**COUNTY OF ALAMEDA**

**INFORMAL REQUEST FOR QUOTATION No. 902054**

**for**

**IN YOUR CORNER OPIOID INITIATIVE
YOUNG ADULT CONSULTANTS**

**For complete information regarding this project, see** **Informal Request for Quotation (IRFQ) posted at** [**Alameda County Current Contracting Opportunities**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/)[**[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/]**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/)

**or contact the County representative listed below.**

**Thank you for your interest!**

**Contact Person: Jacqueline Favela, GSA-Procurement**

**Phone Number: (510) 208-9612**

**E-mail Address:** **Jacqueline.favela2@acgov.org**

**RESPONSE DUE**

by

**2:00 p.m.**

on

**February 18, 2022**

through

**Alameda County, GSA-Procurement**

[**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/)

<https://ezsourcing.acgov.org/>

# CALENDAR OF EVENTS

INFORMAL REQUEST FOR QUOTATION No. 902054

In Your Corner Opioid Initiative Young Adult Consultants

|  |  |
| --- | --- |
| **EVENT** | **DATE/LOCATION** |
| **Request Issued** | **February 8, 2022** |
| **Addendum Issued** [only if necessary to amend IRFQ] | **February 15, 2022** |
| **Response Due and Submitted through** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/) | **February 18, 2022 by 2:00 p.m. (PST)**  |
| **Evaluation Period** | **February 18, 2022 – February 21, 2022** |
| **General Services Agency Consideration Award Date**  | **February 22, 2022** |
| **Contract Start Date** | **March 1, 2022**  |

***NOTE:  All dates are tentative and subject to change.***

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| ***Alameda County Vendor Outreach***  |
| Wednesday, February 16, 2021 10:30 a.m. – 11:30 a.m.***TO ATTEND ONLINE:***[Vendor Outreach](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZTcwODZiMDctYzdmNi00ZTgxLWJhOTUtMjAyZTRkMWQxMTg4%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22338906a1-74a0-4066-b6d5-051f1847307a%22%7d)Call-in: +1 415-915-3950Conference ID: 504 517 635# | ***COME MEET ALAMEDA COUNTY’S*** ***PROCUREMENT TEAM!***This is a public event that is not specific to any IRFQ, where vendors can speak with GSA professionals, get to know them, and learn more about contracting opportunities with the County. These are conducted on most Wednesdays, dates and locations can be confirmed by checking at[**Upcoming Events**](https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/) [<https://gsa.acgov.org/do-business-/with-us/upcoming-contracting-events/>] |

1. INTENT

It is the intent of these specifications, terms and conditions to describe Young Adult Opioid Initiative Consultants services.

The County intends to award a six-month contract (with option to renew) to the bidder selected as the lowest responsible bidder whose response meets the County’s requirements.

1. SCOPE & BACKGROUND

The Alameda County Probation Department (ACPD) implemented an awareness and education initiative: In Your Corner: Alameda County Young Adult Opioid Initiative, as part of a comprehensive opioid initiative funded by the U.S. Department of Justice, and Office of Juvenile Justice and Delinquency Prevention.

In Your Corner (IYC) is an Alameda County initiative addressing young adults and opioids, led by the Alameda County Probation Department. The initiative includes resources, materials, and training for advocates, service providers, and young adults to learn about opioids and gain the skills to identify, have conversations with, and provide resources to individuals using opioids.

The initiative is designed to reduce stigma in the community by increasing awareness and knowledge about opioids, including how to spot the signs and symptoms of opioid use, how to have a conversation about opioids, and where to access local harm reduction and treatment services. Specifically, the initiative is aimed at providers who serve youth in extended foster care, these young adults are more likely to be impacted by the opioid crisis and the mental, emotional, and economic toll of COVID-19. The initiative kicked off in April 2021 with three virtual training opportunities for providers. It also includes a web page, toolkit, and resource pocket cards.

In the next phase, the initiative would like to provide trainings directly to youth extended foster care and their peers. To be culturally responsive, these trainings would be delivered by young adult consultants (18-25 years) in Alameda County.

In accordance with the circumstances described above, the County seeks an organization to provide the following generally described scope of service:

Recruit, manage, and supervise four young adult adults (18-25) in their role as consultants over six months, March 1, 2022 – September 1, 2022. During this time, the consultants will acquire the knowledge and skills to provide virtual trainings on IYC content. The consultants will facilitate up to three recorded, 60-minute trainings sessions for youth in extended foster care in Alameda County and participate in young adult voice activities, these may include participating in community outreach activities to educating and disseminating materials, facilitating trainings, developing, and providing input on materials and social media content.

