



REQUEST FOR QUALIFICATIONS
On-Call Architectural and Engineering Services

County of Glenn
General Services Department
453 E. County Road 49 ½
Willows, CA 95988

Friday, February 18th, 2022

**COUNTY OF GLENN
GENERAL SERVICES DEPARTMENT
WILLOWS, CA**

REQUEST FOR QUALIFICATIONS

TO PROVIDE ON-CALL ARCHITECTURAL and ENGINEERING SERVICES

The Glenn County Department of General Services invites a Statement of Qualifications (SOQ) from qualified consultants to provide on-call engineering services for upcoming County projects.

The SOQ must be received by the County no later than 3:00 pm on Thursday, March 10th, 2022 delivered either in person or by mail to the following address:

**COUNTY OF GLENN
GENERAL SERVICES DEPARTMENT
453 E. County Road 49 ½
WILLOWS, CA 95988
Attention: Joe Bettencourt**

The County intends to secure agreement(s) with architectural and engineering consultant(s) to provide on-call architectural and engineering services. These architectural and engineering services will consist of performing design services for improvements and upgrades to County owned buildings and facilities, preparation of bid packages for said projects, construction support, and other engineering and architectural needs the County may require. Other services may include but are not limited to drafting of as built plans, assistance with development of capital improvement plans, consultation on placement of office furniture and equipment in relation to efficient use of space, and compliance with codes and regulations. Existing County facilities include, but are not limited to office buildings, maintenance shops, airport hangars, parks, boat launches, storage buildings, and other public properties. These facilities greatly vary by type, size, condition, and building material. Anticipated projects have limited budgets and design tasks must be done in the most cost-effective manner and with concise planning and thought to such budget constraints.

Please note that the County is seeking qualified consultants who are able to perform and coordinate all of the above-mentioned architectural and engineering services. The County of Glenn affirms that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit bids in response to this invitation.

Requests for Information should be directed to Joe Bettencourt at facilities2@countyofglenn.net. A copy of this Request for Qualifications (RFQ) can be obtained upon request or online at <https://www.countyofglenn.net/govt/bids> or <https://www.ebidboard.com>. Glenn County reserves the right to reject any or all SOQs received and to waive any minor defect or irregularity in the SOQ.

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ATTACHMENTS

- A. Professional Services Agreement Sample
- B. Evaluation Criteria
- C. Vendor Application

I. INTRODUCTION

The Glenn County General Services Department (County) seeks qualified and experienced consultant(s) to provide on-call architectural and engineering services for various County projects. The selected firm(s) may assist the County, for an initial term of three years, with various architectural and engineering tasks for local, state, and/or federally funded projects. Any extensions to the initial three-year period must be mutually agreed upon in writing by County and consultant and extended on an annual basis. The maximum term of the contract is five years. It is the County's intent to procure a consultant(s) on the basis of demonstrated competence and professional qualifications in accordance with Chapter 10 Division 5 Title 1 of the California Government Code (§4525 to 4529.5).

The County will award a contract based on the selected consultant's work schedule and qualifications submitted in response to the County's request. Contract amendments will be subject to approval of County Counsel and the Board of Supervisors, as required.

Fees will be determined through negotiations at the time a specific service is needed; see Task Orders in Section III below for more information.

II. BACKGROUND

Glenn County is located approximately halfway between Sacramento and Redding in Northern California, with a population as of the 2010 census of 28,122. Land use is largely agricultural with the coastal range to the west, the Interstate 5 corridor bisecting the County North and South, and the Sacramento River generally bordering the east side of the County.

III. SCOPE OF WORK

Proposers wishing to be selected shall be capable of providing architectural, structural, and other building and construction related architectural and engineering services. In addition to design services, consultants shall be capable of providing and reviewing public project reports, studies, master planning, conceptual designs, bid packages, specifications, permitting, and budget estimates; such services will be defined, scheduled, and authorized using Task Orders.

Additional services that may be required including work in the areas of civil, mechanical, structural, land survey, soil testing, electrical, plumbing, fire protection, environmental testing, accessibility and mechanical work as required. County approved sub-consultants are acceptable.

