COUNTY OF ALAMEDA

REQUEST FOR QUOTATION No. 902265

**for**

Countywide Office Paper

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| --- |
| **For complete information regarding this project, see** **Request for Quotation (RFQ) 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****Phone Number: (510) 208-9612****Email Address:** **Jacqueline.Favela2@acgov.org****General Services Agency (GSA) – Procurement** |

**RESPONSE DUE**

by

**2:00 p.m.**

on

**April 10, 2023**

through

**Alameda County, GSA-Procurement**

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

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



Alameda County is committed to reducing environmental impacts across our entire supply chain.

Please print only what you need, print double-sided, and use recycled-content paper if printing this document. **CALENDAR OF EVENTS**

REQUEST FOR QUOTATION No. 902265

Countywide Office Paper

|  |  |
| --- | --- |
| **EVENT** | **DATE/LOCATION** |
| **Request Issued** | **March 10, 2023** |
| **Networking/Bidders Conference**  | **March 20, 2023 at 10:00 a.m. (PST)** **Join on your computer, mobile app or room device** [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NTE4MmZmMWUtZGJkMC00MTk5LTllOGUtYzQxNzcyM2NhOGFk%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%221e31baad-1bae-45b2-8b1f-126565726561%22%7d) Meeting ID: 213 758 591 750 Passcode: 8d5a4w [Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)**Or call in (audio only)** +1 415-915-3950,,491389638#   United States, San Francisco Phone Conference ID: 491 389 638# |
| **Written Questions Due via Email:****Jacqueline.favela2@acgov.org** | **March 21, 2023 by 5:00 p.m.**  |
| **List of Attendees** | **March 22, 2023** |
| **Questions & Answers Issued** | **March 31, 2023**  |
| **Addendum Issued** [only if necessary to amend RFQ] | **March 31, 2023**  |
| **Response Due and Submitted through** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/) | **April 10, 2023 by 2:00 p.m.**  |
| **Evaluation Period** | **April 10, 2023 – April 24, 2023**  |
| **Notice of Intent to Award Issued** | **April 25, 2023** |
| **General Services Agency Consideration Award Date** | **May 9, 2023**  |
| **Contract Start Date** | **July 1, 2023** |

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

|  |
| --- |
| ***Alameda County Vendor Outreach***  |
| Wednesday, March 15, 2023 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 public event is not specific to any RFQ, 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/>] |

COUNTY OF ALAMEDA

REQUEST FOR QUOTATION No. 902265

SPECIFICATIONS, TERMS & CONDITIONS

 for

COUNTYWIDE OFFICE PAPER

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EXHIBIT B - **DELIVERY LOCATIONS**

EXHIBIT C - **PCR CERTIFICATION FORM**

# STATEMENT OF WORK

## INTENT

It is the intent of these specifications, terms, and conditions to describe the environmentally friendly office paper required by Alameda County.

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

These specifications, terms, and conditions are to procure the most environmentally preferable products with equivalent or higher performance and at an equal or lower cost than traditional products. Specific requirements from the County's Sustainability Program related to this RFQ are included in the appropriate sections.

## SCOPE

Alameda County has more than 9,000 employees in more than 21 agencies and departments located in approximately 170 leased and owned facilities. Alameda County requires inside delivery of multipurpose office paper to an estimated 158 distinct street addresses. One street address may have multiple delivery locations. The Contractors will invoice accurately and separately each of the 28 County Business Units and its departments. Some locations, such as the County Administration Building, require delivery personnel and packages to pass through security inspections.

## BACKGROUND

Alameda County has a strong commitment to sustainability. The Board of Supervisors has passed numerous policies that promote purchasing practices that reduce the County’s environment impact, including the Climate Action Plan (R-2010-170) and the Environmentally Preferable Purchasing policy (R-2011-108). In addition, the California State legislature has adopted SB 1383 (Lara, Chapter 395, Statutes of 2016) in order to reduce climate emissions from organic waste. These regulations require jurisdictions, by January 1, 2022, to procure paper products, and printing and writing paper, consistent with the requirements of Sections 22150-22154 of the Public Contract Code. In order to comply with this mandate and its commitment, all 20 lb. white copy paper purchased by the County shall have 100% post-consumer recycled content. All other papers shall have a minimum of 30% post-consumer recycled content, where available. Jurisdictions will also be required to maintain an implementation record documenting all paper products purchased by quantity and type, as well as certifications from vendors of the recycled content and recyclability of the paper products purchased. With these actions, the County will conserve natural resources, create markets for recycled paper, and reduce pollution, water use and greenhouse gas emissions related to the production of paper used by the County.

## BIDDER QUALIFICATIONS

1. BIDDER Minimum Qualifications
2. Bidder must be regularly and continuously engaged in the business of providing multipurpose office paper for at least three (3) years, which must be clearly stated or demonstrated in the bid response packet.
3. Bidder must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFQ. Unless noted otherwise in the RFQ, including any Addendum, Bidder is not required to submit copies or verification of the permits, licenses, and credentials; however, Bidder must provide such proof if requested by County.

## SPECIFIC REQUIREMENTS

1. Paper Specifications
2. All 20 lb. white copy paper must contain a minimum of 100% post-consumer recycled content, including but not limited to:
3. All 8.5”x11”
4. All 8.5”x14”
5. All 11”x17”
6. All 20 lb. color copy paper and 24 lb. white and color copy paper must contain a minimum of 30% post-consumer recycled content, including but not limited to:
7. All 8.5”x11”
8. All 8.5”x14”
9. All 11”x17”
10. All other paper proposed must contain a minimum of 30% post-consumer recycled content, when feasible, except where stated on the Bid Form in the [Online EZSourcing Supplier Portal](https://ezsourcing.acgov.org).
11. All paper must conform to the following criteria:
12. Be free of groundwood content and unbleached pulp;
13. Have a PH value of 7.0 or be acid free;
14. All xerographic papers should have a document life of 100+ years.
15. Upon request, a statement on letterhead from the mill, signed by an official of the company verifying that any and all papers being bid on, comply with the requirements as stated above will be provided to the County. FAILURE TO PROVIDE THIS MAY RESULT IN THE MILL BRAND BEING REJECTED.
16. All papers must produce sharp, clear, clean, and legible copies, whether they are single-sided or double-sided.
17. Packaging: All paper must be cut and ream wrapped at the mill in moisture proof paper or box, with a printed label attached setting forth the mill brand, kind of paper, weight, and number of sheets therein.
18. Weight Tolerance: Any variations above or below the basic weight specified shall not exceed 5% (+/-).
19. Count: "Mill Count" 500 sheets per ream must be accurate for all grades of paper unless otherwise specified on spreadsheet. Verification of mill count will be made by the receiving agency and deliveries may be rejected for inaccurate count. Shortages will be deducted in case the delivery is accepted.
20. Curl: Excess Curl is one of the most common paper problems in printing systems, and a very frequent cause of paper jams. Paper must lie flat before and after processing through a high-speed copier or laser printer with either no tendency to curl or with a curl which can be overcome under reasonable working conditions.
21. Latent Defects: If latent defects should be discovered after the material has been accepted, the Contractor must be required to replace the defective material without cost to the County.
22. Holes: Punched holes should be dust free with no residual paper.
23. Colors: Color swatches must also be provided to agencies or departments upon request.
24. Surface: Must be free from lint, fuzz, wrinkles, waviness, folds, holes, tears, or other detrimental defects.
25. Size and Trim: Paper must be furnished in the size(s) ordered and shall be flat, trimmed square on four sides with clean smooth edges, and evenly jogged. A tolerance of +/-1 mm (1/32 inch) must be allowed for sheets 8-1/2 by 14 inches (216 by 356 mm) or less. Successive sheets within any package must not differ from each other by more than 1/32 inch (1 mm). Paper must be considered square if the variation does not exceed 1/32 inch (1 mm).
26. Performance: A major component of paper performance is *runability,* which is the ability to be processed without interruption, while producing a print of acceptable quality. Shipments of any qualified products must perform satisfactorily on laser printers and high speed xerographic equipment. There must not be more than one paper-caused-jam or one document with unacceptable image quality due to the paper per 5,000 continuous-copy run at atmospheric conditions of 21+/-5.5 ºC and 50 +/-20% relative humidity.
27. All papers proposed must meet weight, color or white, brightness, and recycled-content levels as specified on the Bid Form and must meet acceptable standards for opacity-limited show-through for double-sided copying.
28. All papers, whether manufactured in the U.S. or offshore, must comply with the U.S. Environmental Protection Agency standards of manufacturing without elemental chlorine. Contractor must not supply paper at any point during the course of the contract that is whitened with elemental chlorine.
29. For each product bid, Contractor must provide the County information, upon request, as to whether the whitening process is Elemental Chlorine Free (ECF) or Process Chlorine Free (PCF). ECF whitening utilizes chlorine derivatives such as chlorine dioxide whereas PCF utilizes non-chlorinated whitening agents. Contractor may provide additional information on efforts made during the manufacturing process to reduce the usage of chlorine derivatives during the whitening process.
30. Contractor must provide a discount off list price for products purchased that are not on the contract list in the Bid Form.
31. Contractor must not offer for sale products that do not contain recycled content where an equivalent product with recycled content is available on the contract.
32. Delivery
33. Contractor must deliver all orders for any items awarded to them to any of the County locations by the following business day after receipt of a County Purchase Order. Please refer to Exhibit B, which is a list of potential delivery locations within the County of Alameda. Locations on Exhibit B are subject to change depending on the County requirements.
34. Back Orders: Required delivery from receipt of order to fill back orders is within five (5) working days. In the event that back ordered items cannot be filled within this time frame, the Contractor must immediately purchase these items from local sources and deliver them to the ordering department at contract pricing. No additional charges to the County will be allowed.
35. Contractor must provide desktop delivery to all County departments and facilities. Every delivery must be accompanied by a printed packing slip that includes the following information:
36. Company name, address, and phone number;
37. Department/Agency name;
38. Delivery address;
39. County Purchase Order Number;
40. Description and quantity of each item that was ordered; and
41. Description and quantity of each item being delivered.
42. Invoicing
43. All County Business Units must be billed independently and separately. All invoices must be sent to the billing location stated on the Purchase Order. If not specified, Contractor must submit a single copy of the invoice, unless duplicate invoicing is specified by the County department on the Purchase Order. All County orders are subject to sales tax. Every delivery must yield an accurate invoice that includes the following information:
44. Company name, address, and phone number;
45. Department/Agency name;
46. Billing address;
47. Delivery or ship to address;
48. County Purchase Order Number;
49. Description, quantity, unit price and extended price of each item delivered; and
50. Total amount due for the invoice, including any taxes and/or credits and acceptable proof of delivery.
51. Customer Service
52. Contractor must provide a customer service representative who is dedicated to the needs of the County. The representative must be capable of issuing credits, shipment recalls, special deliveries, price adjustments, generating special reports, and other routine customer service functions as required by the County.
53. Contractor must be responsible for maintaining all accounts for the County in good working order so that reports are accurate, billing is current, deliveries are complete and on time, and addresses, customer names, and contact information are all current.
54. SB 1383 Paper Product and Service Requirements
	1. Products must meet the following criteria:
55. Paper product must contain the minimum post-consumer recycled content as described in the California Code of Regulations Title 14, Division 7, Chapter 12, Article 12 – Procurement of Recovered Organic Waste Products (14 CCR 18993.1 et seq.), or as set the County, whichever is higher.
56. Paper products must be eligible to be labeled with an “unqualified recyclable label” as defined in Code of Federal Regulations Title 16, Section 260.12. A product is eligible to be labelled with an unqualified recyclable label if (i) recycling facilities are available to a substantial majority (at least 60 percent) of consumers or communities where the item is sold, and (ii) the entire product, excluding minor incidental components, is recyclable.
57. Paper products that do not meet the SB 1383 recycled-content or recyclability requirements listed above may be offered and sold to the County only if specifically approved in advance by the County and identified as County-approved noncompliant products in the Recycled Content and Recyclable Paper Vendor Certification Form (Exhibit C).
58. During the term of this Contract, the Contractor must notify the County Contract Administrator when and if SB 1383 compliant paper products offered for purchase or used for services under this Contract are temporarily or permanently unavailable and timely suggest alternative compliant products. Contractor must be required to provide compliant product samples to County users for fitness and quality testing, upon request.
59. Contractor must provide invoices or receipts that detail the paper products purchased by product description (i.e., brand, product, and/or model numbers), quantity, unit price, and total price to the County Department or Agency that submits the order.

## DELIVERABLES / REPORTS

1. Upon request, Contractor must provide electronic quarterly usage reports and detailed product order reports to the County of Alameda General Services Agency (GSA)-Procurement Department and Sustainability Department. The reports must be provided to the County at no charge at designated intervals, as well as by request, and must include all purchases made as a result of this contract. These reports shall be submitted in Microsoft Excel format.
2. The County will work with the Contractor to finalize the format of these reports upon contract award. The County reserves the right to make changes to the report and to request additional information, if deemed necessary. These reports will be on the first day of the new quarter. Should the new quarter fall on a weekend, Contractor must provide the report on that Monday. The electronic format and hard copies of these reports must be sent to additional County business units upon request. Ad hoc reports must be provided by the Contractor as required at no additional cost to the County.
3. Below is a description of the minimum information that will be included in the report and the formatting requirements.
4. Detailed Quarterly Usage Report Formatting.
5. Information provided in one worksheet (not multiple tabs);
6. Formatted to sort chronologically by purchase date and by key categories as defined below; and
7. Each row to contain the data for a single transaction including item, quantity, unit cost, and total cost of transaction.
8. Key Categories
9. Purchase date;
10. County Purchase Order Number;
11. Department Name;
12. County item part number;
13. Manufacturer item number;
14. Item description (e.g. brand, size, color, etc.);
15. Percentage of post-consumer content;
16. Whitening technology (ECF, PCF);
17. Type of unit used for pricing (e.g., ream, carton);
18. Number of individual pieces per unit;
19. Units purchased (i.e., order quantity);
20. Shipped quantity (if not same as order quantity);
21. Unit price (i.e., charge to customer); and
22. Total order cost.
23. Back Order Report
	1. Contractor must provide a Back Order Report upon request that includes the paper item number, description, Purchase Order Number, quantity ordered, quantity backordered, and the estimated shipping date.
	2. Contractor will be responsible for assuring the accuracy of the aforementioned reports.
	3. Within 30 days of contract award, Contractor must submit a Recycled Content and Recyclable Paper Vendor Certification Form for all paper products offered for sale to the County and certify the accuracy of the information provided. A sample of the form is provided in Exhibit C. The Contractor must update this form if there are any changes to the paper products sold to the County. County reserves the right to modify the form, or request resubmission of the form as required to meet recordkeeping requirements of California Code of Regulations Title 14, Division 7, Chapter 12, Article 12 – Procurement of Recovered Organic Waste Products (14 CCR 18993.3 et seq.)

