

GLENN COUNTY FLEET SERVICES REQUEST FOR PROPOSAL 08-2012



GLENN COUNTY – CALIFORNIA

REQUEST FOR PROPOSAL

TO FURNISH AND DELIVER TO GLENN COUNTY, fuel and fuel services in the Glenn County area for one (1) year commencing on **Thursday August 30, 2012** with the possibility of extension.

Notice is hereby given that proposals for **“Cardlock Fuel and Fueling Services”** shall be received by Brooks vonBargen, Fleet Operations Manager, at the Glenn County Fleet Service Center, 453 East Co. Rd. 49 1/2, Willows, CA 95988, **until the hour of 12:00 p.m. PST on Monday, August 27, 2012.**

The Request for Proposal documents may be obtained by contacting Brooks vonBargen Glenn County Fleet Service Center, 453 East Co. Rd. 49 1/2, Willows, CA 95988. Requests may be made in person, by mail or by telephone, (530) 934-6544. You may also download a copy on the Glenn County web site at:

http://www.countyofglenn.net/govt/project_service_bids/

Each proposal must be submitted in the requested format and contain a statement as to whether the Proposer is a Local Vendor as it is the policy of this county that in determining the best or lowest price, county officers shall give local vendors or contractors a five percent advantage over vendors whose place of business is outside of Glenn County (Glenn County Code 4.04.080)..

Glenn County may reject any proposal not in compliance with all prescribed public contracting procedures and requirements and may, for good cause, reject any and all proposals upon a finding of the County that it is in the public interest to do so.

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Glenn County Fuel and Fuel Services Proposal Instructions

PROPOSALS

Proposals will be accepted until 12:00 p.m., Monday, August 27, 2012. Each proposal shall include the name of the individual who will serve as the prime contact in responding to questions or finalizing the service specifications.

All responses to the attached request for proposal (RFP) shall be delivered to:

Brooks vonBargen, Fleet Operations Manager
Glenn County Planning & Public Works Agency
Fleet Services Division
453 East Co. Rd. 49 ½
Willows, CA 95988

All proposals will be opened at 1:00 p.m., Monday, August 27, 2012.

An evaluation of the proposal will be used as the basis for a one-year contract. The RFP responses will be evaluated on a number of factors, including those listed on page 5 and the following:

- 24-hour availability of fuel products
- Proximity of facility to Glenn County principal business operation locations (Elk Creek, Hamilton City, Orland, Willows)
- number of dispensers
- ease of ingress and egress from facility
- offered price of fuel
- properly formatted, itemized purchase record and invoice delivered electronically as an e-mail attachment, Compact Disc, or ability for County to retrieve purchase data into the County Cost Accounting System
- billing frequency

Additional proposed contract terms listed on page 3-4, outlines the specifications which the County will include in its evaluation.

The selection of a contractor shall be made on **Tuesday, August 28, 2012**. The one-year contract will commence on **Thursday, August 30, 2012**.

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Evaluation of Proposals

Proposers should be aware that the findings of County staff will likely result in a recommendation for the award of a contract. The final decision of actual award of a contract rests with Brooks vonBargen, Fleet Operations Manager or his authorized representative.

In evaluating the proposals and selecting a contractor, Glenn County reserves the following rights:

- a. To reject any and all proposals;
- b. To issue subsequent Requests for Proposals, if desired;
- c. Not to award a contract for the requested services;
- d. To waive any irregularities or informalities in any proposal;
- e. To accept the proposal which Glenn County deems to be the most beneficial to the public and Glenn County;
- f. To negotiate with any officer to further amend, modify, refine, or delineate its proposal; and
- g. To negotiate and accept, without readvertising the Request for Proposal, the proposal of any other offerer in the event that a contract cannot be successfully negotiated with the selected offerer.

MATERIALS AND SERVICES SPECIFICATIONS FOR GLENN COUNTY FUEL AND FUEL SERVICES

It is the intent of Glenn County to receive proposals from qualified contractors for the provision of fuel and fuel services for County vehicles as described in the following specifications.

GENERAL CONTRACT REQUIREMENTS

County Responsibilities – The following services shall be furnished by the County:

- List of all vehicle unit identification numbers requiring fuel cards.
- Payment of properly documented and formatted invoices within 30 days of receipt by County.
- County employees shall pump fuel into County vehicles (if successful contractor is a card-lock facility).

Contractor Responsibilities – The County desires to receive the following services from the Contractor:

- Provide vehicle and driver cards within 72 hours of receipt of request.

