



ALAMEDA COUNTY
AUDITOR-CONTROLLER AGENCY
STEVE MANNING
 AUDITOR-CONTROLLER/CLERK-RECORDER

December 4, 2018

Honorable Board of Supervisors
 County of Alameda
 1221 Oak Street, Suite 536
 Oakland, California 94612-4305

Dear Board Members:

SUBJECT: APPROVE A CONTRACT WITH KOFILE TECHNOLOGIES TO PROVIDE RESTORATION, PRESERVATION AND STORAGE SERVICES FOR ALAMEDA COUNTY HISTORICAL RECORDS

RECOMMENDATIONS:

- A. Authorize the Auditor-Controller/Clerk-Recorder to sign a Standard Services Agreement (Procurement Contract No. 14424) with Kofile Technologies (Principal: Eugene Sisneros; Location: Dallas, TX) to provide records restoration, preservation and storage services in the amount of \$5,975,336 for the approximate term of 12/18/2018 – 12/31/2019;
- B. Approve an increase in appropriations of \$5,975,336 offset by the Recording Fee Micrographics Trust and the Recorder's Improvement Trust, to fund the term of the contract; and
- C. Authorize the Auditor-Controller to make the budgetary adjustments as directed in the attached Financial Recommendation.

DISCUSSION/SUMMARY:

The Alameda County Clerk-Recorder's Office (ACCR), "has the custody of, and shall keep all books, records, maps, and papers deposited in the recorder's office," as required by California Government Code 27231. These are original, historical, and irreplaceable records that must be maintained indefinitely.

This contract will provide comprehensive and inclusive services for the preservation, digital imaging, indexing, encapsulation, restoration and storage of original and historical books, documents, and maps held by the Alameda County Clerk-Recorder's Office and the Clerk of the Board of Supervisors including:

Central Collections Division
 1221 Oak St., Rm. 220
 Oakland, CA 94612
 Tel: (510) 208-9900
 Fax: (510) 208-9932

Office of the Auditor-Controller
 Melissa Wilk, Chief Deputy Auditor
 1221 Oak St., Rm. 249
 Oakland, CA 94612
 Tel: (510) 272-6565
 Fax: (510) 272-6502

Clerk-Recorder's Office
 1106 Madison St., 1st Floor
 Oakland, CA 94607
 Tel: (510) 272-6362
 Fax: (510) 208-9858

- Approximately 37,000 maps
- 30 historical miscellaneous books
- 44 Vitals volumes of (Birth, Death, & Marriage)
- Approximately 125,000 documents (Resolutions, Dockets, Ordinances, etc.) from the Office of the Clerk of the Board of Supervisors, and
- Approximately 100 volumes of historical County financial records

It is critical that these original and historical records are preserved/restored properly since many of these documents are the only existing copy of these records, making them irreplaceable.

This contract ensures and provides the following unique service requirements:

- Custom shelving for public access, efficient retrieval and protection
- Disaster Safe County Binder™ (DSB) providing unparalleled protection and storage of documents in fully enclosed non-combustible containers (compliant with National Fire Protection Association codes and standards)
- Secured transportation of original records to/from County facilities and access to records as needed

SELECTION CRITERIA/PROCESS:

The ACCR conducted extensive research to identify companies that could provide this service, including companies suggested by the General Services Agency (GSA). It was determined that due to the specific and unique nature of this service, Kofile Technologies (Kofile) is the only company that can meet the preservation standards of the County.

The ACCR found that Kofile submitted the only response to all of the Requests for Proposals (RFP) issued over the last several years by other counties in the State for similar preservation services. Over the last decade, only two other companies have submitted bids for these services to Alameda County. By 2011, Kofile had acquired both of those companies, thereby confirming ACCR's findings that currently only one company, Kofile, can successfully perform this unique and comprehensive service.

Kofile has demonstrated expertise in the field of preservation services, having successfully performed such services in all but five California Counties (Calaveras, Imperial, Lassen, Siskiyou, and Trinity Counties) in the past 20 years. The GSA approved a sole source procurement and issued the Finding of Non-Competition - Sole Source #5536.

Although there are limited subcontractor opportunities for this type of contract, Kofile will partner with certified Small Local Emerging Business (SLEB) Atthowe Fine Art Services (Oakland, CA; Certification #15-00074; Expiration Date September 30, 2020), to provide transportation and shipping services for books, documents and maps for 10% of the contract value.