## BIDDERS CONFERENCE(S)/VENDOR OUTREACH

1. The Bidders Conference(s) held on the date(s) specified in the Calendar of Events will have an online conference option enabled for remote participation. Bidders can opt to participate via a computer with a stable internet connection (the recommended Bandwidth is 512Kbps) at:

**Join on your computer, mobile app or room device**

[RFQ 902265 Countywide Office Paper](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MTk4ZjU3NzQtMTBlYS00MTlmLWFlYWYtOGJlNzQ0YWRkNjJh%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%221e31baad-1bae-45b2-8b1f-126565726561%22%7d)

Meeting ID: 266 994 001 047
Passcode: tW8pFY

[Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)

**Or call in (audio only)**

+1 415-915-3950,,641526366#

United States, San Francisco

 Phone Conference ID: 641 526 366#

1. Vendor Outreach is usually conducted on Wednesdays at [**Vendor Outreach Link**](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: +1 415-915-3950; Conference ID: 504 517 635#). 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/>].
2. Information regarding the RFQ will be presented during the conference(s). To get the best experience, the County recommends that Bidders who participate remotely use equipment with audio output such as speakers, headsets, or a telephone.
3. Bidders Conference(s) will be held to:
4. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships to participate in the contract(s) that may result from this RFQ.
5. Provide an opportunity for Bidders to request clarification on this RFQ and ask specific questions about the project, goods, and services.
6. Provide the County with an opportunity to receive feedback related to this RFQ.
7. The Bidders Conference(s) Attendees List will be released in a separate document.
8. Written questions submitted via email by the stated deadline will be addressed in a posted RFQ Questions and Answers (Q&A) following the Bidders Conference(s). Should there be a need to amend or revise the RFQ, an Addendum will be issued. Any verbal statement(s), including at any Bidders Conference(s) are not binding. Only the written documents will be binding.
9. Questions regarding these specifications, terms, and conditions are to be submitted in writing via email by 5:00 p.m. on the date specified in the Calendar of Events to:

Jacqueline Favela, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

Email: Jacqueline.favela2@acgov.org

1. Attendance at the Bidders Conference(s) and Vendor Outreach are highly recommended but are not mandatory to further facilitate subcontracting relationships. Vendors who attend the Bidders Conference(s) will be added to the Vendor Bid List.

# COUNTY PROCEDURES, TERMS, AND CONDITIONS

## CONTRACT EVALUATION AND ASSESSMENT

1. During the initial 120-day period of any contract awarded, the County may review the proposal, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems.
2. The County reserves the right to determine, at its sole discretion, whether:
3. The Contractor has complied with all terms of this RFQ and the contract; and
4. Any problems or potential problems with the proposed goods and/or services were evidenced which makes it unlikely (even with possible modifications) that such goods and/or services have met or will meet the County requirements.
5. If, as a result of such determination, the County concludes that it is not satisfied with the Contractor's performance under any awarded contract and/or Contractor's goods and services as contracted for therein, the Contractor may be notified that the contract is being terminated.  The Contractor must be responsible for returning County facilities to their original state at no charge to the County.  The County will have the right to invite the next qualified Bidder(s) to enter into a contract.  The County also reserves the right to rebid this project if it is determined to be in its best interest to do so. The County's right to go to the next qualified Bidder and/or rebid is not limited by the award of a contract or the 120-day period.

## NOTICE OF INTENT TO AWARD

* + 1. At the conclusion of the RFQ response evaluation period, all Bidders will be notified in writing by email 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/Non-Award.

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

1. The name(s) of the Bidder(s) being recommended for contract award; and
2. The names of all other parties that submitted proposals.
	* 1. The submitted proposals will be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be considered by GSA Director.

## Bid Protest / Appeals Process

The County of Alameda prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that Bidders wish to protest the bid process or appeal the recommendation to award a contract once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

* + 1. Any bid protest must be submitted in writing by 5:00 p.m. of the SEVENTH (7th) calendar day following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder. The bid protest must be submitted to the office that has been designated for review of protests for this procurement (the Protest Evaluator). For this procurement, the Protest Evaluator is:

GSA–Office of Acquisition Policy

ATTN: Contract Compliance Officer

1401 Lakeside Drive, 10th Floor, Oakland, CA 94612

Email: GSA-BidProtests@acgov.org

A bid protest received after 5:00 p.m. is considered received as of the next calendar day. Generally, the County will promptly send an email acknowledging receipt of the protest; it is the responsibility of the protestor to confirm that the protest was timely received.

1. The bid protest must contain a complete statement of the reasons and facts for the protest.
2. The protest must refer to the specific portions of all documents that form the basis for the protest.
3. The protest must include the name, address, email address, and telephone number of the person submitting the protest on behalf of the protesting party.
4. The Contract Specialist will send a notification to Bidders if a protest is received
	* 1. The Protest Evaluator, or their designee, will review and evaluate the protest and issue a written decision. The Protest Evaluator may, at its discretion, do any of the following, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest must be final prior to the award by the GSA Director.

		A notification of the decision will be communicated by email and/or US Postal Service mail to the protestor. Notification will be provided to Bidders when a decision has been made on the protest and whether or not the recommendation to the GSA Director in the Notice of Intent to Award/Non-Award will stand.
		2. The decision on the bid protest by the Protest Evaluator may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA 94612, Email: OCCR@acgov.org, unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCCR will be performed by the alternate. The Bidder whose bid is the subject of the protest, all Bidders affected by the Protest Evaluator's decision on the protest, and the protestor have the right to appeal if they feel the Protest Evaluator's decision is incorrect. All appeals to the Auditor-Controller's OCCR must be in writing and submitted within SEVEN (7) calendar days following the issuance of the decision, not the date the decision is received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next calendar day. An appeal received after 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the decision by the Protest Evaluator will not be considered under any circumstances by the Auditor-Controller OCCR or their designee.
5. The appeal must specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
6. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). The appeal to the OCCR must be limited to a review of the procurement process to determine if the contracting department materially erred in following the bid or, if applicable, County contracting policies or other laws and regulations.
7. The appeal to the OCCR must be limited to the grounds raised in the original protest and the written decision by the Protest Evaluator. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
8. The Auditor's Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
9. The finding of the Auditor-Controller's OCCR is the final step of the appeal process. A copy of the finding of the Auditor-Controller's OCCR will be furnished to the protestor.
10. The finding on the appeal must be issued before a recommendation to award the contract is considered and contract awarded by the GSA Director.
	* 1. The procedures and time limits set forth in this section are mandatory and are each Bidder's sole and exclusive remedy in the event of a bid protest. A Bidder's failure to timely complete both the bid protest and appeal procedures will be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, will constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

## TERM / TERMINATION / RENEWAL

* + 1. The contract term, which may be awarded pursuant to this RFQ, will be three years.
		2. By mutual agreement, any contract, which may be awarded pursuant to this RFQ, may be extended for an additional two-year.
		3. The County has and reserves the right to suspend, terminate, or abandon the execution of any work, services and/or providing of goods by the Contractor without cause at any time upon giving the Contractor prior written notice. In the event that the County should abandon, terminate, or suspend the Contractor's work, services and/or providing of goods, the Contractor shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. The County may terminate the contract at any time for cause without written notice upon a material breach of contract or substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor.  In the event of such termination, with or without cause, the County reserves the right to invite the next highest-ranked Bidder to enter into a contract or rebid the project if it is determined to be in its best interest to do so.

## BRAND NAMES AND APPROVED EQUIVALENTS

* + 1. Any references in this RFQ, including Addendum and other documents, to manufacturers' trade names, brand names, and/or catalog numbers are intended to be descriptive but not restrictive unless otherwise stated and are intended to indicate the quality level desired. Unless otherwise noted, Bidders may offer any equivalent product that meets or exceeds the specifications; however, if the County, in its sole discretion, determines the product proposed is not equivalent, the Bid may be disqualified. Bids based on equivalent products must:
1. Clearly describe the alternate offered and indicate how it differs from the product specified; and
2. Include complete descriptive literature and/or specifications as Portable Document Format (PDF) attachments to the online bid submission as proof that the proposed alternate will be equal to or better than the product named in this RFQ.
	* 1. The County reserves the right to be the sole judge of what is equal and acceptable. It may require the Bidder to provide additional information and/or samples or disqualify the bid response.
		2. If Bidders do not specify otherwise, it is understood that the referenced brand will be supplied.

## QUANTITIES

Quantities listed herein are estimates based on past usage and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

## PRICING

* + 1. All pricing as quoted will not increase, but except as noted below, remain fixed and firm for the term of any contract that may be awarded as a result of this RFQ.
		2. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such a lower price will be extended to the County.
		3. Reasonable price increases or decreases for subsequent contract terms may be negotiated between Contractor and County after completion of the initial term.
		4. All prices quoted must be in United States dollars.
		5. Price quotes must include any and all payment incentives available to the County.
		6. In the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension, and the Bidder must honor the unit price quoted.
		7. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

## AWARD

* + 1. Lowest Responsive and Responsible Bidder(s)
			1. The award will be made to the two lowest responsive and responsible Bidders who meets the requirements of these specifications, terms, and conditions.
			2. Awards may also be made to the subsequent lowest responsive and responsible Bidder(s) and who will be called in order should the County needs to contract with another Bidder(s).
		2. Small Local Emerging Business (SLEB) Program
			1. Small and Emerging Locally Owned Business: 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.
			2. As a result of the County's commitment to advancing the economic opportunities of these businesses, **Bidders must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:
1. [**Alameda County SLEB Program Overview**](http://acgov.org/auditor/sleb/overview.htm) [<http://acgov.org/auditor/sleb/overview.htm>]; and
2. [**Alameda County SLEB Program Additional Information**](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/) [<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]
	* + 1. For purposes of this procurement, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code(s): 423440, 424110, and 424130.
			2. 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 years required per SBA standards based on the small business's appropriate NAICS code.
			3. 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.
			4. If a Bidder is certified by the County as either a small and local or an emerging and local business (SLEB), the County will provide up to 5% bid preference for procurements over $25,000.
			5. If a Bidder is located within Alameda County, the County may provide a 5% local bid preference.
		1. County Rights
3. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFQ, including Exhibits and any Addendums, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. Any bid responses that contain false or misleading information may be disqualified by the County.
5. The County reserves the right to award to a single or multiple Contractors.
6. The County reserves the right to conduct additional procurements for the same or similar goods and/or services or to award to additional contract(s), including to other Bidder(s), during the term of the contract if it determines that additional Contractors are needed to supplement goods and/or services being provided.
7. The County has the right to decline to award this contract or any part thereof for any reason.
	* 1. Procedures
			1. A contract must be fully executed by the recommended awardee and the County prior to any services and goods being provided or work being performed.
			2. The County uses its Standard Services Agreement terms and conditions for purchases and services. Any terms that are not acceptable to a Bidder must be identified on the Exceptions and Clarifications form in the Exhibit A - Bid Response Packet. Bidder may access a copy of the Standard Services Agreement template 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 standard language and specific contract terms, including the scope of services that may be drafted and negotiated based on this RFQ and the bid response(s).

* + - 1. The RFQ specifications, terms, conditions, Exhibits, RFQ Addenda, and Bidder's response may be incorporated into and made a part of any contract that may be awarded as a result of this RFQ.

## METHOD OF ORDERING

* + 1. A written Purchase Order (PO) will be issued after an executed contract and GSA Director approval. If there is any conflict in terms of any PO and the executed contract, the contract will control, even if a PO is issued later. Payment cannot be made to any Contractor until a PO is issued.
		2. POs and payments for goods and/or services will be issued only in the name of the Contractor, as identified on the contract.
		3. The Contractor must adapt to changes to the method of ordering procedures as required by the County during the term of the contract.
		4. Any change orders must be agreed upon in writing by Contractor and County and issued as needed by County.

## INVOICING

* + 1. Contractor shall invoice the requesting department, unless otherwise directed by County, upon satisfactory receipt of goods and/or performance of services.
		2. County will use reasonable efforts to make payment within 30 days following receipt and review of invoice and complete satisfactory receipt of goods and/or performance of services.
		3. County will notify the Contractor of any adjustments or corrections that must be made to receive payment on an invoice.
		4. Invoices submitted by the Contractor must contain the County PO number, invoice number, remit to address. Contractor must provide invoices or receipts that detail the paper products purchased by product description (i.e., brand, product, and/or model numbers), quantity, unit price, and total price to the County Department or Agency that submits the order.
		5. Contractor must utilize a standardized invoice format upon request.
		6. Invoices must be issued by, and payments made to, the Contractor who is awarded a contract.
		7. The County will pay the Contractor, after receipt and approval of an invoice, monthly or as agreed upon, not to exceed the total contract amount. The County will not pay for goods and/or services in advance.
		8. In the event the Contractor's performance and/or deliverable goods have been deemed unsatisfactory by a review committee, the County reserves the right to withhold future payments until the performance and/or deliverable goods are deemed satisfactory.

## ACCOUNT MANAGER / SUPPORT STAFF

* + 1. The Contractor must provide dedicated support staff to be the primary contact for all issues regarding the response to this RFQ and any contract which may arise pursuant to this RFQ.
		2. Contractor must also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday, or as otherwise identified in this RFQ. Such representative(s) must be knowledgeable about the contract, products, and/or services offered and able to identify and resolve quickly any issues, including but not limited to order and invoicing problems.
		3. Contractor must provide a dedicated, competent account manager who shall be responsible for the County account/contract and receive all orders. Contractor account manager shall be familiar with County requirements and standards and work with the Alameda County, GSA-Procurement to ensure that established standards are adhered to. This includes keeping the County Contract Administrator informed of department requests as needed.

