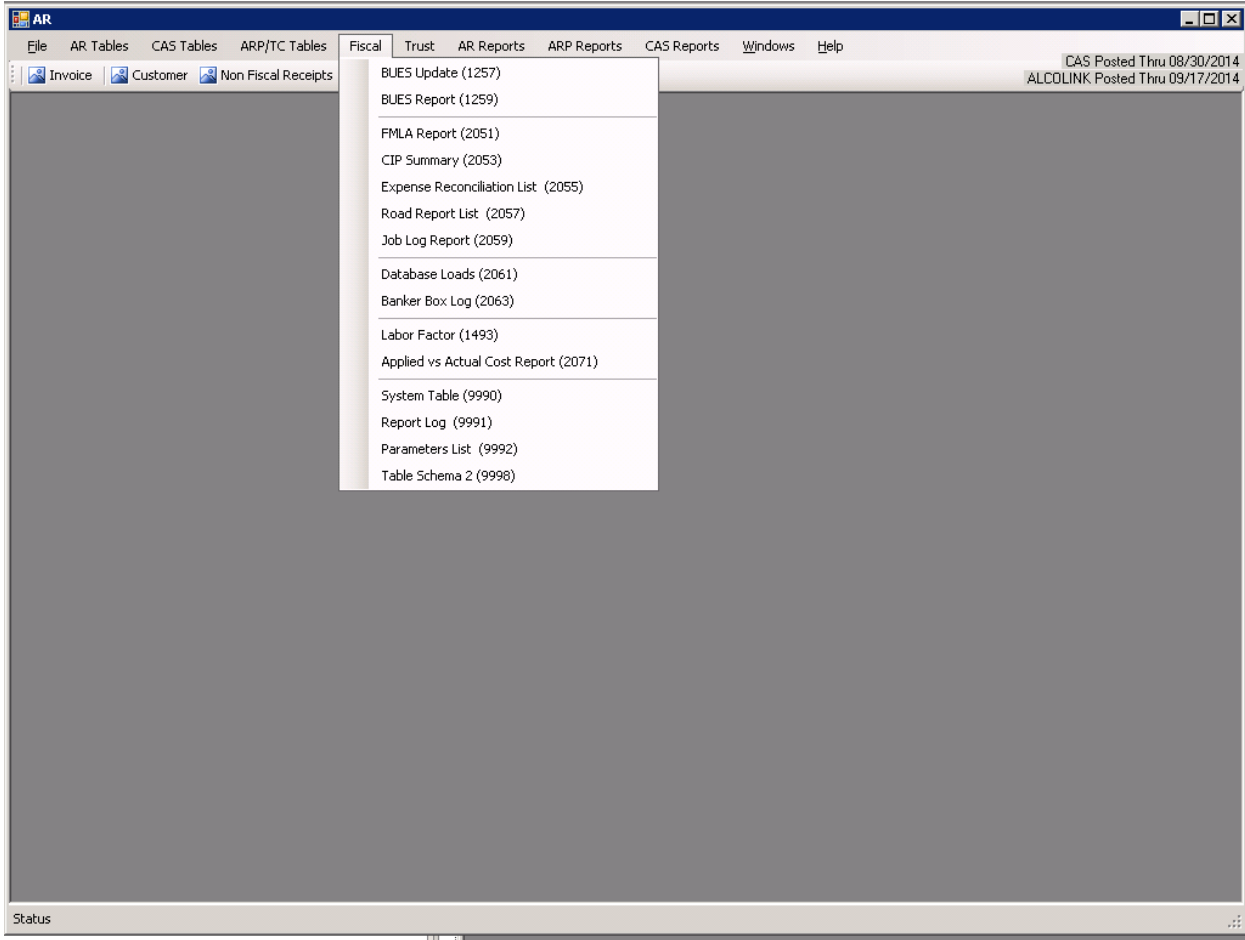
AR.NET – ACCOUNTS RECEIVABLE TABLES



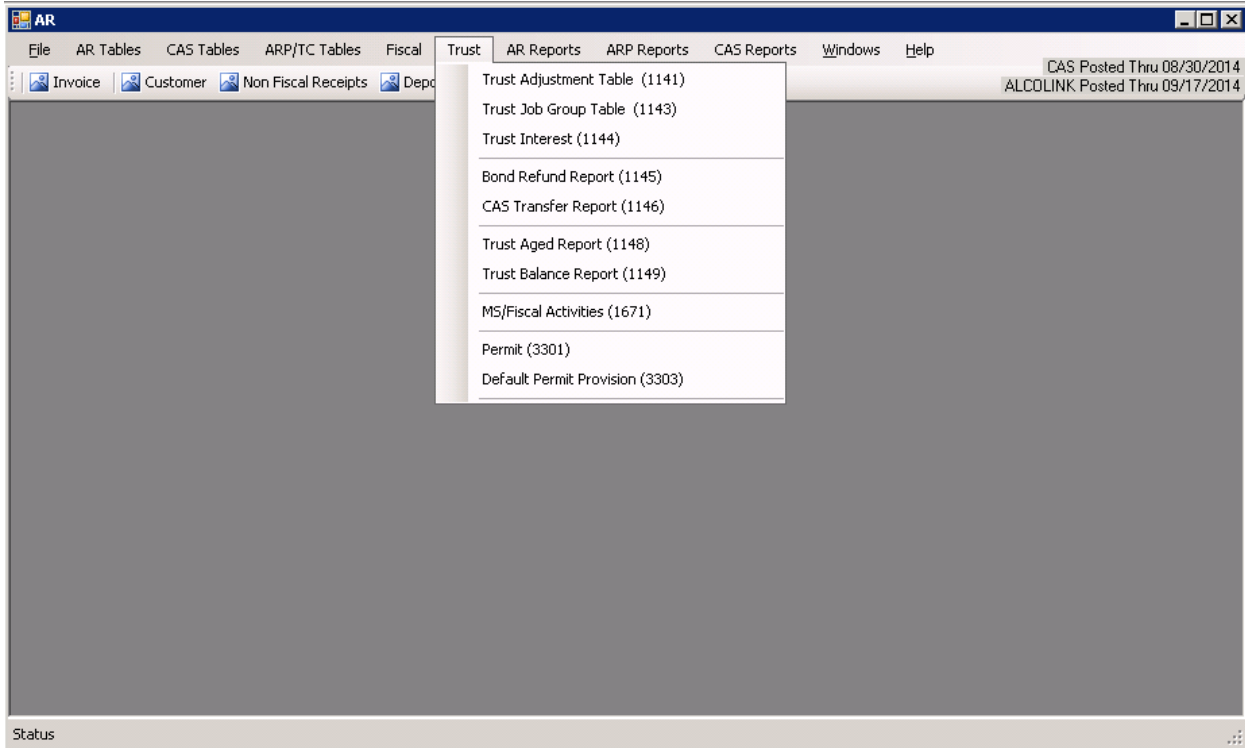
AR.NET - COST ACCOUNTING TABLES



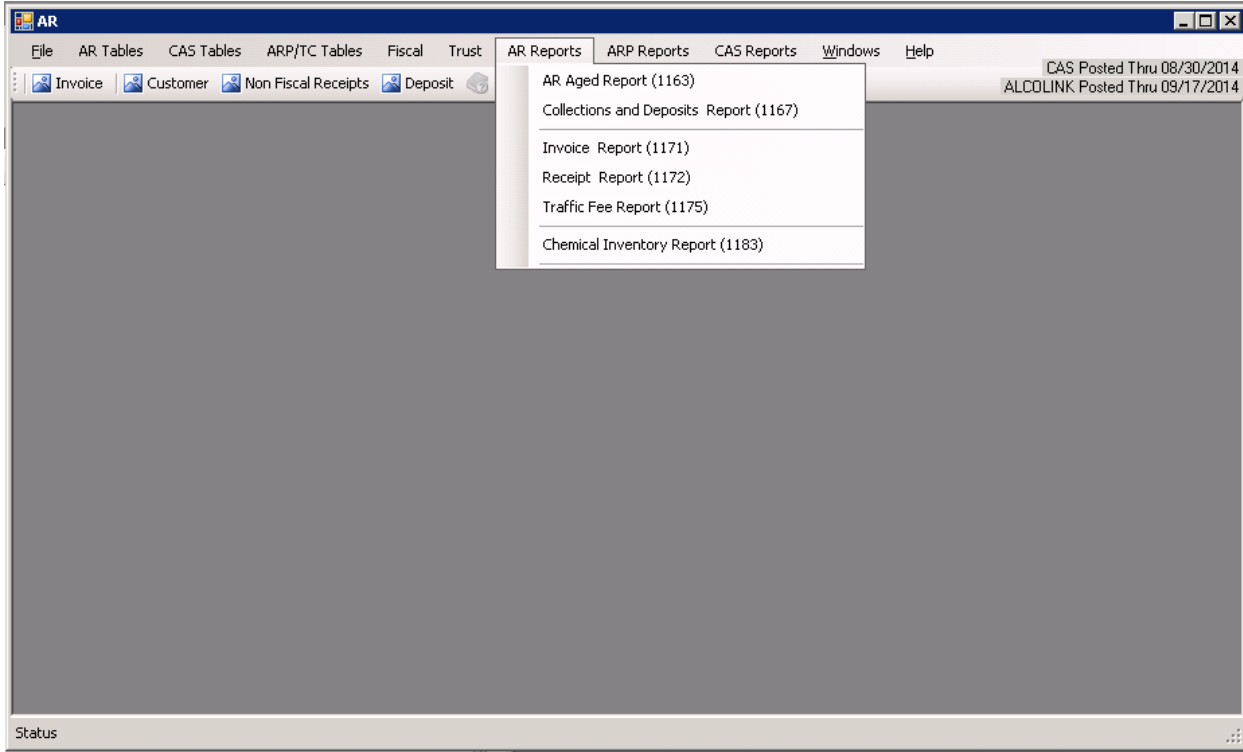
AR.NET - FISCAL PROCESSES



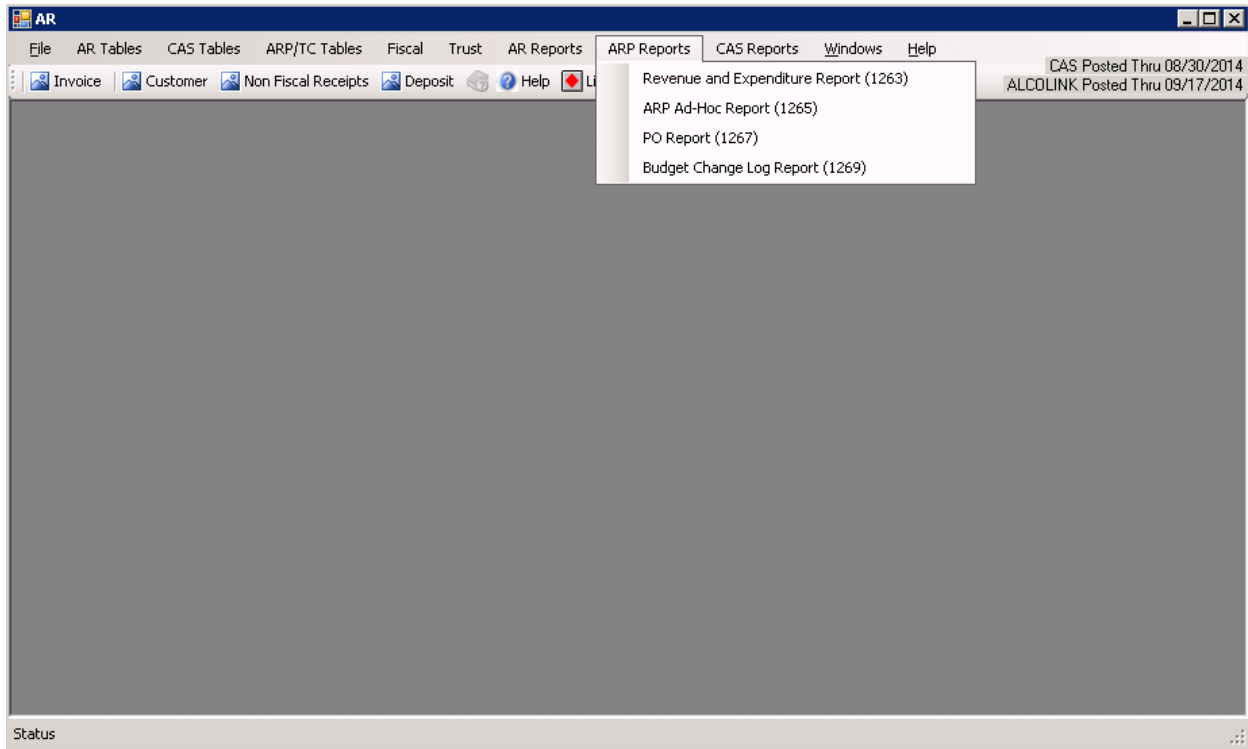
AR.NET – PERMIT TRUST PROCESSES



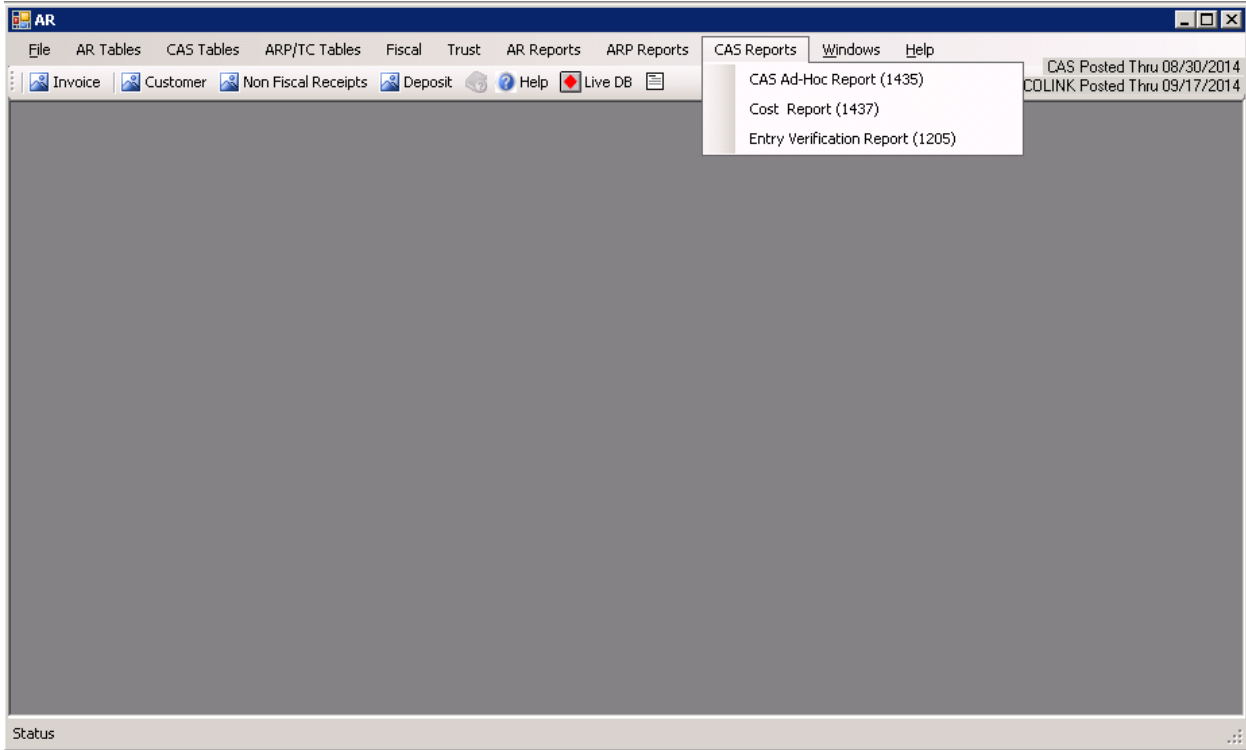
AR.NET – ACCOUNTS RECEIVABLE REPORTS



AR.NET – APPROPRIATION, REVENUE AND PROJECTION REPORTS



AR.NET – COST ACCOUNTING REPORTS



General Overview of the Assessment Process – Benefit Assessment Program