1. BIDDER QUALIFICATIONS
	* 1. BIDDER Minimum Qualifications
			1. Bidder shall be regularly and continuously engaged in young adult development and mentoring of young adult consultants (18-25 years) from historically marginalized communities in Alameda County for at least five years.
			2. Bidder shall have a minimum of one year experience demonstrating knowledge of opioid use and opioid use disorder.
			3. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this IRFQ.
2. SPECIFICATION REQUIREMENTS
	1. Contractor shall demonstrate capacity to collaborate, at least monthly, with the Program Director.
	2. Contractor shall demonstrate willingness to ensure fidelity of IYC training content
	3. Contractor shall demonstrate willingness to adhere to County recommendation for billing.
	4. Contractor shall value and respect diverse points of view.
	5. Contractor shall demonstrate capacity to recruit up to four young adult consultants (18-25 years), who have high school diploma or equivalent, to become young adult consultants on this project.
	6. Contractor shall have demonstrated knowledge about or experience in educating others on how to reduce stigma around opioids/substance use disorder.
	7. Contractor shall demonstrate capacity to develop appropriate screening and selection process for young adult consultants.
	8. Contractor shall demonstrate capacity to host virtual trainings and provide access to equipment that may be necessary to facilitate a virtual training (such as a shared computer, printed materials).
	9. Contractor shall have the capacity to conduct virtual contact and visits with young adult consultants.
	10. Contractor shall have policies and/or procedures in place based on local and state COVID-19 guidelines.
	11. Contractor shall demonstrate willingness to adhere to federal grant requirements.
	12. Contractor shall pay each young adult consultant at a rate of $25 per hour for a total of 440 contract hours.
3. PROJECT SCHEDULE

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| **Item** | **Young Adult Consulting Services** | **Deliverables/Activities** | **Estimated # of Hours** |
| 1 | Manage and supervise up to four young adult consultants | * Screen and chose young adult consultants who are committed and engaged in the project.
* Oversee compensation for four young adult consultants, up to 20 hours per month
* Meet monthly for one hour with Program Director
* Work with Program Director to ensure compliance with federal grant requirements
* Provide 1:1 support and guidance to young adult consultants for all activities
* Direct and guide young adult consultants who have likely not had experience providing training
 | 130 |
| 2 | Oversee delivery of training and outreach services | * Support young adult consultants to participate in Train-the-Trainer sessions
* Support young adult consultants to feel comfortable and competent with training on IYC content
* Support young adult consultants to facilitate and moderate up to three, 60-minute online virtual trainings
* Support young adult consultants to share their story to motivate others and create a shared understanding of the needs of young adults, including system-involved young adult
* Support recruitment of training participants
* Support participation in young adult consultants voice activities, which may include outreach with County agencies and staff, schools, and the community
 | 360 |
| 3 | Guide young adult consultants to incorporate the young adult voice into In Your Corner trainings and resources  | * Support young adult consultants to develop/provide input on In Your Corner training materials, resources, web content, social media content, etc.
* Provide bilingual support in Spanish of materials and trainings, if possible.
 | 80 |

1. DELIVERABLES/REPORTS
	* 1. The Contractor shall submit a monthly email status update that includes a summary of monthly activities, for example, number of trainings, attendee lists, scheduling of future trainings or community outreach events, other work assignments, and job completion.
		2. The Contractor shall submit related documentation that may include, but is not limited to, feedback provided on content, social media, training recordings, notes from training and community outreach events, etc.
		3. The Contractor shall provide payment confirmation per young adult consultant in the form of a paystub or payment summary.
2. COUNTY PROVISIONS
3. Small and Emerging Locally Owned Business:

For purposes of this bid, applicable industries include, but are not limited to, the following NAICS Code(s): 541612, 561311.

A small business is defined by the [United States Small Business Administration](http://www.sba.gov/) (SBA) as having no more than the number of employees or average annual gross receipts over the last three 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 that of a small business OR having less than one-half the number of employees AND that has been in business less than five years.

In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. To access the online (PDF) version of this application, please go to: [East Bay Interagency Alliance (EBIA) Common Application for Local Certification](http://www.acgov.org/auditor/sleb/forms/commonapp.pdf).