FINANCING:

Funding for the project will be from the Alameda County Clerk-Recorder's Office trust accounts (Recording Fee Micrographics Trust and Recorder's Improvement Trust). There will be no increase in net County cost.

VISION 2026 GOAL:

The restoration, preservation, and digitization of historical County records meets the 10X Goal pathway of Accessible Infrastructure (Maintenance & Preservation, Smart Infrastructure, and Adaptive Infrastructure) in support of our shared vision of Safe and Livable Communities.

Very truly yours,



Steve Manning
Auditor-Controller/Clerk-Recorder

Attachment

c: Susan S. Muranishi, County Administrator
Donna R. Ziegler, County Counsel

FINANCIAL RECOMMENDATION FORM

#140100-35 Rev 5/21/14

1 **AGENDA DATE:** 12/18/2018

BOARD LETTER SUBJECT: APPROVE A CONTRACT WITH KOFI TECHNOLOGIES
TO PROVIDE RESTORATION, PRESERVATION AND STORAGE SERVICES FOR ALAMEDA COUNTY
HISTORICAL RECORDS

BUDGET YEAR: 2019 **FUND:** 10000

2 The use of Designations, as follows:

NAME OF DESIGNATION	ORG	AMOUNT

3 The increase (decrease) in anticipated revenue, as follows:

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
140300	479990	00000		\$5,975,336
ORG TOTAL				\$5,975,336

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL ANTICIPATED REVENUE \$5,975,336

4 The increase (decrease) in appropriations, as follows:

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
140300	610000	00000		\$5,975,336
ORG TOTAL				\$5,975,336

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL APPROPRIATION \$5,975,336

FINANCIAL RESOLUTION R-2018-381

PAGE: 1 OF 2
 FILE NUMBER: N/A
 MEETING DATE: 12/18/2018
 ITEM NUMBER: 15

BY: 2019

FUND: 10000

The increase (decrease) in anticipated revenue, as follows:

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
140300	479990	00000		\$5,975,336
ORG TOTAL				\$5,975,336

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL ANTICIPATED REVENUE \$5,975,336

The increase (decrease) in appropriations, as follows:

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
140300	610000	00000		\$5,975,336
ORG TOTAL				\$5,975,336

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL APPROPRIATION \$5,975,336

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this **18th** day of **December 2018** to wit:

AYES: Supervisors Carson, Haggerty, Miley, Valle, & President Chan - 5

NOES: None

EXCUSED: None



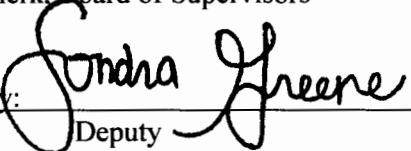
PRESIDENT, BOARD OF SUPERVISORS

File: _____
Agenda No: 15
Document No: R-2018-381F



I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Supervisors, Alameda County, State of California

ATTEST:
Clerk, Board of Supervisors

By: 
Deputy



October 18, 2018

TO: Kimberly Gasaway, Chief Deputy, Administration - GSA
FROM: Jacqueline Favela, Procurement & Contracts Specialist
SUBJECT: FINDING OF NON-COMPETITION – SOLE SOURCE # 5536
PURCHASE FROM KOFILE TECHNOLOGIES LOCATED IN DALLAS, TX

This is to document my finding that competitive bidding is not possible for the purchase of record restoration and preservation, digital imaging, indexing, encapsulation and storage system of high volume documents in the amount of \$5,975,335.67 for the approximate term of 11/1/2018 – 12/31/2019 for the Clerk-Recorder’s office.

In accordance with the County Administrative Code Section 4.12.010 entitled “Purchases to be by Competitive Quotation,” all purchases of and contracts for materials, supplies, services, furnishings, equipment, livestock, and other personal property shall be based wherever possible on competitive quotations.

I have reviewed the attached Departmental Justification to Request a Waiver of County Competitive Bidding Requirement. I have determined the requested service and supplier cannot be substituted and satisfy the County’s requirements. After research, I determined that Kofile Technologies is the only vendor in the can provide requested services to Alameda County Clerk-Recorder’s office as they are the sole vendor that can deliver comprehensive services to provide original historical records restoration and preservation services. Kofile Technologies specializes in high volume restoration, preservation and digitization of legal documents and is the only vendor that is capable of fulfilling a project of this magnitude. Therefore, competitive quotations are not possible and the request is recommended for your approval.