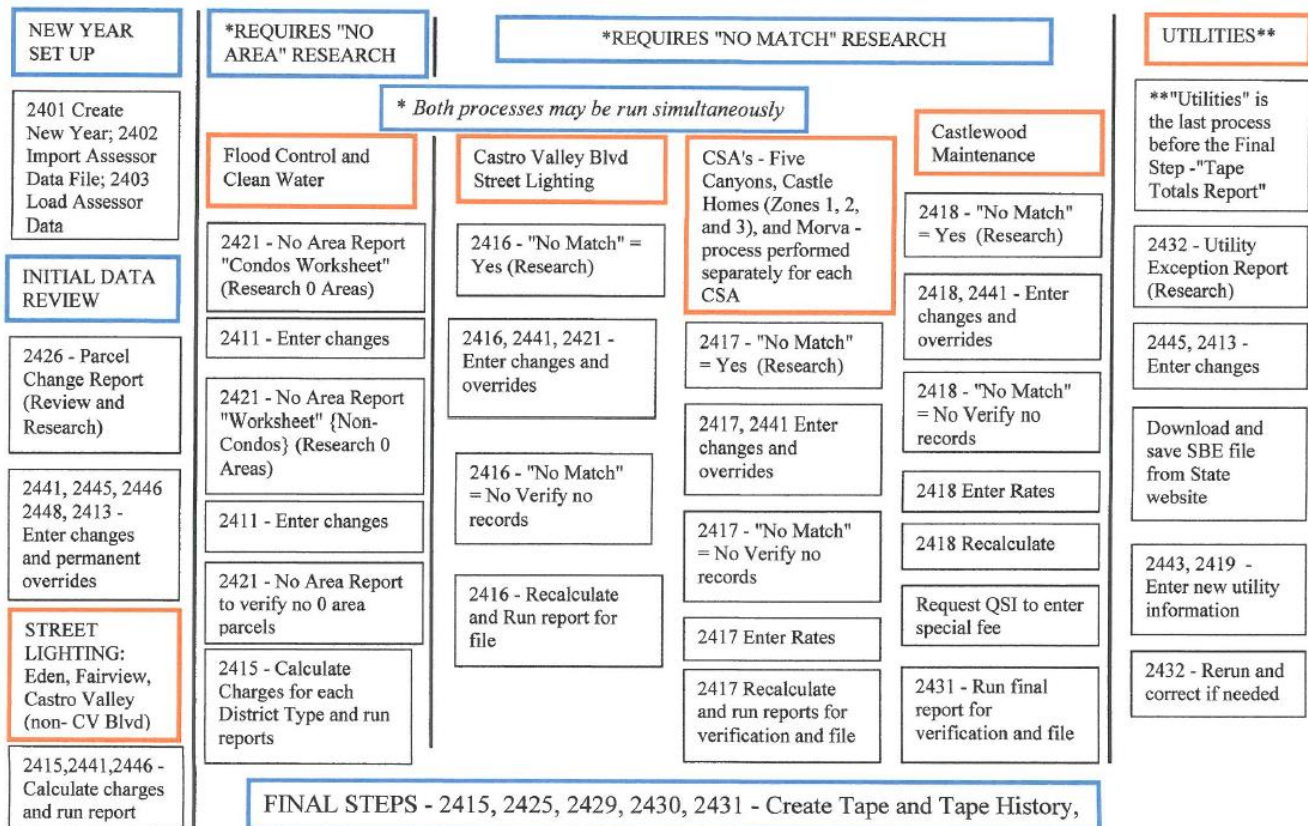
Description: Process Chart

Steps

- New Year Set Up and Importing Assessor Data File
- Initial Data Review / Research
- Area Entry and Parcel Entry
- Calculations
- Reports / Verification of Data and Fees
- Submission of Data File ("Tapes") to Auditor

ALAMEDA COUNTY PUBLIC WORKS AGENCY ASSESSOR TAX ROLL PROCESS

This process begins after Table 2441 - "District Rules" is updated from the Auditor TRA data



This chart does not include other reports, letters, etc. sent to Auditor Agency, Cities, Special District governing bodies, etc.

