**COUNTY OF ALAMEDA**

**INFORMAL REQUEST FOR QUOTATION No. 902138**

**for**

**TRAVEL RESERVATIONS**

**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: Azizullah Ramesh, GSA-Procurement**

**Phone Number: (510) 208-3905**

**E-mail Address:** **azizullah.ramesh@acgov.org**

**RESPONSE DUE**

by

**2:00 p.m.**

on

**May 25, 2022**

through

**Alameda County**

**General Services Agency (GSA)-Procurement**

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

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

# CALENDAR OF EVENTS

INFORMAL REQUEST FOR QUOTATION No. 902138

TRAVEL RESERVATIONS

|  |  |
| --- | --- |
| **EVENT** | **DATE/LOCATION** |
| **Request Issued** | **May 16, 2022** |
| **Addendum Issued** [only if necessary to amend IRFQ] | **May 20, 2022** |
| **Response Due and Submitted through** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/) | **May 25, 2022 by 2:00 p.m. (PST/PDT)**  |
| **Evaluation Period** | **May 25, 2022 – May 31, 2022** |
| **Notice of Intent to Award Issued**  | **June 1, 2022** |
| **Board/GSA Consideration Award Date**  | **July 12, 2022** |
| **Contract Start Date** | **August 1, 2022** |

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

|  |
| --- |
| ***Alameda County Vendor Outreach***  |
| Wednesday, May 18, 2022 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 airline/ground travel reservations.

The County intends to award a three-year contract (with option to renew for two-years) to the pool of bidders selected as the lowest responsible bidder whose response meets the County’s requirements.

1. BACKGROUND/SCOPE

The County of Alameda has an airline/ground tickets program procedure in place that allows County employees, travelling on official County business, to have access to unrestricted or restricted air/ground fares through local travel agencies. Arrangements are made by a County travel liaison for each departments who verifies the business purpose of the travel, collects and forwards specified documents, and acts as an intermediary between the traveller and the travel agency. The County would like to obtain airline/ground reservations through a pool of business travel account established thru the County’s Union Bank credit card account.

1. BIDDER QUALIFICATIONS
	* 1. BIDDER Minimum Qualifications
			1. Bidder shall be regularly and continuously engaged in the business of providing airline/ground travel reservations for at least three years.
			2. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this IRFQ.
2. SPECIFICATION REQUIREMENTS
3. Travel agencies will be provided a list of County travel liasisons, including their accounting information. The travel agencies may only accept reservations requests from the approved County travel liaisons.
4. Travel agencies will charge the cost of each airline tickect along with a service fee to the County business travel account thru the County’s Union Bank credit card account.
5. Travel agencies should include luggage account at the time the reservation is made to ensure all County costs are captured at that time.
6. Travel agencies will provide the departments with the most economical routes and times of travel. Upgrades, advance boarding or any charges not included in the base fare are not authorized expenditures. Travellers will be authorized to pay excess baggage charges when travelling with heavy or bulky material or equipment for business purposes.
7. Travel agencies should provide fares from the requesting department within 24-48 hours.
8. The travel agencies will only booked flight for out-of-state travel with an approved Out-Of-State Travel Authorization Request Form 110 25 (OOST) from the departments. Please see Exhibit B.
9. DELIVERABLES/REPORTS
10. Travel agencies shall submit the Monthly Travel Reservation Report which is due on 5th business day of the month. Please see Exhibit C.
11. COUNTY PROVISIONS
12. Small and Emerging Locally Owned Business:

For purposes of this bid, applicable industries include, but are not limited to, the following NAICS Code(s): 561510.

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. NOTICE OF INTENT TO AWARD
	1. At the conclusion of the IRFQ response evaluation period, all Bidders will be notified in writing by e-mail, fax, or US Postal Service mail, of the contract award recommendation, if any, by GSA-Procurement. The document providing this notification is the Notice of Intent to Award.

The Notice of Intent to Award will provide the following information:

* + - * 1. The name of the Bidder being recommended for contract award; and
				2. The names of all other parties that submitted proposals.
		1. The submitted proposals shall be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be heard by by GSA.
1. AWARD
	1. The award will be made to the lowest possible Bidder who meets the requirements of these specifications, terms and conditions.
	2. The County reserves the right to award to a single or multiple Contractors.
	3. The County has the right to decline to award this contract or any part thereof for any reason.
	4. 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.
	5. 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. DEBARMENT/SUSPENSION POLICY (PURCHASES $25,000 and Over)

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

* The County will verify bidder, its principal and their named subcontractors are not on the Federal debarred, suspended or otherwise excluded list of vendors located at <https://www.sam.gov/SAM/>; and
* Bidders are to complete a Debarment and Suspension Certification form, included in Exhibit A – Bid Response Packet, certifying bidder, its principal, and their named and unnamed subcontractors are not debarred, suspended, or otherwise excluded by the United States Government.
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. 902138

TRAVEL RESERVATIONS

**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).

# FOR PURCHASES OVER $25,000 UP TO $100,000: Vendors must meet the definition of a small local emerging business (SLEB), or subcontract with a SLEB to participate in this IRFQ. SLEB prime vendors will be eligible for a 5% bid preference. See “County Provisions” section.