The Clerk-Recorder’s office is to obtain Board approval for services that exceed \$25,000 requesting authorization from the President of the Board to sign the contract or approve the purchase. The Auditor-Controller issues Board signed contracts, Board approved purchase orders and purchase order changes with/without signed contracts.

GSA Procurement:

DocuSigned by: John Glann
Approved: John Glann, Purchasing Manager/Date

DocuSigned by: Kimberly Gasaway
Approved: Kimberly Gasaway, Chief Deputy, Administration- GSA Date: 11/1/2018

Attachment(s)



DS

Alameda County Departmental Justification to Request Waiver
of the County Competitive Bidding Requirement
Administrative Code Section 4.12.010
Sole Source Questionnaire

For Sole Source procurement requests, complete the Sole Source Questionnaire (SSQ), email to: [GSA-Purchasing Sole Source](#) and upon approval from GSA, upload the approved SSQ with supporting documentation to the REQ. Department Requisition (REQ) approvers shall only approve a REQ after verifying complete supporting documentation has been attached to the REQ. For assistance in completing this form refer to the link [Sole Source Policy](#)

1. Vendor Name: Kofile Technologies City, State: Dallas, TX
2. Contract Value: \$5,975,335.67 Contract Start & End Date: 11/1/2018 – 12/31/2019
3. What specific product or service is being requested on a sole-source basis? Original historical records restoration and preservation services, digital imaging, indexing, encapsulation and storage system of a high volume of documents.
4. Is this sole source procurement an **approved exception** to the County Competitive Policy requirements as listed in Section V of the Sole Source Policy*? **If yes, specify, and attach any additional supporting documentation and skip questions 5-8?** No.
5. What are the specific functions or conditions that can only be addressed by the requested product or service? A project to address preservation, restoration, digitization and customized storage system of a high volume of original historical records in a reasonable amount of time (1-2 years).
6. What are the unique performance factors of the requested product or service that address the functions or conditions identified in #5?
A proven success record of a project of this size and scope using approved industry standards.
The project would consist of the following:
High volume preservation, restoration, digitization and storage of volumes, documents and maps including:
 - Approximately 37,000 maps
 - 30 Historical Misc. Books (11" x 17")
 - 51 volumes Vitals (birth, death, and marriage)
 - Approximately 185 volumes of Board of Supervisors books
 - Approximately 125,000 documents (Resolutions, Dockets, Mics., & Ordinances)
 - Approximately 100 volumes of Auditor FinancialsIn addition to archival imaging, microfilm and indexing, records would receive the following services as appropriate:
 - Maps: Restoration – conservation treatments, deacidify, and encapsulate
 - Historical Books, Board of Supervisors (BOS) volumes and documents: Preserve – conservations treatments, deacidify, encapsulate and bind.
 - Customized shelving
 - Secured transportation of original records to/from County facility
 - Timely completion of project (1-2 years)

These documents are original, historical, irreplaceable records that must be kept indefinitely as required by law.

7. List all other products or services that offer roughly the same performance factors identified in #6.
Companies
 1. Belfor
 2. Byers Printing
 3. Graphic Conservation Co.
 4. ACA Paper Restoration
 5. National Document Conservation Center
 6. Zukor Art Conservation

7. SF Public Library

8. Provide a detailed explanation as to why each product or service listed in #7 will not address the specific functions or conditions identified in #5.
- Seven of seven companies are unable to provide comprehensive services as listed in #6
 - Five of seven companies are not equipped to handle a high volume project of this size and scope. Of the two that states they can handle a high volume, one is unable to complete the project in a reasonable amount of time, the other varies in response: not certain if they digitize and not certain if they can handle a restoration project of our size
 - One company specifically stated that it does not restore maps.
 - Two of seven companies do not digitize. One company can handle digitization for small items only (e.g., family items)
9. Is the vendor prepared to comply with the SLEB and First Source County provisions? SLEB – Yes, 10% of contract value. First Source County - N/A. **If Yes**, and over \$25,000, complete and submit SLEB Subcontracting Information Sheet and Debarment and Suspension Form; and, if over \$100,000, also complete First Source Program forms. **If No**, complete and submit the Request for Authorization to Use Non-SLEB Contractor/Subcontractor.

The SLEB /First Source County provisions can be reviewed at <http://www.acgov.org/auditor/sleb/overview.htm> and <http://www.acgov.org/auditor/sleb/sourceprogram.htm>. If additional information is needed regarding the SLEB requirement, please contact Alameda County Auditor Controller Agency, SLEB Certification Unit, at (510) 891-5500 or via e-mail at ACSLEBcertification@acgov.org.