# INSTRUCTIONS TO BIDDERS

## COUNTY CONTACTS

* + 1. GSA-Procurement is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through the GSA-Procurement department only. Communication with other County personnel may result in disqualification.
		2. The evaluation phase of the competitive process shall begin upon receipt of sealed bid responses and continue until a contract has been awarded.
		3. Contact Information for this RFQ:

Jacqueline Favela, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

1401 Lakeside Drive, Suite 907

Oakland, CA 94612

Email: jacqueline.favela2@acgov.org

Phone: (510) 208-9612

* + 1. The GSA Contracting Opportunities website will be the official notification posting place of all bid documents related to this RFQ. Each Bidder is responsible for checking the website for any Addendums and other notices related to this RFQ. Go to[**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/>] to view the posting for this RFQ and other current contracting opportunities.

## SUBMITTAL OF BID RESPONSES

* + 1. Document Submittal
1. All response documents must be completed, successfully uploaded, and submitted online through Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) BY 2:00 p.m. on the due date specified in the Calendar of Events. The County strongly recommends uploading early; technical difficulties in downloading/submitting documents through the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) shall not extend the due date and time. No hardcopy, email (electronic), or facsimile responses will be considered.
2. Bidders **must** submit an electronic version of their proposal in a PDF file, preferably a single file if size permits.
3. The submitted Proposal must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
4. In whole or in part, bid responses are NOT to be marked confidential or proprietary. The County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFQ may be subject to public disclosure, even if marked confidential or proprietary.  The 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/>].
	* + 1. For the responses to be considered complete, the Bidder **must** provide responses to all information requested in the Exhibit A – Bid Response Packet, as revised by any Addenda.
			2. Bidders **must** submit pricing on the County provided Excel Spreadsheet – Bid Form(s) in [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org).
		1. Submissions Processes
			1. All costs required for the preparation and submission of a response shall be borne by the Bidder.
			2. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, "partnership" shall mean, and is limited to, a legal partnership formed under one or more of the provisions of California or other state's Corporations Code or an equivalent statute.
			3. The final award information will be posted on the County's "Contracting Opportunities" website.
			4. The County reserves the right to reject any bid response.
			5. All bid responses shall remain open to acceptance and irrevocable for a period of not less than 180 days unless otherwise specified in the bid documents.
		2. Legal Requirements
			1. "In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder". (California Government Code Section 4552).
			2. By submitting a bid response, the Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. Such actions may also be considered fraud and subject to criminal prosecution.
			3. The Bidder, by submitting a bid response, certifies that it is, at the time of bidding, and shall be, throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the RFQ and contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the RFQ and contract documents.
			4. The Bidder, by submitting a bid response, certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).

### EXHIBIT A

**BID RESPONSE PACKET**

**INSTRUCTIONS**

* + 1. Please read **EXHIBIT A – Bid Response Packet** carefully; **INCOMPLETE BID PROPOSALS MAY BE REJECTED.** Alameda County will not accept submissions or documentation after the bid response due date. Successful uploading of a document does not equal acceptance of the document by Alameda County.
		2. The bid proposal must comply with all requirements contained in the RFQ. **It is strongly recommended that Bidders verify and review all Addenda to confirm the use of the most current forms and provide all information requested.**
		3. The bid proposal submission must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
		4. The following pages require confirmation, declaration, and /or a signature (?). These must be either: (1) be printed and have an original signature(s); or (2) be digitally signed via a DocuSign, CongaSign, or other verifiable independent electronic signature services. All signatures must be by an individual authorized to bind the Bidder. These pages must then be uploaded through the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org)as part of the Bidder’s proposal.
1. Exhibit A – Bid Response Packet, [Bidder Acceptance](#_BIDDER_INFORMATION)
2. Exhibit A – Bid Response Packet, [Debarment and Suspension Certification](#Debarment)
3. Exhibit A – Bid Response Packet, [Small Local Emerging Business (SLEB) Information Sheet](#SLEB)
4. [Must be signed by Bidder](#Prime_Bidder_Signature)
5. [Must be signed by SLEB Partner](#SLEB_Sub_Signature) if subcontracting to a SLEB
	* 1. 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 Bidders are to be submitted with such pages or items clearly marked “N/A” or the bid proposal may be disqualified as incomplete.
		2. Bidders must not modify the Bid Response Packet or any other County-provided document unless instructed to do so, or the bid proposal may be disqualified.
		3. Excel Bid Form(s) must be submitted online through Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/)**.**
		4. Bidders must quote price(s) as specified in the RFQ, using the form(s) as amended or revised by any Addenda.
		5. Any clarifications or exceptions to policies or specifications of this RFQ, including all Addenda and other documents must be submitted in the ***Exceptions and Clarifications***form of the Bid Response Packet.
		6. Bidders must read all information and follow directions in the [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) event.
		7. File names are restricted to 64 characters for all files uploaded as part of any bid proposal. The file extension (e.g., ".pdf" or ".xls") is counted as part of the file name character limit. Attempting to upload a file with a file name longer than 64 characters may result in an error message or failure to load.
		8. **Bidders who do not comply with the requirements and/or submit incomplete bid proposal packages are subject to disqualification and their bid proposals rejected.**



### COUNTY OF ALAMEDA

### Exhibit A

### BID RESPONSE PACKET

 RFQ No. 902265

Countywide Office Paper

|  |
| --- |
| BIDDER INFORMATION |

|  |  |
| --- | --- |
| Official Name of Bidder: |  |
| Street Address Line 1: |  |
| Street Address Line 2: |  |
| City: |  | State: |  | Zip Code: |  |
| Webpage: |  |

**Type of Entity / Organizational Structure (check one):**

     Corporation     Joint Venture     Partnership

     Limited Liability Partnership     Limited Liability Corporation     Sole Proprietor

     Non-Profit / Church     Other:

|  |  |
| --- | --- |
| Jurisdiction of Organizational Structure: |  |
| Date of Organizational Structure:  |  |
| Federal Tax Identification Number: |  |
| Alameda County Supplier Identification Number (if applicable):  |  |
| DIR Contractor Registration Number (if applicable): |  |

**Primary Contact Information:**

|  |  |
| --- | --- |
| Name / Title: |  |
| Telephone Number: |  | Alternate Number: |  |
| Email Address: |  |

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|  |
| --- |
| BIDDER ACCEPTANCE  |

1. The undersigned declares that the procurement bid documents, including, without limitation, the RFQ, Q&A, Addenda, and Exhibits (the Bid Documents), have been read and accepted.
2. The undersigned has reviewed the Bid Documents and fully understands the requirements for this RFQ, including, but not limited to, general County requirements, and that each Bidder who is awarded a contract must be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its bid response, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
3. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
4. [**General Requirements**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/>]

1. [**Debarment & Suspension Policy**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/>]

1. [**Iran Contracting Act (ICA) of 2010**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/>]

1. [**General Environmental Requirements**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/>]

1. [**Alameda County SLEB Program Overview**](http://acgov.org/auditor/sleb/overview.htm)

[<http://acgov.org/auditor/sleb/overview.htm>]

1. [**Alameda County SLEB Program Additional Information**](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)

[<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]

1. [**First Source**](http://acgov.org/auditor/sleb/sourceprogram.htm)

[<http://acgov.org/auditor/sleb/sourceprogram.htm>]

1. [**Online Contract Compliance System**](http://acgov.org/auditor/sleb/elation.htm)

[<http://acgov.org/auditor/sleb/elation.htm>]

1. The undersigned acknowledges that Bidder is and will remain in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFQ and any contract that is awarded.
2. The undersigned acknowledges that it is the responsibility of each Bidder to be familiar with all of the specifications, terms, and conditions of the RFQ and, if applicable, the site condition. By the submission of a bid response, the Bidder certifies that if awarded a contract, they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
3. Bidder agrees to hold the County of Alameda, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright, or other proprietary rights, secret process, patented or unpatented invention, article or appliance furnished or used in connection with bid response and any resulted contract or purchase order.
4. The undersigned acknowledges that Bidders has accurately completed the SLEB Information Sheet.
5. The undersigned acknowledges ***ONE*** of the following (please check only one box):

    Bidder is not local to Alameda County and is ineligible for any bid preference; **or**

    Bidder is a certified SLEB and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB PARTNERING INFORMATION SHEET](#SLEB)); **or**

    Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:

* Copy of a verifiable business license issued by the County of Alameda or a City within the County; and
* Proof of six months of business residency, identifying the name of the bidder and the local address. Example of proof includes but are not limited to utility bills, deeds of trusts or lease agreements, etc., which are acceptable verification documents to prove residency.
1. By signing below, the signatory warrants and represents that the signer has completed, acknowledged, and agreed to this Bidder Acceptance in their authorized capacity and that by their signature on this Bidder Acceptance, they and the entity upon behalf of which they acted, acknowledged and agreed to this Bidder Acceptance and that all are true and correct and are made under penalty of perjury pursuant to the laws of California.

|  |
| --- |
| **SIGNATURE:** ✍ Name/Title of Authorized Signer:  Dated this  day of  20  |

|  |
| --- |
| DEBARMENT AND SUSPENSION CERTIFICATION (PROCUREMENTS $25,000 AND OVER) |

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 Response. Signing this Response on the signature portion thereof shall also constitute signature of this Certification.

|  |
| --- |
| **BIDDER:** **PRINCIPAL: TITLE:** **SIGNATURE:** ✍ **DATE:**  |

|  |
| --- |
| SMALL LOCAL EMERGING BUSINESS (SLEB) INFORMATION SHEET |

**Instructions**: On the following page is the **SLEB Information Sheet**. Every Bidder must complete and submit a signed SLEB Information Sheet indicating their SLEB certification status. If the 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 Exhibit must be signed by EACH of the named CERTIFIED SLEB(s) that will be subcontractors.

SLEB certification must be **valid** at the time of bid response 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.
* For questions/information regarding SLEB certification, including requirements, please contact the Auditor-Controller Agency, Office of Contract Compliance & Reporting – SLEB Certification Unit, OCCR@acgov.org, (510) 891-5500.

|  |
| --- |
| SLEB INFORMATION SHEET |

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFQ, all Bidders must complete this form.

Bidders that are not certified SLEBS (for the definition of a SLEB, see [**Alameda County SLEB Program Overview**](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 eligible 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. A copy of this form must be submitted for each SLEB that the Bidder will subcontract with as evidence of a firm contractual commitment to meeting the SLEB participation requirement.

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 economical, 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, substitutions of the named subcontractor(s) are not allowed without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR).

County departments, prime, and subcontractors are required to use the web-based Elation Systems to monitor SLEB subcontractor compliance with[**Elation Systems**](http://www.elationsys.com/elationsys/) **[**[**http://www.elationsys.com/elationsys/**](http://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:**  |

**OR**

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| **[ ]  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, Bidder (the Prime Contractor) and** **all SLEB subcontractors** 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:**

|  |
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| **BIDDER MINIMUM QUALIFICATIONS** |

**Instructions:** Bidder must respond and/or provide support documentation that fulfills all the minimum qualifications as identified in the RFQ documents.

Bidder Minimum Qualifications

Bidder shall be regularly and continuously engaged in the business of providing multipurpose office paper for at least three (3) years which must be clearly stated or demonstrated in the bid response packet.

Bidder must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFQ. Unless noted otherwise in the RFQ, for example the item(s) stated above, including any Addendum, Bidder is not required to submit copies or verification of the permits, licenses, and credentials; however, Bidder must provide such proof if requested by County.

**Maximum Length: None**

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| BID FORM |

**Instructions**:Bidder must use the separate County provided Excel Bid Form(s).

**COST MUST BE SUBMITTED AS REQUESTED ON THE COUNTY PROVIDED EXCEL BID FORM(S). NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED.**

Bid responses that do not comply may be rejected.

The cost quoted must include all taxes (excluding sales and use tax) and all other charges, including travel expenses. The price quoted will be the maximum cost the County will pay for the term of any contract resulting from this RFQ.

Quantities listed on Alameda County **Excel Bid Form(s)** are for example only; they are not to be construed as a commitment of the County to purchase that quantity. No minimum or maximum is guaranteed or implied. The cost quoted will be the price of the items identified, regardless of the quantity purchased.

Bid pricing on all items is required. If there are any line items that are not priced, the bid may be considered a partial bid and disqualified. Partial bids are not acceptable.

By submission through the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org)**,** Bidder certifies to County that all representations, certifications, and statements made by Bidder, as set forth in each entry in the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

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| **TABLE OF KEY PERSONNEL** |

**Instructions**: Bidder is to provide a **Table of Key Personnel**. The table is to include all essential personnel associated with providing services to the County.

To appropriately evaluate Bidder’s qualifications, the table should include the following information for each key person:

1. The person's relationship with Bidder, including job title and years of employment with Bidder;
2. Work contact information includes, but is not limited to, the following: work address, office telephone number, mobile work number, and work email address.
3. The person's role in connection with the RFQ and any awarded contract.
4. Related experience on similar projects, certifications, and merits.

**Maximum Length: There is no limit to the table.**

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| DESCRIPTION OF PROPOSED GOODS |

**Instructions:** Bidder is to provide a **Description of Proposed Goods**.

The *Description of Proposed Goods* must describe the overall goods. The Bidder must address how they will meet or exceed each requirement listed in Section E (Specific Requirements) and Section F (Deliverables/Reports).

At a minimum, the Bidder must include the following details:

Explain any unique resources, procedures, or approaches that make the goods of Bidder responsive to meeting the minimum qualifications and requirements of the RFQ.

Identify any limitations or restrictions that exist for the Bidder to provide the goods. Explain what measures will be taken to adequately provide the goods. (Please note any requests for exceptions or clarifications MUST be identified on the *Exceptions and Clarifications* form. **The County is under no obligation to accept any exceptions or clarifications, and any such exceptions and clarifications may be a basis for bid response disqualification.**)

**Maximum Length: None**

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|  REFERENCES |

**Instructions**: On the following page is the templates that Bidders are to use for providing references. Bidders are to provide a list of five references. References must be satisfactory as deemed solely by County.

Services or goods provided by Bidders to the references should have similar scope, volume, and requirements to those outlined in these specifications, terms, and conditions.