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- Provide modern fueling facilities with adequate ingress, egress for class A vehicles, and a sufficient number of dispensers to minimize customer queues.
- Provide tank/dispenser systems that meet current E.P.A. regulations governing underground fuel storage tank systems.
- Provide unleaded gasoline and diesel on a 24-hour/7-day schedule. County estimates annual requirement (including law enforcement vehicles) as 115,000 gallons unleaded gasoline and 35,000 gallons of diesel fuel.
- Invoice County every 15 days or (twice a month) for fuel used. Invoice shall include all applicable taxes.
- Invoice shall include the following information for each fuel transaction. Invoice shall list all transactions for each vehicle separately in a date/time/unit number sequential order.
 - Vehicle Number (4 digit County unit number)
 - Date/Time
 - Fuel Type
 - Odometer
 - Miles per Gallon
 - Gallons Pumped
 - Price per Gallon
 - Total Sale
 - Product Limitations

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- Invoice shall include a summary for each vehicle showing total fuel pumped during month and average MPG.
- Fuel transactions shall be submitted by a paper invoice sent out monthly accompanied by an e- mail invoice and electronic data file for import into Glenn County Planning and Public Work's cost accounting system.

Proposal Evaluation Criteria

The following details the standards by which proposals will be evaluated. Please address each of the items listed in your proposal.

- A. The qualifications of the firm and staff to perform the services required, as evidenced by the following information
1. Financial resources
 2. Experience record
 3. Operations and management personnel
 4. Current client relationships
- B. The proposed operating plan for fuel facilities management.
1. Days and hours of operation
 2. Location of fuel facility
 3. Operations and maintenance standards
 4. Fuel card generation and delivery – promptness
 5. Quality of facilities
 6. Security measures at fueling sites i.e. lighting cleanliness, & regular inspections
 7. Number of dispensers/hoses
 8. Ease of ingress/egress
 9. Tank system design and compliance with regulation
 10. Billing criteria – frequency of billing, when payment is due, etc.
 11. Invoice format
 12. Purchase transactions provided via paper invoice and e-mail.
 13. Price of unleaded gasoline proposed to Glenn County as of **12:01 p.m., Monday, August 20, 2012**. The method of determination: state **xx** cents above or below OPIS unbranded rack price – **attach copy of OPIS to submitted bid.** If selected, the Proposer shall apply this add-on or discount (**xx** cents) to the rack price during the duration of the contract.

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Proposal Format – The general conditions and instructions for submission of proposals are:

A. Proposal shall be submitted to:

Brooks vonBargen, Fleet Operations Manager
Glenn County Planning & Public Works Agency
Fleet Services Division
453 East Co. Rd. 49 ½
Willows, CA 95988

B. Proposals must be received:

- a. Three (3) copies
- b. Not later than **12:00 p.m., Monday, August 27, 2012.**

C. Glenn County reserves the right to reject any and all proposals, or any part thereof, received by reason of this request for proposal. The County is under no obligation to award a contract if, in its opinion, no suitable contractor can be determined.

D. All submitted proposals remain the property of Glenn County.

Exhibits to be Completed and Returned

- A. Vendor Survey
- B. Standard Glenn County Contract- Sample only
- C. Vendor Application
- D. W-9 Form

GLENN COUNTY
Planning & Public Works Agency

P.O. Box 1070 / 777 N. Colusa Street
Willows, CA 95988
530.934.6530 Fax 530.934.6533
www.gcppwa.net



"It is our mission to model excellence in local government through accountability and fiscal responsibility"

John F. Linhart, Director

FROM: Brooks vonBargen, Fleet Operations Manager

RE: Vendor Survey

Glenn County is soliciting Proposals for CARD LOCK FUELING SERVICES. Please complete the following Vendor Survey and submit with Proposal.

VENDOR INFORMATION:

Name _____

Contact Person _____

Address _____

Telephone _____ Fax _____

***Planning & Public Works Vendor Application and IRS W-9 Tax ID form must be returned with this survey to be considered a complete quote.**

1. Can you provide 24-hour unattended card lock services for county users?

- a. Circle one of the following: YES / NO
- b. If NO, explain the limitations or restrictions:

2. Can you provide 24-hour unattended card lock services in Elk Creek, Hamilton City, Orland & Willows?

- a. Circle one of the following: YES / NO
- b. If NO, explain the limitations or restrictions:

3. Can you provide electronic usage, billing and vehicle data?

a. Circle one of the following: YES / NO

b. If NO, explain the limitations or restrictions:

4. Do you have statewide network access?

a. Circle one of the following: YES / NO

b. If NO, explain the limitations or restrictions:

5. Are you able to provide a fixed price bid to the County for your vendor owned sites via written notice from date of notice until date of next notice?

a. Circle one of the following: YES / NO

If yes, explain the method you would use to do this: _____

(Attach additional sheets if necessary)

b. If NO, explain the limitations or restrictions:

6. Are you able to provide a fixed bid margin to the County over remote site costs?

a. Circle one of the following: YES / NO

If yes, explain the method you would use to do this and note the margin: _____

(Attach additional sheets if necessary)

b. If NO, explain the limitations or restrictions:

If you have any questions regarding this bid request please contact
Brooks vonBargen, Fleet Operations Manager at (530) 934-6544.