The following is a list of the types of projects that the County anticipates over the life of the resulting on-call contract:

- As-built existing structures: interior and exterior and create as-built floor plan drawings for base plan as required.
- Feasibility studies: Review and discuss with County regarding possible options for remodeling, based on information collected and identified on the as-built floor plans and meetings with user groups.
- Schematic design
- Design development
- Construction drawings in Auto-Cad and PDF
- Civil & structural engineering design & calculations
- Plan, specification, and bid package development
- Accessibility/Americans with Disabilities Act (ADA) design
- Bid assistance
- Architectural and Engineering Cost Estimating
- Construction support

Consultants performing work shall provide the County both hard and electronic copies of all work related to the project; electronic copies shall be editable. The editable project digital files shall be submitted in Microsoft Office Suite or AutoCAD file formats. In addition to supplying editable digital files, the consultant shall also supply PDF files. The County prefers that all hard copies be printed double-sided on recycled paper.

TASK ORDER #1

Hamilton City Community Park Cultural Pavilion and ADA Project

The County of Glenn requires architectural and engineering assistance to develop plans, specifications, construction bid package and construction management services for the Hamilton City Community Park Cultural Pavilion and ADA Project. The project is funded by United States Department of Agriculture- Rural Development Grant. The goal of this project is to construct a new cultural pavilion and install/upgrade features in the area of the pavilion to be compliant with all ADA requirements. Plans have been developed for the cultural pavilion but may require some additions/modifications. The remaining work required for this project is as follows:

- Review previously developed cultural pavilion plans and modify as needed to ensure final submittal meets all applicable building codes and the requirements of the Americans with Disabilities Act.
- Provide structural engineering design and calculations required for the proposed changes.
- Develop remaining plans, specifications, and calculations to form a complete bid package in order to obtain construction services for the proposed project.
- Prepare Engineer's Estimate
- Provide construction support to the County during project construction.
- Review submittals from Contractor to ensure proposed materials are acceptable.

Below is a list of construction items related to this project for reference:

Category	Description	Unit Value
NEW PATH BROADWAY/ADA PARKING	New Primary ADA Path of Travel	455 LF
NEW PATH TO PLAY AREA	New ADA Path of Travel to Play Area	20 LF
PLAY AREA	Enlarge existing play area, add fill and purchase ADA swing	1
PLAY AREA	Enlarge existing play area, add fill and purchase ADA ring climber	1
PARKING	Outline the access aisle in blue color.	1
PARKING	Provide a compliant International Symbol of Accessibility (ISA)	1
PARKING	Paint "NO PARKING" in 12-inch white letters.	1
PARKING	Repaint the ISA marking in the parking space.	1
PARKING	Re-stripe the access aisle so as to discourage parking.	1
PARKING	Re-stripe the existing parking space marked as accessible	1
PARKING	Provide a permanently posted reflectorized sign that includes an International Symbol of Accessibility symbol at the head of the parking space.	1
PARKING	Re-stripe the van-accessible space to provide at least a 144" wide van space, or a 108" wide space with a 96" wide compliant passenger side access aisle.	1
PARKING	Provide a \$250.00 fine sign at the parking space below the ISA	1
PARKING	Post a sign in a conspicuous place to the entrance of the parking lot, or immediately adjacent to and visible from each accessible parking space.	1
GROUP PICNIC TABLE	Decrease the table height to less than or equal to 34 inches.	1
PICNIC TABLE- BROADWAY& 3rd St.	Purchase and install ADA compliant table	1
PICNIC TABLE- BASKETBALL COURT	Purchase and install ADA compliant table	1

The above list of project categories and anticipated project work is not comprehensive and the County reserves the right to add or subtract architectural and engineering services as necessary.

TASK ORDER #2

Conversion of Juvenile Detention Center Front Lobby to Reception Area and Office Space

The County of Glenn requires architectural and engineering assistance to develop plans, specifications, construction bid package and construction management services for the Juvenile Hall Front Lobby Conversion project. The goal of this project is to upgrade a portion of an existing County owned building to meet the requirements of Health and Human Services Agency. The remaining work required for this project is as follows:

- Develop plans, specifications, and calculations to form a complete submittal package in order to obtain a building permit for the proposed project to ensure final submittal meets all applicable building codes and the requirements of the Americans with Disabilities Act.

- Provide structural engineering design and calculations required for the proposed changes.
- Prepare Engineer's Estimate
- Prepare bid package for construction.
- Provide construction support to the County during project construction.