Bidder must currently be providing goods and/or services for at least two of the references or have done so within the last five years.

Bidders should verify that the contact information for all references provided is current and valid. If a reference cannot be contacted, it may affect the qualification and scoring of the Bidders' bid responses.

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 the references provided in order to determine items such as Bidders' years of experience and performance records on work similar to that described in this request.

The County reserves the right to contact individuals/entities for references other than those provided in the Response and to use any information obtained in the evaluation process.

**NOTE: Bidders should not list the County department requesting services/goods as part of the references.**

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| **REFERENCES** |

RFQ No. 902265

Countywide Office Paper

Bidder Name:

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

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

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

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

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

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| EXCEPTIONS AND CLARIFICATIONS |

**Instructions**: Bidders must use the **Exceptions and Clarifications** form to identify and list below any and all exceptions and/or clarifications to the RFQ and associated Bid Documents and submit them with the bid response.

**THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS AND CLARIFICATIONS; ANY SUCH EXCEPTIONS AND CLARIFICATIONS MAY BE A BASIS FOR BID RESPONSE DISQUALIFICATION.**

|  |  |
| --- | --- |
| **Reference to:** | **Description** |
| Page No. | Section | Item No. |  |
| **p. 23**EXAMPLE | **D** | **1.c.** | ***Bidder takes exception to…*** |
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\*Use additional pages as necessary