In addition, any prime that utilizes a SLEB subcontract agrees to the following contract compliance reporting requirements: [**Online Contract Compliance System**](http://www.acgov.org/gsa/departments/purchasing/policy/compliance.htm)[<http://acgov.org/auditor/sleb/elation.htm>]

**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/)**).**

|  |
| --- |
| **[ ]  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.

The Contractor shall provide proof of any permits, licenses, and/or professional credentials necessary to supply product and perform services as specified in this IRFQ if requested by the County.

Maximum Length: None**BID FORM**

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

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

**Instructions**:Bidder must use the separate Excel Bid Form provided.

**COST SHALL BE SUBMITTED AS REQUESTED ON THE EXCEL BID FORM. 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 on Alameda County **Excel Bid Form** 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.

**DESCRIPTION OF PROPOSED SERVICES**

**Instruction:** Bid response is to include a description of the terms and conditions of services to be provided during the contract term. The description must: (1) specify how the services in the bid response will meet or exceed the requirements of the County; (2) explain any special resources, procedures or approaches that make the services of Bidder particularly advantageous to the County; (3) identify any limitations or restrictions of Bidder in providing the services that the County should be aware of in evaluating its Response to this IRFQ.**REFERENCES**

Bidders are to provide a list of at least three references. References must be satisfactory as deemed solely by County.

* + References should have similar scope, volume, and requirements to those outlined in these specifications, terms and conditions.
	+ Bidders must verify the contact information for all references provided is current and valid.
	+ Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.
	+ The County may contact some or all of the references provided in order to determine Bidder’s performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.

|  |  |
| --- | --- |
| Company Name:       | Contact Person:       |
| Address:       | Telephone Number:       |
| City, State, Zip:       | E-mail Address:       |
| Services Provided / Date(s) of Service:       |

|  |  |
| --- | --- |
| Company Name:       | Contact Person:       |
| Address:       | Telephone Number:       |
| City, State, Zip:       | E-mail Address:       |
| Services Provided / Date(s) of Service:       |

|  |  |
| --- | --- |
| Company Name:       | Contact Person:       |
| Address:       | Telephone Number:       |
| City, State, Zip:       | E-mail Address:       |
| Services Provided / Date(s) of Service:       |

**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**DEBARMENT AND SUSPENSION CERTIFICATION**

**The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its principal, 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. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Exceptions will not necessarily result in denial of award, but will be considered in determining Contractor responsibility.**

**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:

**EXHIBIT C**

**COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS**

Without limiting any other obligation or liability under this Agreement, the County, 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.

|  |  |
| --- | --- |
| **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 by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General 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.
 |

Certificate C-1 Page 1 of 1 Form 2001-1 (Rev. 03/31/20)

 Completed only by the Clerk of the Board’s Office

110-25 (06/21)



 Agenda Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CBS Sign Off \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXHIBID D**

**COUNTY OF ALAMEDA**

**OUT-OF-STATE TRAVEL AUTHORIZATION REQUEST**

 **AUTHORIZATION NUMBER**

TO: Susan S. Muranishi, County Administrator

FROM: Agency / Department Head - Print Signature

SUBJECT: OUT-OF-STATE TRAVEL (OOST) AUTHORIZATION REQUEST

DATE:

I am requesting your approval of the following OOST request prior to the event taking place.