The above list of project categories and anticipated project work is not comprehensive and the County reserves the right to add or subtract architectural and engineering services as necessary. Floor Plan layout and accessibility assessment report is available as a resource upon request.

TASK ORDER #3

Willows Memorial Hall Office Expansion and ADA Upgrade Project

The County of Glenn requires architectural and engineering assistance to develop plans, specifications, construction bid package and construction management services for the Willows Memorial Hall Office Expansion and ADA Upgrade Project. The goal of this project is to finish construction of the interior portion of one existing County owned building to provide office and conference room space that meets the requirements of the Americans with Disabilities Act and the California Building Code. The remaining work required for this project is as follows:

- Develop plans, specifications, and calculations to form a complete submittal package in order to obtain a building permit for the proposed project to ensure final submittal meets all applicable building codes and the requirements of the Americans with Disabilities Act.
- Provide structural engineering design and calculations required for the proposed changes.
- Prepare Engineer's Estimate
- Prepare bid package for construction.
- Provide construction support to the County during project construction.

The project is located within a historic registered building.

The above list of project categories and anticipated project work is not comprehensive and the County reserves the right to add or subtract architectural and engineering services as necessary. Floor Plan layout and accessibility assessment report is available as a resource upon request.

IV. CONTRACT REQUIREMENTS

Consultants will receive written notification of their selection or non-selection. The final contract will need to be approved by the Glenn County Board of Supervisors and signed by an authorized representative of the consultant. A sample agreement has been attached to this RFQ for reference (Attachment A). The consultant shall adhere to the

provisions of this agreement. The consultant shall advise the County in their SOQ of any provisions for which they have alternative wording, or any provisions which they cannot accept.

The consultant agrees that should it be awarded a contract, the consultant shall not discriminate against any person who performs any work thereunder because of age, race, color, sex, religion, creed, national origin, marital status, political affiliation, or disability.

Services will begin upon the successful execution of the contract and will be valid for a three-year term. Any extensions to the initial three-year period must be mutually agreed upon in writing by the County and consultant and extended on an annual basis. The maximum term of the contract is five years.

Consultant has the authority to procure sub-consultants for specialized services with written authorization from County. Consultant shall procure sub-consultants in accordance with all applicable local, state, and federal legislation. Consultant must submit a list of proposed subcontractors with their response to each Task Order issued by the County.

The consultant is responsible for performing the work required under the contract in a manner acceptable to the County. The consultant's organization and all associated subconsultants must be identified within the consultant's response to a task specific Request for Proposal (RFP). If the consultant wishes to use subconsultants not specified in the SOQ, prior written approval must be obtained from the County. If required by local, state or federal regulations, the subcontract must contain all required provisions of the prime contract.

Not-to-exceed limits are to be set per contract amendment. If consultant is awarded multiple Task Order as a result of this RFQ then the not to exceed limits shall be compounded.

Prevailing wages will apply when required by local, state or federal regulation. California State Prevailing Wage information is available through the California Department of Industrial Relations websites below:

- DIR FAQ website: http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html
- DIR Wage Determination website:
<http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>

V. SUBMITTAL CONTENTS

Due Date	3:00 pm on Thursday, March 10, 2022
Required Copies	Three (3) copies and one (1) electronic version, either in PDF or Word format

Submit To	County of Glenn GENERAL SERVICES DEPARTMENT 453 E. County Road 49 ½ Willows, CA 95988 Attention: Joe Bettencourt Facilities2@countyofglenn.net
Submittal Identification	The submittal package's exterior shall be clearly marked "Statement of Qualifications to Provide On-Call Architectural and engineering services for Various County Projects" and the Consultants Department of Industrial Relations registration number.

Submittals shall be a maximum of twenty (20) single-sided or ten (10) double-sided bound pages, including the introductory letter and resumes. Paper size shall be Letter (8.5" x 11") and a minimum font size of 12 shall be utilized.

Additional information that proposers deem relevant to the selection process may be included; however, concise and focused submittals are strongly encouraged. By submitting a SOQ, and unless otherwise stated, it is understood that consultant has reviewed all relevant information, and, that based on that review, consultant has developed an informed understanding of the projected scope of work and has satisfied themselves with the applicable conditions and requirements expressed in this document.