 **EXHIBIT b**

**DELIVERY LOCATIONS**

**RFQ No. 902265 – Countywide Office Paper**

| **Description** | **Addresses** | **City** | **Postal Code** |
| --- | --- | --- | --- |
| SSA Welf-1351 Harbor Bay | 1351 Harbor Bay Pkwy. | Alameda | 94502 |
| Env Hlth-1131 Harbor Bay | 1131 Harbor Bay Pkwy. | Alameda | 94502 |
| EHS-1131 Harbor Bay #111 | 1131 Harbor Bay Pkwy., Room 111 | Alameda | 94502 |
| EHS-1131 Harbor Bay #200 | 1131 Harbor Bay Pkwy., Room 200 | Alameda | 94502 |
| EHS/Coop-1131 Harbor Bay #131 | 1131 Harbor Bay Pkwy., Room 131 | Alameda | 94502 |
| BMD-1131 Harbor Bay | 1131 Harbor Bay Pkwy. | Alameda | 94502 |
| EHS Vector-1131 Harbor Bay#166 | 1131 Harbor Bay Pkwy., Room 166 | Alameda | 94502 |
| EHS OPS-1131 Harbor Bay #205 | 1131 Harbor Bay Pkwy., Room 205 | Alameda | 94502 |
| EHS Food Veh-1131HarborBay#148 | 1131 Harbor Bay Pkwy., Room 148 | Alameda | 94502 |
| EHS IT-1131 Harbor Bay #226 | 1131 Harbor Bay Pkwy., Room 226 | Alameda | 94502 |
| EHS Solid Wste-1131HarborBay | 1131 Harbor Bay Pkwy., Room 205 | Alameda | 94502 |
| EHS Haz Mat-1131 Harbor Bay250 | 1131 Harbor Bay Pkwy., Room 250 | Alameda | 94502 |
| EHS LOP-1131 Harbor Bay #250 | 1131 Harbor Bay Pkwy., Room 250 | Alameda | 94502 |
| Alameda Ct-2233 Shoreline | 2233 Shoreline Drive | Alameda | 94501 |
| Alameda Ct-2233 Shoreline 1st | 2233 Shoreline Drive, 1st Floor | Alameda | 94501 |
| DA-2233 Shoreline 1st | 2233 Shoreline Drive, 1st Floor | Alameda | 94501 |
| Sheriff Ala Mar-2233 Shoreln 1st | 2233 Shoreline Drive, 1st Floor | Alameda | 94501 |
| HCSA/BHCS-1429 Oak Street | 1429 Oak Street | Alameda | 94501 |
| Albany VMB-1325 Portland | 1325 Portland Avenue | Albany | 94706 |
| GSA VMB-1325 Portland Avenue 1st | 1325 Portland Avenue, 1st Floor | Albany | 94706 |
| Berk/Alb Ct-2120 Martin Luther | 2120 Martin Luther King Jr. Way | Berkeley | 94704 |
| Berk/Alb Ct-2120 M L King 1st | 2120 Martin Luther King Jr. Way, 1st | Berkeley | 94704 |
| Berk/Alb Ct-2120 M L King 2nd | 2120 Martin Luther King Jr. Way, 2nd | Berkeley | 94704 |
| DA-2120 Martin Luther King 1st | 2120 Martin Luther King Jr. Way, 1st | Berkeley | 94704 |
| Sheriff Bailiff-2120 MLKing 1st | 2120 Martin Luther King Jr. Way, 1st | Berkeley | 94704 |
| Sheriff Berk Mar 2120 MLKing 2nd | 2120 Martin Luther King Jr. Way, 2nd | Berkeley | 94704 |
| Sheriff Bailiff-2120 MLKing Basement | 2120 Martin Luther King Jr. Way, Bsm | Berkeley | 94704 |
| Berk/Alb Ct-2000 Center 1st | 2000 Center Street, 1st Floor | Berkeley | 94704 |
| Berk/Alb Ct-2000 Center 2nd | 2000 Center Street, 2nd Floor | Berkeley | 94704 |
| Pub Def Brk Of-2000 Center 2nd | 2000 Center Street , Rm 205 | Berkeley | 94704 |
| Fire Stn 4-20336 San Miguel | 20336 San Miguel Avenue | Castro Valley | 94546 |
| Fire/Training-20336 San Miguel | 20336 San Miguel Avenue | Castro Valley | 94546 |
| Fire Stn 5-18770 Lake Chabot | 18770 Lake Chabot Road | Castro Valley | 94546 |
| Fire Stn 6-19780 Cull Canyon | 19780 Cull Canyon Road | Castro Valley | 94546 |
| Fire Stn 7-6901 Villareal Rd | 6901 Villareal Road | Castro Valley | 94546 |
| Fire/Prevention-22341 Redwood | 22341 Redwood Road | Castro Valley | 94546 |
| Corp Yard #2-22330 N 6th Street | 22330 N 6th Street | Castro Valley | 94546 |
| Castro Valley Nike Site | East of San Leandro | Castro Valley | 94546 |
| Commn-Nike/E of SLdro 1st | East of San Leandro | Castro Valley | 94546 |
| Sheriff OES-Nike/E of SLdro 1st | East of San Leandro | Castro Valley | 94546 |
| CV Library-20055 Redwood | 20055 Redwood Road | Castro Valley | 94546 |
| CastroV Libr-20055 Redwood 1st | 20055 Redwood Road, 1st Floor | Castro Valley | 94546 |
| CV Library-3600 Norbridge Avenue | 3600 Norbridge Avenue | Castro Valley | 94546 |
| CV Land-21105 Redwood | 21105 Redwood Road | Castro Valley | 94546 |
| CV Libr-21105 Redwood Rd 1st | 21105 Redwood Road, 1st Floor | Castro Valley | 94546 |
| Fire Stn 16-7494 Donohue | 7494 Donohue Drive | Dublin | 94568 |
| Sheriff Reg Trng Ctr-6289Madigan | 6289 Madigan Road | Dublin | 94568 |
| Sheriff Adm-6289 Madigan 1st | 6289 Madigan Road, 1st Floor | Dublin | 94568 |
| Anim Cntrl ECo - 4595 Gleason | 4595 Gleason Avenue | Dublin | 94568 |
| Anim Cntrl ECo -4595 Gleason | 4595 Gleason Avenue | Dublin | 94568 |
| OES-4985 Broder Blvd. | 4985 Broder Blvd. | Dublin | 94568 |
| Sheriff OES-4985 Broder 1st | 4985 Broder Blvd., 1st Floor | Dublin | 94568 |
| Sta Rita CHP-4999 Gleason | 4999 Gleason Blvd. | Dublin | 94568 |
| Sta Rita Core Bldg-5325 Broder | 5325 Broder Blvd. | Dublin | 94568 |
| Sheriff SRJail/Core-5325 Broder | 5325 Broder Blvd. | Dublin | 94568 |
| Sheriff Adult Med- 5325 Broder | 5325 Broder Blvd. | Dublin | 94568 |
| Fire Stn 15-5325 Broder | 5325 Broder Blvd. | Dublin | 94568 |
| BHSVC - Criminal Justice | 5325 Broder Blvd. | Dublin | 94568 |
| Sheriff Adm-5325 Broder 1st | 5325 Broder Blvd., 1st Floor | Dublin | 94568 |
| BMD-5325 Broder | 5325 Broder Blvd. | Dublin | 94568 |
| Sheriff SRJ/RDk/Kit-5325 Broder | 5325 Broder Blvd. | Dublin | 94568 |
| Sheriff SRJ/ODk/Spy-5325 Broder | 5325 Broder Blvd. | Dublin | 94568 |
| Sher Det Adm-5325 Broder Blvd. | 5325 Broder Blvd. | Dublin | 94568 |
| Sheriff Adm-5325 Broder Bldg A | 5325 Broder Blvd., Bldg A | Dublin | 94568 |
| Sheriff Adm-5325 Broder Bldg B | 5325 Broder Blvd., Bldg B | Dublin | 94568 |
| PWA Eq Repair-6089 Madigan | 6089 Madigan Road | Dublin | 94568 |
| PWA Garage-6089 Madigan Road | 6089 Madigan Road | Dublin | 94568 |
| Sta Rita Fuel Stn-6175 Madigan | 6175 Madigan Road | Dublin | 94568 |
| Motor Pool-6175 Madigan Road | 6175 Madigan Road | Dublin | 94568 |
| Sheriff Dublin Police-100 Civic | 100 Civic Plaza | Dublin | 94568 |
| PWA Operation-4825 Gleason | 4825 Gleason Drive | Dublin | 94568 |
| CDA Agri-4825 Gleason | 4825 Gleason Drive | Dublin | 94568 |
| Niles/Fmt Library-150 I Street | 150 I Street | Fremont | 94536 |
| Niles Libr-150 I St 1st | 150 I Street, 1st Floor | Fremont | 94536 |
| Pub Hlth/Fld-39155 Liberty Street | 39155 Liberty Street | Fremont | 94537 |
| BHCS-39155 Liberty #G710 | 39155 Liberty Street, Ste G-710 | Fremont | 94537 |
| Pub Hlth/Com-39155 Liberty Street | 39155 Liberty Street | Fremont | 94537 |
| SSA Welf-39155 Liberty St 1st | 39155 Liberty Street, #C330 | Fremont | 94537 |
| Pub Hlth-39155 Liberty St D470 | 39155 Liberty Street #D470 | Fremont | 94537 |
| Fremt Main Libr-2400 Stevenson | 2400 Stevenson Blvd. | Fremont | 94538 |
| Fremon Libr-2400 Stevenson 1st | 2400 Stevenson Blvd., 1st Floor | Fremont | 94538 |
| Co Libr-2400 Stevenson 2nd | 2400 Stevenson Blvd., 2nd Floor | Fremont | 94538 |
| Niles VetsMB-37154 2nd Street | 37154 - 2nd Street | Fremont | 94538 |
| Niles VetsMB-37154 2nd St 1st | 37154 - 2nd Street, 1st Floor | Fremont | 94538 |
| Parking Lot-39439 Paseo Drive | 39439 Paseo Drive Pkwy. | Fremont | 94538 |
| So Co HOJ-39439 Paseo Drive | 39439 Paseo Drive Pkwy. | Fremont | 94538 |
| BMD-39439 Paseo Drive 4th | 39439 Paseo Drive Pkwy., 4th Floor | Fremont | 94538 |
| Commn-39439 Paseo Drive 1st | 39439 Paseo Drive Pkwy., 1st Floor | Fremont | 94538 |
| DA-39439 Paseo Drive 1st | 39439 Paseo Drive Pkwy., 1st Floor | Fremont | 94538 |
| FNUC Ct-39439 Paseo Drive 1st | 39439 Paseo Drive Pkwy., 1st Floor | Fremont | 94538 |
| FNUC Ct-39439 Paseo Drive 2nd | 39439 Paseo Drive Pkwy., 2nd Floor | Fremont | 94538 |
| FNUC Ct-39439 Paseo Drive 3rd | 39439 Paseo Drive Pkwy., 3rd Floor | Fremont | 94538 |
| Juv Prob-39439 Paseo Drive 1st | 39439 Paseo Drive Pkwy., 1st Floor | Fremont | 94538 |
| Pub Def- Fmt 39439 P Drive 1st | 39439 Paseo Drive Pkwy., Rm 105 | Fremont | 94538 |
| Sheriff Fmt Mar-39439 P Drive 1s | 39439 Paseo Drive Pkwy., 1st Floor | Fremont | 94538 |
| Sheriff Bailiff-39439 P Drive 2n | 39439 Paseo Drive Pkwy., 2nd Floor | Fremont | 94538 |
| Sheriff Bailiff-39439 P Drive 3r | 39439 Paseo Drive Pkwy., 3rd Floor | Fremont | 94538 |
| HCSA/BHCS-42875 Gatewood 1st | 42875 Gatewood Street, 1st Floor | Fremont | 94538 |
| Coyote Hills Microwave Stn | Off Jarvis Road | Fremont | 94538 |
| Commn-Coyote/Jarvis Rd | Off Jarvis Road | Fremont | 94538 |
| County Library-2450 Stevenson | 2450 Stevenson Blvd. | Fremont | 94538 |
| BHCS-38238 Glenmoor Drive | 38238 Glenmoor Drive | Fremont | 94536 |
| Fire Stn 2-109 Grove Way | 109 Grove Way | Hayward | 94544 |
| SSA PIC-22225 Foothill 1st | 22225 Foothill Blvd., 1st Floor | Hayward | 94541 |
| SSA Welf-29800 Mission 1st | 29800 Mission Blvd., 1st Floor | Hayward | 94541 |
| Morton Baker Ctr-494 Blossom | 494 Blossom Way | Hayward | 94541 |
| BHCS-494 Blossom Way 1st | 494 Blossom Way, 1st Floor | Hayward | 94541 |
| Hywd MV Shop-10 Moran Ct | 10 Moran Court. | Hayward | 94544 |
| Motor Pool-10 Moran Court | 10 Moran Court. | Hayward | 94544 |
| HHW Facility-2091 W Winton | 2091 W Winton Avenue | Hayward | 94545 |
| EHS HHW-2091 W Winton | 2091 W Winton Avenue | Hayward | 94545 |
| 224 W Winton Avenue Bldg | 224 W Winton Avenue | Hayward | 94544 |
| BMD-224 W Winton Avenue 1st | 224 W Winton Avenue, 1st Floor | Hayward | 94544 |
| BMD-224 W Winton Avenue Basement | 224 W Winton Avenue, Basement | Hayward | 94544 |
| CDA Agri-224 W Winton 1st | 224 W Winton Avenue #184 | Hayward | 94544 |
| CDA Plan-224 W Winton 1st | 224 W Winton Avenue #151 | Hayward | 94544 |
| CDA HCD-224 W Winton 1st | 224 W Winton Avenue #108 | Hayward | 94544 |
| CDA Admin/Fin 224 WWinton 1st | 224 W Winton Avenue #110 | Hayward | 94544 |
| Juv Prob-224 W Winton 1st | 224 W Winton Avenue, 1st Floor | Hayward | 94544 |
| Juv Prob-224 W Winton 2nd | 224 W Winton Avenue, 2nd Floor | Hayward | 94544 |
| Motor Pool-224 W Winton 1st | 224 W Winton Avenue, 1st Floor | Hayward | 94544 |
| Pub Hlth/Com-224 W Winton 2nd | 224 W Winton Avenue, 2nd Floor | Hayward | 94544 |
| SLdro/Hywd Ct-224 W Winton 1st | 224 W Winton Avenue, 1st Floor | Hayward | 94544 |
| SLdro/Hywd Ct-224 W Winton 2nd | 224 W Winton Avenue, 2nd Floor | Hayward | 94544 |
| TTax-224 W Winton 1st | 224 W Winton Avenue, 1st Floor | Hayward | 94544 |
| TTax-224 W Winton Basement | 224 W Winton Avenue, Basement | Hayward | 94544 |
| CDA Redev-224 W Winton 1st | 224 W Winton Avenue #110 | Hayward | 94544 |
| CDA Surplus-224 W Winton #110 | 224 W Winton Avenue #110 | Hayward | 94544 |
| Law Library-224 W Winton | South County Branch | Hayward | 94544 |
| Fam Ct Svcs-224 W Winton | 224 W Winton Avenue, Room 208 | Hayward | 94544 |
| CDA Plan-224 W Winton 1st | 224 W Winton Avenue #111 | Hayward | 94544 |
| CDA NPS-224 W Winton #205 | 224 W Winton Avenue, Suite 205 | Hayward | 94544 |
| Hayward VMB-22737 Main | 22737 Main Street | Hayward | 94544 |
| Hay VetsMB-22737 Main St 1st | 22737 Main Street, 1st Floor | Hayward | 94544 |
| Housing Auth-22941 Atherton | 22941 Atherton Street | Hayward | 94544 |
| SSA Welf-24041 Amador 1st | 24041 Amador Street, 1st Floor | Hayward | 94544 |
| Amador Office Building | 24085 Amador Street | Hayward | 94544 |
| Probation-24085 Amador, 4th | 24085 Amador Street, 4th Floor | Hayward | 94544 |
| Probation-24085 Amador #310 | 24085 Amador Street Suite 310 | Hayward | 94544 |
| SSA CFS-24085 AmDrive 150,125,350 | 24085 Amador Street #150,125,350 | Hayward | 94544 |
| SSA CFS-24085 Amador St 3rd Fl | 24085 Amador Street | Hayward | 94544 |
| Pub Def Hay Ofc-24085 Amador 2 | 24085 Amador Street, Ste 200 | Hayward | 94544 |
| Pub Def Hay Inv-24085 Amador 3 | 24085 Amador Street #350 | Hayward | 94544 |
| Pub Hlth -24085 Amador St #100 | 24085 Amador Street #100 | Hayward | 94544 |
| Hywd Parking-24360 Amador | 24360 Amador Street | Hayward | 94544 |
| GSA Prk-24360 Amador St 1st | 24360 Amador Street | Hayward | 94544 |
| Hayward HOJ-24405 Amador | 24405 Amador Street | Hayward | 94544 |
| BMD-24405 Amador Mezz | 24405 Amador Street, Mezz | Hayward | 94544 |
| Commn-24405 Amador Mezz | 24405 Amador Street, Mezz | Hayward | 94544 |
| DA-24405 Amador St 1st | 24405 Amador Street #103 | Hayward | 94544 |
| DA-24405 Amador St Mezz | 24405 Amador Street, Mezz | Hayward | 94544 |
| Sheriff Hay Mar-24405 Amador 1st | 24405 Amador Street, Room 100 | Hayward | 94544 |
| Sheriff Bailiff-24405 Amador 2 M | 24405 Amador Street, 2nd Floor | Hayward | 94544 |
| Sheriff Bailiff-24405 Amador 2nd | 24405 Amador Street, 2nd Floor | Hayward | 94544 |
| Sheriff Bailiff-24405 Amador 3rd | 24405 Amador Street, 3rd Floor | Hayward | 94544 |
| Sheriff Bailiff-24405 Amador Bsm | 24405 Amador Street, Basement | Hayward | 94544 |
| Sheriff Bailiff-24405 Amador Mez | 24405 Amador Street, Mezz | Hayward | 94544 |
| SLdro/Hywd Ct-24405 Amador 1st | 24405 Amador Street, 1st Floor | Hayward | 94544 |
| House Auth-29800 Mission | 29800 Mission Blvd. | Hayward | 94544 |
| PWA Bldg-399 Elmhurst | 399 Elmhurst Street | Hayward | 94544 |
| CDA Plan-399 Elmhurst 1st | 399 Elmhurst Street #136 | Hayward | 94544 |
| PWA Adm-399 Elmhurst 1st | 399 Elmhurst Street, Ste 113 | Hayward | 94544 |
| PWA Adm-399 Elmhurst 2nd | 399 Elmhurst Street, 2nd Floor | Hayward | 94544 |
| PWA Adm-399 Elmhurst Basement | 399 Elmhurst Street, Basement | Hayward | 94544 |
| PWA Bldg Insp-399 Elmhurst 1st | 399 Elmhurst Street, 1st Floor | Hayward | 94544 |
| PWA CSA-399 Elmhurst St | 399 Elmhurst Street | Hayward | 94544 |
| Parking Lot-Winton | Winton-Amador-Elmhurst | Hayward | 94544 |
| Homeless Shelter-256 West A St | 256-258 West A Street | Hayward | 94545 |
| BHCS-256 West A St | 256-258 West A Street | Hayward | 94545 |
| PWA-951 Turner | 951 Turner Court | Hayward | 94545 |
| PWA -Construct 951 Turner 1st | 951 Turner Court | Hayward | 94545 |
| PWA Fld Cntrl-951 Turner Ct | 951 Turner Court | Hayward | 94545 |
| PWA Garage-951 Turner 1st | 951 Turner Court | Hayward | 94545 |
| PWA Road Maint-951 Turner 1st | 951 Turner Court | Hayward | 94545 |
| SSA/WRD-22455 Maple | 22455 Maple Court | Hayward | 94545 |
| SSA WRD-22455 Maple Ct 2nd | 22455 Maple Court, 2nd Floor | Hayward | 94545 |
| Sheriff CAL ID-313 W Winton 2nd | 313 W. Winton Avenue, 2nd Floor | Hayward | 94577 |
| Sheriff CIB-313 W Winton 2nd | 313 W. Winton Avenue, 2nd Floor | Hayward | 94577 |
| Sheriff CIB-313 W Winton Basement | 313 W. Winton Avenue, Basement | Hayward | 94577 |
| Pub Hlth-680 W Tennyson #5 | 680 W. Tennyson #5 | Hayward | 94544 |
| Eden Multi Center-24100 Amador | 24100 Amador Street | Hayward | 94544 |
| SSA-24100 Amador St | 24100 Amador Street | Hayward | 94544 |
| BMD-409 Jackson | 409 Jackson Street | Hayward | 94544 |
| Wetmore Ranch | Wetmore Road | Livermore | 94550 |
| Zone7 Water Agcy-100 N Canyons | 100 North Canyons Parkway | Livermore | 94551 |
| EHS HHW-5584 La Ribera St | 5584 La Ribera Street | Livermore | 94550 |
| EHS HHW-5584 La Ribera St | 5584 La Ribera Street | Livermore | 94550 |
| Fire Stn 8 -1617 College | 1617 College Avenue | Livermore | 94550 |
| Fire Stat 8 -1617 College Liv | 1617 College Avenue | Livermore | 94550 |
| Crane Ridge Commn-Mines Road | Mines Road | Livermore | 94550 |
| Crane Ridge Communication | Mines Road | Livermore | 94550 |
| SSA Welf-3311 Pacific Avenue | 3311 Pacific Avenue | Livermore | 94550 |
| Zone7 Water PPWTP-Patterson Pa | 8750 Patterson Pass Road | Livermore | 94550 |
| Zone 7 Water-8750 Patterson | 8750 Patterson Pass Road | Livermore | 94550 |
| Zone7 Water - 601 E Vallecitos | 601 E. Vallecitos Road | Livermore | 94550 |
| Zone7 WaterDVWTP-601 EVallecit | 601 E. Vallecitos Road | Livermore | 94550 |
| Agriculture-3575 Greenville Rd | 3575 Greenville Road | Livermore | 94550 |
| Livermore VMB-522 South L St | 522 South L Street | Livermore | 94550 |
| Planning Dept Offices | 3585 Greenville Road | Livermore | 94550 |
| Zone 7 Water Agency | 100 N. Canyon Pkwy | Livermore | 94551 |
| Zone7 Admin&Engineering Office | 100 North Canyon Parkway | Livermore | 94551 |
| Nwk Lib-6300 Civic Terrace 1s | 6300 Civic Terrace Avenue, 1st Floor | Newark | 94560 |