Setup

Used at the beginning of the Assessor process

Create New Year
Import Assessor Data File
Load Assessor Data
No Area Report
No Area Entry
No Match Report

Search/Calc/Enter

For Searching, Calculating, and Enter data

Parcel Information
Parcel History
Calculate Parcel Charges
Castro Valley Boulevard Lighting
Special Districts
Castlewood
Utility Maintenance

Reports

Various Reports and Final Tape Totals

Parcel Detail
Parcel Change
Charges By District
Charges By Zone
District Charges Detail
Castlewood Charge Detail
Utility Exception
Tape Totals

Tables

Tables, Rules, and Lists for Criteria for the Calculation of Charges

District Types
District Rules and List
District TRA List
Assessor Codes
Service Charges
Utilities
LUF Override
Charge Override
Area Override
Spot Check

PREPARING BAP SYSTEM FOR CALCULATING ASSESSMENTS

Loading Assessor Data

Load Assessor Data (2403)

[Load Assessor Data](#)

Before you run this:

- 1) Make sure 2401 has been run to empty current year tables.
- 2) Make sure par_in and parvar_in have been loaded from Assessor input files
- 3) Make sure known LUF and Area overrides are in 2445 and 2448.
- 4) Make sure District Codes are set up in 2441.
- 5) Make sure Utility Codes are set up in 2443.

This update will:

- 1) Move data from par_in and parvar_in into par_c, collecting information from matching par_p records from last year.
- 2) Adjust Assessor zones, LUF, and areas based on various rules.
- 3) Confirm that parcels belong to at least one district
- 4) Mark each new parcel as matched or not, comparing it to last year's parcels.

Current Fiscal Year

Imported Parcels

Last Year's Parcels

Update running. This will take a few minutes ...

Research and Processing Missing Information from Assessor's Office

The identification of "lot square footage" is necessary for the proper allocation of Flood Control assessments, Clean Water fees and Castro Valley Blvd Lighting charges on the Property Tax bills. Those parcels are identified, researched, calculated and entered.

No Area Report (Function 2421) - CONDOS

Assessor Database

File Setup Search/Calc/Enter Reports Tables Windows Help

Help Live DB Live RptSvr

No Area Report (2421)

[No Area Report](#)

☒ Build No Area File

Format:

Sort*:

Report Title:

----- Selection Criteria -----

Parcel Gets Flood Bill:

LUF:

First Taxcode Digits:

Check Build No Area File
Format: Condos Worksheet
Sort: Parcel No.
Report Title: Condo No Area Worksheet FY ##-##
Click "Run"
Save Report as Excel File on T drive.

A similar report is done for Non-Condos Worksheet

No Area Entry (Function 2411)

Enter Seq. Load report. Enter area for sequence numbers
Multiple areas can be entered using a Sequence Range

No Area Entry (2411)

File Setup Search/Calc/Enter Reports Tables Windows Help

Help

No Area Entry

Load Save

Start Seq LUF First Two Digits Of Tax Code

Show Only Null Area Parcel Gets Flood Tax Bill

Sequence Range - Area

Seq	Area <0>	Zone	Parcel Number	Address	Use Code	LUF
176	0.0006	Y	429 005500102	585 WILLOW AVE	03	X
177	0.0333	Y	431 010823600	669 MACABEE WAY	70	D
178	0.0333	Y	431 010823700	667 MACABEE WAY	70	D
179	0.0333	Y	431 010823800	665 MACABEE WAY	70	D
180	0.0333	Y	431 010823900	663 MACABEE WAY	70	D
181	0.0333	Y	431 010824000	661 MACABEE WAY	70	D
182	0.0333	Y	431 010824100	659 MACABEE WAY	70	D
183	0.0333	Y	431 010824200	657 MACABEE WAY	70	D
184	0.0333	Y	431 010824300	655 MACABEE WAY	70	D
185	0.0333	Y	431 010824400	653 MACABEE WAY	70	D
186	0.0333	Y	431 010824500	651 MACABEE WAY	70	D
187	0.0260	Y	431 010824700	647 MACABEE WAY	70	D

Clear Set Areas

Total Count 318

Enter the area to assign to the range of records.

Search/Calc/Enter

Parcel Information Function 2413 (Screen name for result of search is "Parcel List")

Enter Parcel Number

Click Search Button

Assessor Database - [Parcel List]

File Setup Search/Calc/Enter Reports Tables Windows Help

Help

1 of 1 Filter

Parcel Lookup

Search

Search Criteria

Parcel 003 004900109 Owner Parcel Area Match

Use Code Street District In District

LUF Site City Charge Amount Utility

Parcel	Street No	Street Name	City	Owner	Mail Address 1	Mail Address 2	Mail Zip	Use Code	LUF	Area	Utility
003 004...	875	19TH ST	OAKLAND	OAK CENTER H...	3413 30TH ST	SAN DIEGO CA	92104	70-00	D	0.2500	

Parcel Description and History-shows LUF changed from B (FY 2013) to D

Assessor Database - [Parcel Information (2413)]

File Setup Search/Calc/Enter Reports Tables Windows Help

Help

Parcel Information

Save

Report

Parcel* 003 -0049-001-09

Assessor Zone Y Tax Code* 17046

Use Code* 70 Use Code Ext 00 Land Use Factor* D

Area 0.2500 Apartments 0

Assessment Value Match Previous Year Y

Land Value 30000 Improvements Value 0

Utility Code

Site Address 875 19TH ST

Site Units Site City 10 Site Zip 94607-

Owner Name OAK CENTER HOMES PARTNERS L P

Mail Address 3413 30TH ST

Mail City/State SAN DIEGO CA Zip 92104-

Extra Name

Year	Use Code	Use 34	LUF	District	Charge
2013	74	00	B	Flood Zone 12	\$24.00
2012	74	00	B	Flood Zone 12	\$24.00
2011	74	00	B	Flood Zone 12	\$24.00
2010	74	00	B	Flood Zone 12	\$24.00
2009	74	00	B	Flood Zone 12	\$24.00

CALCULATE CHARGES (Function 2415)

This function will calculate charges for Street Lighting (not Blvd), Flood Control and Clean Water. The Calculations can be done by calculating all the zones at once or individually. Choose from District Type for all similar zones at once or District for individual zone.

Do not use this function until the following steps have been performed for the district(s) requested:

1. Calculation rules are entered in Function 2441
2. Charge overrides are entered in 2446
3. All "no area" parcels have been researched and entered into the system

Assessor Database

File Setup Search/Calc/Enter Reports Tables Windows Help

Help

Calculate Charges (2415)

[Calculate Charges](#)

Before you run this:

- 1) Make sure all calculation rules are entered in 2441
- 2) Make sure all charge overrides are entered in 2446
- 3) Make sure all noarea entries have been made and checked.

This update will calculate taxes for a district or districts, and save the charges for reporting. Run it before running reports ...

Enter One:

District

District Type

Start

Close

District	Start Time	Calcs Made	End Time
----------	------------	------------	----------

Assessor Database (Not Responding)

File Setup Search/Calc/Enter Reports Tables Windows Help

Help

Calculate Charges (2415)

[Calculate Charges](#)

Before you run this:

- 1) Make sure all calculation rules are entered in 2441
- 2) Make sure all charge overrides are entered in 2446
- 3) Make sure all noarea entries have been made and checked.

This update will calculate taxes for a district or districts, and save the charges for reporting. Run it before running reports ...

Enter One:

District

District Type

Start

Close

Update started. This will take a few minutes...

District	Start Time	Calcs Made	End Time
ALAM	3:23:41 PM	2200	
HAYW			
NEWA			
PLEA			
UNIN			

COUNTY SERVICE AREAS CSA's FEE CALCULATIONS

EXAMPLE 1: CASTLE HOMES ZONE 1

This type of calculation does not use a “lot square footage” for its calculations but looks for parcels numbers from last year and a service charge entered by the user.

Run Function 2417

Selects:

District = Castle Homes Zone 1

No Match = Yes

Click "Load"

Codes under the "Match" column:

L: change in use Factor

U: use code has changed

P: Parcel existed in Prior year but does not exist in current year.

Several CSA's are calculated using this Function but Castlewood CSA has its own calculation menu item due to a more complicated fee structure

Calculation Function

Change No Match to “No.”

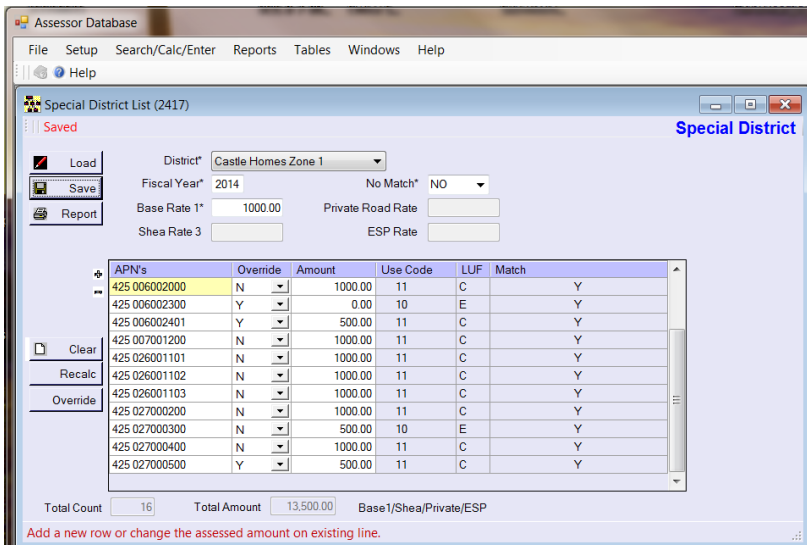
Click Load.

Enter Base Rate 1 from Board Letter Table of Service Charges for the year of the new annual report. (New base rate this year which will important if there are Overrides in place.)

Click Recalc. Then click Save.

Double check Override Parcels. This year, Overrides were removed on the parcels that appeared on the No Match report since their LUF was correct which will allow them to be charged the full Base Rate, whatever it is set at in the future.

Several parcels which had “Y” in the Override column needed to have the service charge adjusted to half the new rate. The program is written so that parcels which are undeveloped, as determined by the LUF, are charged half the Base Rate. This is true for Castle Homes Zones 1,2,3 and Morva.