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

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

1. If Bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a 5% bid preference. However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder. Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid preference **and** must subcontract with one or more County certified small and/or emerging local businesses for at least 20% of Bidder’s total bid amount in order to be considered for the contract award. SLEB subcontractors must be independently owned and operated from the prime contractor with no employees of either entity working for the other.
2. Bidder, in its bid response, must submit written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from this IRFQ. Evidence of participation shall be provided immediately upon request at any time during the term of such contract.

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

* non-profit community-based organizations (CBOs) that are providing services on behalf of the County directly to County clients/residents
* non-profit churches or non-profit religious organizations (NPO);
* public schools; and universities; and
* government agencies

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

If additional information is needed regarding this requirement, please contact the Auditor-Controller’s Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak Street, Room 249, Oakland, CA  94612 via e-mail at ACSLEBcompliance@acgov.org.

1. AWARD
	1. The award will be made to the lowest possible Bidder who meets the requirements of these specifications, terms and conditions.
	2. Awards may also be made to the subsequent lowest responsible Bidders who will be considered the Back-up Contractors and who will be called in ascending order of amount of their quotation.
	3. The County reserves the right to award to a single or multiple Contractors.
	4. The County has the right to decline to award this contract or any part thereof for any reason.
	5. The IRFQ specifications, terms, conditions and Exhibits, IRFQ Addenda and Bidder’s proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this IRFQ.
	6. Standard Services Agreement terms and conditions may be negotiated with the selected Bidder. Bidder may access a copy of the Standard Services Agreement template can be found online at:

[**Alameda County Standard Services Agreement Template**](https://acgovt.sharepoint.com/%3Aw%3A/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP)[[https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP](https://acgovt.sharepoint.com/%3Aw%3A/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP)]

The template contains minimal Agreement boilerplate language only.

1. COMPLIANCE INFORMATION AND RECORDS

As needed and upon request, for the purposes of determining compliance with the SLEB Program, the Contractor shall provide the County with access to all records and documents that relate to SLEB participation and/or certification. Proprietary information will be safeguarded. All subcontractor submittals must be through the prime contractor. [**Online Contract Compliance System**](http://acgov.org/auditor/sleb/elation.htm): [<http://acgov.org/auditor/sleb/elation.htm>]

1. SUBMITTAL OF BIDS
	* 1. All bids must be completed and successfully uploaded through Alameda County **EZSourcing** BY 2:00 p.m. on the due date specified in this IRFQ. Technical difficulties in downloading/submitting documents through the Alameda County EZSourcing shall not extend the due date and time.
		2. Successful uploading of a document does not equal acceptance of the document by Alameda County.
		3. In order for bids to be considered complete, Bidder **must** provide responses to all information requested in Exhibit A – Bid Response Packet.
		4. All Exhibits **must** also be submitted through the EZSourcing preferably in a single file. All information requested on the Exhibits must be supplied. Any Exhibits (or items therein) not applicable to the bidder must still be submitted as part of a complete bid response, with such pages or items clearly marked “N/A.”
		5. Bidders must submit pricing on the Excel Spreadsheet – Bid Form(s) in EZSourcing.
		6. Bid responses will **NOT** be accepted via e-mail or facsimile.
		7. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this IRFQ may be subject to public disclosure.  County shall not be liable in any way for disclosure of any such records. Please refer to the County’s website at: [**Alameda County Proprietary and Confidential Information Policies**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/) [<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/>].

### EXHIBIT A

**BID RESPONSE PACKET**

**INSTRUCTIONS**

* **As described in the submittal of bids section of this IRFQ Bidders are to submit an electronic version of the bid in PDF. The electronic version must have all appropriate pages signed (**?**).**
* **Each page of the Bid Response Packet must be submitted through the** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) **as PDF attachment(s) with all required information included and documents attached; any pages of the Bid Response Packet not applicable to the Bidder are to be submitted with such pages or items clearly marked “N/A” or the bid may be disqualified as incomplete.**
* **Bidder must quote price(s) as specified in the IRFQ and as specified in the** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) **event.**
* **Bidders that do not comply with the requirements, and/or submit incomplete bid packages, are subject to disqualification and their bids being rejected.**
* **If a Bidder is making any clarifications or taking exception to policies or specifications of this IRFQ, these must be submitted in the *Exceptions and Clarifications* form of the Bid Response Packet in order for the bid response to be considered complete.**