| HCSA Pub Hth-7200 Bancroft 202 | 7200 Bancroft Avenue, Suite 202 | Oakland | 94605 |
| BHCS Oakland Adult Outpatient | 7200 Bancroft Avenue, Suite 125-A | Oakland | 94605 |
| BHCS Oakland Children's Svcs | 7200 Bancroft Avenue, Suite 125-D | Oakland | 94605 |
| BHCS Children's Spec Svcs | 7200 Bancroft Avenue, Suite 125-C | Oakland | 94605 |
| BHCS Prop36 Assessment | 7200 Bancroft Avenue, Suite 125-A | Oakland | 94605 |
| BHCS SRP | 7200 Bancroft Avenue, Suite 125-A | Oakland | 94605 |
| BHCS Early Childhood | 7200 Bancroft Avenue, Suite 125-C | Oakland | 94605 |
| Pub Hlth WIC-7200 Bancroft Avenue | 7200 Bancroft Avenue #204 | Oakland | 94605 |
| Prob Eastmont-7200 Bancroft | 7200 Bancroft Avenue | Oakland | 94605 |
| Wellness-7200 Bancroft #125B | 7200 Bancroft Avenue Suite #125B | Oakland | 94605 |
| Andover House-3408 Andover | 3408 Andover Street | Oakland | 94609 |
| HCSA A&D-3408 Andover St | 3408 Andover Street | Oakland | 94609 |
| BMD HHW-2100 E 7th & Kennedy | 2100 E 7th & Kennedy | Oakland | 94606 |
| Pub Hlth/Com-1900 Fruitvale | 1900 Fruitvale Avenue | Oakland | 94601 |
| SSA ILSP-2647 Intl Blvd. 3rdFl | 2647 International Blvd. #312 | Oakland | 94601 |
| SSA Welf-2647 Intl Bl #500 5th | 2647 International Blvd., 5th Floor | Oakland | 94601 |
| SSA Emp-2647 Intl Blvd. #420 | 2647 International Blvd. #420 | Oakland | 94601 |
| Thorndale Properties | Thorndale Street | Oakland | 94601 |
| Pub Hlth/Com-9925 E14th #3 1st | 9925 E 14th Street, #3 | Oakland | 94603 |
| Pub Hlth/Com-9925 E14th #10 1s | 9925 E 14th Street, #10 | Oakland | 94603 |
| Youth Uprising Ctr-8711A MacAr | 8711A MacArthur Blvd. | Oakland | 94605 |
| Pub Hlth/CDCP-8711A MacArthur | 8711A MacArthur Blvd., 1st Floor | Oakland | 94605 |
| HCSA ProjectYes-8711A MacArthu | 8711A MacArthur Blvd. | Oakland | 94605 |
| SSA Welf-6955 Foothill 1st | 6955 Foothill Avenue, Suite 100 | Oakland | 94605 |
| Soc Svcs Agcy/AAA | 6955 Foothill Blvd., Suite 300 | Oakland | 94605 |
| Amb Care-1900 Embarcadero #400 | 1900 Embarcadero #400 | Oakland | 94606 |
| BHCS-1900 Embarcadero, Ste 205 | 1900 Embarcadero, Suite 205 | Oakland | 94606 |
| BHCS-1900 Embarcadero, #100 | 1900 Embarcadero, #100 | Oakland | 94606 |
| BHCS-1900 Embarcadero, #101 | 1900 Embarcadero, #101 | Oakland | 94606 |
| CDA/LEAD-2000 Embarcadero 3rd | 2000 Embarcadero, #300 | Oakland | 94606 |
| BHCS-2000 Embarcadero 4th Floor | 2000 Embarcadero, 4th Floor | Oakland | 94606 |
| BHCS-2000 Embarcadero St | 2000 Embarcadero, #201 | Oakland | 94606 |
| BHCS-2000 Embarcadero 3rd | 2000 Embarcadero, #302 | Oakland | 94606 |
| BHCS-Embarcadero 1st | 2000 Embarcadero, #101 | Oakland | 94606 |
| BHCS-2000 Embarcadero,#400, HR | 2000 Embarcadero, 4th Floor | Oakland | 94606 |
| BHCS-2000 Embarcadero,#400, IS | 2000 Embarcadero, 4th Floor | Oakland | 94606 |
| BHCS-2000 Embarcadero,#400,Dir | 2000 Embarcadero, 4th Floor | Oakland | 94606 |
| BHCS-2000 Embarcadero, #110 | 2000 Embarcadero, #110 | Oakland | 94606 |
| BHCS 1900 Embarcadero Ste 300 | 1900 Embarcadero, Suite 300 | Oakland | 94502 |
| SSA CFS-160 Franklin 1st | 160 Franklin St, #100/100A/301 | Oakland | 94607 |
| SSA CFS-160 Franklin 3rd | 160 Franklin Street, #310 | Oakland | 94607 |
| Sheriff CRC WkFrl-2425 E12th 1st | 2425 E 12th Street, 1st Floor | Oakland | 94601 |
| Sheriff Narcotic Task Force | 2425 E 12th Street, 1st Floor | Oakland | 94601 |
| Sheriff's-Contract Svc Unit | 2425 East 12th Street | Oakland | 94601 |
| PWA No Co Yard-3024 E 7th St | 3024 E 7th Street | Oakland | 94607 |
| PWA Bridges-3024 E 7th St | 3024 E 7th Street | Oakland | 94607 |
| SSA CFS-330 Franklin 1st | 330 Franklin Street, 1st Floor | Oakland | 94607 |
| Weights & Measures-333 5th St | 333 5th Street | Oakland | 94607 |
| CDA AGRI-333 5th St | 333 5th Street | Oakland | 94607 |
| Probation Ctr Annex-400 BW | 400 Broadway | Oakland | 94607 |
| Adult Prob-400 Broadway 1st | 400 Broadway, 1st Floor | Oakland | 94607 |
| Adult Prob-400 Broadway 3rd | 400 Broadway, 3rd Floor | Oakland | 94607 |
| Adult Prob-400 Broadway 4th | 400 Broadway, 4th Floor | Oakland | 94607 |
| Adult Prob-400 BW 1st Annex | 400 Broadway, 1st Floor | Oakland | 94607 |
| Adult Prob-400 BW 2nd Annex | 400 Broadway, 2nd Floor | Oakland | 94607 |
| Adult Prob-400 BW 4th Annex | 400 Broadway, 4th Floor | Oakland | 94607 |
| Juv Prob-400 Broadway 2nd | 400 Broadway, 2nd Floor | Oakland | 94607 |
| Juv Prob-400 Broadway 3rd | 400 Broadway, 3rd Floor | Oakland | 94607 |
| Juv Prob-400 BW 1st Annex | 400 Broadway, 1st Floor | Oakland | 94607 |
| Oak Sup Ct-400 Broadway 1st | 400 Broadway, 1st Floor | Oakland | 94607 |
| Oak Sup Ct-400 Broadway 2nd | 400 Broadway, 2nd Floor | Oakland | 94607 |
| Oak Sup Ct-400 Broadway Basement | 400 Broadway, Basement | Oakland | 94607 |
| Prob Adm-400 Broadway 4th | 400 Broadway, 4th Floor | Oakland | 94607 |
| Prob Adm-400 Broadway Basement | 400 Broadway, Basement | Oakland | 94607 |
| Prob Adm-400 BW 1st Annex | 400 Broadway, 1st Floor | Oakland | 94607 |
| Prob Adm-400 BW 4th Annex | 400 Broadway, 4th Floor | Oakland | 94607 |
| Prob Juv Hall-400 BW 1st | 400 Broadway, 1st Floor | Oakland | 94607 |
| Prob Juv Hall-400 BW 2nd | 400 Broadway, 2nd Floor | Oakland | 94607 |
| Prob Juv Hall-400 BW Basement | 400 Broadway, Basement | Oakland | 94607 |
| DA Juv-400 Broadway 3rd Annex | 400 Broadway, 3rd Floor | Oakland | 94607 |
| Welfare HQ-401 BW | 401 Broadway | Oakland | 94607 |
| Commn-401 Broadway Basement | 401 Broadway, Basement | Oakland | 94607 |
| SSA Welf-401 Broadway 1st | 401 Broadway, 1st Floor | Oakland | 94607 |
| SSA Procuremn-401 Broadway 2nd | 401 Broadway, 2nd Floor | Oakland | 94607 |
| SSA AAF-401 Broadway Basement | 401 Broadway, Basement | Oakland | 94607 |
| SSA Welf-4501 Broadway 1st | 4501 Broadway, 1st Floor | Oakland | 94607 |
| Coroner's Bldg-480 4th St | 480 4th Street | Oakland | 94607 |
| Sheriff Coroner-480 4th Avenue 1st | 480 4th Street, 1st Floor | Oakland | 94607 |
| Public Hlth HQ-499 5th St | 499 5th Street | Oakland | 94607 |
| BMD-499 5th St Basement | 499 5th Street, Basement | Oakland | 94607 |
| Pub Hlth/CDCP-499 5th St 4th | 499 5th Street, 4th Floor | Oakland | 94607 |
| SSA Adoption-520 3rd St 1st | 520 3rd Street, 1st Floor | Oakland | 94607 |
| No Co Jail-550 6th St | 550 6th Street | Oakland | 94607 |
| HCSA/BHCS-550 6th St 2nd | 550 6th Street, 2nd Floor | Oakland | 94607 |
| Sheriff Med Svc-550 6th St 2nd | 551 7th Street, 2nd Floor | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 10th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 11th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 12th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 13th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 14th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 15th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 16th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 17th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 18th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 1st | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 2nd | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 3rd | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 4th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 5th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 6th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 7th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 8th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th 9th | 551 7th Street | Oakland | 94607 |
| Sheriff No Co Jail-550 6th Basement | 550 6th Street | Oakland | 94607 |
| Parking Structure-585 7th St | 585 7th Street | Oakland | 94607 |
| GSA Parking-585 7th St | 585 7th Street | Oakland | 94607 |
| Pub Def Oak Ofc-600 Washingt 5 | 600 Washington Street, 5th Floor | Oakland | 94607 |
| Sheriff Bailiff-600 Washngtn 2nd | 600 Washington Street, 2nd Floor | Oakland | 94607 |
| W Manuel Ct-600 Washington 2nd | 600 Washington Street, 2nd Fl | Oakland | 94607 |
| W Manuel Ct-600 Washington 3rd | 600 Washington Street, 3rd Floor | Oakland | 94607 |
| W Manuel Ct-600 Washington 4th | 600 Washington Street, 4th Floor | Oakland | 94607 |
| Wiley Manuel Ct-661 Washington | 661 Washington Street | Oakland | 94607 |
| Adult Prob-661 Washington 1st | 661 Washington Street, 1st Floor | Oakland | 94607 |
| Adult Prob-661 Washington 2nd | 661 Washington Street, 2nd Floor | Oakland | 94607 |
| BMD-661 Washington Basement | 661 Washington Street, Basement | Oakland | 94607 |
| DA-661 Washington St 2nd | 661 Washington Street #225 | Oakland | 94607 |
| Sheriff Oak Mar-661 Washntn 3rd | 661 Washington Street, 3rd Floor | Oakland | 94607 |
| Sheriff Bailiff-661 Washntn 4th | 661 Washington Street, 4th Floor | Oakland | 94607 |
| Sheriff Bailiff-661 Washntn 5th | 661 Washington Street, 5th Floor | Oakland | 94607 |
| Sheriff Bailiff-661 Washntn 6th | 661 Washington Street, 6th Floor | Oakland | 94607 |
| Sheriff Bailiff-661 Washntn Basement | 661 Washington Street, Basement | Oakland | 94607 |
| Wiley Manuel Ct-661 Wash Basement | 661 Washington Street, Basement | Oakland | 94607 |
| Wiley Manuel Ct-661 Wash 1st | 661 Washington Street, 1st Floor | Oakland | 94607 |
| Wiley Manuel Ct-661 Wash 2nd | 661 Washington Street, 2nd Floor | Oakland | 94607 |
| Wiley Manuel Ct-661 Wash 3rd | 661 Washington Street, 3rd Floor | Oakland | 94607 |
| Wiley Manuel Ct-661 Wash 4th | 661 Washington Street, 4th Floor | Oakland | 94607 |
| Wiley Manuel Ct-661 Wash 5th | 661 Washington Street, 5th Floor | Oakland | 94607 |
| Wiley Manuel Ct-661 Wash 6th | 661 Washington Street, 6th Floor | Oakland | 94607 |
| Parking Lot-E 12th St | 3012 Summit Street C-D D | Oakland | 94609 |
| Parking Lot-414 27th St | 414 27th Street | Oakland | 94609 |
| Central Health-470 27th St | 470 27th Street | Oakland | 94609 |
| BMD-470 27th St 1st | 470 27th Street, 1st Floor | Oakland | 94609 |
| Dist Atty-470 27th Street | 470 27th Street | Oakland | 94612 |
| Pub Hlth/Fld-1000 Broadway 5th | 1000 Broadway, 5th Floor | Oakland | 94607 |
| Pub Hlth/Adm-1000 Broadway 5th | 1000 Broadway, 5th Floor | Oakland | 94607 |
| Pub Hlth/CDCP-1000 Broadwy 5th | 1000 Broadway, 5th Floor | Oakland | 94607 |
| Pub Hlth/Com-1000 Broadway 5th | 1000 Broadway, 5th Floor | Oakland | 94607 |
| Pub Hlth/CSA-1000 Broadway 5th | 1000 Broadway, 5th Floor | Oakland | 94607 |
| Pub Hlth/Fam-1000 Broadway 5th | 1000 Broadway, 5th Floor | Oakland | 94607 |
| Pub Hlth/HIV-1000 Broadway 5th | 1000 Broadway, 5th Floor | Oakland | 94607 |
| Pub Hlth/EMS-1000 Broadway 5th | 1000 Broadway, 5th Floor | Oakland | 94607 |
| PH HIV/AIDS 1000 Broadway #310 | 1000 Broadway #310 | Oakland | 94607 |
| Madison Bldg-1106 Madison | 1106 Madison Street | Oakland | 94612 |
| Clrk Recorder-1106 Madison 1st | 1106 Madison Street, 1st Floor | Oakland | 94612 |
| ITD - Madison St | 1106 Madison Street Room 336 | Oakland | 94607 |
| 1106Madison St- #445 | 1106 Madison Street Room #445 | Oakland | 94607 |
| Cent Coll 1106 Madison 4th Floor | 1106 Madison Street, 4th Floor | Oakland | 94607 |
| ALACO Adm Bldg-1221 Oak | 1221 Oak Street | Oakland | 94612 |
| Auditor's-1221 Oak 2nd | 1221 Oak Street, Rm 249 | Oakland | 94612 |
| Auditor's-1221 Oak Basement | 1221 Oak Street, Basement | Oakland | 94612 |
| Assessor-1221 Oak 1st #145 | 1221 Oak Street #145 | Oakland | 94612 |
| Assessor-1221 Oak #245 | 1221 Oak Street #245 | Oakland | 94612 |
| BMD-1221 Oak St Basement | 1221 Oak Street, Basement | Oakland | 94612 |
| BOS-1221 Oak 5th | 1221 Oak Street, 5th Floor | Oakland | 94612 |
| CAO Clerk-1221 Oak 5th | 1221 Oak Street, 5th Floor | Oakland | 94612 |
| CAO-1221 Oak 5th | 1221 Oak Street, 5th Floor | Oakland | 94612 |
| Co Counsel-1221 Oak St 4th | 1221 Oak Street, Ste 463 | Oakland | 94612 |
| DA-1221 Oak St Basement | 1221 Oak Street, Basement | Oakland | 94612 |
| GSA Pur-1221 Oak St Basement | 1221 Oak Street, Basement | Oakland | 94612 |
| ITD-1221 Oak #33 (Basement) | 1221 Oak Street | Oakland | 94612 |
| Oak Sup Ct-1221 Oak St 2nd | 1221 Oak Street, 2nd Floor | Oakland | 94612 |
| Oak Sup Ct-1221 Oak St 3rd | 1221 Oak Street, 3rd Floor | Oakland | 94612 |
| Oak Sup Ct-1221 Oak St 4th | 1221 Oak Street, 4th Floor | Oakland | 94612 |
| Oak Sup Ct-1221 Oak St Basement | 1221 Oak Street, Basement | Oakland | 94612 |
| TTax-1221 Oak St 1st | 1221 Oak Street, Rm 131 | Oakland | 94612 |
| TTax-1221 Oak St Basement | 1221 Oak Street, Basement | Oakland | 94612 |
| Auditor-Tax Refunds | 1221 Oak Street, Rm 238 | Oakland | 94612 |
| Auditor-CUBS (Central Collect) | 1221 Oak Street, Rm 220 | Oakland | 94612 |
| CORPUS-1221 Oak Basement | 1221 Oak Street #17-B | Oakland | 94612 |
| Auditor's-1221 Oak St EXTTR | 1221 Oak Street, Rm 249 | Oakland | 94612 |
| Oak Courthouse-1225 Fallon | 1225 Fallon Street | Oakland | 94612 |
| BMD-1225 Fallon Street Basement | 1225 Fallon Street, Basement | Oakland | 94612 |
| DA-1225 Fallon Street 2nd | 1225 Fallon Street, 2nd Floor | Oakland | 94612 |
| DA-1225 Fallon Street 3rd | 1225 Fallon Street, 3rd Floor | Oakland | 94612 |
| DA-1225 Fallon Street Rm 900 | 1225 Fallon Street, Rm #900 | Oakland | 94612 |
| DA-1225 Fallon Street Basement | 1225 Fallon Street, Basement | Oakland | 94612 |
| Oak Sup Ct-1225 Fallon 1st | 1225 Fallon Street, 1st Floor | Oakland | 94612 |
| Oak Sup Ct-1225 Fallon 2nd | 1225 Fallon Street, 2nd Floor | Oakland | 94612 |
| Oak Sup Ct-1225 Fallon 3rd | 1225 Fallon Street, 3rd Floor | Oakland | 94612 |
| Oak Sup Ct-1225 Fallon 4th | 1225 Fallon Street, 4th Floor | Oakland | 94612 |
| Oak Sup Ct-1225 Fallon 5th | 1225 Fallon Street, 5th Floor | Oakland | 94612 |
| Oak Sup Ct-1225 Fallon 6th | 1225 Fallon Street, 6th Floor | Oakland | 94612 |
| Oak Sup Ct-1225 Fallon 7th | 1225 Fallon Street, 7th Floor | Oakland | 94612 |
| Oak Sup Ct-1225 Fallon 8th | 1225 Fallon Street | Oakland | 94612 |
| Oak Sup Ct-1225 Fallon Basement | 1225 Fallon Street, Basement | Oakland | 94612 |
| Oak Sup Ct-1225 Fallon Mezz | 1225 Fallon Street, Mezz | Oakland | 94612 |
| Pub Def Inv 1225 Fallon St 2nd | 1225 Fallon Street, Rm 212 | Oakland | 94612 |
| ROV-1225 Fallon St Rm G-1 | 1225 Fallon Street, Rm G-1 | Oakland | 94612 |
| Sheriff Adm-1225 Fallon 1st | 1225 Fallon Street, 1st Floor | Oakland | 94612 |
| Sheriff Adm-1225 Fallon Mez | 1225 Fallon Street, Mezz | Oakland | 94612 |
| Sheriff Bailiff-1225 Fallon 10th | 1225 Fallon Street, 10th Floor | Oakland | 94612 |
| Sheriff Bailiff-1225 Fallon 11th | 1225 Fallon Street | Oakland | 94612 |
| Sheriff Bailiff-1225 Fallon 8th | 1225 Fallon Street, 8th Floor | Oakland | 94612 |
| Sheriff Cvl-1225 Fallon 1st | 1225 Fallon Street, 1st Floor | Oakland | 94612 |
| Trial Ct Adm-1225 Fallon St | 1225 Fallon Street | Oakland | 94612 |
| ROV-1225 Fallon Street ELECT | 1225 Fallon Street | Oakland | 94612 |
| 12th & Oak Street Bldg | 125 - 12th Street | Oakland | 94607 |
| Risk Mgmt -125 12th St 3rd | 125 - 12th Street, 3rd Floor | Oakland | 94607 |
| HRS Conf Ctr-125 12th 4th | 125 - 12th Street, Suite 400 | Oakland | 94607 |
| Law Library-125 12th St 1st Fl | 125 - 12th Street | Oakland | 94607 |
| Risk Mgmt-1330 BW #750 | 1330 Broadway, Suite 750 | Oakland | 94612 |
| Lakeside Plaza-1401 Lakeside | 1401 Lakeside Drive | Oakland | 94612 |
| Central Coll-1401 Lakeside 5th | 1401 Lakeside Drive, 5th Floor | Oakland | 94612 |
| Central Coll-1401 Lakeside 6th | 1401 Lakeside Drive, 6th Floor | Oakland | 94612 |
| BMD-1401 Lakeside 6th | 1401 Lakeside Drive, 6th Floor | Oakland | 94612 |
| BMD TSD-1401 Lakeside 8th | 1401 Lakeside Drive, 8th Floor | Oakland | 94612 |
| BMD No Co-1401 Lakeside 6th | 1401 Lakeside Drive, 6th Floor | Oakland | 94612 |
| BMD-1401 Lakeside 11th | 1401 Lakeside Drive, 11th Floor | Oakland | 94612 |