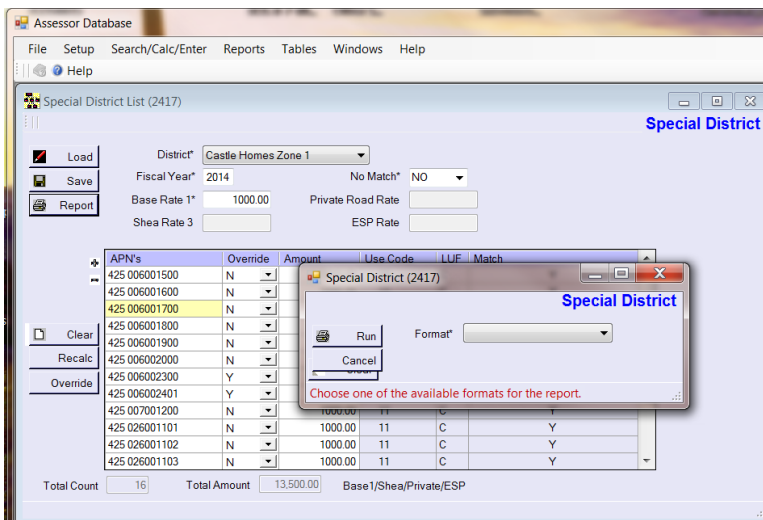


5. Create Service Charge Report

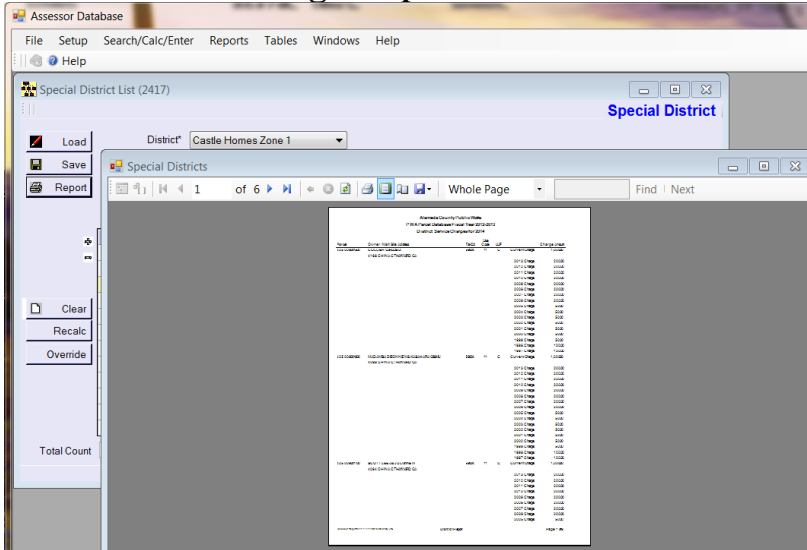
Click "Report" button

Format = Service Charge Report

Click "Run" button



Save Service Charge Report



Tables

Example of one of the Tables: District List and Rules for Each District

Assessor Database

File Setup Search/Calc/Enter Reports Tables Windows Help

Help

District List (2441)

0 of 0 Filter

Select Criteria
District District Type Assessor Zone Status (A/I)

Search Add

District	District Name	District Type	Assessor Zone	Status
12	Flood Zone 12	FLOOD	512	A
13	Flood Zone 13	FLOOD	513	I
2	Flood Zone 2	FLOOD	502	A
2A	Flood Zone 2A	FLOOD	501	I
3A	Flood Zone 3A	FLOOD	503	A
4	Flood Zone 4	FLOOD	504	A
5	Flood Zone 5	FLOOD		
5CAN	Five Canyons	SPECL		
6	Flood Zone 6	FLOOD		
7	Flood Zone 7	FLOOD		
7025	Castro Valley Light	LIGHT		
7021	7025 Independent	LIGHT		
7036	Eden Consol L Dist	LIGHT		
7040	Fairview Spec Light	LIGHT		
9	Flood Zone 9	FLOOD		

District Rules (2441)

New Delete Save

District* 3A

District Name Flood Zone 3A

District Type* Flood Benefit Assmt Status* Active

Assessor Zone 503

Rate* 266.00 Last Calculation 7/22/2014 15:08:51

Exempt From District

Calculation Rules Tax Codes and Parcels

Tax Code	Parcel Number
12025	
15001	
15004	
15006	
15008	
15012	
15013	
15015	
15017	

Count 135

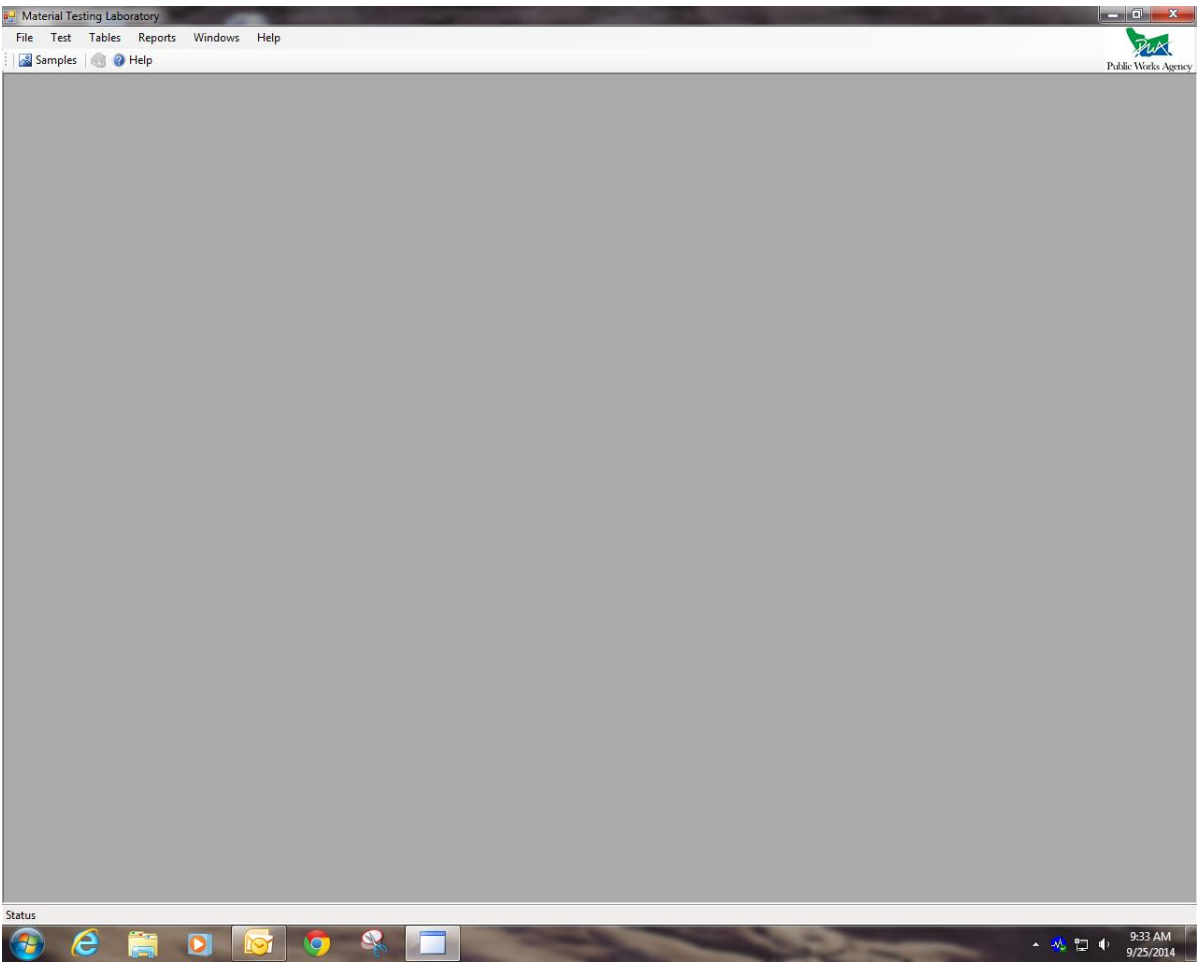
Enter any tax code, including a partial tax code.

Status

MATERIALS TESTING LAB APPLICATION OVERVIEW

- Role based login to dashboard (Supervisor and User) Only
- KPIs are used on the dashboard to highlight the key values
- Logging In Samples interface to define the test route
- Tests are clustered based on the sample type
- User can set the sequence of selected tests
- Lab Number gets generated automatically with the Barcode
- The PDF file (Sample Logging form with selected Test templates) will be generated to Print/ Email, once user is done with sample logging
- System will facilitate various forms to submit data, user will be able to upload and see the test/ sample related documents
- Reports generation, e-mailing and printing
- Search will be available at Samples level
- The provision to maintain housekeeping detail
- Supervisor has authority to approve or retest
- Facility to send sample to another Lab
- Non-test forms (Expenses and Permits) will be available under the report menu.
- There is a button “Submit for Approval” on each form. It will confirm that the test result is ready for review and approval.

Main Screen



MTL Sample Screen

Material Testing Laboratory

File Test Tables Reports Windows Help

Samples Help

MTL Sample

0 of 0 Filter

Search

Add

Search Criteria

Lab Sample Type Inspector Input By Vendor ID

Source Test Status Fund Input Dt Received Dt

Spec ID Test Code Job Test Dt

Sample Sample/Test

Lab	Sample Type	Spec ID	Vendor ID	Fund	Job	Contract	Inspector	Sample Of	Source	Source of Material	Sample By	Sample By2
-----	-------------	---------	-----------	------	-----	----------	-----------	-----------	--------	--------------------	-----------	------------

Status

9:34 AM 9/25/2014

Main Login Samples Form

Material Testing Laboratory - [MTL Sample Edit]

File Test Tables Reports Windows Help

Samples Help

Public Works Agency
MTL Sample

Save Lab* 140319 Sample Type* Received Date*

New Fund* Job* Spec ID*

Print WS Description*

Copy

Inspector Name

Sample Info Concrete Submittals Tests

Contract No

Contractor

Sample of

Source

Sampled From

For Use In

Sampled By Name*

Sampled By 2 Name

Amount Rep

Mix No.

Ticket No. Truck No. Load No. Qty.

Remarks

Added By Last Changed

Enter remarks about this Sample.

Select the sample type for this sample.