###

### COUNTY OF ALAMEDA

### Exhibit A

### BID RESPONSE PACKET

 IRFQ No. 902054

In Your Corner Opioid Initiative Young Adult Consultants

**BIDDER INFORMATION SHEET**

Company Name:

Doing Business As (DBA, if applicable):

Street Address Line 1:

Street Address Line 2:

City: State:  Zip Code:

Webpage URL (if applicable) :

Type of Entity / Organizational Structure (check one):

 [ ]  Corporation [ ]  Joint Venture [ ]  Limited Liability Partnership

 [ ]  Limited Liability Corporation [ ]  Partnership [ ]  Non-Profit / Church

 [ ]  Sole Proprietor [ ]  Other:

Federal Tax Identification Number (if applicable):

Alameda County Supplier Identification Number (if applicable):

DIR Contractor Registration Number (if applicable):

Primary Contact Information:

Name / Title:

Telephone Number:  E-mail Address:

**Authorized Signature:**

Name:Title:

Dated E-mail Address:

**SLEB INFORMATION SHEET**

**Instructions**: On the following page is the *SLEB Information Sheet*. Every Bidder must fill out and submit a signed SLEB Information Sheet, indicating their SLEB certification status. If Bidder is not certified, the information sheet must be completed with the name, identification information, and goods/services to be provided by the CERTIFIED SLEB partner(s) with whom the Bidder will subcontract to meet the County SLEB participation requirement.  The SLEB Information Sheet must be signed by EACH of the named CERTIFIED SLEB(s) that will be subcontractors.

SLEB certification must be complete at the time of bid submittal for SLEB primes and SLEB subcontractor(s).

* For SLEB Subcontracting Questions: Please contact the General Services Agency-Office of Acquisition Policy, GSA.OAP@acgov.org, (510) 208-9600.
* For questions/information regarding SLEB certification including requirements, please contact the Auditor-Controller Agency, Office of Contract Compliance & Reporting – SLEB Certification Unit at (510) 891-5500.

# FOR PURCHASES $25,000 OR LESS: vendors must meet the definition of a small local emerging business (SLEB).

**SMALL LOCAL EMERGING BUSINESS (SLEB) PARTNERING INFORMATION SHEET**

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

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

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

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

**County departments and the OCCR will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems:** [**https://www.elationsys.com/elationsys/**](https://www.elationsys.com/elationsys/)**).**

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| **[ ]  BIDDER IS A CERTIFIED SLEB (sign at bottom of page)****SLEB BIDDER Business Name:** **SLEB Certification #:       SLEB Certification Expiration Date:** **NAICS Codes Included in Certification:**  |

|  |
| --- |
| **[ ]  BIDDER IS NOT A CERTIFIED SLEB and will subcontract      % with the SLEB named below for the following goods/services:** **SLEB Subcontractor Business Name:** **SLEB Certification #:       SLEB Certification Expiration Date:** **SLEB Certification Status: [ ]  Small / [ ]  Emerging** **NAICS Codes Included in Certification:** **SLEB Subcontractor Principal Name:** **SLEB Subcontractor Principal Signature: Date:**  |

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

Bidder Printed Name/Title:

Street Address: \_     \_City       State       Zip Code

Bidder Signature:       Date:       **BIDDERS MINIMUM QUALIFICATIONS**

**Instructions:** Bidder shall respond and/or provide support documentation demonstrating fulfillment of all the minimum qualifications.

BIDDER Minimum Qualifications

* + - 1. Bidder shall be regularly engaged in the business of providing services to, employing, and/or working with young adults (18-25 years) from historically marginalized communities in Alameda County for at least five years.
			2. Bidder shall have a minimum of one year experience demonstrating knowledge of substance use and/or opioid use disorder.
			3. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this IRFQ.

Maximum Length: None

**BID FORM(S)**

[**Online Bid Process**](https://ezsourcing.acgov.org/)

[**https://ezsourcing.acgov.org/**](https://ezsourcing.acgov.org/)

**Instructions**:Bidder must use the Bid Form provided below.

**COST SHALL BE SUBMITTED AS REQUESTED. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED.** Bid responses that do not comply will be subject to rejection in total. The cost quoted shall include all taxes (excluding sales and use tax) and all other charges, including travel expenses, and is the cost the County will pay for the three-year term of any contract that is a result of this bid.

Quantities listed below are estimates and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

Bid pricing on all line items are required. Partial bids are not acceptable.