Prepared by: Jocelyn Cole Business Unit (Per ALCOLINK) 140300 Phone: 208-9909

Approved by Signature: [Signature] Print Name: JENNIFER CHAN Date: 10/18/18
Agency/Dept. Head or Designee
DocuSigned by:

Approved by GSA-Purchasing Manager: [Signature] Date: 10/31/2018
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Purchasing Use Only:	Post 5 days, No BOS, No FM
	Post 5 days, No BOS (Goods), FM
	Approved Exception, No FM
	Post 10 days, BOS Approval, FM
	Post 10 days, No BOS (Goods), FM

Advertising Contract Request (ACR) for Sole Source Procurements

For GSA-PURCHASING Only:

- Contract Name _____
(Note this is name to be posted on Sole Source Website NOT the VENDOR NAME.)
- Contract Value _____
- Contract Start & End Date _____
- Post Sole Source Description on _____ for _____ days
(Posting date will be next business day after submission of request if received before 2pm.)

5. Remove Sole Source from Website on _____
(Above date is the next business day after the required 5 or 10 days posting.)

6. GSA-Purchasing Contact Name/Email/Phone _____
(as noted on ANSSP for posting on website)

For GSA-OAP Only: Date Sole Source Procurement Posted _____ Initials



ADVANCE NOTICE OF SOLE SOURCE PROCUREMENT

The purpose of this Advance Notice of Sole Source Procurement (ANSSP) is to inform the contractor community and the public that Alameda County intends to enter into a noncompetitive contract to purchase certain goods and/or services as identified in the Contract Summary (below). Sometimes the best interests of the County cannot be served through competitive procurement because only a single source is available and/or valid sole source exemptions and exceptions to the competitive process exist as has been determined for the goods or services listed below.

While the County is not required to provide an ANSSP, GSA believes this information will enhance transparency in County procurement, foster full and open competition, and provide potential contractors an opportunity to submit a statement of capabilities to meet the specified requirements.

DISCLAIMER: This service is provided for convenience only and does not serve as a guarantee of notification. Potential contractors are encouraged to submit a statement of capabilities. However, the County, in its sole discretion shall determine if to proceed with a waiver of competition and enter into negotiations with the pre-identified contractor. The synopsis below may be the only notice of this action. Requestor: *(Agency, Institution, Division, District, or Office, as appropriate)*

The County will recommend that a sole source contract be awarded for the goods or services described below.

Sole Source Procurement Contract Summary Description	Estimate Award Date	GSA-Purchasing Contact Information
<u>Contract Name</u>	_/_/_*	<u>GSA-Purchasing Contact Name</u> <u>Phone/FAX/Email</u>

*(Above date is the next business day after the required 5 or 10 days posting.)

Qualified and responsible contractors that meet all of the following specifications, terms and conditions for this purchase and comply with the County Provisions below are encouraged to contact and submit a statement of capability to the Procurement Agent or Contracting Officer named above (under Contact Information) before the noted Estimate Award Date.

Description:

The Clerk-Recorder's Office is the official custodian and archivist of certain public records. It is also responsible for assisting the public in retrieving such records and providing copies of them as needed. This project would address preservation, restoration, digitization, and customized storage system of a high volume of original historical records in a reasonable amount of time (1-2 years).



ADVANCE NOTICE OF SOLE SOURCE PROCUREMENT

10. Specifications:

A proven success record of a project of this size and scope using approved industry standards.

The project would consist of the following:

High volume preservation, restoration, digitization and storage of volumes, documents and maps including:

- Approximately 37,000 maps
- 30 Historical Misc. Books (11" x 17")
- 51 volumes Vitals (birth, death, and marriage)
- Approximately 185 volumes of Board of Supervisors books
- Approximately 125,000 documents (Resolutions, Dockets, Mics., & Ordinances)
- Approximately 100 volumes of Auditor Financials

In addition to archival imaging, microfilm and indexing, records would receive the following services as appropriate:

- Maps: Restoration – conservation treatments, deacidify, and encapsulate
- Historical Books, Board of Supervisors (BOS) volumes and documents: Preserve – conservations treatments, deacidify, encapsulate and bind.
- Customized shelving
- Secured transportation of original records to/from County facility and access to records as needed.
- Timely completion of project (1-2 years)

COUNTY PROVISIONS

- A. The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services. In order to encourage businesses to locate and remain in the County, to provide and enhance employment opportunities for persons living in the County, and to contribute to the economic environment of the County, the General Services Agency will incorporate the following requirements for procurements.