Status

9:35 AM
9/25/2014

Soils and Aggregates Test Form

Material Testing Laboratory - [MTL Soil/Aggregate Test Edit]

File Test Tables Reports Windows Help

Samples Help

MTL Soil/Aggregate Test

Print

Date Tested* 08/11/2014

Tested By* Harris, Alfred G

Grand Total 18420

Total 506

P4 Less 11380

Test Description	Results	O. R.	C. C.
Sand Equivalent	36	20 MIN	
Durability Index			
LA Rattler @ 500	0		
Resistance Value	0		
Cleaness Value	0		
Plasticity Index	0		
Liquid Limit	0		
Plastic Limit	0		
Moisture (%)	0		

Sieve Size	Wt Ret	% Pass	O. R.	C. C.	X' Vals
75mm (3")	0	100			
63mm (2 1/2")	0	100			
50mm (2")	0	100			
37.5mm (1 1/2")	0	100			
25mm (1")	0	100			
19mm (3/4")	50	100			
12.5mm (1/2")	1340	93			
9.5mm (3/8")	2810	85			
4.75mm (#4)	7040	62	30 - 60		
2.36mm (#8)	87	51			
1.18mm (#16)	193	38			
600um (#30)	270	29	5 - 35		
300um (#50)	331	21			
150um (#100)	375	16			
75um (#200)	405	12			

Durability

Date Tested

Tested By

LA Rattler

Date Tested

Tested By

Initial Weight

Final Weight

Grade

Sand Equivalent

Date Tested 08/11/2014

Tested By Harris, Alfred G

Sand 2.9 Sand2 2.8

Clay 8 Clay2 7.5

Test Status

CTM217 Done

Lab* 140277 Sample Received Date 08/11/2014

Fund* Flood Job* 03C68 Spec ID F03C68 STRUCTUR

Description* The project, in general, consists of constructing an off-line detention basin within the school district property. Discussion will be initiated with the school district in negotiating for a storm drainage easement covering the proposed improvement. A 4' x 4' reinforced concrete box will be constructed to convey high flow from Line A-5 into the proposed detention basin, with approximately 1 acre surface area.

Contract No Contractor SITEWORKS CONSTRUCTION INC

Sampled By alfred g. Harris

Sample of RECYCLED BASE ROCK

Source Unknown

Sampled From JOBSITESTOCKPILE

For Use In STRUCTURE BACKFILL

Amount Rep

Mix No.

Ticket No Truck No Load No 0 Qty.

Sample Remarks

Added By H44 01/01/1900 Last Changed L70 09/22/2014

Test Status* Pass Signed Date 08/11/2014 By Campos, Miguel B

Test Remarks #4 SIEVE IS OUT OF SPEC

Enter the date of the test.

Status

9:37 AM 9/25/2014

Concrete Test Form

Material Testing Laboratory - [MTL Concrete Test Edit]

File Test Tables Reports Windows Help

Samples Help

MTL Concrete Test

Print

Total Cylinders Cast: 6 Special Breaks: 0
 Cylinders On Hold: 0 Specimen Type: Cylinder 6X12
 Slump: 5 Unit: Inches
 Concrete Temp: 72 Unit: Fahrenheit
 Air Content: Required Strength: 3000

Cyl No	Test By	Expected Test Date	Date Tested	Age	Weight	Max Load	Type of Fracture
1	D38	08/07/2014	08/07/2014	8	29.1	56755	
2	D38	08/18/2014	08/18/2014	19	29.2	83915	
3	D38	08/18/2014	08/18/2014	19	29.1	85915	
4	D38	08/27/2014	08/27/2014	28	29.1	98215	
5	D38	08/27/2014	08/27/2014	28	29.1	98500	

Test Status: Done

Test Status: Done

Test Status: Done

Lab*: 140259 Sample Received Date: 07/30/2014
 Fund*: Road Job*: 23372 Spec ID:
 Description*: Construct sidewalk improvements on Maud Avenue for improved access to Fairview Elementary School. Project funded through SR25 grant. Improvements include sidewalk, curb, gutter, drainage, traffic calming and landscaping.
 Contract No: Contractor: GRADETECH INC
 Sampled By: Nolasco Delacruz
 Sample of: Portland Cement Concrete
 Source: CEMEX QUARRY
 Sampled From: 23745 MAUD
 For Use In: DRIVEWAY
 Amount Rep:
 Mix No.: 1412760
 Ticket No.: 25396007 Truck No.: 6023 Load No.: 1 Qty.: 9
 Sample Remarks:
 Added By: H44 01/01/1900 Last Changed: L70 08/07/2014
 Test Status*: Pass Signed Dt: 08/07/2014 By: Campos, Miguel B
 Test Remarks:

Status

9:39 AM 9/25/2014

Slurry Seal Form

Material Testing Laboratory - [Slurry Seal Unit Weight Edit]

File Test Tables Reports Windows Help

Samples Help

Public Works Agency

Slurry Seal Unit Weight

Print

Date Tested* 07/23/2014

Material Used For Testing* NON-WOVEN FABRIC

Wt of Material Used (kg) 0.295 0.650 (lbs)

Area Of Material (sq m) 2.27 2.715 (sq yd)

Tare Weight (g) 0.0

WET

Wt of Material + Slurry + Tare (g) 27374.8 60.351 (lbs)

Wt of Material + Slurry (kg) 27.375 60.351 (lbs)

Wt of Slurry (kg) 27.080 59.701 (lbs)

Unit Weight (kg/m2) 11.93 21.99 (lbs/yd2)

DRY

Wt of Material + Slurry + Tare (g) 22475.9 49.551 (lbs)

Wt of Material + Slurry (kg) 22.476 49.551 (lbs)

Wt of Slurry (kg) 22.181 48.901 (lbs)

Unit Weight (kg/m2) 9.77 18.01 (lbs/yd2)

Moisture (%) 22.1

Test Status

Lab* 140214 Sample Received Date 07/23/2014

Fund* Road Job* 23426 Spec ID CA372021

Description* 2014 SLURRY SEAL PROJECT R2257

Contract No Contractor BOND BLACKTOP INC

Sampled By Omar Lopez

Sample of Slurry Seal Type II

Source AROMA GRANITE

Sampled From CHANNEL ST

For Use In ROADWAY PAVEMENT

Amount Rep P.M. SAMPLE

Mix No.

Ticket No. Truck No Load No 0 Qty.

Sample Remarks

Added By H44 01/01/1900 Last Changed L70 09/22/2014

Test Status* Pass Signed Date 07/23/2014 By Campos,Miguel B

Test Remarks

Status

9:40 AM 9/25/2014

Compaction Form

Material Testing Laboratory - [MTL Compaction Test Edit]

File Test Tables Reports Windows Help

Samples Help

MTL Compaction Test

Print

Date Tested* 08/22/2014 Pan Tare 0.0 Opt Moist Content 10.9
 Retest of Lab Wt Pan + Wet Sample 0 In Place Moisture
 Gage No Wt Pan + Dry Sample 0
 Initial Weight 2550 Max Lab Density 2.220 pcf 138.5 Spec Requirement % 90.0
 Probe Depth 12 Unit Inches Ave Density (g/cc) 2.100 pcf 131.0 Relative Compaction % 95
 Elevation 96" BELOW TOP OF BOX

Moist Adj %	Test By	Tamper Reading	Wet Den (g/cc)	+3/4" (%)	Adj Wet Den (pcf)	3/4" Wt in Air	3/4" Wt in Water	Sp Gr 3/4"	Dry Den (g/cc)	Adj Dry (pcf)
-2	H44	11.00	2.20		2.20	137.1	1.0	0.0	1.000	
0	H44	10.90	2.22		2.22	138.4	1.0	0.0	1.000	
2	H44	12.00	2.01		2.01	125.7	1.0	0.0	1.000	

Site No	Station/Location	Den (g/cc)
1		2.15
2		2.01
3		2.14

Test	Status
CTM216	Done
CTM226	Done
CTM231	Done

Lab* 140318 Sample Received Date 08/22/2014
 Fund* Road Job* 13C09 Spec ID
 Description* A new underground pump station will be constructed at the end of Line B underground pipe system at the outfall. Due to site constraints, the electrical control room will be constructed separately on the southerly side of the underground pump station, along with emergency generator and transformer.
 Contract No Contractor
 Sampled By alfred g. Harris
 Sample of GRAYISH BROWN SILTY SANDY CLAY W/ROCK
 Source NATIVE
 Sampled From WEST SIDE OF THE BOX
 For Use In STRUCTURE BACKFILL
 Amount Rep TEST #13
 Mix No.
 Ticket No. Truck No Load No 0 Qty.
 Sample Remarks
 Added By H44 01/01/1900 Last Changed I70 09/17/2014
 Test Status* Pass Signed Dt 08/22/2014 By Campos,Miguel B
 Test Remarks

Status

9:42 AM 9/25/2014

Asphalt Analysis

Material Testing Laboratory - [MTL Asphalt Analysis Edit]

File Test Tables Reports Windows Help

Samples Help

MTL Asphalt Analysis

AC Stability Test Binder Ignition

Print

Stability Value

Date Tested 05/22/2013 By L59

Stability ID 0 0

Surface Condition 0 0

Specimen Height 2.54 2.57

Horizontal Pressure 40 42

Vertical Pressure 400 400

Turns of Displacement 2.85 2.65

Uncorrected S Value 41 42

Corrected S Value 42 42

Stability Value Avg 42

Specification

Description Spec/Mix

Bulk Specific Gravity

Date Tested 05/22/2013 By L59

Sample Wt in Air 1202.4 1222.7

Sample Wt in Water 687.6 702.1

Sample Wt SSD 0.0 0.0

ASTM Bulk Sp Gr -1.743 -1.736

ASTM BSG Avg -1.743

Caltrans Bulk Sp Gr 2.336 2.349

Caltrans Bulk Sp Gr Avg 2.342

VMA and VFA

% Passing #4 0

Coarse Sp. Gr. 0.000 Fine Sp. Gr. 0.000 Avg 0.000

VMA

VFA

ASTM

Air Voids 169.97

Air Voids Avg 169.9

Rice Specific Gravity

Date Tested 05/22/2013 By L59

Specimen ID 0

Weight in Air 1683.1

Bottle+Sample+Water 7135.9

Bottle+Water 6128.4

Rice Sp Gr 2.491

Rice Sp Gr Avg 2.491

Caltrans

Agg Sp Gr Avg 0.000

Asphalt Sp Gr 0.000

Calib Asphalt Content 0.00

Maximum Sp Gr

% Relative Density

% Air Voids

Test Status

CTM209 Done

CTM308 Done

CTM366 Done

CTM382 Done

Lab 130298 Sample Received Date 05/22/2013

Fund Flood Job 74007 Spec ID

Description CITY OF NEWARK (S84)

Contract No 1040 Contractor

Sampled By Venancio M. Atienza

Sample of 12.5MM (1/2 IN) MAX. TYPE A HOT MIX ASPHALT

Source HANSON AGGREGATES WEST REGION - SUNOL

Sampled From HOUSE #5576 TAIT CT.