These guidelines are provided for standardizing the preparation and submission of the SOQ by all consultants for professional services. The intent of these guidelines is to assist proposers in the preparation of their submittal, to simplify the review process by the County of Glenn, and to provide standards for the evaluation of all SOQ.

Statements of Qualifications shall contain the following information in the order listed:

A. Introductory Letter

The Introductory (or transmittal) letter shall be addressed to:
Scott H. DeMoss, County Administrative Officer
525 W. Sycamore St., Ste. B1
Willows, CA 95988

The introductory letter shall include the consultant's primary contact name, mailing address, telephone number, facsimile number, and email address. The letter shall address the consultant's understanding of the project and any other information deemed pertinent by the consultant. The letter shall also indicate any conflicts or non-acceptability of the terms and conditions of the contract, which is

attached to this RFQ. Proposed deviations and modifications to the contract should be clearly noted and supporting reasons provided. Changes to the agreement will not be considered by the County of Glenn once the consultant selection has been completed.

B. Office Location Where Work will be performed

Include the office(s) where work will be conducted by the consultant.

C. Qualifications and Experience

Identify key staff and any subconsultants proposed for the project team. Describe the responsibilities of the staff and the anticipated extent of involvement with a project. Any changes in key personnel and subconsultants after the award of contract must be requested in writing, and approved by the County of Glenn before the change is made. Three (3) references are to be listed for the consultant and each subconsultant. References may be contacted as part of the selection process.

The SOQ must clearly describe the consultant's ability for undertaking and performing the scope of work. It must list projects of similar work performed by the proposed project team. These projects must illustrate the quality and past performances of the project team. A discussion of challenges faced, and solutions developed by the team is recommended. Contact names and current telephone numbers are to be provided for each referenced project. The projects listed should include the names of staff and other team members involved in the work.

The consultant is reminded that their SOQ shall be specific and concise.

D. Federal and State Requirements

Consultant and subconsultants must meet all federal and state requirements as may be applicable. The consultant should address any such requirements in the SOQ.

E. Supporting Information

The consultant may include resumes, brochures, and other supporting information in this section.

F. Financial Management and Accounting System Requirements

Describe consultants' financial management and accounting system and how it meets 48 CFR Part 16.301-3, 49 CFR Part 18, and CR Part 31.

G. Required Forms

All proposers must complete and submit the Vendor Application, provided in Attachment C, with their SOQ. Additionally, a W-9 shall also be submitted.

VI. EVALUATION CRITERIA

The SOQ to provide architectural and engineering services submitted in response to this Request for Qualifications will be used as a basis for selecting the architectural and engineering consultant for various County projects. The SOQ will be evaluated and ranked according to the criteria provided in Attachment B of this RFQ.

VII. SELECTION PROCESS

After the period has closed for receipt of SOQ's, each submittal will be opened and examined to determine compliance with the requirements specified in this RFQ. Any submittal that does not meet the format requirements will be eliminated from competition and returned to the consultant. The County of Glenn may reject any submittal if it is conditional, incomplete, or contains irregularities. The County of Glenn may waive an immaterial deviation in a SOQ; however, the waiver shall in no way modify the RFQ documents or excuse the consultant from full compliance with the contract requirements if awarded a contract.

The selection panel will review each submittal that meets the format requirements. Panel members will individually evaluate each submittal in accordance with the evaluation criteria shown in Attachment B.

The panel members will meet to tally and average scores for each SOQ, then the submittals will be ranked based on the scores. Based on the rankings, the County of Glenn will establish a shortlist and, if deemed necessary by the County, interview the top firms on this list. The successful consultant will be subject to verification of non-fraud and for listing on the debarred Contractors/Consultants list.

This Request for Qualifications does not commit the County of Glenn to award a contract, to pay any costs incurred in the preparation of a SOQ for this request, or to procure or contract for services. The County of Glenn reserves the right to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the County of Glenn to do so.

Upon approval of the selected consultant by County of Glenn, a written agreement will be prepared, executed by the consultant, and reviewed by the County of Glenn for approval and execution. Following contract execution, individual task orders will be issued.

All products used or developed in the execution of any contract resulting from this Request for Qualifications will remain in the public domain at the completion of the contract.