Up to \$25,000	Purchase from a local certified Emerging business first; if not Emerging, then certified Small contractor at the lowest cost.
Over \$25,000	Purchase from a local certified Emerging business first; if not Emerging, then certified Small contractor at the lowest cost. Non-certified Small Local and Emerging Businesses (SLEB) must subcontract a minimum 20% of contract value with certified SLEB.

For purposes of this bid, applicable industries include, but are not limited to, the following NAICS Code(s): <insert NAICS code(s)>. A small business is defined by the [United States Small Business Administration](#) (SBA) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate NAICS code. An emerging business is defined by the County as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five (5) years.

A locally owned business, for purposes of satisfying the locality requirements of this provision, is one which holds a valid business license issued by the County or a city within the County and where the owner maintains a fixed office located in and having a street address within the County for at least six (6) months prior to the date upon which a request for sealed bid or proposal is issued.

The County reserves the right to waive these SLEB participation requirements as follows: (1) For contracts over \$25,000, when the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less, excluding taxes, and (2) for contracts up to \$25,000, when the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds ten percent (10%) of the total estimated contract amount or Three Thousand Dollars (\$3,000), whichever is less, excluding taxes.

If additional information is needed regarding this requirement, please contact Auditor Controller Agency – SLEB Certification Unit at (510) 891-5500 or via E-mail: ACSLEBcertification@acgov.org.

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

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

Online SLEB Waiver Form

- When applicable please complete an online SLEB waiver at this link:
http://alcoweb/slebwaiverrequest_app/menu.do
- Please read and follow the instructions outlined in the online waiver form.



COUNTY OF ALAMEDA

SMALL LOCAL EMERGING BUSINESS (SLEB) PARTNERING INFORMATION SHEET FOR SOLE SOURCE PROCUREMENT REQUEST OVER \$25,000

In order to meet the small local emerging business (SLEB) requirements of this Contract, you must complete this form as required below.

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

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

Once a contract has been awarded, contractor will not be able to substitute the subcontractor without prior written approval from the Auditor Controller, Office of Contract Compliance & Reporting (OCCR).

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

CONTRACTOR IS A CERTIFIED SLEB (sign at bottom of page)

SLEB CONTRACTOR BUSINESS NAME: _____

SLEB Certification # _____ SLEB Certification Expiration Date ____/____/____

NAICS Codes Included in Certification _____

CONTRACTOR is NOT a certified SLEB and will subcontract 10% with the SLEB named below for the following goods/services: To arrange for the shipping and handling of the County's map and document collection to and from Kofile's lab.

SLEB Subcontractor Business Name: Atthowe Fine Art Services

SLEB Certification #: 15-00074 SLEB Certification Expiration Date: 09/30/2020

SLEB Certification Status: Small / Emerging

NAICS Codes Included in Certification: 484110, 484121, 484122, 484220, 484230, 488190, 488510, 488991, 488999, 493110, 493120, 493190

SLEB Subcontractor Principal Name: Ann Dewart

SLEB Subcontractor Principal Signature: _____ Date: _____

Prime contractor and all SLEB subcontractors that receive contracts as a result of this Sole Source designation agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Contractor Printed Name/Title: _____

Street Address: _____ City _____ State _____ Zip Code _____

Contractor Signature: _____ Date _____



**ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT
FOR SOLE SOURCE PROCUREMENT REQUEST OVER \$100,000
VENDOR INFORMATION**

ALCOLINK Vendor Number (if known): 00000

SLEB Vendor Number:

Full Legal Name:

DBA

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

Check the boxes that apply:

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

Describe _____

Other _____

Federal Tax ID Number (required): _____

P.O. Box/Street Address:

Vendor Contact's Name:

Vendor Contact's Telephone:

Fax:

Vendor Contact's E-mail address:

Please check all that apply:

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

Number of Entry Level Positions available through the life of the contract: _____

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

This information to be completed by County:

Contract # _____

Contract Amount: _____

Contract Term: _____



**ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT
FOR SOLE SOURCE PROCUREMENT REQUEST OVER \$100,000
VENDOR INFORMATION**

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

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

(Vendor Signature)

(Date)

(Company Name)

(Alameda County Representatives Signature)

(Date)

DEBARMENT AND SUSPENSION CERTIFICATION

COUNTY OF ALAMEDA

For Procurements over \$25,000

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

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

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

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

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

BIDDER: _____

PRINCIPAL: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____