For Use In ROADWAY PAVEMENT

Amount Rep 2ND 500 TONS

Mix No.

Ticket No. 5027153 Truck No 7072 Load No 38 Qty. 761.50 TONS

Sample Remarks

Added By H44 01/01/1900 Last Changed L70 09/22/2014

Test Status Pass Signed Date 05/22/2013 By Campos, Miguel B

Test Remarks

Status

9:44 AM 9/25/2014

Binder Ignition Form

Material Testing Laboratory - [MTL Asphalt Analysis Edit]

File Test Tables Reports Windows Help

Samples Help

MTL Asphalt Analysis

AC Stability Test Binder Ignition

Date Tested 05/22/2013

Tested By D38

Grand Total 1967

Total 1967

P4 Less 1337

Briquette No 0

% Oil 7.0

Initial Weight Sample

Basket Tare 3018.1

Basket + Material 5126.0

Material Wt Before Test 2107.9

Wt Of Sample + Basket After Test 4984.9

Wt of Sample After Test 1966.8

B.I. Oven Results

Elapsed Time 0.47

Sample Weight 2108

Weight Loss 151

% Loss 7.15

Temp Comp 0.14

Calib Factor 0.00

Bitumen Ratio 7.56

C Asphalt Con 7.00

Seive Size	Wt Ret	% Pass	O. R.	C. C.	'X' Vals
25mm (1")	0	100			
19mm (3/4")	0	100			
12.5mm (1/2")	46	98			
9.5mm (3/8")	233	88			
4.75mm (#4)	630	68			
2.36mm (#8)	1093	30			
1.18mm (#16)	1374	21			
600um (#30)	1526	15			
300um (#50)	1651	11			
150um (#100)	1756	7			
75um (#200)	1820	5			

Lab* 130298 Sample Received Date 05/22/2013

Fund* Flood Job* 74007 Spec ID

Description* CITY OF NEWARK (984)

Contract No 1040 Contractor

Sampled By Venancio M. Atienza

Sample of 12.5MM (1/2 IN) MAX. TYPE A HOT MIX ASPHALT

Source HANSON AGGREGATES WEST REGION - SUNOL

Sampled From HOUSE #5576 TAIT CT.

For Use In ROADWAY PAVEMENT

Amount Rep 2ND 500 TONS

Mix No.

Ticket No. 5027153 Truck No 7072 Load No 38 Qty 761.50 TONS

Sample Remarks

Added By H44 01/01/1900 Last Changed L70 09/22/2014

Test Status* Pass Signed Date 05/22/2013 By Campos, Miguel B

Test Remarks

Status

9:45 AM 9/25/2014

Soil/Aggregates Compaction Test Report

Material Testing Laboratory - [Report Viewer]

File Test Tables Reports Windows Help

Samples Help

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951 - A Turner Court, Hayward, CA 94541
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MTL
MATERIALS TESTING LABORATORY
Engineering & Construction Department

Nuclear Relative Compaction Test Report

Test Site / Project Lab Number: 140020

Job / Spec No: F74211 Sample From: SAN LEANDRO BLVD. NB FROM
PARROT ST TO EL JUANA

Contractor: GALLAGHER & BURK INC. USE 35213 Sampled By: NOELSON DE LA CRUZ

Sample 01: 19mm (3/4") Aggregate Base Class II (Repacked) Date of Test: 02/13/2014

Source of Material: INNER-CITY AGGREGATES Contract No: 15330331

For Use In: SIDEWALK

CAL IMPACT TEST DATA (CTM 216)			FIELD DATA (CTM 231)	
Moisture (%)	Agg Wet Den (g/cc)	Agg Wet Den (pcf)	Site No	Station / Location
0	2.03	126.7	1	
2	2.05	130.2	2	
4	2.07	129.1	3	
			4	

Max Lab Density

Field Data

Agg of Den (g/cc): 2.05
Agg Den (pcf): 130.360
Probe Depth: 4 in
Elevation: FINISH BASE ROCK

Lab Data

Max Lab Density (g/cc): 2.130
Max Lab Density (pcf): 132.912
In Place Moisture CTM 235: -
Optimum Moisture Content (%): 9.000

RESULT

Relative Compaction (%) 95.0704 STATUS: PASS
Specs Requirement (%) 95.0000

Remarks

2011/01/01 Prepared: [signature]
10/9/2014

"If it's Worth Building, it's Worth Testing"

Miguel Sampedro
Lab. Supervisor

To List

Status

3:08 PM
10/9/2014

Concrete Test Report

Material Testing Laboratory - [Report Viewer]

File Test Tables Reports Windows Help

Samples Help

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Public Works Agency

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MATERIALS TESTING LABORATORY
951 - A Turner Court, Hayward, CA 94641
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Public Works Agency

Concrete Test Report

Test Site / Project: Castro Valley Streetlights Ave Traffic Signal Installation and Improvements Lab Number: 14-0030

Job / Spec No: P26205 Sample From: TRUCK #1226

Contractor: GHILOTTI CONSTRUCTION CO INC Sampled By: Nolasco De la Haza

Sample Q1: Portland Cement Concrete Date of Test: 03/03/2014

Source of Material: CENTRAL CONCRETE-HAYWARD Approved Rep:

For Use In: SIDEWALKS / DRIVEWAY PCC Mix Number: 147130CA Contract No:

FIELD DATA

Ticket Number: 15719660
Track Number: 1226
Slump (CTM 509): 36.5in
Cure Temp (CTM 507): 72.0
Unit Weight (CTM 518):
Air Content (%) (CTM 506):

Note: % of Strength Req. 7 day: 71% 14 day: 87% 28 day: -- 100%

LAB DATA

Cylinder No	Age	Density pcf	Density g/cc	Stress kg/cm2	MPa	Type of Fracture
1	11	149.7	2.4	2474	174	17
2	11	150.2	2.41	2363	169	17
3	19	149.7	2.4	3147	222	22
4	19	150.2	2.41	3003	212	21
5	55	150.2	2.41	4338	306	30
6	55	150.2	2.41	4311	304	30

Remarks:

RESULTS (CTM 521)

Age	Const	Avg (psi)	Avg (kg/cm2)	Avg (MPa)	% of Req (psi)	Req Strength (psi)
11	2	2434	172	17	81	3000
19	2	3075	217	22	102	3000
55	2	4324	305	30	144	3000

2011 Prepared By: smet
10/09/2014

"If it's Worth Building, It's Worth Testing"

Miguel B Campos
Lab. Supervisor

To List

Status

3:12 PM
10/9/2014

Slurry Seal Unit Weight Report

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Samples Help
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ALAMEDA COUNTY PUBLIC WORKS AGENCY
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Unit Weight Determination (Slurry Seal)

Test Site / Project Lab Number 14-0214

Job / Spec No R23425 Sample From Interplantham
Contractor BOND BLACKTOP INC Sampled By Omar Lopez
Sample 01 Slurry/Seal Type II Date of Test 07/03/2014
Source of Material ARDMAGRANITE Amount Rep P.M. SAMPLE
For Use In ROADWAY PAVEMENT Contract No

Ticket Number Quantity Unit Truck Number Load # 0

Material Used For Test Bag	Material Descr
Wt of Material Used (kg)	0.296
Area of Material (sq meter)	2
Area of Material (sq yard)	

WET

Wt of Material And Slurry (kg) 2374.8
Wt of Slurry (kg) 2374.805
Unit Weight (kg/m³) 13359
Unit Weight (lb/yd³)

DRY

Wt of Material And Slurry (kg) 22475.9
Wt of Slurry (kg) 22475.805
Unit Weight (kg/m³) 9901
Unit Weight (lb/yd³)

Moisture (%) 0

Remarks

2014-06-Prepared: [initials]
10/9/2014

"If it's Worth Building, it's Worth Testing"

Miguel S. Campos
Lab. Supervisor

To List

Status


3:13 PM
10/9/2014

Soils and Aggregates Test Report

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MATERIALS TESTING LABORATORY
Engineering & Construction Department

Soil / Aggregates Test Report

Test Site / Project: Marshall St Omega Ave. Sidewalk and Pedestrian Safety Improvements Lab Number: 14-0007

Job / Spec No: R23374
Contractor: GALLAGHER & BURK INC. USE 30213
Sample O1: 12.5 MM (1/2-IN) MAX. MINERAL AGGREGATE
Source of Material: GALLAGHER & BURK - OAKLAND
For Use In: 1/2 AC TYPE A

Sample From: SAMPLING TUBE
Sampled By: PLANT PERSONNEL
Date of Test: 01/02/2014
Contract No:
Amount Rep: 1ST 500 TONS

Ticket Number: Quantity Unit: Truck Number: Load #: 0

Sieve Size English / Metric	% Pass	Specifications		X values	Test Designation	Result	O.R.	C.C.
		Opening Range	Contract Compliance					
3" 75mm	100				Sand Equivalent	47	50 MIN	47 MIN
2 1/2" 63mm	100				Drainability Index	0		
2" 50mm	100				Cleanliness Value	0		
1 1/2" 37.5mm	100				Resistance Value	0		
1" 25mm	100	100	100		LA Flakiness @ 500	0	45 MAX	
3/4" 19mm	100	100	100		Plasticity Index	0		
1/2" 12.5mm	93	95-100	89-90		Liquid Limit	0		
3/8" 9.5mm	81	75-90	75-100		Plastic Limit	0		
#4 4.75mm	51	60-70	50-66	55-61	Stability Value	0		
#5 2.36mm	41	42-52	35-51	40-45				
#16 1.18mm	31							
#30 600um	22	16-26	15-31	20-25				
#50 300um	15							
#100 150um	10							
#200 75um	7	3-7	0-11					

Remarks: SIEVES #1/2", #4, #5 AND SAND EQUIVALENT MEET CONTRACT COMPLIANCE.