VIII. AUDIT AND REVIEW PROCESS

State and federal requirements as well as specific contract requirements, serve as the standards for audits and reviews performed. The local agencies, consultants, and subconsultants are responsible for complying with state, federal, and specific contract requirements. The County reserves the right to audit any contract. Applicable standards include, but are not limited to:

- 23 CFR, Chapter 1, Part 172 – Administration of Engineering and Design Related Service Contracts;
- 48 CFR, Federal Acquisitions Regulation Systems (FAR), Chapter 1 FAR, Part 31- Contract Cost Principles and Procedures;
- 48 CFR, Chapter 99 – Cost Accounting Standards, Subpart 9900;
- 49 CFR, Transportation, Subtitle A, Office of the Secretary of Transportation, Volume 1, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government;
- 49 CFR, Part 18.20 – Standards for Financial Management Systems;
- 23 USC, Part 112 – Letting of Contracts;
- United States Government Accountability Office, Government Auditing Standards (GAS);
- Proposed contract terms and conditions.

Contracts shall not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18 and 48 CFR Part 31.

IX. DISPUTE RESOLUTION

Should any consultant dispute the County of Glenn’s determinations and findings during this RFQ process, such consultant shall give the County of Glenn written notice of the matter in dispute within five (5) days of consultant’s first knowledge of the decision or determination. The consultant shall thereafter, within ten (10) days of consultant’s first knowledge of the County of Glenn’s decision or determination in dispute, provide the County of Glenn with a complete and comprehensive “Statement of Dispute” that discusses all the reasons why the consultant disputes the County of Glenn’s determination or decision, and submit all documentary evidence relied on by the consultant. The Statement of Dispute must meet the following conditions and requirements:

- Provide a complete statement of the factual and legal basis for the protest;
- Refer to the specific portions of the RFQ which form the basis for the protest, and all documentary evidence relied upon;
- Include the name, address, and telephone number of the person representing the protesting party;
- The party filing the Statement of Dispute must concurrently transmit a copy of the initial protest document and any attached documentation to all other parties

- with a direct financial interest, which may be adversely affected by the outcome of the protest. Such parties shall include all other consultants, who shall have seven (7) calendar days to respond to the Statement of Dispute; and
- The Statement of Dispute must be submitted to the Glenn County General Services Department, Attn: Joe Bettencourt, 453 E. County Road 49 ½, Willows, CA 95988. The County of Glenn will review the Statement of Dispute, may elect to hold an administrative hearing thereon, and may request consultant to produce further evidence as the County of Glenn deems material to a decision on the issue, after which time, the County of Glenn will issue a determination which shall be final. The procedure and time limits set forth in this paragraph are mandatory and are the consultant's sole and exclusive remedy in the event of protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings. Failure to strictly follow this procedure shall waive any further rights to dispute the County of Glenn's decisions and determinations made during the RFQ process.

X. SCHEDULE OF WORK

The anticipated selection process schedule is shown below.

No.	Item of Work	Date
1	RFQ Release	February 18, 2022
2	Deadline for submission of written questions	March 03, 2022
3	Submittals due	March 10, 2022
4	Evaluation of Submittals	March 11, 2022
5	Notice of Contract award	March 29, 2022

ATTACHMENT A

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (“Agreement”) is made and entered into this _____ day of _____, 20____, by and between Glenn County, a political subdivision of the State of California (“County”), and *Consultant Name*. (“Consultant”).

RECITALS:

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

County and Consultant agrees as follows:

AGREEMENT:

1. Scope of Services. Pursuant to Government Code Section 31000, County retains Consultant to perform all the professional services described in Exhibit “A” which is attached hereto and incorporated herein by this reference which shall include *Briefly Describe Services to be Provided*. (“Services”). The specific services to be provided shall be identified in Task Orders which shall be submitted to Consultant for approval from time to time during the term of the Agreement. Consultant shall have thirty (30) days after receipt within which to accept or reject the Task Order. Acceptance of a Task Order shall be evidenced by Consultant signing and returning the Task Order to County. Such acceptance shall be deemed an amendment under Paragraph 24 of this Agreement.

2. Term. Services under this Agreement shall commence on *[date]*, and shall continue until *[date]*, or until the agreement is terminated by either party in accordance with the provisions of this Agreement. Consultant shall commence work within seven (7) days of receiving each Task Order and shall work diligently and in good faith to complete those services in an expeditious manner.