By submission through the Alameda County **EZSourcing** Bidder certifies to County that all representations, certifications, and statements made by Bidder, as set forth in each entry in the Alameda County **EZSourcing** and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

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| **Item** | **Contractor Services** | **Deliverables/Activities** |
| 1 | Manage and supervise up to four young adult consultants | * Screen and chose young adult consultants who are committed and engaged in the project.
* Oversee compensation for four young adult consultants, up to 20 hours per month
* Meet monthly for one hour with Program Director
* Work with Program Director to ensure compliance with federal grant requirements
* Provide 1:1 support and guidance to young adult consultants for all activities
* Direct and guide young adult consultants who have likely not had experience providing training
 |

|  |  |
| --- | --- |
| **Contractor Total**  | **$** |
| **Young adult Consultant Total**  | **$ 11,000 ($25/hr x 440 hours)** |
| **GRAND TOTAL**  | **$** |

**EXCEPTIONS AND CLARIFICATIONS**

Bidder Name:

List below requests of any clarifications and/or amendments, or taking exception to policies or specifications of this IRFQ, including those to the County SLEB policy. These must be submitted in the Exceptions and Clarifications section, in order for the bid response to be considered complete.

The County is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification.

|  |  |
| --- | --- |
| **Reference to:** | **Description** |
| Page No. | Section | Item No. |  |
| **p. 23**EXAMPLE | **D** | **1.c.** | ***Vendor takes exception to…*** |
|       |       |       |       |
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\*Print additional pages as necessary**MINIMUM INSURANCE REQUIREMENTS**

**COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS**

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the contractor maintains broader coverage and/or higher limits than the minimums shown below, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

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| **TYPE OF INSURANCE COVERAGES** | **MINIMUM LIMITS** |
| **A** | **Commercial General Liability**Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability | $1,000,000 per occurrence (CSL)Bodily Injury and Property Damage |
| **B** | **Commercial or Business Automobile Liability**All owned vehicles hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability when extended to cover your business is acceptable for individual contractors with no transportation or hauling related activities | $1,000,000 per occurrence (CSL)Any Auto or Hired and Non-Owned AutosBodily Injury and Property Damage |
| **C** | **Workers’ Compensation (WC) and Employers Liability (EL)**As required by State of California  | WC: Statutory LimitsEL: No less than $1,000,000 per accident for bodily injury or disease |
| **D** | **Endorsements and Conditions**:1. **ADDITIONAL INSURED:** County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed on behalf of the GranteeGeneral liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used). Auto policy shall contain or be endorsed to contain additional insured coverage for the County.
2. **DURATION OF COVERAGE:** All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained and evidence of insurance must be provided during the entire term of the Agreement and for at least five (5) years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of work.
3. **REDUCTION OR LIMIT OF OBLIGATION:** All insurance policies, including excess and umbrella insurance policies, shall be primary and non-contributory coverage at least as broad as ISO CG 20 10 04 13 as respects the County, its officers, officials, employees, or volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor’ insurance and shall not contribute with it. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor’s contractual obligation to indemnify and defend the Indemnified Parties.
4. **INSURER FINANCIAL RATING:** Insurance shall be maintained through an insurer with an A.M. Best Rating of no less than A: VII or equivalent, shall be admitted to the State of California unless otherwise acceptable by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor’s insurance by County shall not relieve or decrease the liability of Contractor hereunder. Self-insured retentions must be declared and approved. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. The policy language shall provide or be endorsed to provide, that the self –insured retention may be satisfied by either the named insured or County.
5. **SUBCONTRACTORS:** Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit.
6. **JOINT VENTURES:** If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods:
* Separate insurance policies issued for each individual entity, with each entity included as a “Named Insured” (covered party), or at minimum named as an “Additional Insured” on the other’s policies. Coverage shall be at least as broad as in the ISO Forms named above.
* Joint insurance program with the association, partnership or other joint business venture included as a “Named Insured”.
1. **CANCELLATION OF INSURANCE:** Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice of cancellation provided to the County in accordance with policy terms and conditions.
2. **CERTIFICATE OF INSURANCE**: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of insurance and applicable insurance endorsements as set forth in the provisions of this Agreement and this Exhibit C, in forms satisfactory to County, evidencing that all required insurance coverage is in effect. However, failure to obtain the required documents prior to the work beginning shall not waive the Contactor’s obligation to provide them. The County reserves the right to require the Contractor to provide complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
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