2801 Prepared By: smet
10/09/2014

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Miguel D Campos
Lab Supervisor

To List

Status

Soils and Aggregates Worksheet

Material Testing Laboratory - [Report Viewer]
File Test Tables Reports Windows Help
Samples Help
Print... 75 % Backward Forward PDF Close

ALAMEDA COUNTY PUBLIC WORKS AGENCY
MATERIALS TESTING LABORATORY
Soils / Aggregates / Work Sheet

Test Site / Project: Mantoloking Ave Sidewalk and Pedestrian Safety Improvements
Lab Number: 14-0007

Job / Spec No: R23374
Contractor: GALLAGHER & BURKING USE 30213
Sample 01: 12.5 MM (10-16) MAX. MINERAL AGGREGATE
Source of Material: GALLAGHER & BURK - OAKLAND
For Use In: 12 AC TYPE A

Sample From: SAMPLING TUBE
Sampled By: PLANT PERSONNEL
Contract No:
Amount Rep: 10T 600 TONS

Show
Size
As Received CTM 202
Weight Retained
Individual
Combined

4"		
3 1/2"		
3"		
2 1/2"		
2"		
1 1/2"		
1"		
3/4"		
1/2"		
3/8"		
# 4		
# 10		
% of Wash Sample	Combined Wash Neg	
# 5		
# 10		
# 20		
# 40		
# 60		
# 100		
# 200		
Wash		
Total Wt		

Test Results

Test	Result
Particle Index CTM 204	
LIQUID LIMIT	
Consistency Value CTM 227	
Plasticity Index CTM 301	
Moisture	

Sand Equivalent CTM 217

Test 1	Test 2	Redo	Test 1	Test 2
Sand			Sand	
Clay			Clay	

L.A. Ratter CTM 211

Grade	
Initial W5000 +/- 5	
Final Wt	

Fine Durability Index CTM 229

Sand		
Clay		
FDI		

Texted By: _____ Texted Date: _____

Remarks: _____

10/9/2014 2001 00/000 Prepared By: email

To List

Status

Asphalt Analysis Worksheet

Material Testing Laboratory - [Report Viewer]
File Test Tables Reports Windows Help
Samples Help
Print... 75 % 1/4 Backward Forward PDF Close

ALAMEDA COUNTY PUBLIC WORKS AGENCY
MATERIALS TESTING LABORATORY

Asphalt Analysis Worksheet

Text/Spec / Project: 3A-AS-Division: (640160000-2) Capacity Enhancement within a school district owned property just south of Forda Street, Hayward Lab Number: 14-0325

Job / Spec No: F00C68 Sample From: ACCESS RD. MD FROM END TO CALAROGA AVE

Contractor: SITEWORKS CONSTRUCTION INC Sampled By: Lopez, Omar R.

Sample On: 12" MED. TYPE A HMA Contract No:

Source of Material: Amount Rep:

For Use In: PAVING ACCESS RD. Ticket Number: Load #:

Binder Ignition

Gravel Size: Weight Retained

1"	
3/4"	
1/2"	
3/8"	
#4	
#8	
#16	
#30	
#50	
#100	
#200	

Grand Total: _____

Briquette No: _____

Total: _____

% Oil: _____

Bl Oven Results Results

Elapsed Time	
Sample Weight	
Weight Losses	
Temp Comp	
Calib Factor	
Blow Rate	
Vol of Sample + Basket / Air / Test	

Initial Weight Sample: _____

Basket Time: _____

Basket + Material: _____

Tested By: _____

Tested Date: _____

Remarks: _____

10/10/2014 2007 AASHTO Prepared By: omar

To List

Status

Soils and Aggregates Compaction Worksheet

Material Testing Laboratory - [Report Viewer]

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Samples Help

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Public Works Agency

MTL
Materials Testing Laboratory
Engineering & Construction Department

Compaction

Test Site / Project CITY OF SAN LEANDRO Lab Number 14-0020

Job / Spec No F34011 Sample From SAN LEANDRO BLVD. NB FROM PARROT ST TO BL JUANMA

Contractor GALLAGHER & BURKING USE 35213 Sampled By Nolasco Delacruz

Sample Q1 19mm (¾") Aggregate Base Class II (Type III) Contract No 15035331

Source of Material INNER-CITY AGGREGATES Date of Test

For Use In SIDEWALK Page #

Probe Depth _____ Units _____ File Data CTM 231

Elevation _____ Site No _____ Station / Location _____ Density @60

Pav Type _____

Wet Pave + Wet Sample _____ Wet Pave + Dry Sample _____

Max Lab Density _____

Spec Required Density % _____ Opt Moist Content _____

CAL IMPACT TEST DATA CTM 231 Tested By _____

Moist Ad (%) _____ Tamping Reading % _____ 34" Wet In Air _____ 34" Wet In Vacuum _____

1. _____

2. _____

3. _____

Remarks

2010/09/05 Prepared: [initials] Miguel B Campos Lab. Supervisor

"If it's Worth Building, it's Worth Testing"

To List

Status

3:19 PM 10/9/2014

Concrete Test worksheet

Material Testing Laboratory - [Report Viewer]

File

Test

Tables

Reports

Windows

Help

Samples

Help

Print...

75 %

1/25

Backward

Forward

PDF

Close

Public Works Agency

ALAMEDA COUNTY PUBLIC WORKS AGENCY

MATERIALS TESTING LABORATORY

Concrete Cylinder Test Results

Test Date / Project

Cas to Valley Blvd/Walrus Ave Traffic Signal Installation and Improvements

Lab Number

14-0030

Job / Spec No

PC0205

Sample From

TRUCK#1226

Contractor

GHELOTTI CONSTRUCTION CO INC

Sampled By

Notasco Deacriz

Sample C1

Portland Cement Concrete

Date of Test

03/03/2014

Source of Material

CENTRAL CONCRETE-HAYWARD

Amount Rep

For Use In

SIDWALK/DRIVEWAY

Contract No

FCG Mtr Number

147135CA

FIELD DATA

Coast Temp (CTM507)

Slump (h) (CTM509)

Heily Ball (h)

Air Content (%) (CTM 504)

Unit Weight (CTM518)

AT25 g/s

Fracture Types

Cone (F)

Cone and Split (F)

Cone and Shear (C)

Shear (S)

Columnar (C)

LAB DATA

Cylinder No

Test Date

Age

Weight (lb)

Max Load (lb)

Type of Fracture

1

2

3

4

5

6

Remarks

2013/03/03

"If It's Worth Building, It's Worth Testing"

Miguel B Campos

Lab. Supervisor

To List

Status

3:20 PM

10/9/2014

Slurry Seal Worksheet

Material Testing Laboratory - [Report Viewer]

File Test Tables Reports Windows Help

Samples Help

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MTL
Materials Testing Laboratory
Engineering & Construction Department

Unit Weight Determination (Slurry Seal)

Test Site / Project: 2014 SLURRY SEAL PROJECT R2257 Lab Number: 14-0211

Job / Spec No: R23426 Sample From: ts/amp/dt/om
Contractor: BOND BLACKTOP INC Sampled By: Omar Lopez
Sample Q1: Slurry Seal Type II Amount Rep: P. M. SAMPLE
Source of Material: ARIMA GRANITE Contract No:
For Use In: ROADWAY PAVEMENT

Ticket Number	Quantity	Unit	Truck Number	Load #
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Date of Test: _____
Material Used For Testing: _____
Wt of Material Used (kg): _____
Area of Material (sq meter): _____
Tare Weight: _____
Wt of Material, Slurry and Tare Wt (kg): _____
Wt of Material And Slurry and Tare Dry (kg): _____
Remarks: _____

2014a Prepared: mml
10/9/2014

"If it's Worth Building, It's Worth Testing"

Miguel S Campos
Lab. Supervisor

To List

Status

3:21 PM
10/9/2014



COUNTY OF ALAMEDA
SMALL, LOCAL AND EMERGING BUSINESS PROGRAM
SLEB
CERTIFICATION INSTRUCTIONS

1. Complete the application form

Program Definitions

Local Business: A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County

Small Business: A business which has been certified by the County as local and meets the U.S. Business Administration (SBA) size standards for its classification. Size standards and classification codes information available at <http://www.naics.com/search.htm>

Emerging Business: A business which has been certified by the County as local and meet less than one half of the U.S. SBA size standards for its classification and has been in business less than 5 years.

If you own less than 51% interest in your business, please indicate other owner(s) name(s), title(s) and percentage of ownership. List all current business and professional licenses. If you have been in business for less than three years, please provide your actual gross receipts received for the period that you have been in business. If you have not been in business for a complete tax year, please provide actual gross receipts to date. If any item on the application form is not applicable, please put "N/A" in the designated area. If additional space is needed, please attach additional sheet(s).

2. Please sign* and mail Application to:

Alameda County Auditor-Controller Agency
Office of Contract Compliance
1221 Oak Street, Room 249
Oakland, CA 94612

*The application form must be signed by the owner, principal partner or authorized officer of the corporation. We will contact you within 10 days to schedule a site visit upon receipt of your application.

3. On-site Visit

The following items must be available for our review during the visit to your business address:

- ☐ Signed Federal Tax Returns showing Gross Business Receipts for the last 3 years**
- ☐ Business Licenses
- ☐ Current Identification (i.e. Driver's License, Identification Card)
- ☐ Deed, Rental or Lease Agreement showing Business Address

**Personal Net Worth Statement (if the business has never filed taxes)

If you have questions regarding your certification, please contact:

Office of Contract Compliance Tel: (510) 891-5500 Fax: 510-272-6502 or Email: ACSLEBcompliance@acgov.org

Thank you for your interest in doing business with Alameda County.

East Bay Interagency Alliance (EBIA)

COMMON APPLICATION for LOCAL CERTIFICATION

Alameda County – Alameda County Transportation Improvement Authority – City of Oakland – Port of Oakland

Submittal Date: _____

Check Certifying Agency below and click link to download Supplemental:

- ☐ Alameda County – No supplemental required
- ☐ Alameda County Transportation Improvement Authority – Complete [Supplemental B](#)
- ☐ City of Oakland – Complete [Supplemental C](#)
- ☐ Port of Oakland – Complete [Supplemental D](#)
- ☐ All the above

The Common Application is a sharing of information between agencies and NOT a reciprocal certification.