3. Compensation.

A. The total amount payable under this Agreement shall not exceed the sum of *Dollar Amount in Words (\$XX,XXX.XX)* during the term of the Agreement. The County shall make no payment to Consultant in any greater amount for any extra, further, or additional services, unless such services and payment therefore have been mutually agreed to and this Agreement has been formally amended in accordance with the provisions of this Agreement. Notwithstanding the foregoing, it is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered by this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force and effect. In this event, the County shall have no liability to pay any further amounts whatsoever to Consultant or furnish any other consideration under this Agreement and Consultant shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Consultant to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth herein are required by Article XVI, section 18 of the California Constitution. Consultant acknowledges and agrees that Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.

B. County shall compensate Consultant for the services described in Paragraph 1 on a Time and Materials basis at the rates set forth in Section 4 of Exhibit A.

C. Each Task Order shall be in the form set forth in Exhibit "B" attached hereto and incorporated herein by this reference and shall contain a not-to-exceed amount for the services described therein. Consultant shall not perform out-of-scope or out-of-budget work without County's prior written approval. In no event shall the cumulative amount of all Task Orders exceed the amount of *Dollar Amount in Words (\$XX,XXX.XX)* dollars unless approved by the Glenn County Board of Supervisors.

D. To the extent that Consultant is entitled to reimbursement for travel, meals, and lodging, such reimbursement shall be subject to the prior approval of the *Department Head Entering into the Agreement* or authorized deputy and shall be reimbursed in accordance with the County's Reimbursement for Expenses policy set forth in Chapter 7.02 of The Book of Administrative Policies and Procedures of the County of Glenn.

E. Consultant agrees to testify at County's request if litigation is brought against County in connection with Consultant's work. Unless the action is brought by Consultant or is based upon Consultant's negligence or intentional tortious conduct, County

will compensate Consultant for the testimony at Consultant's hourly rate as provided in Section 4 of Exhibit "A".

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

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

If to the County:

Department Head
Department Name
Address
Willows, California 95988
Telephone: (530) XXX-XXXX

If to Consultant:

Consultant Name
Consultant Company
Address
Address
Telephone:

Notice shall be effective upon receipt.

6. Independent Contractor.

A. It is understood and agreed, and is the intention of the parties hereto, that Consultant is an independent contractor, and not the employee or agent of County for any purpose whatsoever. County shall have no right to and shall not control the manner or prescribe the method by which the professional services are performed by Consultant herein. Consultant shall be entirely and solely responsible for its acts and the acts of its agents, employees, and subcontractors while engaged in the performance of services hereunder. Consultant shall have no claim under this Agreement or otherwise against County for vacation pay, sick leave, retirement benefits, Social Security, workers compensation, disability, or unemployment insurance benefits or other employee benefits of any kind. The parties acknowledge that County shall not withhold from Consultant's compensation any funds for income tax, FICA, disability insurance, unemployment insurance or similar withholding and

Consultant is solely responsible for the timely payment of all such taxes and related payments to the state and federal governments, for itself and for its employees, agents, and subcontractors who might render services in connection with this Agreement. The Consultant shall inform all persons who perform any services pursuant to this Agreement of the provisions of this section.

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

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

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

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

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

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

11. Insurance.

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

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

Any deductibles or self-insured retention must be declared on certificates of insurance and approved by the County. At the option of the County, either the Contractor shall reduce or eliminate such deductibles or self-insured retentions, with respect to the County, its officers, officials, employees and volunteers, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses. Insurance is to be placed with California admitted insurers (licensed to do business in California) with a current A.M. Best's rating of no less than A-VII, however, if no California admitted insurance company provides the required insurance, it is acceptable to provide the required insurance through the United States domiciled carrier that meets the required Best's rating and that is listed in the current List of Approved Surplus Line Insurers (LASLI) maintained by the California Department of Insurance. However, Workers'

Compensation coverage issued by the State Compensation Insurance Fund (SCIF) shall be acceptable.

B. Insurance Required:

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

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

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

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

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

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

Unless otherwise agreed by the parties, Consultant shall cause all of its Subcontractors to maintain the insurance coverages specified in this Insurance section and

name Consultant as an additional insured on all such coverages. Evidence thereof shall be furnished as County may reasonably request.