COUNTY OF GLENN

*(STANDARD CONTRACT FORM TEMPLATE
TO TITLE 9 OF THE ADMINISTRATIVE MANUAL
RELATING TO CONTRACTS)*

AGREEMENT BETWEEN THE COUNTY OF GLENN AND
(1) _____

This agreement is entered into between the County of Glenn ("County") and (2) _____ ("Contractor") for the purpose of (3) _____.

1. RESPONSIBILITIES OF CONTRACTOR.

During the term of this agreement, Contractor shall (4) _____.

2. RESPONSIBILITIES OF THE COUNTY

County shall (5) _____.

3. COMPENSATION.

Contractor shall be paid the sum of (6) _____ after satisfactorily completing the duties described in this agreement.

4. BILLING AND PAYMENT

Contractor shall submit to (7) _____ within 15 days after completion of the services described in paragraph 1, a statement of services rendered (8) _____.

5. TERM OF AGREEMENT.

This agreement shall commence on the date of signing and shall terminate (9) _____.

6. TERMINATION OF AGREEMENT.

If Contractor fails to perform (10) [his/her/its] duties to the satisfaction of County, or if Contractor fails to fulfill in a timely and professional manner (11) [his/her/its] obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then County shall have the right to terminate this agreement effective immediately upon County giving

written notice thereof to Contractor. Either party may terminate this agreement on 30 days written notice. County shall pay Contractor for all work satisfactorily completed as of the date of notice. County may terminate this contract immediately upon oral notice should funding cease or be materially decreased. (12) _____.

7. ENTIRE AGREEMENT; MODIFICATION.

This agreement supersedes all previous agreements and constitutes the entire understanding of the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no others.

8. NONASSIGNMENT OF AGREEMENT.

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or submit any interest herein without the prior written consent of County.

9. EMPLOYMENT STATUS.

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement, provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of County is to ensure that the services shall be rendered and performed in a competent, efficient, and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal Government which would be withheld from compensation if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's Workers' Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

10. INSURANCE REQUIREMENTS.

Contractor shall procure and maintain for the duration of this contract, insurance against claims for injuries to persons or damage to property that may arise from, or be in connection with, the performance of the work hereunder by Contractor, Contractor's agents, representatives, employees, and subcontractors. At the very least, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

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

Any deductibles or self-insured retention must be declared on certificates of insurance and approved by the County. At the option of the County, either the contractor shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

Insurance is to be placed with insurers who are licensed to sell insurance and who possess a Best rating of A or higher.

Exception: Workers' Compensation coverage issued by the State Compensation Insurance Fund (SCIF) shall be acceptable.

11. INSURANCE.

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

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

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

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

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

(13) _____.

12. INDEMNIFICATION CLAUSES

A. Strongest indemnity language (can not be used in construction contracts): Contractor shall indemnify, defend, and hold harmless the County and its directors, officers, employees and volunteers from and against any and all liability loss, damage, expense, and costs (including without limitation litigation costs and attorney fees) of every nature arising out of or in connection with contractor's performance of this contract or its failure to comply with any of its obligations contained in the contract, except such loss or damage caused by the sole negligence or willful misconduct of the County.

B. For construction contracts the following may be used: Contractor shall indemnify, defend, and hold harmless the County and its directors, officers, employees and volunteers from and against all claims, damages, losses and expenses (including litigation costs and attorney fees) arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the County.

Special Note: When contract is between the County and another governmental agency and the County is PROVIDING A SERVICE to another governmental agency, TAKE OUT THE ABOVE LANGUAGE and insert the MUTUAL INDEMNIFICATION CLAUSE below:

Each party shall defend, indemnify and hold the other party, its officers, employees and agents harmless from any and all liability, loss, expense including reasonable attorneys' fees or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expenses, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents, or employees.

C. Tax Indemnification: Provider and/or Contractor shall also indemnify County of any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board against County with respect to Provider and/or Contractor's independent Provider and/or Contractor's status that would establish a liability for failure to make social security or income tax withholding.