1) Contact Information

Legal Name of Entity		Contact Person (Name & Title)	
Street Address of Entity (No P.O. Box)			
City		State	Zip Code
County			
Telephone ()	Fax # ()	Cell# ()	
Email Address		Web Site	

2) Company Profile

Primary Service undertaken/offered:		Specialty Service undertaken/offered:	
Date Entity was established (mm/dd/yr)	Does the entity have one or more additional offices outside the city of Oakland, CA? ☐ Y ☐ N If yes, list other location(s)	Date Oakland office was established (mm/dd/yr)	
Method of Acquisition ☐ New ☐ Purchased existing ☐ Secured concession ☐ Merger or consolidation ☐ Inherited ☐ Other (explain)		Federal ID Number:	
Has this entity operated under a different name during the past five years? ☐			
Type of Firm ☐ Sole Proprietorship ☐ Joint Venture ☐ Partnership ☐ Corporation ☐ Limited Liability Partnership ☐ Limited Liability Corporation ☐ Publicly traded entity ☐ Non-Profit or Church ☐ Other _____		Ethnicity Group of owners(s) that own greater than 50% of the business. (for tracking purposes only) ☐ African American ☐ Hispanic ☐ Asian ☐ Native American ☐ Asian Pacific /Hawaiian ☐ Multi ethnic ownership ☐ Asian Indian ☐ Multi ethnic minority ownership ☐ Caucasian ☐ Other _____ ☐ Filipino	
Gross Receipts for the last three recent fiscal years: Please attach copies of appropriate tax returns: (e.g. Form 990, Form 1040, Form 1120, etc)		Gender (for tracking purposes only) ☐ Male ☐ Female	
Year Ended _____ Year Ended _____ Year Ended _____		Total Receipts \$ _____ Total Receipts \$ _____ Total Receipts \$ _____	

Thank you for your interest in doing business with Alameda County.

Exhibit A
Small Local Emerging Business (SLEB) Program new Certification Application
RFP No. 900777 for RFP Title

2) Company Profile: (Continue)

Number of Employees at the local office Permanent Full time _____ Permanent Part time _____	Temporary Full Time _____ Temporary Part Time _____	Seasonal Full Time _____ Seasonal Part Time _____
TOTAL Number of Employees at all locations. Permanent Full time _____ Permanent Part time _____	Temporary Full Time _____ Temporary Part Time _____	Seasonal Full Time _____ Seasonal Part Time _____

3) Certifications:

Name of Issuing Authority	Type	Number	Expiration Date
City / County Business Tax Certificate			
Internal Revenue Service (required) – If your firm is a Non-Profit, submit the Letter of Determination of Not For Profit Status.			
State of CA /CUCP Certification for DBE/ACDBE firm			
State of CA /SBA Certification for Small firm			
Other Certification			
Other Certification			
Other Certification			

4) Professional Licenses, Permits and/or Certificates (e.g. contractor, architect, engineer, etc. – list all that apply - attach copies. List on a separate page if additional space is needed)

Name of Issuing Authority	Type	Number	Expiration Date
State of CA Contractor's License Board – Contractor's License:			
State of CA Professional Service License or Permit:			
State of CA Service Provider License or Permit:			
Other:			
Other:			

5) NAICS Codes: Please review the NAICS¹ listing of work codes and indicate below your areas of expertise ranked in order of importance (begin with primary and specialty areas as indicated in the Company Profile section) NAICS Codes can be found at: <http://www.naics.com/search.htm> & <http://www.census.gov/epcd/naics02/>. Add separate sheet for additional NAICS codes if needed.

NAICS Code	Description of Work

6) Additional Information:

Are you a Trucking Firm? ☐ Yes ☐ No Are you a Truck Broker? ☐ Yes ☐ No Both? ☐ Yes ☐ No
 A supplier? ☐ Yes ☐ No

7) When submitting this application to any of the checked Certification Taskforce members, I consent to the sharing of information contained herein and declare under penalty of perjury that all statements made in the Application are true and correct: ☐ Yes ☐ No

I declare, under penalty of perjury all of the foregoing statements are true and correct.

Signature _____ Print Name _____ Date _____

¹ North American Industry Classification System – www.naics.com

Exhibit B

SMALL LOCAL EMERGING BUSINESS (SLEB)
PARTNERING INFORMATION SHEET

RFP/Q No. 90XXXX – BidTitle

In order to meet the Small Local Emerging Business (SLEB) requirements of this **RFP/Q**, all bidders must complete this form as required below.

Bidders not meeting the [definition of a SLEB \(http://acgov.org/auditor/sleb/overview.htm\)](http://acgov.org/auditor/sleb/overview.htm) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/index.htm>).

☐ BIDDER IS A CERTIFIED SLEB (sign at bottom of page)

SLEB BIDDER Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

NAICS Codes Included in Certification: _____

☐ BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT ____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES: _____

SLEB Subcontractor Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

SLEB Certification Status: ☐ Small / ☐ Emerging

NAICS Codes Included in Certification: _____

SLEB Subcontractor Principal Name: _____

SLEB Subcontractor Principal Signature: _____ Date: _____

Upon award, prime Contractor and all SLEB subcontractors that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Bidder Printed Name/Title: _____

Street Address: _____ City _____ State _____ Zip Code _____

Bidder Signature: _____ Date: _____

EXHIBIT C
COUNTY OF ALAMEDA

RFP
Information Technology Professional Services

REQUEST FOR BID PREFERENCE

PLEASE READ AND COMPLETE THIS FORM CAREFULLY:

IF YOU WOULD LIKE TO REQUEST THE **LOCAL BUSINESS, SMALL AND LOCAL BUSINESS, OR EMERGING AND LOCAL BUSINESS** BID PREFERENCE, COMPLETE THIS FORM AND RETURN IT WITH YOUR RFP SUBMITTAL. IN ADDITION, IF APPLYING FOR A **LOCAL BID PREFERENCE**, SUBMIT THE FOLLOWING:

- Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
- Proof of six (6) months business residency, identifying the name of the bidder and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is 10% (5% local & 5% certified). Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects, but no preference points are applied.

Check the appropriate boxes below (2 maximum) and provide the requested information.

☐ Request for 5% LOCAL Bid Preference (Complete 1-4, print name, title, sign and date below)	
1. Company Name	
2. Street Address	
3. Telephone Number	
4. Business License #	

☐ Request for 5% SMALL Local Business Bid Preference <u>OR</u> ☐ Request for 5% EMERGING Local Business Bid Preference (Complete certification information below)			
SLEB Certification #:		SLEB Certification Expiration Date	/ /
NAICS Codes Included in SLEB Certification			

The Undersigned declares that the foregoing information is true and correct:

Print/Type Name:

Print/Type Title:

Signature:

Date:

EXHIBIT D
COUNTY OF ALAMEDA

RFP
Information Technology Professional Services

ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT
VENDOR INFORMATION

ALCOLINK Vendor Number (if known): 00000

SLEB Vendor Number: _____

Full Legal Name: _____

DBA _____

Type of Entity: ☐ Individual ☐ Sole Proprietor ☐ Partnership
 ☐ Corporation ☐ Tax-Exempted ☐ Government or Trust

Check the boxes that apply:

☐ Goods Only ☐ Goods & Services ☐ Rents/Leases ☐ Legal Services
☐ Rents/Leases paid to you as the agent ☐ Medical Services ☐ Non-Medical Services – Describe _____
☐ Other _____

Federal Tax ID Number (required): _____

P.O. Box/Street Address: _____

Vendor Contact's Name: _____

Vendor Contact's Telephone: _____ Fax: _____

Vendor Contact's E-mail address: _____

Please check all that apply:

LOC ☐ Local Vendor (Holds business license within Alameda County)
SML ☐ Small Business (as defined by Small Business Administration)
I ☐ American Indian or Alaskan Native (>50%)
A ☐ Asian (>50%)
B ☐ Black or African American (>50%)
F ☐ Filipino (>50%)
H ☐ Hispanic or Latino (>50%)
N ☐ Native Hawaiian or other Pacific Islander (>50%)
W ☐ White (>50%)

Number of entry level positions available through the life of the contract: _____

Number of other positions available through the life of the contact: _____

This information to be completed by County:

Contract # _____

Contract Amount: _____

Contract Term: _____

EXHIBIT D
COUNTY OF ALAMEDA

RFP
Information Technology Professional Services

ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT
VENDOR INFORMATION

Vendor agrees to provide Alameda County (through East Bay Works and Social Services Agency), ten (10) working days to refer to Vendor, potential candidates to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Vendor will also provide the County with specific job requirements for new or vacant positions. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but final decision of whether or not to offer employment, and the terms and conditions thereof, to the candidate(s) rest solely within the discretion of the Vendor.

Alameda County (through East Bay Works and Social Services Agency) agrees to only refer pre-screened qualified applicants, based on vendor specifications, to vendor for interviews for prospective employment by Vendor (see Incentives for Vendor Participation under Vendor/First Source Program located on the Small Local Emerging Business (SLEB) Website, <http://www.acgov.org/auditor/sleb/>).

If compliance with the First Source Program will interfere with Vendor's pre-existing labor agreements, recruiting practices, or will otherwise obstruct Vendor's ability to carry out the terms of the contract, Vendor will provide to the County a written justification of non-compliance in the space provided below.

(Company Name)

(Vendor Signature)

(Date)

(East Bay Works / One-Stop Representative Signature)

(Date)

Justification for Non-Compliance:

EXHIBIT E

COUNTY OF ALAMEDA DEBARMENT AND SUSPENSION CERTIFICATION For Procurements Over \$25,000

The contractor, under penalty of perjury, certifies that, except as noted below, contractor, its principals, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessary result in denial of award, but will be considered in determining contractor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Standard Services Agreement. Signing this Standard Services Agreement on the signature portion thereof shall also constitute signature of this Certification.

CONTRACTOR: _____

PRINCIPAL: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

EXHIBIT F

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
	Professional Liability/Errors & Omissions Includes endorsements of contractual liability	\$1,000,000 per occurrence \$2,000,000 project aggregate
<u>Endorsements and Conditions:</u> ADDITIONAL INSURED: All insurance required above with the exception of Professional Liability, Personal Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a minimum A.M. Best Rating of A- or better, with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods: - Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party)", or at minimum named as an "Additional Insured" on the other's policies. - Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured." CANCELLATION OF INSURANCE: All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent to: - Department/Agency issuing the contract - With a copy to Risk Management Unit (125 – 12th Street, 3rd Floor, Oakland, CA 94607)		