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

12. Professional Services.

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

B. Consultant represents and warrants that it is professionally qualified to perform the services described herein; acknowledges that County is relying upon Consultant's qualifications to perform these services in a professional manner; and agrees that County's full or partial acceptance of any work does not release Consultant from its obligation to perform the services in accordance with this Agreement unless County expressly agrees otherwise in writing.

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

13. Responsibility of Consultant.

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

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

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

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

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

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

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

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

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

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

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

20. Prevailing Wages.

A. Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services hereunder are being performed as part of an

applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with and to require its subcontractors to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable, County will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office and will make this information available to any interested party upon request. Contractor shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, Contractor specifically acknowledges that County has not affirmatively represented to Contractor in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a “public work.” To the fullest extent permitted by law, Contractor hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

B. Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no Contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 (with limited exceptions from this requirement for bid purposes only under Labor Codes section 1771.1(a)).

C. Contractor acknowledges that no Contractor or subcontractor may be awarded a contract for public works on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

D. If the services are being performed as part of the applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

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

22. Provisions Required by Law Deemed Inserted. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though it were included. If through mistake or otherwise, any provision is not inserted or is not correctly inserted, then upon application

of either Party, the Agreement shall be amended to make the insertion or correction. All references to statutes and regulations shall include all amendments, replacements, and enactments in the subject which are in effect as of the date of this Agreement, and any later changes which do not materially and substantially alter the positions of the Parties.

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

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

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

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

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

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

COUNTY OF GLENN

CONSULTANT

By: _____
Name of Department Head
Name of Department

By: _____
Name of Consultant
Name of Company

APPROVED AS TO FORM:

By: _____
William J. Vanasek
County Counsel, Glenn County

Exhibits:
Exhibit A – Proposal
Exhibit B – Task Order Form

EXHIBIT A
PROPOSAL

EXHIBIT B

TASK ORDER

No.

In accordance with the Independent Contractor Agreement between Glenn County, a political subdivision of the State of California ("County"), and *Name of Consultant* ("Consultant") dated _____, 20____, Consultant agrees to complete the scope of work defined below according to the schedule and budget defined herein. The Independent Contractor Agreement between Glenn County and *Name of Consultant* dated _____, 20____, is incorporated herein by this reference.

SCOPE OF WORK:

Consultant shall provide the following professional services:

BUDGET:

The cost for Consultant's services described herein shall not exceed \$_____. If this amount causes the total aggregate amount of all Task Orders issued under this Agreement to exceed *Amount in Words (\$XX,XXX.XX)* dollars, this Task Order shall be void as to any amount over *Amount in Words (\$XX,XXX.XX)* dollars unless authorized by the Glenn County Board of Supervisors.

COMPENSATION:

Compensation shall be in accordance with the provisions of the Independent Contractor Agreement between Glenn County and *Name of Consultant* dated _____, 20____, and the fee schedule attached thereto as Exhibit "A".

The compensation limit for services performed under this task order shall not exceed the budget amount set forth above. If additional funds are required to complete the services defined herein beyond this limit, Consultant shall notify County in writing prior to reaching the authorized limit and will not proceed with work in excess of the limit without the prior written approval of County.

SCHEDULE:

All work described herein shall be completed and, if applicable, delivered to the County by the following date:

INSURANCE:

Consultant confirms that the insurance coverage required by the Independent Contractor Agreement between Glenn County and *Name of Consultant* dated April 2, 2019, is still in full force and effect.

COUNTY OF GLENN

CONSULTANT

By: _____
Name of Department Head
Name of Department

By: _____
Name of Consultant
Name of Company

Date: _____

Date: _____

ATTACHMENT B

EVALUATION SHEET

PROJECT: _____

CONSULTANT: _____

CRITERIA	MAX POINTS	SCORE
Understanding of the work to be done	10	
Experience with similar kinds of work	30	
Quality of staff for work to be done	25	
Feedback from references	15	
Familiarity with state, federal, and local procedures	20	
TOTAL	100	

EVALUATOR: _____

SIGNATURE: _____

DATE: _____

ATTACHMENT C

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

COMMODITIES/SERVICES (please check all that apply)

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