13. INDEPENDENT CONTRACTOR CLAUSE.

It is specifically and expressly understood between the parties that this Agreement creates no relationship of employer/employee between the parties and that contractor is, and shall remain throughout the term of this Agreement, an independent contractor. Contractor agrees that he is not, and will not become, an employee, partner, agent, or principal of County while this Agreement is in effect. Contractor agrees that he is not entitled to the rights or benefits afforded to County's employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefit. Contractor is responsible to pay or provide from his own expense, all federal and state income taxes, including estimated taxes, social security, and any other payroll tax obligations that he may owe as a result of compensation received for services rendered pursuant to this Agreement. Contractor is further responsible for providing, at his

own expense, disability, unemployment, and other insurance, workers' compensation, training, permits, and licenses for himself and for his employees and subcontractors. Contractor agrees to indemnify County for any claims, costs, losses, fees, penalties, interest, attorney's fees, or damages suffered by the County resulting from Contractor's failure to comply with these provisions.

14. NON-DISCRIMINATION.

Contractor will not discriminate in employment practices or in the delivery of services on the basis of race, color, religion, national origin, sex, sexual orientation, age, marital status, political affiliation or disability.

15. NOTICES.

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first-class mail to the following addresses:

If to County: (14) _____

If to Contractor: (15) _____

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

(16) _____

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

DATED: _____

DATED: _____

CONTRACTOR

COUNTY OF GLENN

(18)