|  |  |
| --- | --- |
| **PLEASE TYPE / PRINT LEGIBLY** AGENCY / DEPARTMENT |  DIVISION / UNIT |
| TRAVELER’S NAME \* | JOB TITLE / CLASSIFICATION or VENDOR # |
| 1. |  |
| 2. |  |
| 3. |  |
| \* NOTE: The only eligible personal services contractors are those who are reimbursed travel/events as stated in his/her contractual agreement with the County. Must specify Vendor # above.  |
| **DETAILS OF TRAVEL** |
| DATES (DURATION): From: / / To: / /  |
| POINT OF ORIGIN (City/State):  | DESTINATION (City/State): |
| PURPOSE OF TRIP: \_\_\_\_ CONFERENCE \_\_\_\_ MEETING \_\_\_\_ SEMINAR \_\_\_\_ TRAINING \_\_\_\_OTHER |
| NAME OR TITLE OF EVENT (no acronyms please): |
| 1. AUDITOR’S MAXIMUM REIMBURSEMENT: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (per person) | COST PER TRANS TICKET  PER PERSON: $: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **COUNTY TIME-OFF ONLY** |
| TOTAL COST (Max Reimb/person x no. of travelers): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **ACCOUNTING INFORMATION / FUNDING SOURCE** |
| BUSINESS UNIT |  ACCOUNT  No. | FUND  No. | DEPT IDNo. | PROGRAM No. |  PROJECT/GRANTNo. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 2. NAME OF FUNDING SOURCE (Please Specify): 3. AMOUNT OF FUNDING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. COUNTY COST AMOUNT (Noted on the Board Agenda) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| REQUESTED BY AND RETURN FORM TO:  (PRINT NAME) (QIC) (SIGNATURE) (DATE)PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIE LINE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| APPROVED BY:DEPT. (PRINT NAME) (SIGNATURE) (DATE) CAO:  (PRINT NAME) (SIGNATURE) (DATE) |

**ALAMEDA COUNTY - APPROVAL REQUEST**

**PROCEDURES AND GUIDELINES FOR EMPLOYEE AND**

**ELIGIBLE PERSONAL SERVICES CONTRACTOR OUT-OF-STATE TRAVEL**

**In July 1992, the Alameda County Board of Supervisors adopted a policy requiring County agencies/departments to submit employee and eligible personal services contractor Out-of-State Travel (OOST) requests to the County Administrator’s Office (CAO) for prior approval. All such requests approved by the CAO will be listed on the Board's consent calendar as an informational item. The following Procedures and Guidelines are effective for all employee and eligible\* personal services contractor Out-of-State travel events.**

**I. Out-of-State Travel Procedures:**

1. **The employee/eligible contractor completes the Out-of-State Travel Authorization Request form, his/her immediate supervisor signs and forwards it for signature prior to the event. It is very unlikely that any retroactive requests will be considered. Provide full titles, no acronyms**
2. **The employee or contractor’s supervisor signs and forwards it to the Agency/Department Head for approval.**
3. **The Agency/Department Head signs and forwards it at least 10 working days prior to the date of the event to the departmental CAO Analyst (QIC# 20102) for review, approval and sign-off.**
4. **The Clerk of the Board signs and schedules the approved request on the Board of Supervisors’ consent calendar as an informational item.**
5. **The CAO informs the Agency/Department of the approval or denial status prior to the scheduled event and sends the signed original form to the Auditor-Controller's Office for processing with a copy to the department.**
6. **The Auditor provides the Authorization number for the travel agency.**

**II. Out-of-State Travel Guidelines:**

 **1. Follow the Out-of-State Travel Procedures as identified above.**

 **2. These Guidelines cover both County employees and eligible personal services contractors.**

**• The event must be relevant and enhance departmental operations/employee performance or permit Alameda County staff to present professional information to others.**

 **• For Out-of-State training, etc., the department should contact the County Training Officer to determine if there are local alternatives.**

 **• Agencies/Departments are encouraged to submit the Out-of-State Travel Authorization Request forms as early as possible in order to receive a timely response and to take advantage of any "early bird" discount registration, travel or accommodation specials. However, prior to being approved, any bookings are done at the risk of the Agency/Department and/or attendee(s).**

**• The request must be submitted to the CAO Analyst at least 10 working days prior to the event. It is very unlikely that any retroactive requests will be considered.**

**• \*Note: The only eligible personal services contractors are those who are reimbursed travel/events as stated in his/her contractual agreement with the County.**

**• A minimum number of staff should be attending this event and the costs of attendance must be reasonable.**

**• Identify the cost of the event and then, the source of the funding. If the funds are within the department/agency’s budget, it is at County expense even though it may be offset by a grant or other funding sources.**

**• “COUNTY TIME-OFF ONLY” can be checked only when the funding source is from a non-County entity or at the employee’s personal expense. A non-County entity does not include non-general fund County departments.**

1. **• Even those OOST requests with no County cost (i.e. paid by the sponsor) will require approval by the CAO, since there is still a County expense associated with the employee/contractor being on County paid time.**

**• In a few instances, there may be specific exemptions (i.e.: Assessor - Auditor/Appraisers' annual mandatory audits; staff accompanying wards, patients, prisoners, etc.). The Agency/Department Head should submit in writing an exemption request to the County Administrator if s/he believes that an exception is warranted.**

**• Please refer any questions to either your CAO Analyst or to the Auditor-Controller Agency Travel Approver.**

**EXHIBIT E**

**11-14 PURCHASING CARD SPREADSHEET/LOG**

**See the attached Excel “Monthly Travel Reservation Report”**