| Commn-1401 Lakeside 9th | 1401 Lakeside Drive, 9th Floor | Oakland | 94612 |
| Commn-1401 Lakeside 10th | 1401 Lakeside Drive, 10th Floor | Oakland | 94612 |
| DA Vic Witn-1401 Lakeside 8th | 1401 Lakeside Drive #802 | Oakland | 94612 |
| Grand Jury-1401 Lakeside 1104 | 1401 Lakeside Drive - Rm 1104 | Oakland | 94612 |
| GSA Adm-1401 Lakeside 10th | 1401 Lakeside Drive, 10th Floor | Oakland | 94612 |
| GSA Adm-1401 Lakeside 11th | 1401 Lakeside Drive, 11th Floor | Oakland | 94612 |
| GSA Pur-1401 Lakeside #907 | 1401 Lakeside Drive, Suite 907 | Oakland | 94612 |
| GSA Pur-1401 Lakeside 10th | 1401 Lakeside Drive, 10th Floor | Oakland | 94612 |
| GSA Pur-1401 Lakeside 11th | 1401 Lakeside Drive, 11th Floor | Oakland | 94612 |
| HRS-Pers 1405 Lakeside 1st | 1405 Lakeside Drive, 1st Floor | Oakland | 94612 |
| HRS-Labor 1401 Lakeside 2nd | 1401 Lakeside Drive, Suite 200 | Oakland | 94612 |
| Motor Pool-1401 Lakeside 10th | 1401 Lakeside Drive, 10th Floor | Oakland | 94612 |
| Pub Def-1401 Lakeside | 1401 Lakeside Drive, 2nd Floor | Oakland | 94612 |
| Pub Def-1401 Lakeside 4th | 1401 Lakeside Drive, Suite 400 | Oakland | 94612 |
| Sheriff Plan&R-1401 Lakeside 7th | 1401 Lakeside Drive, 7th Fl. | Oakland | 94612 |
| Sheriff Adm-1401 Lakeside 12th | 1401 Lakeside Drive, 12th Fl. | Oakland | 94612 |
| Sheriff Cal ID-1401 Lakeside 7th | 1401 Lakeside Drive, 7th Fl. | Oakland | 94612 |
| Sheriff CIB-1401 Lakeside 7th | 1401 Lakeside Drive, 7th Floor | Oakland | 94612 |
| Art Comm-1401 Lakeside 9th | 1401 Lakeside Drive | Oakland | 94612 |
| RPM-1401 Lakeside 6th | 1401 Lakeside Drive, 6th Floor | Oakland | 94612 |
| Sheriff Acctg-1401 Lakeside 12th | 1401 Lakeside Drive | Oakland | 94612 |
| HR Empl Relations 2nd Floor | 1401 Lakeside Drive 2nd Floor | Oakland | 94612 |
| HR Personnel 5th Floor | 1401 Lakeside Drive 5th Floor | Oakland | 94612 |
| Sheriff HR-1401 Lakeside 6th | 1401 Lakeside Drive | Oakland | 94612 |
| Sheriff Int Af-1401 Lakeside 7th | 1401 Lakeside Drive #700 | Oakland | 94612 |
| Alcopark-165 13th St | 165 - 13th St | Oakland | 94612 |
| BMD-165 13th St Basement | 165 - 13th St, Basement | Oakland | 94612 |
| GSA Prk/Alcopark-165 13th 1st | 165 - 13th St | Oakland | 94612 |
| Motor Pool-165 13th St 1st | 165 - 13th St, 1st Floor | Oakland | 94612 |
| Motor Pool-165 13th St Basement | 165 - 13th St, Basement | Oakland | 94612 |
| Pub Hlth/Fam-1970 Broadwy 1130 | 1970 Broadway, Suite 1130 | Oakland | 94612 |
| HCSA/BHCS-568 W Grand Avenue 1st | 568 W Grand Avenue, 1st Floor | Oakland | 94612 |
| Peralta Oaks Bldg-2901 Peralta | 2901 Peralta Oaks Ct | Oakland | 94605 |
| SSA Warehouse-31 4th St 1st | 31 - 4th St | Oakland | 94607 |
| BHCS-333 Hegenberger Rd | 333 Hegenberger Rd, #600 | Oakland | 94621 |
| DA-Cns Fraud 7677 Oakport #650 | 7677 Oakport Street Rm 650 | Oakland | 94621 |
| SSA WFPD-7677 Oakport #460 | 7677 Oakport Street #460 | Oakland | 94621 |
| SSA WFPD-7677 Oakport #725 | 7677 Oakport Street #725 | Oakland | 94621 |
| SSA WFPD-7677 Oakport #1010 | 7677 Oakport Street #1010 | Oakland | 94621 |
| DA Welf Fraud-7677 Oakport | 7677 Oakport St, Rm 750 | Oakland | 94621 |
| DA Cns Fraud-7677 Oakport | 7677 Oakport St, Rm 650 | Oakland | 94621 |
| Welfare Bldg-8477 Enterprise | 8477 Enterprise Drive | Oakland | 94621 |
| SSA Welf-8477 Enterprise 1st | 8477 Enterprise Drive, 1st Floor | Oakland | 94621 |
| Parking Lot-8477 Enterprise | 8477 Enterprise Drive | Oakland | 94621 |
| SSA-7751 Edgewater | 7751 Edgewater Drive | Oakland | 94621 |
| SSA - Welfare Fraud Prevention | 7751 Edgewater Drive | Oakland | 94621 |
| BMD Plant Oper/HGH-1411 E31s | 1411 E 31st St | Oakland | 94602 |
| Communications-1411 E31st | 1411 E 31st St | Oakland | 94602 |
| BMD-1411 E31st Street | 1411 E 31st St | Oakland | 94602 |
| HGH-1411 E31st Street | 1411 E 31st St | Oakland | 94602 |
| BMD HGH Garden-1411 E31st | 1411 E 31st Street | Oakland | 94602 |
| BMD HGH Carpenter-1411 E31st | 1411 E 31st Street | Oakland | 94602 |
| BMD HGH Paint-1411 E31st | 1411 E 31st Street | Oakland | 94602 |
| Assessor's BPP-125 12th Street | 125 12th Street, Suite 320 | Oakland | 94607 |
| Pub Hlth Clinic-386 14th Street | 386 14th Street | Oakland | 94612 |
| Pub Hlth WIC-3600 Telegraph | 3600 Telegraph Avenue | Oakland | 94609 |
| Pub Hlth Nutri-3600 Telegraph | 3600 Telegraph Avenue | Oakland | 94609 |
| Pub Defender-312 Clay Street, 1st | 312 Clay Street, 1st Floor | Oakland | 94607 |
| Pub Defender-312 Clay Street, 2nd | 312 Clay St, 2nd Floor | Oakland | 94607 |
| BMD-1111 Jackson Street | 1111 Jackson Street | Oakland | 94612 |
| ROV Warehouse-8000 Capwell Drive | 8000 Capwell Drive | Oakland | 94621 |
| SS North Co Self-Sufficien Ctr | 2000 San Pablo Avenue | Oakland | 94612 |
| SSA AAF | 2000 San Pablo Avenue | Oakland | 94612 |
| Sheriff Airport Police Services | 8980 Earhart Road | Oakland | 94603 |
| Sheriff Marine Patrol Unit | 8980 Earhart Road | Oakland | 94603 |
| SSA ILSP 675 Hegenberger Road | 675 Hegenberger Road | Oakland | 94621 |
| Staples Ranch | El Charo | Pleasanton | 94588 |
| ALACO Fairgrounds | Bernal Avenue | Pleasanton | 94566 |
| Animal Shelter-4501 Altamirano | 4501 Altamirano Avenue | Pleasanton | 94588 |
| Sheriff Anim Ctrl-4501 Altamiran | 4501 Altamirano Avenue | Pleasanton | 94588 |
| DCSS-5669 Gibraltar | 5669 Gibraltar Drive | Pleasanton | 94588 |
| BHCS-3730 Hopyard Rd 1st | 3730 Hopyard Road, 1st Floor | Pleasanton | 94588 |
| Adult Prob-5672 Stoneridge 1st | 5672 Stoneridge Drive, 1st Floor | Pleasanton | 94588 |
| Adult Prob-5672 Stoneridge 2nd | 5672 Stoneridge Drive, 2nd Floor | Pleasanton | 94588 |
| DA-5672 Stoneridge 2nd | 5672 Stoneridge Drive, 2nd Floor | Pleasanton | 94588 |
| Juv Prob-5672 Stoneridge 1st | 5672 Stoneridge Drive, 1st Floor | Pleasanton | 94588 |
| Liv/Plsnton Ct-5672 Stnrdg 1st | 5672 Stoneridge Drive, 1st Floor | Pleasanton | 94588 |
| Liv/Plsnton Ct-5672 Stnrdg 2nd | 5672 Stoneridge Drive, 2nd Floor | Pleasanton | 94588 |
| Pub Def Pls-5672 Stoneridg 1st | 5672 Stoneridge Drive, 1st Floor | Pleasanton | 94588 |
| Sheriff Plsn Mar-5672 Stnrdg 1st | 5672 Stoneridge Drive, 1st Floor | Pleasanton | 94588 |
| Sheriff Bailiff-5672 Stnrdg 2nd | 5672 Stoneridge Drive, 2nd Floor | Pleasanton | 94588 |
| Zone 7 Water - Hopyard Well | Hopyard Well Field | Pleasanton | 94588 |
| Zone 7 Water-5997 Parkside | 5997 Parkside Drive | Pleasanton | 94588 |
| Zone 7 Water Ent-5997 Parkside | 5997 Parkside Drive | Pleasanton | 94588 |
| Zone 7 Water 5997 Parkside | 5997 Parkside Drive | Pleasanton | 94588 |
| Mocho Demineralization Plant | 5215 Stoneridge Drive | Pleasanton | 94588 |
| Supv Haggerty PleasantonOffice | 4501 Pleasanton Avenue | Pleasanton | 94566 |
| OAH-TPP 500 Davis Street, Ste 120 | 500 Davis Street, Suite 120 | San Leandro | 94577 |
| UBOC 350 California St 11th | 350 California Street | San Francisco | 94101 |
| Fire Stn 9-450 Estudillo | 450 Estudillo | San Leandro | 94577 |
| Fire Stn 10-1040 Davis | 1040 Davis Street | San Leandro | 94577 |
| Fire Stn 11-2101 Marina | 2101 Marina Avenue | San Leandro | 94577 |
| Fire Stn 12-1065 143rd Avenue | 1065 143rd Avenue | San Leandro | 94577 |
| Fire Stn 13-637 Fargo Avenue | 637 Fargo Avenue | San Leandro | 94577 |
| Fire/Training Tower-890 Lola | 890 Lola Street | San Leandro | 94577 |
| Las Vistas III-2300 Fairmont | 2300 Fairmont Drive | San Leandro | 94578 |
| Prob CSweeney-2300 Fairmont 1st | 2300 Fairmont Drive, 1st Floor | San Leandro | 94578 |
| 2700 Fairmont | 2700 Fairmont Drive | San Leandro | 94578 |
| Sheriff OES-2700 Fairmont Drive | 2700 Fairmont Drive | San Leandro | 94578 |
| Anim Cntrl-2700 Fairmont | 2700 Fairmont Drive | San Leandro | 94578 |
| Fire Station 3 -1430 164th Avenue | 1430 - 164th Avenue | San Leandro | 94579 |
| Fire Station 3 -1430 164th Avenue | 1430 - 164th Avenue | San Leandro | 94579 |
| SLdro VMB-1105 Bancroft | 1105 Bancroft Avenue | San Leandro | 94577 |
| SL VetMB-1105 Bancroft Avenue 1st | 1105 Bancroft Avenue, 1st Floor | San Leandro | 94577 |
| HCSA/BHCS-14234 Catalina 1st | 14234 Catalina St, 1st Floor | San Leandro | 94577 |
| Supr King Field Ofc-1426 164th | 1426 - 164th Avenue | San Leandro | 94577 |
| BOS CoWide-1426 164th Avenue | 1426 - 164th Avenue | San Leandro | 94577 |
| Fire/EMS-1426 164th Avenue | 1426 164th Avenue | San Leandro | 94577 |
| Eden Bldg-15001 Foothill | 15001 Foothill Blvd. | San Leandro | 94578 |
| Sheriff Crime-15001 Foothill 1st | 15001 Foothill Blvd., 1st Floor | San Leandro | 94578 |
| Sheriff Crime-15001 Foothill 2nd | 15001 Foothill Blvd., 2nd Floor | San Leandro | 94578 |
| Sheriff ETS-15001 Foothill 1st | 15001 Foothill Blvd., 1st Floor | San Leandro | 94578 |
| Sheriff ETS-15001 Foothill Basement | 15001 Foothill Blvd., Basement | San Leandro | 94578 |
| Sheriff Grts-15001 Foothill 1st | 15001 Foothill Blvd., 1st | San Leandro | 94578 |
| Villa Fairmont-15200 Foothill | 15200 Foothill Blvd. | San Leandro | 94578 |
| HCSA/BHCS-15200 Foothill 1st | 15200 Foothill Blvd., 1st Floor | San Leandro | 94578 |
| GSA Print Svcs/Prop & Salvage | 15800 Foothill Blvd. | San Leandro | 94578 |
| GSA Prop/Slvg-15800 Foothill | 15800 Foothill Blvd. | San Leandro | 94578 |
| GSA Print Svcs-15800 Foothill | 15800 Foothill Blvd. | San Leandro | 94578 |
| Parking Lot-15800 Foothill | 15800 Foothill Blvd. | San Leandro | 94578 |
| Sheriff ETS-16378 E 14th #101 | 16378 E 14th St, #101 | San Leandro | 94578 |
| Er Oper Ctr-2000 150th | 2000 - 150th Avenue | San Leandro | 94578 |
| Commn-2000 150th Avenue | 2000 - 150th Avenue | San Leandro | 94578 |
| Sheriff CDS-2000 150th Avenue | 2000 150th Avenue | San Leandro | 94578 |
| Sheriff Dispatch-2000 150th Avenue | 2000 150th Avenue | San Leandro | 94578 |
| Sheriff Rec/War-2000 150th Avenue | 2000 150th Avenue | San Leandro | 94578 |
| Sheriff's-2020 150th Avenue | 2020 150th Avenue | San Leandro | 94578 |
| C R Bldg#1-2100 Fairmont | 2100 Fairmont Drive | San Leandro | 94578 |
| C R Bldg#2-2100 Fairmont | 2100 Fairmont Drive | San Leandro | 94578 |
| BHCS-2100 Fairmont Drive 1st | 2100 Fairmont Drive, 1st Floor | San Leandro | 94578 |
| BHCS-Eden CMHC | 2045 Fairmont Drive | San Leandro | 94578 |
| BHCS-Eden 2045 Fairmont | 2045 Fairmont Drive | San Leandro | 94578 |
| BHCS Stars-2050 Fairmont | 2050 Fairmont Drive | San Leandro | 94578 |
| BHCS Stars-2050 Fairmont | 2050 Fairmont Drive | San Leandro | 94578 |
| BMD Admin 2054 Fairmont Drive | 2054 Fairmont Drive | San Leandro | 94578 |
| 2130 Fairmont | 2130 Fairmont Drive | San Leandro | 94578 |
| BMD-2130 Fairmont 1st | 2130 Fairmont Drive, 1st Floor | San Leandro | 94578 |
| Probation-2150 Fairmont | 2150 Fairmont Drive | San Leandro | 94578 |
| Juv Prob-2150 Fairmont 1st | 2150 Fairmont Drive, 1st Floor | San Leandro | 94578 |
| Juvenile Hall-2200 Fairmont | 2200 Fairmont Drive | San Leandro | 94578 |
| DA-Juv E - 2200 Fairmont #217 | 2200 Fairmont Drive #217 | San Leandro | 94578 |
| GuidanClinic-2200 Fairmont 1st | 2200 Fairmont Drive, 1st Floor | San Leandro | 94578 |
| Juv Prob-2200 Fairmont 2nd | 2200 Fairmont Drive, 2nd Floor | San Leandro | 94578 |
| Juv Prob-2200 Fairmont Rcv | 2200 Fairmont Drive | San Leandro | 94578 |
| Prob Juv Hall-2200 Fairmont BU | 2200 Fairmont Drive | San Leandro | 94578 |
| Prob Juv Hall-2200 Fairmont GLU | 2200 Fairmont Drive | San Leandro | 94578 |
| Prob Juv Hall-2200 Fairmont Gym | 2200 Fairmont Drive | San Leandro | 94578 |
| Prob Juv Hall-2200 Fairmont Rcv | 2200 Fairmont Drive | San Leandro | 94578 |
| Prob Juv Hall-2200 Fairmont 1st | 2200 Fairmont Drive, 1st Floor | San Leandro | 94578 |
| Prob Juv Hall-2200 Fairmont Basement | 2200 Fairmont Drive, Basement | San Leandro | 94578 |
| Prob TANF-2200 Fairmont 2nd | 2200 Fairmont Drive, 2nd Floor | San Leandro | 94578 |
| Sup Ct Juv Hall-2200 Fairmont | 2200 Fairmont Drive | San Leandro | 94578 |
| 2300 Fairmont | 2300 Fairmont Drive | San Leandro | 94578 |
| SSA Welf-2300 Fairmont 1st | 2300 Fairmont Drive, 1st Floor | San Leandro | 94578 |
| Training Center - Las Vistas I | 2300 Fairmont Drive | San Leandro | 94578 |
| Training Center -Las Vistas II | 2300 Fairmont Drive | San Leandro | 94578 |
| Training Center-Las Vistas III | 2300 Fairmont Drive | San Leandro | 94578 |
| Camp Ready-2500 Fairmont | 2500 Fairmont Drive | San Leandro | 94578 |
| Prob Adm-2500 Fairmont 5th | 2500 Fairmont Drive, 5th Floor | San Leandro | 94578 |
| Prob CSweeney-2500 Fairmont 6th | 2500 Fairmont Drive, 6th Floor | San Leandro | 94578 |
| Prob Juv Hall-2500 Fairmont | 2500 Fairmont Drive | San Leandro | 94578 |
| Public Def-Juvenile Division | 2500 Fairmont Drive, Suite C3041 | San Leandro | 94588 |
| DA, Juvenile Division | 2500 Fairmont Drive, Suite C3701 | San Leandro | 94578 |
| BHCS Guid/Juv Hall | 2500 Fairmont Drive, Floor 1 | San Leandro | 94578 |
| Camp Sweeney-2600 Fairmont | 2600 Fairmont Drive | San Leandro | 94578 |
| Prob CSweeney-2600 Fairmont 3rd | 2600 Fairmont Drive, 3rd Floor | San Leandro | 94578 |
| MPCAH-500 Davis Street, #120 | 500 Davis Street, Suite 120 | San Leandro | 94577 |
| BHCS EC & ECCTP | 500 Davis Street, Suite 120 | San Leandro | 94577 |
| HCSA-500 Davis Street #120 | 500 Davis Street, Suite 120 | San Leandro | 94577 |
| FHS-TDVP 500 Davis St #120 | 500 Davis Street, Suite 120 | San Leandro | 94577 |
| John George Pavilion | 2060 Fairmont Drive | San Leandro | 94578 |
| BMD JGeorge Pav-2060 Fairmont | 2060 Fairmont Drive | San Leandro | 94578 |
| HCSA/BHCS-2060 Fairmont Drive | 2060 Fairmont Drive | San Leandro | 94578 |
| BHCS CONREP | 2055 Fairmont Drive | San Leandro | 94578 |
| Power Plant Op-15400 Foothill | 15400 Foothill Blvd. | San Leandro | 94578 |
| BMD-15400 Foothill Blvd. | 15400 Foothill Blvd. | San Leandro | 94578 |
| Fairmont Hosp-15400 Foothill | 15400 Foothill Blvd. | San Leandro | 94578 |
| BMD Carpenter Shop-15400 Foothill | 15400 Foothill Blvd. | San Leandro | 94578 |
| BMD Garden Shop-15400 Foothill | 15400 Foothill Blvd. | San Leandro | 94578 |
| BMD Paint Shop-15400 Foothill | 15400 Foothill Blvd. | San Leandro | 94578 |
| Fire Admin-835 E 14th Street 2nd | 835 E 14th Street, 2nd Floor | San Leandro | 94577 |
| BHCS-So County 2035 Fairmont | 2035 Fairmont Drive | San Leandro | 94578 |
| ACRATT-785 Montague Street | 785 Montague Street | San Leandro | 94577 |
| BHCS-15750 Foothill Blvd. | 15750 Foothill Blvd. | San Leandro | 94578 |
| MPCAH-1100 San Leandro #120 | 1100 San Leandro Blvd. Suite 120 | San Leandro | 94577 |
| HCSA Admin-San Leandro Bl.#300 | 1000 San Leandro Blvd., #300 | San Leandro | 94577 |
| Creekside Plaza 1st Floor | 1000 San Leandro Blvd. | San Leandro | 94577 |
| PH -Emergency Medical Services | 1000 San Leandro Blvd., 2nd Floor Ste 200 | San Leandro | 94577 |
| FHS - IPOP | 1000 San Leandro Blvd. | San Leandro | 94577 |
| FHS - BIH | 1000 San Leandro Blvd. 1st Floor | San Leandro | 94577 |
| FHS Creekside Plaza 2nd Floor | 1000 San Leandro Blvd. | San Leandro | 94577 |
| CFC-1100 San Leandro Blvd., #120 | 1100 San Leandro Blvd., #120 | San Leandro | 94577 |
| Pioneer Memorial Park | Hesperian Blvd. | San Lorenzo | 95480 |
| San Lorenzo Library-395 Paseo Grande | 395 Paseo Grande | San Lorenzo | 94580 |
| San Lorenzo Lib-395 Paseo Grande 1st | 395 Paseo Grande, 1st Floor | San Lorenzo | 94580 |
| Alaco Fire1-427 Paseo Grande | 427 Paseo Grande | San Lorenzo | 94580 |
| Supr Lai-Bitker Ofc-15903 Hesp | 15903 Hesperian Blvd. | San Lorenzo | 94580 |
| Fire Stn 14-11345 Plsntn-Sunol | 11345 Pleasanton-Sunol Road | Sunol |   |
| Sunol Ridge | Sunol Ridge | Sunol |   |
| Commn-Sunol Ridge | Sunol Ridge | Sunol |   |
| SSA Welf-1320 Decoto Rd 1st | 1320 Decoto Road, 1st Floor | Union City | 94587 |
| Union City Libr-34007 Alvarado | 34007 Alvarado-Niles | Union City | 94578 |
| UCity Lib-34007 Alva/Niles 1st | 34007 Alvarado-Niles, 1st Floor | Union City | 94578 |