(17) _____, Department Head

(19) Tax Identification Number

Approved as to Content and Fund Availability

(20) **APPROVED AS TO FORM:**

, County Counsel
Glenn County, California

COMMODITIES/SERVICES**(please check all that apply)**

- | | | |
|---|---|--|
| <input type="checkbox"/> 0100 Aerial Photography | <input type="checkbox"/> 0410 Dictation Equip | <input type="checkbox"/> 1365 Printing |
| <input type="checkbox"/> 0110 Ag & Forestry Equip/Su | <input type="checkbox"/> 0415 Disaster Equip/Services | <input type="checkbox"/> 1370 Printing Equipment |
| <input type="checkbox"/> 0115 Air Pollution Equipment | <input type="checkbox"/> 0430 Drafting Equip/Supp | <input type="checkbox"/> 1379 Publications |
| <input type="checkbox"/> 0145 Apparel | <input type="checkbox"/> 0500 Electrical Supplies | <input type="checkbox"/> 1390 Pumps |
| <input type="checkbox"/> 0150 Appliances | <input type="checkbox"/> 0510 Engineering, Geo | <input type="checkbox"/> 1400 Radios |
| <input type="checkbox"/> 0152 Architects | <input type="checkbox"/> 0511 Engineering, Mech | <input type="checkbox"/> 1430 Recreation/Park Equip |
| <input type="checkbox"/> 0155 Arts & Crafts | <input type="checkbox"/> 0512 Engineering, Strct | <input type="checkbox"/> 1440 Recycling Vend/Consult |
| <input type="checkbox"/> 0160 Asphalt Emulsion | <input type="checkbox"/> 0520 Emblems/Labels | <input type="checkbox"/> 1450 Refrigeration Equip |
| <input type="checkbox"/> 0165 Auction Services | <input type="checkbox"/> 0530 Envelopes | <input type="checkbox"/> 1460 Road & Hwy Maint |
| <input type="checkbox"/> 0170 Audio Visual | <input type="checkbox"/> 0600 Filing Systems | <input type="checkbox"/> 1470 Roofing/Roof Materials |
| <input type="checkbox"/> 0175 Auto & Truck Dealers | <input type="checkbox"/> 0620 Filters | <input type="checkbox"/> 1500 Safety Equip/Supplies |
| <input type="checkbox"/> 0180 Auto Parts | <input type="checkbox"/> 0640 Fire Extinguishers | <input type="checkbox"/> 1505 Sand Bags |
| <input type="checkbox"/> 0181 Auto Repair | <input type="checkbox"/> 0650 Flags/Banners | <input type="checkbox"/> 1510 Security Systems |
| <input type="checkbox"/> 0185 Aviation/Airplanes | <input type="checkbox"/> 0670 Forms | <input type="checkbox"/> 1515 Signs |
| <input type="checkbox"/> 0190 Award Pins/Badges | <input type="checkbox"/> 0700 Glass | <input type="checkbox"/> 1530 Signs, Name plates |
| <input type="checkbox"/> 0200 Bags/Liners | <input type="checkbox"/> 0800 Hardware & Tools | <input type="checkbox"/> 1540 Steel |
| <input type="checkbox"/> 0210 Batteries | <input type="checkbox"/> 0810 Haz Waste Disp | <input type="checkbox"/> 1550 Steel Posts |
| <input type="checkbox"/> 0215 Binders | <input type="checkbox"/> 0815 Health Equip/Supp | <input type="checkbox"/> 1560 Storage Systems |
| <input type="checkbox"/> 0225 Builders Exchanges | <input type="checkbox"/> 0820 Heavy Equip/Supp | <input type="checkbox"/> 1570 Storage Tanks |
| <input type="checkbox"/> 0300 Calendars | <input type="checkbox"/> 0900 Janitorial Services | <input type="checkbox"/> 1580 Surveying Equipment |
| <input type="checkbox"/> 0302 Carpeting | <input type="checkbox"/> 0910 Janitorial Supplies | <input type="checkbox"/> 1600 Telephones |
| <input type="checkbox"/> 0303 Castings/Plaques | <input type="checkbox"/> 1000 Kitchen Equipment | <input type="checkbox"/> 1610 Time Clocks |
| <input type="checkbox"/> 0304 Chainsaws | <input type="checkbox"/> 1004 Laboratory Services | <input type="checkbox"/> 1615 Tires |
| <input type="checkbox"/> 0305 Chemicals – PH | <input type="checkbox"/> 1005 Laboratory Supply | <input type="checkbox"/> 1630 Traffic Signals |
| <input type="checkbox"/> 0306 Chemicals – Ag | <input type="checkbox"/> 1010 Lamps & Lighting | <input type="checkbox"/> 1640 Trailers |
| <input type="checkbox"/> 0309 Communications | <input type="checkbox"/> 1015 Landscaping Services | <input type="checkbox"/> 1660 Tree Service |
| <input type="checkbox"/> 0310 Communications/Data | <input type="checkbox"/> 1016 Landscaping Supp | <input type="checkbox"/> 1670 Truck Parts & Equip |
| <input type="checkbox"/> 0315 Compressed Gases | <input type="checkbox"/> 1060 Locks & Safes | <input type="checkbox"/> 1680 Trucking Services |
| <input type="checkbox"/> 0320 Compressors | <input type="checkbox"/> 1080 Lumber Products | <input type="checkbox"/> 1690 Typewriters |
| <input type="checkbox"/> 0325 Computer Furn/Access | <input type="checkbox"/> 1090 Mailroom Equip/Supp | <input type="checkbox"/> 1700 Uniforms |
| <input type="checkbox"/> 0330 Computer Repair | <input type="checkbox"/> 1100 Maint Equip/Supp | <input type="checkbox"/> 1800 Vacuum Cleaners |
| <input type="checkbox"/> 0335 Computer Repair | <input type="checkbox"/> 1110 Map Reproduction | <input type="checkbox"/> Other: |
| <input type="checkbox"/> 0345 Computers/Supplies | <input type="checkbox"/> 1150 Micrographics Service | |
| <input type="checkbox"/> 0350 Concrete Equipment | <input type="checkbox"/> 1180 Miscellaneous | |
| <input type="checkbox"/> 0355 Const Equip/Supplies | <input type="checkbox"/> 1200 Office Furniture | |
| <input type="checkbox"/> 0365 Construction Materials | <input type="checkbox"/> 1210 Office Machines | |
| <input type="checkbox"/> 0370 Contractors, Misc | <input type="checkbox"/> 1220 Office Supplies | |
| <input type="checkbox"/> 0371 Contractors, Bridge | <input type="checkbox"/> 1230 Organic Products | |
| <input type="checkbox"/> 0372 Contractors, Electric | <input type="checkbox"/> 1300 Painting Services | |
| <input type="checkbox"/> 0373 Contractors, HVAC | <input type="checkbox"/> 1301 Painting Supplies | |
| <input type="checkbox"/> 0374 Contractors, Paving | <input type="checkbox"/> 1310 Paper | |
| <input type="checkbox"/> 0375 Consultants, Misc | <input type="checkbox"/> 1330 Petroleum Products | |
| <input type="checkbox"/> 0376 Contractors, Plumbing | <input type="checkbox"/> 1331 Petroleum Maintenance | |
| <input type="checkbox"/> 0377 Contractors, Roofing | <input type="checkbox"/> 1333 Photo Services/Supp | |
| <input type="checkbox"/> 0380 Copiers | <input type="checkbox"/> 1335 Plastics | |
| <input type="checkbox"/> 0383 Correctional Supplies | <input type="checkbox"/> 1340 Plumbing Supplies | |
| <input type="checkbox"/> 0385 Corrugated Pipe | <input type="checkbox"/> 1350 Portable Buildings | |