**EXHIBIT C**

**Recycled-Content and Recyclable Paper Certification Form**

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| --- |
| Beginning January 1, 2022, jurisdictions are required to purchase and obtain documentation certifying that paper products and printing and writing papers: |
| 1. Contain a minimum 30% postconsumer recycled content (PCRC)1 |   |   |
| 2. Are eligible to be labeled with an unqualified recyclable label2 |   |   |
|   |   |   |   |   |
| All Contractors doing business with the County of Alameda shall certify in writing: |
| 1. The minimum percentage, if not the exact percentage, of PCRC material in the paper products and printing and writing papers offered or sold to the jurisdiction, regardless of whether the product meets the minimum content requirements specified in law. |
| 2. That the paper products and printing and writing papers offered or sold to the jurisdiction are eligible to be labeled with an unqualified recyclable label as defined in 16 CFR Section 260.12. If products cannot be recycled, please provide an explanation in the comments. |
| Business Name:  |   |   |   |   |
| Address:  |   |   |   |   |
| Phone:  |   | Email:  |   |   |
|   |   |   |   |   |
| **Certification form for Master Contract No. [number], [Name]** |
| Please clearly print or type your responses. Attach additional pages as necessary. |   |
| Item # | Product Description | % PCRC | Reason if PCRC is less than 30% | Recyclable (y/n) |
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|   |   |   |   |   |
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| **Comments:** (*Please provide reasoning for sale of any products that are not recyclable*) |   |
|   |
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|  |
| **Certification***(To be completed via DocuSign after form has been submitted)* |  |
| I certify that the above information is true and correct to the best of my knowledge. |   |  |
|   |   |   |   |   |  |
| Signature |   |   |   |   |  |
| Printed Name |   |   |   |   |  |
| Title |   |   |   |   |  |
| Date |   |   |   |   |  |
|   |   |   |   |   |  |
| 1 “Postconsumer recycled-content material” is defined as products that were bought, used, and recycled by consumers. Recycled content paper products and printing and writing paper are defined as consisting of at least 30 percent, by fiber weight, postconsumer fiber.  |  |
| 2 Products must be eligible to be labeled with an unqualified recyclable label as defined by Federal Trade Commission “Green Guides” (16 CFR 260.12), meaning that at least 60 percent of consumers or communities where the items are sold have access to recycling facilities for the products. |  |

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| **Certification form for Master Contract No. [number], [Name]** |
| Additional pages. |   |   |   |   |
| Item # | Product Description | % PCRC | Reason if PCRC is less than 30% | Recyclable (y/n) |
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